

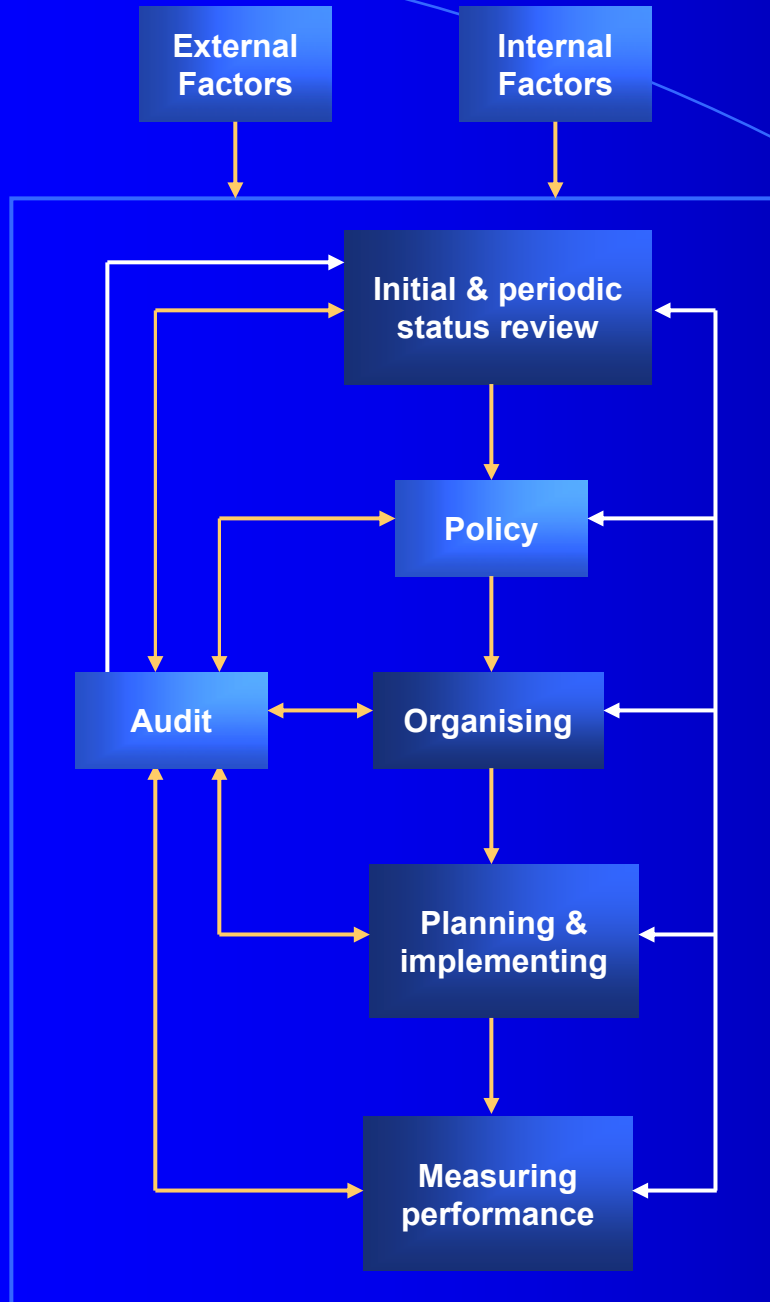
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SLS
Health & Safety
Management Committee
Meeting

Tuesday 22nd April 2003

BS8800

Occupational Health & Safety Management System



Information

Control

Summary of Remit

- Establishing local policies and procedures
- Ensuring roles and responsibilities are clearly specified and understood
- Determining priorities and producing an action plan with realistic targets
- Ensuring audits/inspections are undertaken, reviewing reports and prescribing corrective action
- Measuring performance and submitting an annual report to the Life Sciences Planning Committee

Local Policy/Procedures

- Development delegated to the SLS H&S Working Group
- University H&S policy arrangements provide framework for local policy & procedures
- SLS H&SMC required to review & ratify

Local Policy/Procedures

- Currently finalising
 - Procedures to Ensure Safety of Visitors
 - Procedures to Ensure Safety of Lone Workers
 - Procedures to Ensure Security of SLS Premises
 - Emergency Procedures
- Previously issued
 - Procedures for Work Activities Involving Micro-organisms
 - Procedures for the Safe Storage, Use and Disposal of Dangerous Substances

Management H&S Roles & Responsibilities

- Excerpt taken from HSE's Health & Safety Offences and Penalties 2001/02 report:

4.16 The revised HSC Enforcement Policy Statement says that when the enforcing authorities are investigating possible health and safety offences, they should consider the management chain and the role played by individual directors and managers. Enforcing authorities should take action against them where the inspection or investigation reveals that the offence was committed with their consent or connivance or to have been attributable to neglect on their part. HSC and HSE will be monitoring the impact of the Enforcement Policy Statement on HSE investigation and prosecution decisions in these and other kinds of cases.

