

Safety Team: Debayan Das (chair), Haresh Dagale, Kuruvilla Varghese  
Office Staff: G V Satisha

The following are the key responsibilities of the committee:

1. Ensuring all students have completed the safety tests and at least 2 students from each lab are trained in the first-aid and emergencies like handling fire extinguishers.
2. Addressing any emergencies swiftly like any fire incidents and reporting the same to OLSEH
3. Following up with OLSEH in case of any smoke alarms so that it is serviced on a regular basis
4. Assisting the OLSEH team with smooth conduct of the safety checks for each lab and following up on whether all the mandates are followed across the department
5. Monitoring the CCTV as needed (coordinating with office) to monitor open doors during the weekend and preventing access to unknown people, and send out reminders
6. Handling any infrastructure related problems like leakages
7. Meeting with the safety/infra student TAs and noting any concerns across the department - escalating them to the office for necessary action
8. Monthly/quarterly meetings of the Department Safety Chair with the OLSEH team to keep up with any institute-level safety mandates

Safety SOP:

1. Any smoke alarm incident – need to be investigated and reported to the security office for action to be taken – involve OLSEH as well to inspect/replace the smoke alarm and the place of incidence
  - a. Student involved can directly contact Satisha (DESE office) at any time of the day
  - b. Satisha (DESE office) can escalate to the security office and OLSEH for immediate action
  - c. If outside of working hours, the security personnel outside the department must inspect any smoke alarms and take all the actions. (Ms. Roopa – OLSEH confirmed that the security personnel are trained in this aspect)
  - d. Debayan (Department Safety Chair) can be informed as needed
  - e. **STEPS FOR INSPECTION**
    - i. The smoke alarm exactly shows the location – go and inspect any fire/hazards. Inform the security office immediately in case of any fire/hazard.
    - ii. If there is no such fire, still need to report the incident to Ms Roopalakshmi (OLSEH) for a thorough inspection and changing the filter as necessary involving the vendors.
    - iii. Check for smoke/dust accumulation in the filter
    - iv. Clean and reset the smoke alarms
2. Any chemical spills or damage
  - a. Students must report directly to the lab PI and the DESE office (Satisha) immediately
  - b. Debayan (Department Safety Chair) can be informed as needed
3. Monitoring of CCTV to inspect open door over weekend or any misconduct

- a. Installing CCTVs in critical locations of the department by DESE office after discussing with the DESE Chair/safety chair
  - b. DESE office to monitor and raise concerns to the Department Safety Chair
  - c. Any misplacement of monitor/keyboard/mouse from the common labs need to be monitored by the DESE office
- 4. Handling any infrastructure related problems like water leakages or pest control
  - a. Students/staff can raise concerns directly to Satisha (DESE office)
  - b. For electrical or minor repair works, Satisha (DESE office) can get it done through Manjanath (DESE electrical staff)
  - c. Satisha (DESE office) can involve CCMD as needed after discussion with Department Chair/Safety Chair
  - d. If issue is unresolved for more than 1-2 weeks, students can escalate to the Safety Chair or the DESE chair