To Certain students in the Department of Engineering who commence study/research in the academic year 2017/18

From Dr Martin Vinnell, Director of Health and Safety

Date June 2017

Subject Graduate Safety Course (Scientific and certain other Departments)

Wednesday 4 October

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Our Ref S/GSC/17/209a

To keep the University a safe and healthy place to work and stay, we expect every member of the University to look after their own safety, to watch out for each other and to co-operate with University, Faculty, Department or Institution safety management arrangements.

We expect you to attend the Department of Engineering’s general safety training arranged specifically for new graduate students in October as part of your introduction to the Department. However, you are invited to attend safety training the University Safety Office provide (details below). It is not necessary for you to register to attend this event. Information on how attendance is recorded will be given at the event. Please bring a pen with you.

You can find more information about the Graduate Safety Course, including timetables, venues and maps on our website www.safety.admin.cam.ac.uk/training/graduate-safety-course. If you need more information, email us at safety@admin.cam.ac.uk or contact us at the address below with your query.

There are optional safety sessions on a number of topics provided by the University Safety Office.

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<th>When?</th>
<th>What?</th>
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<tr>
<td>Wednesday 4 October 2017 1230-1700</td>
<td>Repeated, optional sessions on specific topics*</td>
<td>Mill Lane Lecture Rooms</td>
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**Wednesday** (4 October) - * Attend whichever topics are appropriate to your field of work (see timetable at www.safety.admin.cam.ac.uk/training/graduate-safety-course/current-timetable-venues-and-handouts.) Ask your supervisor which sessions to attend if they have not already told you and you can also find further advice on our website. Bookings are not taken for these sessions.

Continued…

Safety Office
Greenwich House
Madingley Road
Cambridge CB3 0TX
Tel: +44 (0) 1223 339512
Fax: +44 (0) 1223 330256
Email: HSD_Director@admin.cam.ac.uk
www.safety.admin.cam.ac.uk
Transferable skills
All the UK Research Councils regard health and safety issues as an essential part of training requirements for research students. You can gain credits for Transferable Skills Training by attending this Safety Course and other courses provided by the Safety Office. For more information on transferable skills and our courses, follow the link:

Safety Office Training and Development page [www.safety.admin.cam.ac.uk/training](http://www.safety.admin.cam.ac.uk/training).

Special requirements?
Please let us know if you have any particular requirements that will enable you to participate fully in this training by emailing safety@admin.cam.ac.uk or telephoning 01223 333301.