H&S Responsibilities

- Division Heads

- Give authority and give full backing to H&S personnel
- Impress upon Group Leaders/Academic Teaching Staff the importance of complying with H&S policy and fulfilling their responsibilities
- Table health and safety issues on the agenda of their Divisional meetings
- Take a vested interest in inspection/audit/incident/accident reports and ensure corrective action is carried out

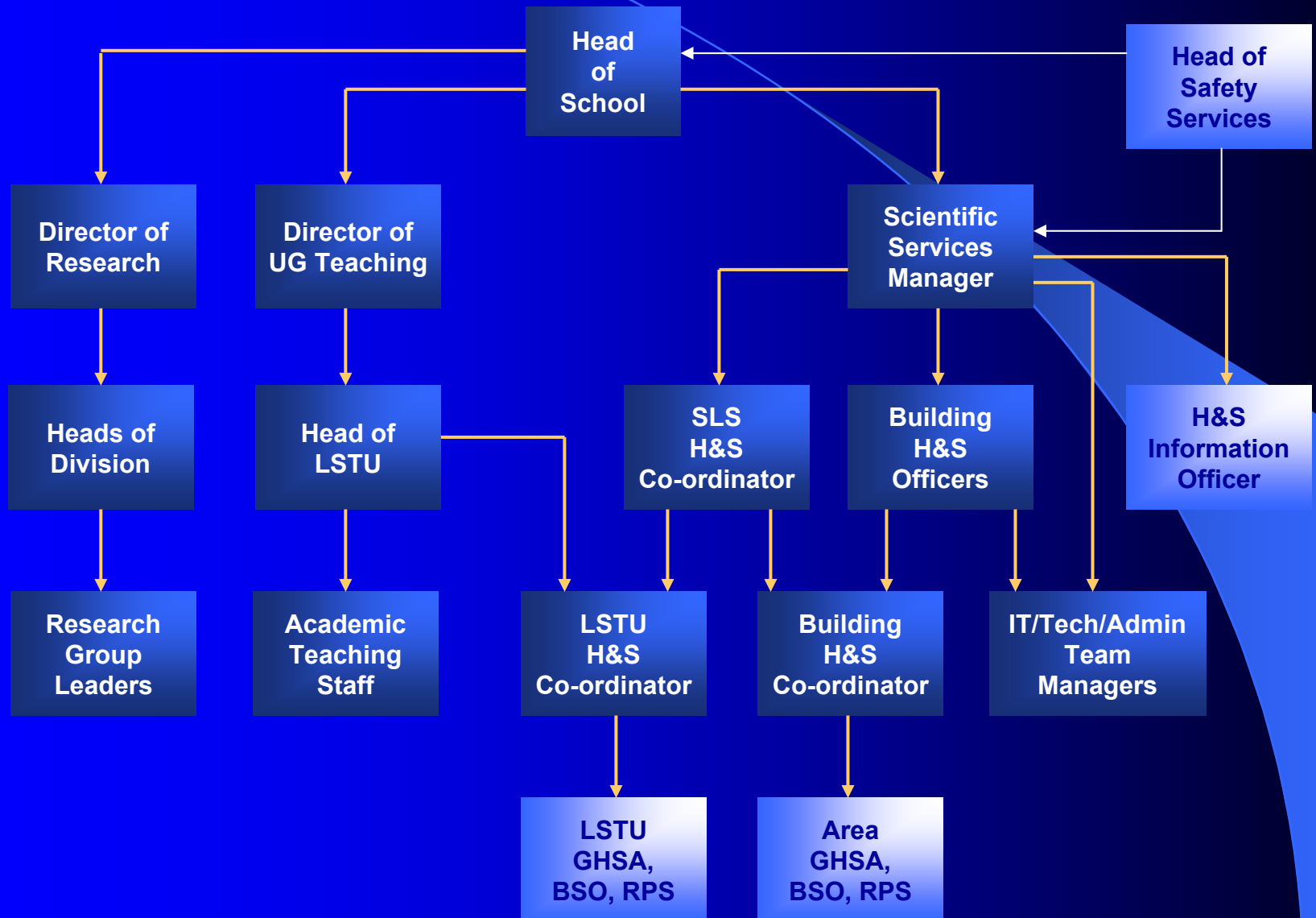
H&S Responsibilities

- Group Leaders/Academic Teaching Staff
 - Actively promote H&S policy and awareness, by example and instruction
 - Ensure all staff/students know and accept their responsibilities, and are trained/equipped to carry them out
 - Take appropriate action in the event of non-compliance
 - Implement corrective action

