

User Access and Safety Procedures



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User Process: from concept to completion



Web information; User applies online



Logistics, Safety, Samples

User Access and Safety Procedure

User perspective

Experimental perspective



Management information collated



User Access

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- **User Registers online**
 - **User nominated by PI for beamtime**
 - **Computer account created**
 - **Personalised access card created**
 - **Safety Video and test undertaken before beamtime**
 - **Access card automatically**
 - **User picks up access card at site entrance**



User Access

Access cards:

- Unique with photo
- Frequent users
- Site staff

Safety Training:

- Online video plus test
- Validated by unique computer account
- Valid for 6 months



Safety Procedures

Identify Hazards

- Radiation
- Biological Agents
- Construction
- Chemical
- High power magnets
- Laboratories
- Remote operation machinery
- Lasers
- High voltage electricity

Controlling Risks

- Experimental risk assessment
- Coordination across groups
- Personnel Safety System
- Specialist expertise



User Safety Information

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- Sample, equipment & methods specified at proposal level
 - Proposal has to be authorised by PI or AC
 - Automatically assessed by UAS, then validated by DLS Safety team
 - PI/AC can pick up specific samples and methods at session level
 - PI/AC completes and submits lab form with samples and methods
 - Session level assessed by UAS and validated by SHE
 - YELLOW or RED highlighted to Experimental Hall Coordinators
 - PI/AC can withdraw and resubmit Experimental Risk Assessment



Challenges: user flexibility

- Expect ERA submitted 3 weeks before beamtime
- Late changes/submissions causes problems
- Labs often requested during beamtime

Becomes even more challenging as
beamlines and user numbers grow



Way forward

- Business Processes
 - Review across departments
 - Balance between user need and Diamond resource
- More use of technology
 - User Administration System (UAS): modified and improved to include changes in business processes