

DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

DEPARTMENT SAFETY OBJECTIVES 2022/23

This document contains the department safety objectives for the commencing academic year. These objectives are to ensure that the department is constantly improving the health and safety systems as well as ensuring all staff are protected in their working environment.

<i>Objectives</i>	<i>Details</i>	<i>Completed?</i>	<i>Person(s) responsible</i>
<i>Implement a regular internal auditing of the high hazard areas</i>	Provide labs with a checklist to use regularly to identify safety issues		All lab users, RH
	DSO to carry out a check termly		RH
<i>Launch EEE Safety update email newsletter</i>	Create a termly safety newsletter that can be sent via email to update staff with changes to procedures or remind staff on safety matters		RH
<i>Increase visibility of physical and mental health support within the department</i>	DSO to work with comms manager and wellbeing champion to increase visibility in the department		RH, NV, VC
<i>Create 9th floor high hazard area guidance</i>	Create guide for the floor usage		RH
	All labs to be informed on the training and induction needed		All lab managers/PIs
	Door locks and access to be changed to reflect the hierarchy of access in line with hazard level		SB

These safety objectives will be reviewed termly after each DSC by the DSO and adapted if necessary.