Safety regulations and guidelines co-workers UGent DySC Kortrijk

Department of Electromechanical, Systems and Metal Engineering (EA08)

Research group Dynamic Systems and Control (DySC)

Campus Kortrijk – Sint-Martens-Latemlaan 2B, 8500 Kortrijk

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Preface

1) The general guidelines for Prevention and well-being can be found on the UGent intranet. (Dutch / English)

2) This document is an add-on to the guide “Environmental, Health and Safety Guidelines” of UGent. (Dutch / English)

3) This document specifies safety regulations and guidelines for the co-workers at campus Kortrijk, research group DySC-K.

General

4) Each supervisor is responsible for informing his/her staff members about the safety guidelines valid in the buildings used by EA08, encouraging them to participate in safety-related information sessions and ensuring that the safety guidelines are strictly followed.

5) Each lecturer (in charge or co-lecturer) decides on the safety of the equipment used and is responsible for informing his/her students of the applicable safety guidelines.

6) The safety contact points of department EA08 are:

    a) Vincent Gevaert (EA08 building 131, 125, Technologypark, Zwijnaarde) and Tony Boone (building 131, Technologypark, Zwijnaarde)
    b) Wouter Ost (EA08, building 46 and 60, Technologypark, Zwijnaarde)
    c) Roger Van Hecke (EA08, building 46, Technologypark, Zwijnaarde)
    d) Frederik Martens (EA08, Technicum, Gent)
    e) Steve Dereyne (EA08, campus Kortrijk)
    f) Danny De Baets (EA08, campus Schoonmeersen)

7) The technical staff responsible at campus Kortrijk DySC-K is Pieter Defreyne

8) A basic course on electrical safety, dedicated to DySC-K campus Kortrijk can be found at Ufora (https://ufora.ugent.be/d2l/home/570364). In consultation with your direct supervisor, the need for following this course is evaluated. A short test will be taken after the course to confirm the participation.

9) Co-workers should make each other aware of potential hazards and safety risks without being perceived as reprimand. This peer pressure leads to increased safety awareness and a greater sense of responsibility in this regard.

10) Co-workers have a duty to report any safety risks, especially defective infrastructure to the technical staff.

11) If suspicious activities are noticed in or around the building, report it to safety contact person or technical staff responsible or, in absence of these persons, to the emergency number 092648888 (permanence center UGent).

12) Order and cleanliness are visible signs that care is being taken of the work environment and equipment. A messy environment is usually not a safe environment either. In labs and workshop, the users of these areas have a duty to ensure order and cleanliness, in particular to keep one's own workstation neat and orderly as well as not create disorder at the workstations of other employees.

13) The various waste streams should be properly separated. Use the proper containers for residual waste, paper and PMD (Plastic, Metal and Drinking packaging). Empty cardboard boxes must not be left in the corridors, workshop and labs. For iso waste, metal waste, large amounts of residual waste and in case of doubt : contact the technical staff responsible.

14) Broken batteries are not to be placed in the regular bins. Small batteries can be left at the front desk of the campus in the battery box. For larger batteries, contact the technical staff responsible.

15) Turn off the lights and close the windows when leaving the working zone last. Windows should be closed when thunderstorms are imminent.

16) There is a total ban on smoking in the building.

17) The use of audiovisual equipment (e.g., radios) is permitted in the lab sites as long it does not cause a nuisance to other co-workers. In the office rooms it is recommended to wear headphones.

Usage of chemicals

18) Some setups contain chemical substances like cooling oil or cooling liquid.

19) Check the info on the hazardous products :

    a) Look up MSDS (Material Safety Data Sheet) online or ask product supplier.
    b) Product label, look for hazard symbols (page 2,welfare and environment guide).

20) Provide the safety contact point or technical staff with a Material Safety Data Sheet (MSDS sheet) of the product you wish to purchase or have already purchased.

21) When spilling those substances, contact the technical staff who will provide the necessary tools to safely clean up and remove everything as soon as possible.

22) Safe storage of chemical substances after usage can be done in the fire proof safety cabinet located in the storage room A.0.507-508.

