

SECURITY PROCEDURES EA08 - RESEARCH GROUP MST

SITUATING

The MST research group is located in **building 46** on Campus Zwijnaarde.

As building 46 is connected to a complex structure of buildings in which numerous departments and industrial partners are active, safety and security are also very complex.

Building 46 is shared with the entities listed below:

- Department EA08 Electromechanical, Systems and Metal Engineering > RESEARCH GROUPS - MST and LABO SOETE
- Department EA11 Materials, Textiles and Chemical Engineering
- Department EA17 Applied Physics > RESEARCH GROUP - CMM
- Department EA18 Industrial Systems Engineering and Product Design

- Industrial Partners Materials Research Cluster - MRC > OCAS - CRM - CLUSA - FLAMAC - SIRIS - SIM - BIL

Consequently, the security policy within the building is also tailored to the interaction between these different entities.

To harmonize, streamline and adjust the flow of information, safety procedures and the reporting of incidents (accidents), an "MRC residents' meeting" with "safety consultation" is scheduled at regular intervals in which each partner is represented.

The UGent is represented by a member of each research group and by 2 additional employees of the central services responsible for safety.

During these meetings, the topics first aid, EIP, evacuation planning, commissioning reports, intervention files with the fire department, inspections and controls, environmental aspects and risk analyses are extensively discussed and explained.

We can divide the security measures into 3 clusters:

1. General generic security measures that apply within the **entire building**.
2. Specific security measures that apply within **individual lab spaces**.
3. Specific safety measures that apply within the **workshop**.

For this area, Department EA08 (research group MST) together with EA11 and its industrial partners have implemented far-reaching safety policies. These regulations and procedures are reviewed at regular intervals and adjusted where necessary.

Both the **workshop** and **all lab areas** within the building are equipped with an **electronic access system**.

For the labs used by UGent, UGent is responsible for access control.

For the workshop and labs of industrial partners, OCAS oversees access control.

Everyone within the building is given access only to that area for which he has received the necessary security briefing or training.

PRACTICAL

The MST research group has developed a '**clearance procedure**' for new employees in which the organization is divided into '**logistics cells**' while a 'godfather or godmother' is designated who will explicitly take care of the newcomer.

Before a new employee arrives, a personal '**Clearance document**' (APPENDIX 1) is initiated via the supervisor or proxy and forwarded to all 'logistical cell managers'.

This document includes, in addition to a '**Personal Index Card**', a **checklist** that includes: the 'logistics cells' that the newcomer must visit, any purchases that must be made in advance, the specific training courses that must be taken, the premises that require access and the mandatory personal protective equipment that must be provided.

! Every new employee goes through the full 'clearance procedure' upon arrival.

Each logistics cell manager informs the new employee of the procedures in effect within his work area. In each case, the employee signs for knowledge of the procedures.

CLEARANCE PROCEDURE

At the '**Logistic Unit**' AD (Administration Department), the new employee receives the most recent edition of the Welfare and Environment Guide containing the internal regulations on welfare and environment at UGent. This guide describes and informs all employees about guidelines and codes of good practice to be followed, with particular attention to a safe, healthy and environmentally friendly working environment.

This guide contains 44 pages of information including a page with a form to be signed where the employee declares:

- To have taken note of the contents of the UGent welfare and environment guide.
- To know where the welfare and environment guide can be consulted (digitally).
- To comply with the guidelines and obligations arising from these internal regulations.

Here the employee also receives the provided personal protective equipment and the necessary access badges and tokens. Additional protective equipment and guidelines related to COVID-19 are provided here.

At the '**Logistic Unit**' ICT (Information & Communication Technologies), the new employee receives a briefing of digital safety regulations and procedures related to the IT and communication infrastructure.

The EIP coordinator informs him of the various warning and evacuation alarms and evacuation procedures within the UGent buildings and the buildings of the industrial partners.

Here the employee also receives various keys to classrooms, cabinets and lockers.

At the '**Logistic Unit**' MC (Materials Characterisation), the new employee is informed about radiation risks and related procedures. Here the employee also receives the necessary education and training required to operate the equipment within this unit.

At the '**Logistic Unit**' CD (Chemistry Department), the new employee is informed about the disposal procedures of chemical waste and the risks and safety procedures related to gases.

* The logistics cell manager for this unit belongs to Department EA11.

At the '**Logistic Unit**' LW (Labs & Workshop), the new employee is informed about the guidelines and the use of equipment and machines in the 'Workshop'.

Here the employee also receives the required additional personal protective equipment and 'Workshop Guidelines'.

* The logistics cell manager for this unit belongs to department EA11.

Within this unit, new employees receive the [link to this video](#), which explains in detail both the '**General Generic Safety Measures**' and the '**Safety Measures within the Workshop**'.

! Before access is granted to the restricted areas, there is a verbal review to ensure that the employee has watched and understood this video. (English-language)

! When an employee leaves employment, the entire "clearance procedure" is completed in reverse order so that, among other things, all access badges, keys, tokens and computer (data) are safely returned to the respective logistic cell managers.

Clearance document

Document completed by ...

