

NDMRB-POL-007

Using headphones while working in the NDMRB

1.0 Introduction

This policy outlines the policy for using headphones while working in the NDMRB. This SOP is designed to ensure the safety of staff, who prefer to listen to audio while working, without banning headphones in the NDMRB. If staff do not conform to the guidance set out in this document then review of this policy may be required. The aim of this policy is to allow staff to continue listening to audio while they are working, all the time considering their personal safety.

2.0 Guidance for using headphones in the laboratory areas

While working in the lab no over ear headphones or noise exclusion headphones may be used. Only the in-ear headphones may be used in the lab and only one headphone is to be worn. This is to ensure that the user can still hear colleagues and alarms. The cord of the headphones must be arranged in such a way that it does not become caught in equipment or become contaminated with chemicals or biological substances. The volume of the audio must be low enough that alarms can still be heard. No head phones are to be worn in the cold rooms. Under no circumstances must headphones be used while working with an open flame, while working in the CL3 suite or chemistry laboratory.

3.0 Using headphones in the write up spaces

Headphones are permitted in the write up spaces; again the volume must be low enough to ensure that alarms and office telephone ring can be heard. The volume must also be low enough to not disturb colleagues sat in the write up space. Both head phones can be worn in the write up space but they must not be noise exclusion and the volume must be kept low.

4.0 Radios and music played from speakers

No speakers or radios are permitted in the write up spaces.

Radios and speakers are permitted in the lab areas as long as all members of staff are in agreement. Radios and speakers should be kept at a volume so that people can still communicate without shouting and so that all alarms can still be heard. It is advised that when visitors are being shown around the building that all radios and speakers are turned off.

5.0 Review

If staff do not conform to the guidance set out in this policy then review may be required. A review is to be carried out as required or if university policy is amended.