

# SLS H&S Working Group Meeting Minutes

Held on Tuesday 20<sup>th</sup> August 2002 at 10am in Meeting Rm 111, WTB

*Present*

Irene Blair  
Gail Alexander  
Monica Wilson  
Lisa Grayson

	Action
<b>1. Matters Arising from Minutes of Previous Meetings</b>	
<ul style="list-style-type: none"> <li>• 25<sup>th</sup> Jan               <ul style="list-style-type: none"> <li>○ AOCB, point 3 - Irene to see Ian re lone-working project students in teaching labs.</li> </ul> </li> </ul>	IB
<ul style="list-style-type: none"> <li>• 8<sup>th</sup> Feb               <ul style="list-style-type: none"> <li>○ Item 2, point 6 - Basic training checklist still to be drafted. Priority! Agreed to keep it simple and aimed at new starts, in the first instance. Please Email any suggestions to Lisa.</li> <li>○ Item 4 - Inspection checklist still to be drafted. Also priority but do training checklist first.</li> <li>○ Item 5 - Lisa to go through H&amp;S Personnel database access instructions at next meeting.</li> <li>○ Item 6 - Lisa has started revising New Starts Induction material but more to do (GLP slide, MSC material). Lisa Emailed power-point files to all. Gail made suggestions for fieldwork slide and pointed out where changes need to be made to make presentation SLS wide. Lisa to amend presentation accordingly. Monica to Email her comments to Lisa.</li> </ul> </li> </ul>	All All LG LG/IB LG MW
<ul style="list-style-type: none"> <li>• 22<sup>nd</sup> Feb               <ul style="list-style-type: none"> <li>○ Irene has been informed that due to the techniques employed, handling and disposal of human blood is not an issue in the mortuary. This must be confirmed by inspection.</li> <li>○ Lisa still to update documentation relating to handling and sampling</li> </ul> </li> </ul>	All LG

- human blood.
  - Lisa asked Pete (Email 7/8/02) about Monica assuming the role of RPS for LSTU. No response so far. Lisa to chase up. LG
  - Risk assessments for use of sonicators and pressure cookers are not a priority at the moment. Will be dealt with in due course once risk assessment system is up and running.
- 29<sup>th</sup> March
  - Finalising the H&S Policy Document (Item 1)
    - Policy approved by CPD, signed and issued to all staff.
    - Marilyn Hardie is happy to take on the OMS/OTI H&S Co-ordinator role on condition that she receives adequate training. It was agreed that training is required for all H&S personnel.
    - Jennifer McLean has agreed to be the clerical/admin rep on the SLS H&S Management committee.
  - Fire Procedures and Drills (Item 3)
    - Larry Fortune has decided that the fire arrangements in OTI should be left as they are for now.
    - Fire procedures have been posted on all lecture theatre podiums.
    - Emergency rucksack contents list still to be forwarded. IB
    - Arrangements for refuge areas are in progress. IB
  - AOCB
    - Point 1 - ROSPA Risk Assessment was held on 1<sup>st</sup> July and deemed to be of benefit to all who attended.
    - Point 2 - Development of general risk assessment system is now in progress. All
    - Point 3 - Lisa to re-issue passwords for COSHH databases to Monica. LG
    - Point 4 - Still no feedback from Phase 1 group meeting re handling of human blood in OMS/OTI. Issue to be raised at OMS meeting in September. Lisa to forward Ian Scragg's Email relating to the Sports Bio-Med facility which summarises main points re containment and human blood. MW
    - Point 5 - Gas safety in OMS issue is now in the hands of E&B. LG
    - Point 6 - Monica pasted "No Entry to Cleaning Staff" sign on OMS liquid N2 dispensing facility door.
- 26<sup>th</sup> April
  - Policy Document Update (Item 3)
    - Pete has given the document his approval.
    - Lisa asked Ian Scragg (Email on 7/8/02) if there should be a health & safety agreement between the University and Amtec (also asked about Kinasource) and he said yes and that he will work towards securing a formal agreement but gave no indication of timescale. Leave this issue in the hands of Safety Services in the mean time.

