

COLLEGE OF LIFE SCIENCES

PROGRESS REPORT 2012-2013

1. In October 2012 the CLS H&S Coordinator, Irene Blair, retired. Dr Nick Helps, Head of CLS DNA Sequencing Service and, formerly, MRC PPU Safety Coordinator, has recently agreed to take on this role and his appointment will be formally announced at the CLS H&SMC meeting in September.
2. CLS H&S are now part of the University Lab Safety Working Group along with Ian Scragg and Carol Gallacher from CMDN.
3. The members of the CLS H&SMC agreed to be beta testers for a workshop on H&S risk management aimed specifically at line managers. This was held on 30/10/12. Workshop was well received by those who attended. Unfortunately, 5 Division Heads, both Deans and the Head of College were unable to attend. There has been no further progress on rolling this out to other Line Managers within the College.
4. H&S PowerPoint presentation for running daily on the Xibo digital notice boards throughout the College has been finalised. A decision on the time at which the slideshow will run will be made at the CLS H&S Management Committee (H&SMC) meeting on 26/9/13.
5. A new terminal server, ts-safety, has been set up by Life Sciences Computing (LSC) to give Safety Services and CMDN H&S personnel access to the CLS H&S databases via the FileMaker Pro client rather than the instant web published interface. This allows full access to all the database functions and enables Safety Services to become more involved in maintenance and administration of the database systems. The CLS H&S Information Officer, Lisa Grayson, is in the process of converting CMDN GM risk assessments for importing into the Risk Assessment database with a view to CMDN personnel using this existing resource rather than developing their own, separate system. Currently, a Life Sciences Directory (LSD) account is required to access the databases and this presents a problem in terms of giving CMDN personnel access to the databases en masse. LSC are aware of this issue and a solution has been outlined but the project has yet to be allocated.
6. 113 Lone & Out of Hours Workers' Questionnaires have been submitted since the on-line form was launched at the 2012 CLS H&SMC meeting. This is a vast improvement on the 15 hard copies submitted during the preceding year. However, compliance is far from 100%.
7. An on-line DSE self-assessment form was launched in 2012 and a concerted effort is being made to get all personnel who fall into the category of Official DSE User to complete and submit an assessment. A database has been set up to automatically evaluate each assessment and send email it to the user and their line manager, highlighting any points that require action. 107 users have submitted assessments thus far. Key staff groups have complied reasonably well but other groups must now be targeted.
8. The CLS Basic H&S Training Checklist has been expanded and trainers now enter data directly into a Checklist database rather than paper forms. CLS H&S are currently working on a touchscreen interface for the database to exploit the new FileMaker Go free app and allow Checklists to be completed 'on the go' on an iPad/iPhone/ipod touch. If this is successful, touchscreen interfaces will be developed for other existing and new H&S databases.

9. A Compressed Gas Safety Training Package has been developed by Safety Services and CLS H&S and is being delivered on demand to gas cylinder users.
10. A database has been set up to automatically evaluate TC safety quiz responses, which are submitted upon completion of the on-line training package developed by Safety Services and CLS H&S, then email the marked quiz back to the trainee. Incorrect answers are highlighted and the correct answer given along with a brief explanation, if necessary. Similar databases will be set up for the existing cryogenics and compressed gas safety training modules. Additional on-line training modules will be developed to cover all core competencies.
11. A new Fire Safety Checklist has been drafted in conjunction with the University Fire Safety Adviser. This will be piloted by CLS H&S in the next few months with a view to Lab Managers beginning a program of monthly fire safety checks in 2014. 6 monthly audits will be performed by CLS H&S in addition to the monthly checks.
12. The CLS LEV audit has been completed. Plans and an updated inventory will be submitted to E&B in advance of discussions on routine maintenance and inspection of all identified systems.
13. A new policy on the safe use and disposal of sharps has been drafted and will be submitted to the CLS H&SMC in September for formal approval.
14. An extensive and detailed CLS H&S Risk Management Plan is being drafted for submission to the CLS H&SMC in September.
15. CLS H&S and Ian Scragg have visited the University labs at BioCity Scotland to discuss H&S management/policy/procedures. A service level agreement between UoD and BioCity and H&S Policy for the European Screening Centre (ESC) are currently being drafted. A meeting between CLS H&S, Safety Services and the newly appointed Lab Manager for the ESC, Alan White, has been scheduled for 6/9/13.