

Escalation procedure for non-compliance

All members of staff are required to comply with NDCN and Oxford University policies and it is the duty of everyone working in the labs to help ensure compliance. The following procedures are designed to escalate the visibility and consequences of persistent non-compliers and have been agreed by the Head of Department.

Stage 1) Informal request

All members of staff have a duty to remind and request any other member of staff to comply with NDCN Policies.

Stage 2) Formal request by DSO

All members of staff should report anyone who continues not to comply with NDCN Policies to the Department Safety Officer (DSO). The DSO or its deputy will then formally discuss the issue with those concerned, and advise of the consequences of a failure to comply with NDCN Policies.

>> The DSO will keep a record that this discussion has been held.

Stage 3) Formal Meeting

Should a staff member still not comply with NDCN Policies, the DSO will request a meeting with the member of staff and their Principal Investigator.

Staff who are required to attend such a formal meeting will also be required to re-attend relevant training and if relevant, staff out of hours access may be revoked.

The DSO will keep a record of this formal discussion, and inform the Head of Department (HoD) that the discussion has been held.

The DSO will record the repeated failure to comply with NDCN Policies as a near miss and discuss the issue at the next Safety Committee Meeting.

Stage 4) Formal Meeting with HoD

If, after a formal meeting, the DSO has to discuss NDCN Policies compliance with any member of that PI's research group, the DSO will request the HoD to discuss the situation with the PI and scientist concerned.