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| <ul style="list-style-type: none"> <li>➤ Monica still to ask Ian Leith about Wolfram's spin-off company operating in OMS.</li> </ul>  | MW  |
| <ul style="list-style-type: none"> <li>➤ Lisa still to reword section 3.1.10 to clarify Building H&amp;S Co-ordinator's and LSTU H&amp;S co-ordinator's responsibilities in teaching labs.</li> </ul>   | LG  |
| <ul style="list-style-type: none"> <li>○ Procedures for Visitors Update (Item 4) <ul style="list-style-type: none"> <li>➤ Angie is happy with document but Lisa pointed out that one or two additions are necessary e.g. procedure for frequent visitors. Gail pointed out that if the document is to apply SLS wide it must recognise that OMS, Carnelley and BSI do not have a reception. It was agreed that the Departmental Secretary's office could act as a reception area in these instances. Lisa to amend document accordingly and submit to Group for comment. Lisa to get information sheets printed.</li> </ul> </li> </ul> | LG  |
| <ul style="list-style-type: none"> <li>○ Fire Warden's Checklist (Item 5) <ul style="list-style-type: none"> <li>➤ Monica still to copy the Tower Building's procedure for Fire Marshals to all group members.</li> </ul> </li> </ul>   | MW  |
| <ul style="list-style-type: none"> <li>○ OMS "Information Gathering Visit" report (Item 6) <ul style="list-style-type: none"> <li>➤ Lisa completed the full report - see item 3 on today's agenda.</li> <li>➤ Declan dealt with the waste fix and developer.</li> <li>➤ Ian Leith said to leave the "task force" idea for now.</li> <li>➤ Leave the snail issue for now too!</li> </ul> </li> </ul>   |     |
| <ul style="list-style-type: none"> <li>○ SLS H&amp;S Procedures Document (Item 7) <ul style="list-style-type: none"> <li>➤ Compiling an index for the procedures document will be delayed until a special "brain storming" session is arranged.</li> </ul> </li> </ul>  | All |
| <ul style="list-style-type: none"> <li>○ Permit to Work Scheme (Item 8) <ul style="list-style-type: none"> <li>➤ Irene to see Ian about the permit to work problem.</li> </ul> </li> </ul>  | IB  |
| <ul style="list-style-type: none"> <li>○ AOCB <ul style="list-style-type: none"> <li>➤ Human Blood Donations<br/>Paul Crocker's chair for blood donations has been recovered. Lisa sent Blood Donor Consent forms to Monica. Lisa Emailed Ian Scragg (7/8/02) re donor consent and ethical approval but got no firm guidance. Lisa is attempting to obtain advice directly from Tayside Ethics Committee. It was suggested that a senior member of SLS staff should request official guidance from Safety Services on this issue to avoid problems in the future. Lisa to see Ian Leith about this.</li> </ul> </li> </ul>              | LG  |

## 2. Committee's Name Change

- Pete Downes suggested that the title SLS H&S Steering Committee gave the impression that it was above the H&S Management Committee and suggested it be changed to SLS H&S Working Group. All members accepted the change.

### 3. OMS Report

- The report was reviewed and accepted as a true and accurate account. Monica gave current status updates. Lisa to up date report and re-issue.

LG

### 4. Prototype General Risk Assessment System

- Lisa had no prototype system to demo. Irene and Monica agreed to do some work on this while Lisa is on holiday then all will meet to discuss further.

LG/IB/MW

### 5. AOCB

- In light of Marilyn's concerns over lack of H&S training, Lisa suggested the IOSH "Managing Safely" course may be a good basis for Building H&S Officer and Co-ordinator training. However the preparation involved could delay delivery until after Xmas. It was also agreed that Lab Managers, as key people in the induction and training of new starts, must also receive adequate training, particularly in safe use of equipment e.g TC hoods, centrifuges, liquid N2 vessels. Lisa to ask Ian Scragg what his plans are for training before any development begins.
- Irene is liaising with E&B and the Fire Brigade regarding the splitting of the fire alarm system in MSI/WTB. Link block areas will be classed as MSI which may cause confusion. Irene will monitor progress.

LG

IB