University Occupational Health and Safety Guidance Notes

COMPLETION OF AN S19 FORM FOR EQUIPMENT OR EXPERIMENTS RUNNING OUT OF HOURS

OHSOS004/GN001 v1.0
Issue date: April 2019

Owner: Head, SHaW
Last review date: April 2019

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Next review date: April 2022

For the latest version of this document please go to http://www.strath.ac.uk/safetyservices/

1. PURPOSE

This document is intended to provide guidance to departments on the process by which they complete the electronic S19 system.

The S19 form was constructed in order that:

- Security Services staff, when conducting their patrols have an understanding of equipment and experiments which have been authorised to be running out of hours.

     And

- The responsible person for the operation of the equipment can be identified in case of an incident or emergency. This may be due either to the malfunction of the equipment causing an emergency or due to an incident or emergency situation in the area in which the equipment is housed. Information may be needed by incident or emergency responders in order to assist them deal with the incident in a safe manner.

The S19 is not to be used for equipment which is intended to run continuously, such as:

- Refrigerators
- Freezers
- Incubators

The S19 should be used for equipment or experiments that is hazardous or may present a safety risk if turned off, such as:

- Glove boxes
- Vacuum pumps
- Sensitive analytical equipment

The S19 is not designed as an alerting system in the event an item of equipment should fail. Departments must determine their priority (business critical) equipment and must arrange to have dedicated alerting mechanisms connected to the equipment so their staff are promptly alerted, allowing them to respond accordingly.

In event of a campus wide incident occurring out of hours which may affect equipment e.g. a power outage, Security Services Staff will alert HoDs as soon as reasonably practicable.

2. PERMISSIONS TO ACCESS THE SYSTEM

Access to the different parts of the system will depend on the role of the person completing the form.

2.1 All standard University users

All users will be able to log in and create an S19 system. They will be able to view and edit only those S19s that have been created by them.

This level includes all third parties who have been issued with DS Logins.

2.2 Departmental Safety Coordinators

Departmental Safety Coordinators are able to view all S19s that have been created and listed as being done in their department, regardless of the building in which the work is being done.

2.2 Security Services

Those members of Security Services who have been given a level of access will be able to view all S19 forms that have been authorised and placed in force.

This will enable them to access the information in the event of an emergency.

2.3 SHaW Staff

Certain members of SHaW staff are able to access all S19s that have been created, whether they have been approved and placed in force or not. This access is intended to be used to give an overview of the system and how it is being used.

SHaW staff will not be able to authorise an S19 in the absence of the appropriate Authoriser.

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3. USING THE S19 SYSTEM

The S19 system can be accessed through the Strathclyde SharePoint system at this link: https://moss.strath.ac.uk/safetyservices/s19/SitePages/Home.aspx.

Once logged in, the user will be presented with this screen:
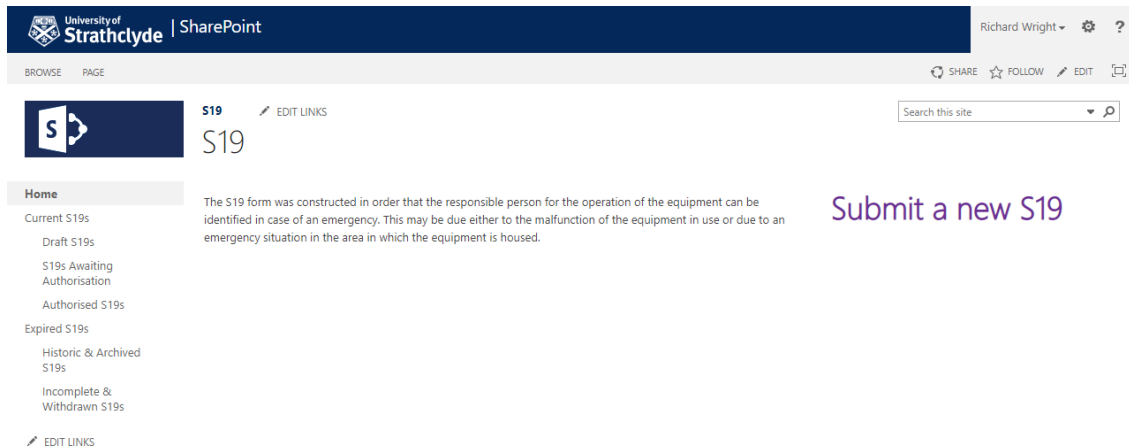
4. NAVIGATING THE S19 SYSTEM

The left hand menu provides a series of options:

1. Draft S19s

   This section contains all S19s that the user has started, but has not yet sent for authorisation.

2. S19s Awaiting Authorisation

   These are all completed S19s that have been submitted through the user's management chain, but have not yet been approved for use.

3. Authorised S19s

   This section contains all S19s that have been completed by the user that are currently in force.

