

# UNIVERSITY OF OXFORD

## Department of Physics



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From the Physics Area Safety Officer (Policy and Strategy)  
Mrs Diane Thomason BSc MSc Dip2.OSH CMIOSH

July 2010

Dear Newcomer,

### **HEALTH AND SAFETY**

Welcome to the Department of Physics.

On arrival, all newcomers (students, staff members, visitors etc.) are required to complete the following Health and Safety forms:

- 1) **Health and Safety Form for Personnel** - applicable to ALL personnel coming into the Department of Physics. Please note that you may not be issued with a building security pass or key until this form has been returned.  
(NB. If you are a graduate student whose research project remains to be finalised please complete the **Temporary Health and Safety Certificate**. However, you must complete the **Health and Safety Form for Newcomers** before undertaking any practical work).
- 2) **Hazard Checklist for Supervisors** - applicable only to newcomers with supervisory duties.

Please follow the instructions given on the forms.

For your information I have included with this letter a copy of the statement made by the Chairman of Physics on Individual Responsibility for Safety. This text is taken from the Statement of Safety Organisation for Physics which may be found in the Department's Health and Safety Handbook.

If anything is unclear concerning Health and Safety matters please consult either your supervisor, the Departmental Safety Officer or one of the Area Safety Officers.

Yours sincerely

A handwritten signature in black ink that reads 'D. E. Thomason'.

Diane Thomason

PTO

Encl.

- 1) Health and Safety Form for Personnel
- 2) Temporary Health and Safety Certificate for Graduate Students
- 3) Hazard Checklist for Supervisors
- 4) Individual Responsibility for Safety (from the Department of Physics Statement of Safety Organisation)

## **INDIVIDUAL RESPONSIBILITY**

All Departmental employees, all students and all other persons entering onto the Department's premises or who are involved in Departmental activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

### **Individuals must**

- a) Make sure that their work is carried out in accordance with University Safety Policy.
- b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- c) Protect themselves by properly wearing any personal protective equipment that is required.
- d) Obey all instructions emanating from the Head of Department in respect of health and safety.
- e) Warn me and the DSO/ASOs of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.
- f) Ensure that their visitors, including contractors, have a named contact within the department with whom to liaise.
- g) Attend training where managers identify it as necessary for health and safety
- g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- h) Report all fires, incidents, and accidents immediately to the Physics ASOs.
- i) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

### **Individuals should**

- a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- b) Offer any advice and suggestions that they think may improve health and safety.
- c) Note that University Policy Statements are available on the web at <http://www.admin.ox.ac.uk/safety/notes.shtml> and in hard copy at the DSO's and ASOs' offices.