

College of Life Sciences

Health and Safety Management Committee Meeting

7th May 2012

Present

Professor Doreen Cantrell (DAC; Chair), Professor Sue Black (SB), Irene Blair (IB), Professor Julian Blow (JJB; attending on behalf of AIL), Professor John Brown (JB), Paul Campbell (PC; on behalf of IM), Professor David Coates (DC), Professor Alan Fairlamb (AHF), Dr Rob Ford (RF), Donald Gardiner (DG), Letty Gibson (LMG), Lisa Grayson (LG; Minutes), Dr Nick Helps (NRH), Debbie Hill (DH; attending on behalf of ZH), Dr Hari Hundal (attending on behalf of CW), Monica Lacey (ML), Dr Jonathan Monk (JM), Dr Luke Newman (ELN), Professor Tracy Palmer (TP), Dr Ian Scragg (IGS), Professor Kate Storey (KS)

Apologies

Professor Mike Ferguson (MAJF), Professor Irwin McLean (IM), Professor Colin Watts (CW), Professor Angus Lamond (AIL), Zoe Hiron (ZH), Ian Leith (IRL)

ACTION

1. Welcome and Apologies

DAC welcomed everyone to the meeting and ran through the list of apologies.

2. Revised Committee Composition (paper A)

DAC welcomed JB, Head of the Division of Plant Sciences, to the Committee.

3. Minutes of Previous Meeting (paper B)

The minutes were approved.

Matters Arising

- **Poster/SOP for getting on and off lab chairs safely (paper C)**

The risk assessment and guidance is now available on the CLS H&S web site (at https://www.lifesci.dundee.ac.uk/services/healthandsafety/other-topics/lab_chairs/lab_chairs_home.html). Committee members were asked to bring this information to the attention of their staff/students.

All

- **Using Xibo system digital notice boards to display H&S information (paper D)**

Committee members agreed with the proposal to show safety information on the Xibo system digital signs but there was a difference of opinion on exactly what to show and when to show it. DAC asked the members to review the current slideshow and feed back to LG.

All

- **Lone & Out of Hours Workers' Questionnaires returned since last meeting**

DAC informed the Committee that only 15 questionnaires had been returned since May 2011. LG showed the new version of the questionnaire on the CLS H&S web site (at <https://www.surveymonkey.com/s/N8FQ6MK>) that can be completed and submitted on-line as an alternative to filling in a hardcopy by hand. DAC stressed that the PIs/line managers are responsible for ensuring compliance with the Lone & Out of Hours Working policy within their group/team. Committee agreed that all CLS personnel who may undertake lone and/or out of hours work should complete and submit a questionnaire. LG to draft an email to this effect for DAC to issue to Division Heads.

LG

- **Outstanding safety issues in WTB Stores liquid nitrogen dispensing facility**

DG outlined the measures still to be implemented in order to improve safety during manual filling of liquid nitrogen vessels in the WTB dispensing facility, primarily, extension of the pavement and rerouting of hoses/pipework to allow dispensing to be carried out external to the building.

4. Annual Review and Approval of H&S Policy (paper E)

Version 13 of the H&S Policy was approved subject to the following changes: JB to be added to the Committee composition in Appendix 2; composition of the College Board (Appendix 1) to be revised. LG to update then inform all CLS personnel that new version of policy is available on the CLS H&S web site (at <https://www.lifesci.dundee.ac.uk/services/healthandsafety/policy/policy.html>).

LG

5. Annual H&S Report/Return to Safety Services (paper F)

There was some confusion amongst the Committee members over what training is relevant and which staff groups should be counted. IGS clarified that only training in H&S risk management is relevant and that the survey is aimed specifically at line managers. DAC suggested that what constitutes H&S risk management training is made clear. JJB asked what the purpose of the survey is. IGS explained that the survey will assist in assessing the competency of line managers in terms of their H&S responsibilities and identifying training requirements. LG to gather necessary data and complete the return.

LG

6. Annual Lab Coat Policy Compliance Check (paper G)

DAC drew attention to the latest lab coat policy compliance check figures and asked that Division Heads discuss the results at their next Divisional meeting. LG noted that, since the compliance checks began, MMb (MSI Floor 2) has performed best overall. AHF asked that the visual presentation of the data for JBC Floor 1 be corrected. LMG noted that the poor performance within SCILLS was outwith her control.

