

SLS H&S Working Group Meeting Minutes

Held on Friday 1st October 2004 at 11am in Rm 112, WTB

Present

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

Apologies

Aileen Watson (AW)

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **31st October 2003**

- 2. Visitors Procedure and Information Brochure**

- iv. Now included in revamped website. Website now live. LG has informed Debbie Hill, Angie Nicoll, Lesley Blyth and Janette Cordiner, stressing the need to complete the visit notification form.
 - v. There is no longer an office in OMS/Carnelley that can serve as a reception point. (LSTU & Faculty office are now in OTI.) This means the visitor's badge/brochure schemes cannot operate; however, the procedures document still applies.

- 8. AOCB**

- viii. LG still to forward Mortuary H&S material to Sue Black for her comments. Aim for October 2004.

- **30th January 2004**

- 8. H&S Budget**

- iii. LG has sorted through the SAFETY account MFRs and all H&S related orders placed from Jan 2002 onwards. Account was £18k overdrawn at the end of August 2004. Expenditure has been summarised and brought to the attention of IRL & CPD. CPD informed LG/IB that IRL will deal with H&S funding. IRL has arranged for a credit of £8k into the account. LG has informed IRL of a £3.5k annual typical spend and that additional funds for one-off purchases will also be required.

- **30th April 2004**

- 2. Basic Training Checklists (BTC): cut-down version**

- iv. IB and LG's plans to revamp (and, if possible, video) Induction Seminar are on hold until time permits.

- 6. AOCB**

- ii. Draft of waste disposal flowcharts still in progress. Now urgent in light of clarification required prior to yellow/blue bag change over.

- **28th May 2004**

- 3. AOCB**

- ii. Anti-Terrorism Inspection report meeting went ahead as planned. LG obtained plans from TS and summarised conclusions arising from meeting. Documents handed to GA for her to seek Geoff Codd's approval and report back to Group.
 - vii. IB still investigating labels for non-spark-proof fridges/freezers. Arranged demo of a high quality label printer. System would be very useful but, unfortunately, costs £4.3k. IB to prepare justification for purchase and present to IRL.

- **25th June 2004**

- 2. Undergraduate's Guide to Lab H&S**

- i. Undergraduate guides are now included in all LS modules.
 - iii. Undergraduate Health & Safety Induction session to be ready for delivery at start of 2005-06 academic year. (H&SMC decision.)

Action

LG

IB/LG

IB/LG

GA

IB

LG/ML

3. Comments on Previously Issued Documents	
i. Policy arrangement for pregnant/nursing mothers approved by H&SMC on 27/9/04.	
5. AOCB	
v. BTC dependent issue of proximity cards approved by H&SMC on 27/9/04.	
vi. LG still to transfer a few LSTU risk assessments into the LARA system to find out how easy it is to make the transition between the two formats by next H&SMC meeting (end March 2005).	LG
vii. LG still to pursue VHP option.	LG
ix. IB is still preparing a presentation on H&S Legislation for delivery to BHSO's and their deputies. Plan to deliver at BHSO meeting later in the year (IB/LG still to fix date in Nov).	IB IB/LG
• 28th July 2004	
2. Disaster Recovery	
iii. LG gave a short PowerPoint presentation on the Disaster Recovery plan at the H&SMC on 27/9/04.	
3. H&S Management Committee Meeting Agenda	
iii. LG finalised agenda and issued papers. Meeting held on 27/9/04.	
6. AOCB	
i. IB still to comment on risk assessment for collecting water samples from freshwater lochs. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas.	IB
iii. LG and IB to work on H&SWG tasks arising from TC inspection over next few months with an aim to having all tasks completed by the end of 2004.	IB/LG
iv. IB and LG still to organise H&S training video sessions.	IB/LG
• 24th August 2004	
2. Liquid Nitrogen Inspection Follow-Up Meetings	
H&SWG still to tackle actions arising from LN2 Inspection follow up. Aim to complete by end 2004.	All
3. Revamped SLS H&S Website	
Revamped SLS H&S Website is now on-line and the URL emailed to all personnel.	
4. LARA System Latest	
ii. LG decide the title of the System should be changed to the SLS Risk Assessment System (RAS) rather than WARA. Group agreed. LG to implement change.	LG
6. AOCB	
i. Ian Scragg clarified the situation on First Aid training. SLS had misunderstood: Occ Health is not just offering refresher training but also training for new First Aiders. IB has spoken to the Occ Health Nurse about this issue and is arranging a meeting with her.	
ii. IB informed Lab Managers that 4141 stickers for phones are now available from her.	
iii. Porter's and AFC's risk assessments were checked and commented on by IB. LG then finalised material and LG/IB gave training to Porters on 9/9/04. IB/LG to get AFCs trained before the Lab Managers meeting on 13/10/04	IB/LG
iv. Lab Managers informed that capping of fire detectors is acceptable in an emergency; however, deactivation at the control panel is preferred due to the reduction in risk of false alarm.	
v. IB forwarded a list of Lab Managers who were willing to attend Safety Services latest Manual Handling and DSE risk assessment courses. IB still to attempt to get a Divisional Secretary and someone from the LSTU office to attend the DSE course, and a member of Stores personnel and a Porter to attend the Manual Handling course.	IB
vi. LG still to consult Ian Leith regarding the comments in the Mez Floor meeting minutes regarding the PTW scheme.	LG
vii. LG still to email Bill Reynolds and invite him to look at some of the worst affected PAT labels to clarify exactly what the problem is.	LG
viii. GA and ML agreed that deputy BHSOs should attend H&SWG meetings if the BHSO cannot attend.	
ix. LG still to discuss problem with the current hazardous area permit form with Kirsten Paterson.	LG
x. IB still to check with Debbie Hill then talk to Alan Prescott and David Norman about EM and NMR staff accessing 1 st floor roof. LG suggested that rather than reporting in and out at WTB Reception they just formally agree to operate a buddy system within their own labs. Group agreed that this was acceptable.	IB
xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area	