Date : December 23, 2022

Personal Index Card

First name

Name

Nationality

Mobile number

E-mail (different from UGent)

Professional category

From

Until

Arrival on

Length of stay

Promotor(s)

Daily supervisor(s)

Godparent (Peter / Meter)

Research topic

Required unit(s)

- | | |
|--|----------------------------------|
| <input type="checkbox"/> AD Administration Department | Ilse VERCRUYSE |
| <input type="checkbox"/> LU Logistics Unit | Ilse VERCRUYSE – Roger VAN HECKE |
| <input type="checkbox"/> ICT Information and Communication Technologies | Roger VAN HECKE |
| <input type="checkbox"/> Buy a new PC | Specs. |
| <input type="checkbox"/> Buy a new monitor | Specs. |
| <input type="checkbox"/> Buy other | Specs. |

WBS element :

Access or training required for following unit(s)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> MC Materials Characterisation | |
| <input type="checkbox"/> Sample preparation | Isabelle TOLLENEER (CRM) |
| <input type="checkbox"/> Optical microscopy | Vitaliy BLIZNUK |
| <input type="checkbox"/> TEM & SEM microscopy | Vitaliy BLIZNUK |
| <input type="checkbox"/> XRD | Vitaliy BLIZNUK |
| <input type="checkbox"/> Nano Indentor | Vitaliy BLIZNUK |
| <input type="checkbox"/> CD Chemistry Department | Elien WALLAERT (EA11) |
| <input type="checkbox"/> LW Labs & Workshop | |
| Acces required to : | |
| <input type="checkbox"/> Hopkinson Lab (DYMALAB) | Patricia VERLEYSEN |
| <input type="checkbox"/> Metallography Lab | Isabelle TOLLENEER (CRM) |
| <input type="checkbox"/> Workshop | Ives DE BAERE (EA11) |
| Personal protective equipment | Ilse VERCRUYSE - Ives DE BAERE (EA11) |
| <input type="checkbox"/> Safety shoes | |
| <input type="checkbox"/> Goggles | |
| <input type="checkbox"/> Lab coat | |
| <input type="checkbox"/> Gloves | |
| <input type="checkbox"/> Ear protection | |
| <input type="checkbox"/> Personal storage locker required | |

Clearance document

First name of the **new member**

Name of the **new member**

Promotor(s) of the **new member**

Logistic Unit

AD Administration Department LU Logistics Unit	Ilse VERCRUYSE ☎104 44 Room nr. 60.03.100.042	← <input type="checkbox"/> RETURN document here
Signature unit manager Status cleared		Undersigned declares to have taken note of the clearance procedure
Date ___ / ___ / ___	Date ___ / ___ / ___	
Signature unit manager Status cleared		Undersigned declares to have taken note of the clearance procedure
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___

Logistic Unit

ICT Information & Communication Technologies LU Logistics Unit	Roger VAN HECKE ☎104 54 Room nr. 60.03.100.044	
Signature unit manager Status cleared		Undersigned declares to have taken note of the clearance procedure
Date ___ / ___ / ___	Date ___ / ___ / ___	
Signature unit manager Status cleared		Undersigned declares to have taken note of the clearance procedure
Date ___ / ___ / ___	Date ___ / ___ / ___	Date ___ / ___ / ___

TURN PAGE →

Logistic Unit

MC Materials Characterisation		Vitaliy BLIZNUK 104 56 Room nr. 60.03.100.037	
Signature unit manager Status cleared	 Undersigned declares to have taken note of the clearance procedure		Signature unit manager Status cleared
Date ___ / ___ / ___	Date ___ / ___ / ___		Date ___ / ___ / ___

Logistic Unit

CD Chemistry Department		Elien WALLAERT 104 52 Room nr. 60.03.110.027	
Signature unit manager Status cleared	 Undersigned declares to have taken note of the clearance procedure		Signature unit manager Status cleared
Date ___ / ___ / ___	Date ___ / ___ / ___		Date ___ / ___ / ___

Logistic Unit

LW Labs & Workshop		Ives DE BAERE 104 20 Room nr. 60.03.110.037	
Signature unit manager Status cleared	 Undersigned declares to have taken note of the clearance procedure		Signature unit manager Status cleared
Date ___ / ___ / ___	Date ___ / ___ / ___		Date ___ / ___ / ___

Clearance document – Safety Sheet

<p>Ilse VERCRUYSE ☎104 44 Room 60.03.100.042 <input type="checkbox"/></p>		 <p>First Aid</p>	 <p>Workshop Guidelines</p>	
<p>Roger VAN HECKE ☎104 54 Room 60.03.100.044 <input type="checkbox"/></p>		 <p>First Intervention Team Coordinator</p>		
<p>Vitaliy BLIZNUK ☎104 56 Room 60.03.100.037 <input type="checkbox"/></p>		 <p>Radiation</p>		
<p>Elien WALLAERT ☎104 52 Room 60.03.110.027 <input type="checkbox"/></p>		 <p>Chemical Waste</p>	 <p>Gasses</p>	
<p>Ives DE BAERE ☎104 20 Room 60.03.110.037 <input type="checkbox"/></p>		 <p>Guidelines Equipment</p>	 <p>Personal Protective Equipment</p>	 <p>Workshop Guidelines</p>