Working safely with machines, tools and infrastructure

23) When buying new working equipment for the lab, the purchase as prescribed by the UGent safety department has to be followed to ensure safe and adequate working equipment in the lab : https://ugentbe.sharepoint.com/sites/intranet-financiele-administratie/SitePages/en/Aankoop-van-arbeidsmiddelen.aspx

24) Each researcher is responsible for preparing safety instructions for the non-generic infrastructure he/she designs and/or uses. Thus, consideration is given to the safety of the tasks to be performed and the proprietary infrastructure used for that purpose.

    a) This is done in collaboration with the supervisor/promotor who is given the authority to make decisions.
    b) Every setup has to be taken into service by the UGent safety department. A checklist with the documents needed before the setup can be taken into service can be found at the DySC-K-Teamssite “Test setups” (Test setups) in the folder 1_Safety of the Template Folder 1-A.0.xxx.SjabloonTCD_JJJJ for each setup.
    c) Updates are reported by the researcher to the safety contact point and supervisor/promotor on a six-monthly basis.

25) In general, for every setup, a risk assessment must be done. A standardized risk assessment is present at the DySC-K-Teamssite “Test setups” (Test setups).

26) Once the risks are listed, the following steps need to be taken in this given order:
    a) Remove the risk
    b) If not possible: contain the risk
    c) Protect the user using personal protection equipment (PPE or PBM)
    d) Make agreements and manuals

27) The information for each test setup should be documented and centralized on the EA08-DySC-K-Teamssite “Test setups” (Test setups)
    a) This is to be done by the initial creator and the subsequent users of the setup.
    b) This information contains risk assessments, manuals, data sheets, electrical and mechanical schemes, log book and other administrative documents (invoice, orders, …).
    c) Access to the Teamssite “Test setups” can be obtained in consultation with your direct supervisor through the safety contact point.
    d) It is the responsibility of the user to maintain these documents and arrange them in an orderly way.

28) It is not allowed to start up a test setup without the presence of the necessary safety measurements (electrical and mechanical) which follow from the risk assessment. (oa. safety buttons within reach, mechanical covers well fitted, …)

29) A so-called “Work Instruction Card” has to be present at each test setup which is used by multiple people. Goal is to inform about the basic safety instructions and user guidelines. Examples and templates can be found at the DySC-K-Teamssite “Test setups” (Test setups)

30) Fundamental mechanical and electrical adaptations on a setup are not allowed when being alone in the test room. Make sure someone is around and knows of your presence.
    a) Fundamental mechanical and electrical adaptations on a setup always need to be performed while the setup is disconnected from the grid using the proper switch disconnector on the setup.
    b) Adequate personal protection equipment (PPE) should be used according to the activities. The basic PPE are safety glasses, hearing protection, gloves and safety shoes which should be used in accordance to the risk of the task. They will be provided in consultation with your direct supervisor.

31) Basic mechanical and electrical operations on a setup are allowed when being alone in the test room. These operations are oa inspecting the setup, logging/reading measurement equipment, finetuning the setup, …. They can be performed while the setup is connected to the grid.

32) The main electrical cabinets of the building may only be opened by dedicated BA5 personnel of the campus Kortrijk. Contact the technical staff responsible if necessary.

33) Each major lab site at the DysC-K campus Kortrijk has its own equipped tool box. They are free to use when needed respecting the following rules:
    a) Return all tools as soon as possible. At its latest at the end of the working day. Even when the work is not finished at the end of the working day, tools should be returned to the tool box. They can be used again the next day.
    b) Close the toolbox drawers after using.
    c) When something is broken or missing, always report it to the technical staff responsible. Do not put broken tools back into the tool box! The broken/missing tool will be replaced as fast as possible. Do not use broken tools!
    d) Ask instructions or assistance to the technical staff if not clear how a tool works before using the tool.

e) Other tools than present in the lab's tool box can be borrowed from the technical staff after the proper explanation of the tool is obtained. Ask assistance if needed.

34) The usage of a grinding and wood working machines within the lab site should be avoided whenever possible. The glitter and dust could damage electrical components and cause fire on combustible surfaces. Ask assistance to the technical staff if necessary to perform the grinding preferably outside or at the dedicated rooms.

35) Operating hoisting devices (mobile or fixed) is reserved for properly trained personnel. Ask the technical staff for assistance if needed.
   a) The usage of a hand pallet truck is allowed as long if the operation of the device is clear. If not, ask for explanation.
   b) The usage of adequate PPE like safety shoes is mandatory when lifting of transporting heavy loads.