<p>to ensure such an occurrence is always responded to appropriately.</p> <p>xii. IB and LG still to amalgamate their PTW, training and inspection records and hold them in one designated area to ensure they can be quickly retrieved in the event of an unannounced inspection.</p>	<p>IB</p> <p>IB/LG</p>
<p>2. Gas Cylinder Safety</p> <p>LG issued a copy of her notes from the Compressed Gas Safety course held on 23/9/04 and a draft Action Plan. H&SWG to consider and comment. LG and IB to take action plan forward.</p>	<p>H&SWG</p> <p>IB/LG</p>
<p>3. Tasks Arising from H&SMC Meeting</p> <p>LG is compiling a summary of the H&SWG tasks arising from the H&SMC meeting. There are approximately 30 tasks. LG to issue the task list to the Group ASAP. Group to consider who should take the lead role on what and feedback ASAP.</p>	<p>LG</p> <p>H&SWG</p>
<p>4. Monthly Review of Accident/Incident Reports</p> <p>i. A member of research staff dropped a scintillation vial containing 14C, causing it to spill onto the floor and their labcoat. Spill was promptly reported to the RPS and dealt with appropriately.</p> <p>ii. A member of research staff was badly scalded when she dropped a magnetic flea into a beaker of buffer that had just been microwaved. The cold flea caused a jet of hot liquid/steam to shoot out of the beaker onto the victim. The victim required hospital treatment and was off work for ~2 weeks. IB notified Safety Services who in turn notified HSE. IB pointed out that the victim was not wearing a labcoat and if they had been this may have reduced the severity of the injury. GA thought it would be wise to warn other staff of this danger. LG agreed to add it to the "Lessons to be Learned" section of the H&S website. LG said that, in light of the number of microwave oven related incidents we have had, a risk assessment for their use should be done as a matter of priority. The Group agreed. IB and LG to draft.</p> <p>iii. A Porter sustained a very minor injury when he trapped he's finger while replacing a kickplate on a cupboard in WTB.</p> <p>iv. An undergraduate student took unwell during a practical class. Student has an eating disorder and a history of psychological problems. LSTU senior staff are aware of the problem. Safety Services and Student Services have also been notified. The Group felt it was not their responsibility to attempt to deal with this case.</p> <p>v. An undergraduate student showed symptoms of what was originally thought to be a latex allergy but was later found to be the result of contact with a chemical during a practical class. The student was not wearing gloves and spilled a chemical onto his hand. He did not report the incident at the time, but washed his hands and then put gloves on. The skin irritation developed sometime later. Student has now been referred to Linda Patterson.</p>	<p>LG</p> <p>IB/LG</p>
<p>5. AOCB</p> <p>i. Will Whitfield's draft policy on out-of-hours Honours project work was issued to the Group. Group to review and feedback by 15/10/04. LG pointed out that risk assessment is not currently mentioned but should be.</p> <p>ii. ML to ask Sandy Chudek how the PTW scheme operates in Carnelley.</p> <p>iii. IB & LG to fix date with Donald Gardiner to see how O2 monitor testing/calibration is done.</p> <p>iv. Marilyn Hardie said there was concern within LSTU over the disposal method for EtBr buffer and asked for clarification on the policy regarding use of EtBr filter cartridges. LG to check with Safety Services.</p>	<p>H&SWG</p> <p>ML</p> <p>IB/LG</p> <p>LG</p>