

SLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 13th Spetember 2005 at 10am in WTB Meeting Room 111

Present

Lisa Grayson (LG)
Irene Blair (IB)
Gail Alexander (GA)
Monica Lacey (ML)

Apologies

Priorities are in **red text**.

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **24th August 2004**

- 6. **AOCB**

- xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area to ensure such an occurrence is always responded to appropriately. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste.

Action

IB

IB/LG

- **5th November 2004**

- 2. **Gas Cylinder/Regulator Action Plan**

- ii. ML still to update Carnelley building fire plans minus items that will be removed when chemists move to CIR.

ML

- **28th January 2005**

- 10. **AOCB**

- ii. IB still to arrange a manual handling course.

IB

- **25th February 2005**

- AOCB**

- vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Cafe. See AOCB for clarification of who takes responsibility when disabled persons from other departments use our facilities.

IB

- **25th March 2005**

- 2. **Update on H&S Management Committee Tasks**

- iii. Risk Assessment System Tasks:
 - a. LG still to see Ian Scragg about MO and B&T assessments.

LG

- iv. H&S Training Tasks:

- a. LG got confirmation on Official DSE User issue from Kirsten Paterson. LG to go through user definition forms and compile list of Official Users. Official Users to be notified of their entitlement to free eye-tests etc.

LG

- g. LG still to investigate Radman course options and discuss with IRL.

LG

- i. LG to pursue re-starting the in-house RPS training program with Martin Rollo.

LG

- 4. **Monthly Review of Accident/Incident Reports**

- iv. LG to amend Accident/Incident Reporting policy to include info on investigation forms.

LG

- 5. **AOCB**

- i. IB contacted Heather Adams to arrange for a hypoallergenic soap dispenser to be installed in the Carnelley toilets. ML to check if these are in place.

ML

- **28th April 2005**

- 4. **Execution of BTC Implementation Plan**

LG to get latest staff database printout from Janette Cordiner. IB to email a reminder to all Lab Managers re completion of BTC for all new starts. LG and IB to meet ASAP and attempt to come up with a % compliance figure for June to August.

IB/LG

<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. Amended Lone & Out-of-Hours Working Documentation <ul style="list-style-type: none"> ii. Once finalised, LG to discuss with IRL and check that material does not have to be resubmitted to the H&SMC prior to policy being implemented. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 9. Monthly Review of Accident/Incident Reports LG received comments from the Lab Managers on chemical spill SOP. Comments to be factored in then finalised SOP to be issued. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 11. AOCB <ul style="list-style-type: none"> iii. LG still to ask Nick Helps for his permission to use his photograph on the H&S Web Site. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders. 	LG IB
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Roof Access <ul style="list-style-type: none"> iv. LG to arrange "roof access" meeting to discuss issues such as emergency access outwith normal working hours. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 9. Monthly Review of Incident Accident Reports <ul style="list-style-type: none"> i. LG still to add ethidium bromide/ caesium chloride needlestick injury to the "Lessons to be Learned" page on H&S web. iii. LG still to check details of UV light incident with Letty Gibson. Fortunately, only one cabinet in SLS has a UV light fitted. 	LG LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 11. AOCB <ul style="list-style-type: none"> i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web. ii. ML to inform group of conclusion to barometer issue. iii. ML to inform group of conclusion to soldering issue. 	LG ML ML
<ul style="list-style-type: none"> • 2nd August 2005 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Date & Agenda Items for the First H&S Committee Meeting <ul style="list-style-type: none"> i. Proposed dates for issue of agenda etc had to be revised. GA suggested that the agenda and papers be issued ASAP, with a view to holding the first meeting in mid October. Group agreed. GA to issue draft memo and outline of agenda to LG for comment. ii. LG to see Kiran Oza then send the finalised list of members to GA. 	GA LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Stress Risk Assessment Progress <ul style="list-style-type: none"> i. IB/LG to follow up on possibility of John Shaw delivering training in relaxation methods. iv. GA agreed to do an initial draft of a generic stress RA and submit it to IB and LG for their input. IB/LG to feedback ASAP. 	IB/LG GA/IB/LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. LSTU Risk Assessment Progress <ul style="list-style-type: none"> ii. GA has checked all assessments allocated her. IB, ML and LG have been unable to get through the remainder. Group decided to tackle assessments in order of urgency. ML to send LG a list of all currently unapproved assessments required for the first semester, in order of date required. LG to coordinate their timely completion. Assessments for the initial practicals will not be available on My Dundee, but staff and demonstrators will be presented with hard copies for signing. v. Pete Rowel is checking with Hilary Kay Young on the reasons for using the HG2 pathogen staphylococcus aureus, rather than a non-pathogenic alternative, in the Control of Microbial Growth practical (BI22012). 	All
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 5. Progress on H&S Management Committee Tasks <ul style="list-style-type: none"> i. LG expressed concerns over the next H&SMC meeting. Very little progress has been made over the past six months and she was concerned about convening a meeting when there was so little to report. GA suggested putting the meeting back by one month. LG did not think this would solve the problem. LG to examine outstanding tasks and discuss with Ian Leith. ii. It was decided that there was no time to put together the Undergraduates H&S Induction session before this semester's practical classes commence. Group decided that the current H&S instruction and information would suffice. The requirement for the H&S Induction Session will be reviewed next summer. ML to email all Module Leaders reminding them to give clear H&S instructions and ensure good lab practice is 	LG All ML