36) The production machines in the mechatronics lab (e.g. 3D-printer and laser cutting machine) are not free to use. Contact Simon De Boever if necessary.

Work incidents - Emergency situations

37) There is a procedure to follow in case of an work incident. Specific informations can be found on the UGent intranet : https://ugentbe.sharepoint.com/sites/intranet-personeelszaken/SitePages/en/Arbeidsongeval.aspx

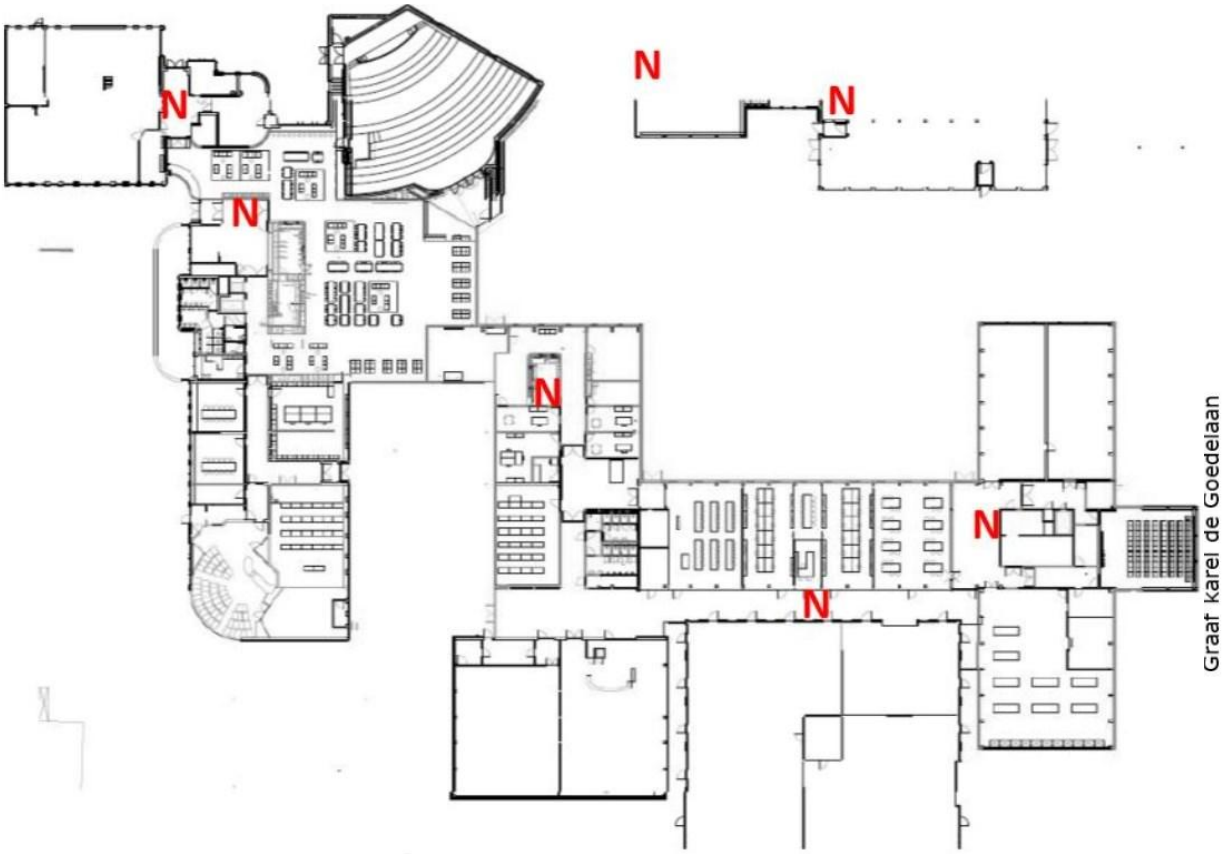
38) The standard emergency procedures at UGent are NOT valid at UGent campus Kortrijk. Here, the emergency procedures of Howest (Hogeschool West-Vlaanderen) are valid and should be followed.

39) The detailed emergency procedures can be found at the Ufora course "Noodprocedure Campus Kortrijk" which is available for all UGent co-workers (https://ufora.ugent.be/d2l/home/557168). A spoken presentation in Dutch and in English can be found here. A summary is given here beneath.

