

Health & Safety Policy

Summary – Design, Development and Manufacture

Any process or equipment designed, developed or manufactured by a School or Service must conform to modern safety standards and be safe and free from risks.

Operability studies and safety analysis are to be carried out at an early stage when equipment is being designed, developed or manufactured within the University. Appropriate performance tests and examinations are to be carried out and all findings are to be documented. As far as is reasonably practicable the same principles should be applied to experimental and research equipment.

Suitable and sufficient risk assessments and safe operating procedures to be produced, communicated, recorded, followed, observed and reviewed.

3D printing

Prior to ordering and using 3D printers ensure the following is complied with:

- The relevant authorisation and training has been given to order, install, operate and maintain the equipment.
- All safety legislation, requirements and manufacturer's instructions are being adhered to.
- All materials used are fit for use and necessary precautions are put in place prior to use.
- Maintenance on the equipment is carried out in accordance with manufacturer's instructions.
- Relevant enclosures and extraction is in place where required.

Materials used in design, development and manufacturing

Ensure all chemicals and materials are checked prior to ordering including safety data sheets, to ensure that it is safe to use and necessary controls put in place to minimise exposure. Ask the relevant technicians in the area prior to ordering materials (spray paint, adhesive, chemicals, wood, modelling materials, etc.)

All hazardous chemicals to be put on the University Hazardous Database – access to this can be granted through the H&S Office, please contact [H&S office](#) directly.

Safe storage of chemicals is essential. Please make reference to the guidance on Hazardous Substances - [Purchasing, Storage and Disposal of Hazardous Substances](#) and Hazardous Chemicals - [Safe Storage](#)

Safe systems of work are to be put in place to minimise exposure and ill health. University staff may require health surveillance. Please refer to the [Health Surveillance Policy](#).



Further information and related links

University Health & Safety website: <http://staff.napier.ac.uk/has>

Health & Safety Executive website: www.hse.gov.uk