adhered to. GA to remind Cathy Caudwell of the importance of demonstrators setting a good example.	GA
6. Progress on Outstanding Inspection Tasks	
i. LN2 Inspection Tasks:	
d. IB and LG have made no progress on LN2 training video or development of other H&S Induction Day material. Decided to stay with current format for October induction seminar. LG and IB to revamp current presentations and add to LN2 safety section.	LG/IB LG/IB
e. EM and X-ray facility assessments still to do.	
7. Safety in the WTB Atrium	
iii. LG/IB to OK WTB atrium safety proposals with Ian Leith.	LG/IB
8. Safety Station/Trolley Checklist	
IB has sourced suitable trolleys for CIR and ordered up a supply of all items on the list. LG to remove latex gloves from Checklist and produce laminated copies of Fire, First Aid & Spill procedures.	LG
9. Monthly Review of Incident/Accident Reports	
i. LG to include refrigerant gas leak incident in Lessons to be Learned section of H&S web site.	LG
11. AOCB	
i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson.	LG
2. Disclosure Checks	
i. LG informed the Group about the RSE Partnership Agreement and how it puts the onus on the University for all H&S, including the requirement to ensure all staff and adult helpers involved in the Master Classes are Disclosure Checked. LG has had a meeting with Gillian Jones to discuss the issue and they have agreed how to proceed.	
ii. LG asked ML to forward a list of all staff and adult helpers who will be involved in the Master Classes due to run in Nov/Dec of this year.	ML
iii. All those named on the listed will receive an email/letter explaining what is going on and asking for their permission to initiate the Disclosure Check process. LG has already drafted a letter. LG to issue to Group and to Gillian Jones for approval. LG did not think it was appropriate for her to issue the letter. Group agreed and decided LG should approach Hilary Kay Young. LG to email Hilary.	LG
iv. LG to update CPD and inform him that the Working Group are happy for the Partnership Agreement to be signed off.	LG
3. Drug Precursor Legislation	
i. LG summarised the memo from Safety Services on this topic.	
ii. Group decided that all PIs/Lab Managers should be emailed with the Category 1 and 2 lists and asked to respond if they hold any of the substances listed. LG to issue email then collate responses and report back to the Group.	LG
4. Checklist for New Principal Investigators	
i. LG proposed that a checklist be drawn up specifically to inform new PIs of the major H&S requirements, such as: GM risk assessment and associated HSE notification; internal notification of CL2 work; registration of radioactivity work/workers; licences for animal/plant pathogens; work with Schedule 5 toxins/pathogens; risk assessment in general.	
ii. Group agreed that this would be very useful. LG to draft and circulate to Group for comment.	LG
5. Monthly Review of Accident/Incident Reports	
There were no noteworthy accidents/incidents during the month of August.	
6. Next Month's Big H&S Issue	
Continue with Lone/Out-of-Hours Working.	
7. AOCB	
i. PEEPS	
a. IB reported that two wheelchair bound individuals routinely use the Garland Café. She has asked Garland staff to notify her next time they visit so she can make contact and arrange to discuss PEEPs.	IB
b. ML reported that the University Disability Adviser appears to be taking the lead on drafting PEEPs for two LSTU students. Group suggested that ML forward on the requested information and copy Larry Fortune in on the email.	ML

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| ii. | ML asked for advice on an email and personal emergency plan relating to a dental student with a severe nut allergy. Group agreed that the plan should be circulated to LSTU staff and demonstrators. Confidentiality/data protection was deemed not to be a concern since the plan had already been widely circulated. IB suggested asking Isla Reid to do a short training session on use of the EpiPen. Group thought this was a good idea. IB to arrange. | IB |
| iii. | Letty Gibson and Ian Leith are asking SLS H&S to make a decision on whether castors should be fitted to CIR lab chairs. Group agreed that it was not in a position to overrule the supplier's/Safety Services' advice, and felt it was down to senior management to decide if they are going to heed or ignore the current advice. LG to inform Letty Gibson. | LG |
| iv. | Letty Gibson had asked IB and LG to check the CIR offices to see if there was adequate space for assuming the proper posture when working at computers. IB and LG both tested this out on the Mez floor in an office with a full complement of standard size (i.e. fooscap size) filing cabinets. There was adequate leg room and chairs could be pulled in close to the bench without obstruction, allowing good posture to be adopted. LG to inform Letty Gibson. | LG |
| v. | LG informed Group that the toxin store planned for CIR floor 3 does not exist. IT was removed from the plans at an early stage and never constructed. McAlpines have identified a possible alternative on Level 5 of CIR. GA said this would be acceptable to the Codd Group as long as they can hold a sufficient working stock in their own lab. IB and LG to check out proposed alternative and consult University Security. | IB/LG |
| vi. | LG to book herself and IB in for Safety Services Safety Signs training course on 24 th November. | LG |