40) Each emergency situation is indicated by an audible emergency signal in the whole building.

41) In case of a fire at a test setup and for a co-worker, using a fire extinguisher for the first time, it is allowed to perform 1 extinguishing attempt using one appropriate fire extinguisher present in the room. This rule is to prevent the absence of other extinguishers when someone of the intervention team arrives.

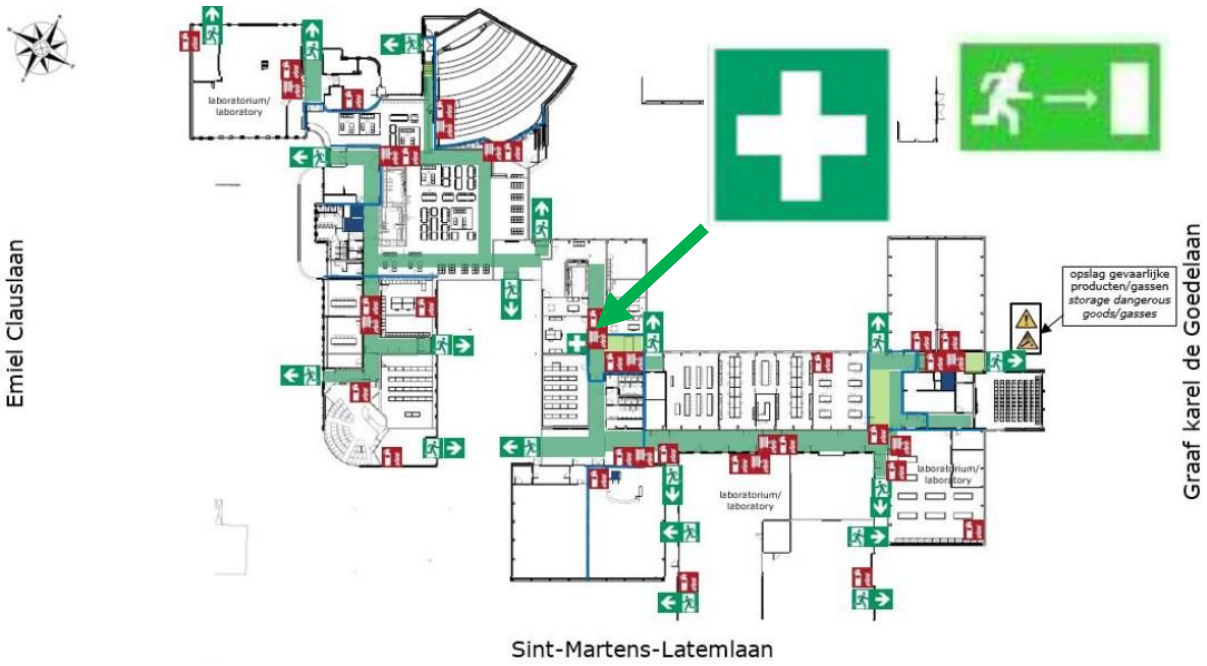
42) The emergency procedure at UGent campus Kortrijk DysC-K uses action cards which can be found throughout the building. The action cards close to the lab sites of DysC-K y are marked on the floor plan beneath:



43) In case of an emergency situation it is the responsibility of each co-worker / teacher / instructor present to perform the actions which are indicated on the action card in the close proximity. If the action card is no longer present, it is to be assumed another colleague already performed the actions. Proceed your evacuation procedure.

44) In case of an emergency situation, use the shortest evacuation route to leave the building which are indicated with the evacuation sign. Do not use the elevators in case of an emergency situation! For DySC-K, the major evacuation routes are marked on the floor plan beneath:

45) The first aid room can be found on the ground floor close to the toilets at the front desk and is indicated at the floor plan beneath:



46) The emergency assembly point is located between the building P (Penta) and building M. Do not stay on the street or the pavement to prevent obstruction for emergency services. If necessary, follow the instructions of the responsible persons at the assembly point with can be identified with a fluo jacket.

47) The building cannot be entered again as long as the emergency situation is present and the audible emergency signal is present.

48) In general, always make sure the evacuation doors and routes aren't blocked by any material. To ensure the fire compartments, fire doors are present throughout the building. They will automatically close in case of an emergency situation. Never block these fire doors or force them to stay open.