H&S Responsibilities

- Also, by delegation (if necessary)
 - Provide adequate supervision for new staff and students
 - Register work activities and have them risk assessed, before commencing work
 - Ensure risk assessments are communicated to the relevant personnel and that necessary control measures are applied
 - When equipment/work activities change, guarantee safety is maintained and, if necessary, carry out further risk assessments

SLS H&S Management Structure



Targets & Priorities for 2003

- Risk Assessment
- Training

Risk Assessment

- A legal requirement under the Management of H&S at Work Regulations 1999
 - All employers must assess the risks to workers and any others who may be affected by their work
 - Those who employ 5 or more employees should record the significant findings of risk assessments
 - The requirement for risk assessment is reiterated in:
 - COSHH 2002
 - Contained Use 2000
 - IRR 1999
 - DSE 1992
 - PPE 1992
 - Manual Handling Operations 1992
 - Noise at Work 1989

Risk Assessment

- Currently SLS is severely lacking in risk assessments in all areas bar Genetic Modification
- Deficit must be addressed as a matter of urgency
- A possible solution
 - The LARA System
 - Integrates all aspects of risk assessment relevant to laboratory activities
 - Utilises context sensitive help to ease assessment completion
 - Standard/generic assessments will be completed by core technical staff
 - But research staff will be required to participate
- Targets must be set to drive program forward

Training

- The Management of H&S at Work Regs 1999 demand H&S training for employees:
 - When they start work
 - When their remit changes
 - Periodically, if needed (i.e. refresher training)
 - That takes account of any new or changed risks
- As with risk assessment, many other H&S regs reiterate the requirement for training

Training

- Within SLS training is given but, in general:
 - On an informal basis
 - No written record is kept
 - Quality of training may vary
 - Refresher training is largely neglected

Training

- A critical HSE report from May 2000 (Liquid Nitrogen Inspection) comments specifically on training:

“The university operates a training system which involves inexperienced staff/personnel being shown new techniques by more experienced members of staff/personnel. This system of training means that important and relevant information is lost as successive members of personnel deliver training to each other. **Training, particularly for operations involving dangerous substances, should be well developed, set forthwith in writing, and delivered from a single and constant source to ensure that the same information is delivered to each person receiving the training.**”

Training

- And the closing comment:

“On the whole, these investigations have shown that staff and students training in matters of health and safety is poor and the attitude of the academic staff is not acceptable. A review of the management of health and safety should take into consideration a means of monitoring and improving the attitude and participation of these personnel.”

Training

- Turn-around will be laborious
 - ~600 staff
 - Many, varied activities
 - Training materials/programs must be formulated
 - Trainers must be appointed (internal or external?)
 - If internal, trainers must be trained
 - There must be time allocated for training
 - Records must be compiled and held centrally

Training

- Focus on New Recruits
 - H&S Induction Seminar
 - Compulsory attendance (currently only achieving ~30%)
 - Run on demand
 - H&S Questionnaire
 - Compulsory completion
 - Feedback on completed questionnaires
 - H&S Portfolio
 - Issue to all new recruits as part of general induction pack
 - Basic Training Checklists
 - Train core technical staff to deliver basic training
 - Ensure all new recruits complete basic training checklists

Training

- Other Training Initiatives
 - Safety Services training programs
 - General DSO training sessions
 - Training on specific topics, e.g. DSE
 - Joint SLS/SS Manual Handling training program
 - Joint SLS/SS RPS training program
 - One hour per month
 - Different topic covered each month
 - Repeat program every year to satisfy refresher training requirements

Inspections in 2002

- HSE, GM, June 2002
 - Favourable report
 - Issues have been addressed by Ian Scragg
- SEPA June 2002 (MRC/DSTT)
 - Highly critical report
 - Resulted in a final warning letter
 - Crisis averted thanks to Aileen Watson & Nick Helps
 - A few outstanding issues to be addressed
 - Bob MacKintosh to become RPS
 - Allison Bridges appointed to assist RPS

Inspections in 2002

- HSE Nov 2002 (WBRU & BSRU)
 - Matters discussed
 - COSHH
 - Work practices (cage/room cleaning, cage emptying)
 - Health surveillance
 - Ventilation
 - Respiratory protective equipment

Inspections in 2002

- Police, Anti-terrorism, Nov 2002
 - Checking storage, use and disposal of Schedule 5 pathogens & toxins
 - Procedures considered adequate
 - Use of secure key cabinets recommended
 - Further recommendations from SS under consideration
 - COP to be revised in light of the above
 - Register of Schedule 5 substances must be regularly updated