4. Historic & Archived S19s

   This section will store all S19s that have been previously completed, but have reached their entered expiry date, and so have been take out of force.

5. Incomplete & Withdrawn S19s

   This section stores all S19s that were submitted for authorisation, but were never authorised and have lapsed before being put into force.

5. CREATING AN S19 FORM

To create a new S19 form, the user clicks on the "Submit a new S19" button on the right side of the screen:

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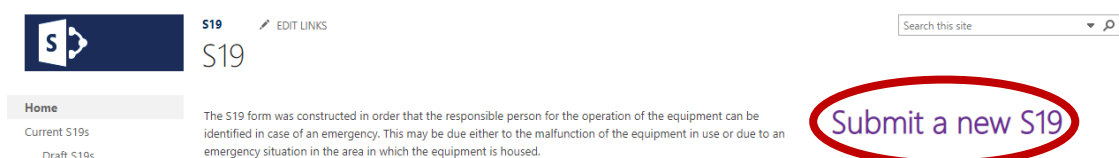
The user will then be presented with the following screen:

Departments should ensure that sufficient information is provided to allow the emergency services to make an informed decision.

Section 1 – Equipment / Experiment Details

Make: Please provide the make of the device in question.

Model: Please provide the model of the device in question.

Use: Please provide details of what the device or experiment in question is being used for.

Reason: Selecting from the drop down menu, give a reason as to why the equipment or experiment will be left running out of hours.

Section 2 – Location and duration details

Department: Provide the department responsible for the experiment / equipment in question.

Building: Provide the building which is housing the experiment / equipment in question.

Room: Provide the room where the experiment / equipment in question is located.

Start / End Date & Time: Provide details of when the S19 is intended to come into force, and when the S19 will expire. S19s are only allowed for a maximum duration of 4 weeks.

Section 3 – Hazard / Risk Information

This section is to be used by departments to record all the potential hazards and risks that are associated with the equipment / experiment in question. This information will be drawn from the risk assessment associated with the process.

The second part of this section is to be used to provide information regarding the services that are supplying the equipment, and where any isolations may be located. It is understood that not all users will know where these isolations are located, but where they are known, they must be provided.

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Departments should also provide information relating to the potential for catastrophic effects of shutting any of these services off.

Section 4 – People to be notified in case of emergency

Work Supervisor / PI:

This section must detail the person with overall responsibility for the work as well as a contact number the named person that they will be able to access at <u>all times</u> the S19 is in force.

Equipment Operators:

This section is to be used to detail other personnel who are involved in the running of the equipment or experiment and contact details for them.

Section 5 – Nominated Approver

The nominated approver is selected by the department to approve the S19s on the Head of department's behalf. They should be a suitably senior person within the department who is to be given authority, and has the knowledge, to question the need for the equipment or experiments to run un-attended.

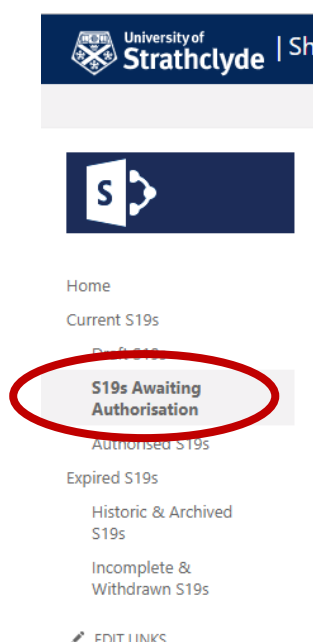Once the user has completed the S19 form, they should click "Submit Form":

This will remove the S19 from the users system, and forward it on to the nominated approver.

6. APPROVING THE S19 FORM

Once an S19 has been submitted for approval, the nominated approver will receive an email, providing them with a link to the relevant S19.

The S19 will show up in the "S19s Awaiting Authorisation" section in the left hand column. The S19 can be accessed by:

1. Click on "S19s Awaiting Authorisation"

2. Expand out the building using the "+" icon:

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3. Select the S19 from the list by clicking on the title:

This will present the approver with the S19. From here they can review the entered details.

4. The approver can access the approvals section by clicking "Approval":

S19 Submitted By	Richard Wright
S19 Submitted Date	25/06/2019
Nominated approver	Richard Wright

Read Only View

Update Approver

Approval

Exit Without Saving

This will give the approver the ability to:

Exit without saving: This option simply closes the S19 without approving or changing the information

Reject S19: Where the approver feels the S19 is not sufficiently completed, they may reject the S19. This will return the form to the author, who will be notified by email that their S19 has been rejected.

When an S19 is rejected, the approver must give details as to why it has been returned to the author.

Authorise S19: This approves the S19, placing it into force on the stated Time / Date. The author will be notified by email that their S19 is approved.