LG

7. Review of JBC Drinking Water Contamination Incident (papers H & I)

IGS informed the Committee that the official internal enquiry report should be published week commencing 14th May. DAC emphasised the seriousness of the incident and proposed that the two areas we need to focus on are improving our communication systems and defining the criteria and timescale for escalating incidents up to senior management level. Committee members agreed. There was much discussion about the pros and cons of various communication methods – face to face, email, signs on doors, digital signs, web site, phone calls, texts – with the conclusion being that we should use all methods available to us. DAC asked DH to confirm that Division Heads now have mobile phone numbers for all their PIs and asked RF to ensure Support Service managers have contact numbers for their team members. DAC rounded off the discussion by assuring the Committee that measures have been taken to prevent a recurrence of the contamination incident and thanking IGS, LMG and LG for their role in dealing with situation as it unfolded.

DH
RF

8. Review of KPMG Internal H&S Audit Report (paper J)

LG gave a brief summary of the findings in the report relevant to CLS. CLS received several mentions in the 'good practice' section but specific reference was made to the poor implementation of the Lone & Out of Hours Working policy. The actions agreed under item 3 on today's agenda should address this issue. AHF stressed that monitoring compliance is essential, not just in relation to the Lone & Out of Hours Working policy, but for successful H&S management in general.

9. Short presentation by Ian Scragg on Managers' H&S Responsibilities

Before beginning his presentation, IGS explained how the Knockhill racing car accident, in which a UoD undergraduate student sustained life-threatening injuries, very much brought home the importance of knowing what your H&S responsibilities are. The brief presentation put forward the case for line managers fulfilling their H&S obligations, primarily from a legal standpoint. There was much discussion about the overall approach and the content of the presentation. DAC concluded that the Committee members should act as beta testers and attend a preliminary 1 hour workshop before rolling this out the PIs and other line managers. Committee members agreed. IGS to take this forward.

IGS

10. Inspections (papers K & L)

- LG confirmed that all actions identified in paper K had been carried out.
- AHF gave a summary of his 5 hour meeting with the HSE Inspector and informed the Committee that the visit had led to improvements in certain areas. AHF is confident that the derogated CL3 facility is operating to the highest possible standard and this is reflected in the Inspector's conclusion that no written report was necessary. AHF also reported that his SAPO licence has been renewed until 2017 and highlighted the importance of reading licences issued by enforcing authorities very carefully and ensuring any errors are corrected promptly.

11. Items Arising From Divisional Meetings

No items were raised by the Divisional representatives.

12. Accidents/Incidents

- TP wanted it noted that the toaster incidents in MSI were not caused by MMb personnel.
- DAC highlighted the importance of lab personnel wearing safety glasses to prevent eye contamination/injury.
- DAC also drew attention to the costly centrifuge related incidents and asked if adequate

training was being provided. LMG assured her that, yes, it was. JJB added that GRE are trying to address the problem but the cultural change required takes time. LMG is hopeful that the mentoring system recently implemented in GRE will improve centrifuge user competence and reduce the number of incidents.

- DAC informed the Committee that the very serious LN2 related incident in the WTB dispensing facility had been addressed.
- TP queried why the laptop theft from the WTB Seminar Room went unnoticed for 5 weeks. JM explained that users of the room just assumed that the laptop had been removed for a valid reason and emphasised that LSC ensure that seminar rooms are *always* equipped with a laptop and personnel should report immediately if one is missing.

○

13. AOCB

- AHF informed LG that he has experienced difficulty in locating the Risk Assessment (RA) Database and finding assessments within the database. LG demonstrated how the database can be accessed from the College web site, via the CLS H&S web site, and how to perform a find request to search for a specific assessment. LG explained that all new recruits are shown how to do this at their H&S Induction Seminar and pointed out that there is a 'quick start' guide available on the CLS H&S home page (direct link - https://www.lifesci.dundee.ac.uk/services/healthandsafety/risk_assessment/quick_start_guide.pdf).
- JJB asked for clarification on the decision about making a defibrillator available within CLS. IGS stated that Safety Services' policy is to equip only the highest risk areas with a defibrillator, i.e. ISE. AHF checked previous emails on the subject and informed the Committee the last communication from MAJF proposed that if 3 or more volunteers were willing to be trained in its use, a defibrillator would be purchased. DAC decided to go with this proposal and asked IB to survey the current band of First Aiders. AHF pointed out that most sudden deaths are caused by cardiac arrest and not fibrillation. JB informed the Committee that the JHI defibrillator team had recently been disbanded upon advice from Tayside Fire & Rescue.

14. Date of Next Meeting

Provisional date and venue: Tuesday 7th May 2013, 2pm to 4pm, Brian Cox Seminar Room, Mezzanine Floor, JBC.

LG