First 2003 Inspection

- HSE, Fieldwork Accident Investigation, Jan 2003
 - Technician fell into loch while collecting water samples
 - Reported accident to HSE herself
 - HSE came to inspect
 - Critical report, specifically referring to
 - Risk assessment, must have robust system in place
 - Training, as above
 - Management of H&S, all elements must be effective
 - Proactive monitoring, routine inspections/audits required
 - Manual handling, need for risk assessment of such tasks
 - Lone working, policy must be enforced
 - Certain aspects require remedial action across the University
 - Reply required by 5th May 2003

Internal Audit, Nov 2002

- Key Points

- First impressions, extremely favourable
- Policy, extremely well written
- Incident reporting and investigation, well structured
- PAT, extremely thorough
- Children on Premises, area of concern
 - Management advised to tighten up on policy
 - Accident could result in adverse publicity
- Induction training
 - Should be mandatory
 - Target 100% compliance

Internal Audit, Nov 2002

- Key Points cont
 - Workplace inspections etc
 - Unsure of extent
 - Measuring performance is a positive way of supporting the excellent SLS H&S policy
 - Occupational Health
 - University wide concern
 - Risk Assessment
 - Work undertaken to-date, superb
 - Leading edge RA process worthy of networking throughout the University

Internal Audit, Nov 2002

- Key Points cont
 - Lone Working policy, a worthy standard
 - Waste management, high standard
 - Departmental (Divisional) Safety Standards
 - HoDs have differing philosophies
 - Variable levels of control
 - Varying standards of induction training
 - Not everyone signed up to Lone Working policy

Inspections planned for 2003

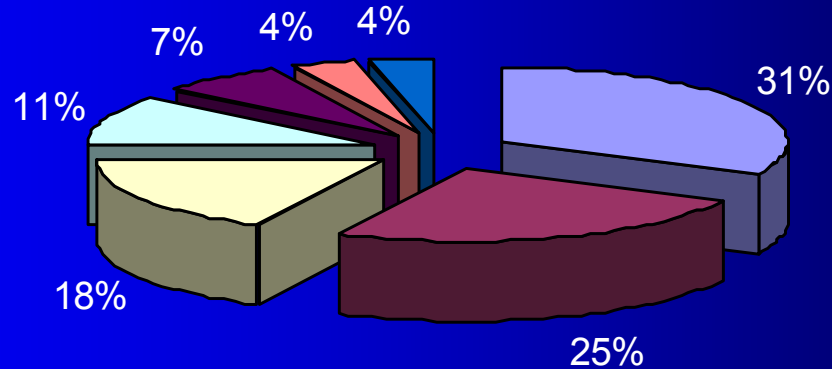
- Liquid N2 facilities
 - To assess progress since May 2000 report
 - Identify remaining problems
 - Prescribe corrective action
- Biological safety
 - Monitor compliance with local rules issued in 2002
 - Identify instances of non-compliance
 - Prescribe corrective action
- General
 - Focus on priorities for 2003 i.e. risk assessment and training
 - Establish the benchmark against which progress can be measured

Measuring Performance

- Targets
 - Are they met within the allotted time?
- Inspection/audit reports
 - Do they improve?
 - Is corrective action less frequently prescribed?
- Accident statistics
 - Are less accidents & incidents occurring?
 - Relies on robust reporting mechanism
 - Reactive rather than proactive

Accidents Statistics for 2002

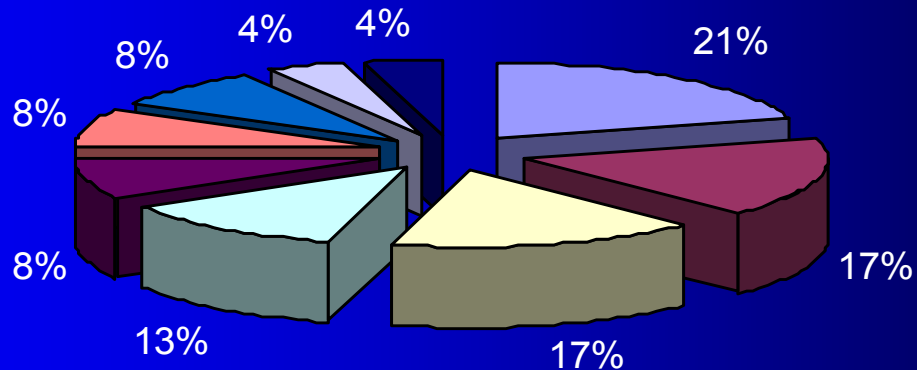
By Staff Category



- Technicians
- Post Doc
- Students
- PhDstudents
- Clerical
- Lecturer
- Contractor

Accident Statistics for 2002

By Type of Injury



- Cuts
- Faints
- Slips/Trips
- Bruising
- Eye
- Dust Allergy
- Needlestick
- Rat Bite
- D/O