

SLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 22nd February 2006 at 2pm in WTB Meeting Room 111

Present

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

Apologies

Priorities are in **red text**.

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> • Accepted as a true and accurate account. <p>Matters Arising:</p> <ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area. 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. 	<p>IB IB IB/LG</p>
<ul style="list-style-type: none"> • 5th November 2004 2. Gas Cylinder/Regulator Action Plan ii. LSTU will be vacating Carnelley shortly. ML will update fire plans once they return. 	
<ul style="list-style-type: none"> • 28th January 2005 10. AOCB ii. IB to reschedule manual handling course. 	<p>IB</p>
<ul style="list-style-type: none"> • 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. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th March 2005 2. Update on H&S Management Committee Tasks iii. H&S Training Tasks: <ul style="list-style-type: none"> a. Official DSE Users identified so far have been notified of their entitlement to a free eye-test. LG will continue to process request as required. g. LG still to investigate Radman course options and discuss with IRL. i. LG to pursue re-starting the in-house RPS training program with Martin Rollo. 4. Monthly Review of Accident/Incident Reports iv. LG has amended Accident/Incident Reporting policy to include info on investigation forms. 	<p>LG LG</p>
<ul style="list-style-type: none"> • 28th April 2005 4. Execution of BTC Implementation Plan Still to pursue missing BTCs. 	<p>IB/LG</p>
<ul style="list-style-type: none"> • 25th May 2005 11. AOCB iii. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders. 	<p>IB</p>
<ul style="list-style-type: none"> • 30th June 2005 3. Roof Access iv. LG to arrange "roof access" meeting to discuss issues such as emergency access outwith normal working hours. 11. AOCB i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web. ii. Barometer issue has been resolved. 	<p>LG LG</p>
<ul style="list-style-type: none"> • 2nd August 2005 6. Progress on Outstanding Inspection Tasks 	

<ul style="list-style-type: none"> i. LN2 Inspection Tasks: <ul style="list-style-type: none"> d. Only EM facility assessments still to do. 	LG
<ul style="list-style-type: none"> 7. Safety in the WTB Atrium <ul style="list-style-type: none"> iii. LG/IB to OK WTB atrium safety proposals with Ian Leith. 	LG/IB
<ul style="list-style-type: none"> 8. Safety Station/Trolley Checklist <ul style="list-style-type: none"> Trolleys are now ready to issue. 	IB
<ul style="list-style-type: none"> 11. AOCB <ul style="list-style-type: none"> i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson. 	LG
<ul style="list-style-type: none"> • 13th September 2005 <ul style="list-style-type: none"> 3. Drug Precursor Legislation <ul style="list-style-type: none"> ii. LG issued email to all SLS personnel on 27/1/06 and put information on H&S web site. 4. Checklist for New Principal Investigators <ul style="list-style-type: none"> ii. LG still to draft and circulate to Group for comment. 7. AOCB <ul style="list-style-type: none"> i. Wheelchair bound individuals have never returned to the Garland Café. 	LG
<ul style="list-style-type: none"> • 4th October 2005 <ul style="list-style-type: none"> 2. Stress Risk Assessments <ul style="list-style-type: none"> ii. GA has produced 9 draft assessments so far. IB/LG to check and comment on assessments. Waiting for word from Ian Leith before going any further. 5. AOCB <ul style="list-style-type: none"> ii. ML to check risk assessment 118 and feedback to LG. viii. Oxygen gas safety course due to run on 23/2/06. IB/LG to give feedback at next meeting. 	GA/IB/LG ML IB/LG
<ul style="list-style-type: none"> • 28th October 2005 <ul style="list-style-type: none"> 5. AOCB <ul style="list-style-type: none"> i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste. ii. IB and LG to further discuss chemical spill kit and transport of winchesters with the Stores Manager. iii. IB reported that Occ Health is not intending to train any new First Aiders in the near future. IB still intends to become a First Aid Trainer herself as soon as she can find a suitable course. 	IB/LG IB/LG
<ul style="list-style-type: none"> • 8th December 2005 <ul style="list-style-type: none"> 4. AOCB <ul style="list-style-type: none"> ii. LG has submitted revised plans for MSI Floor 2 to Richard Borrer. LG to call DS Petrie to arrange a meeting. vi. LG still to produce a draft checklist for general, high-level H&S Inspection and circulate to Group for comment. Inspections to be carried out every month, on the Tuesday before the H&SWG meeting, as of now. LG/IB to select the first area and notify ML/GA of place and time. viii. LG has implemented "Gonnae no' dae that!" feature on H&S web site. A new topic will be featured each month. 	LG LG IB/LG
<ul style="list-style-type: none"> • 25th January 2006 <ul style="list-style-type: none"> 2. Work Related Ill Health Case <ul style="list-style-type: none"> LG has discussed COSHH assessments with the individual concerned and asked them to submit a list of procures undertaken and chemicals used. LG has also asked E&B for the relevant maintenance records. George Morrison has suggested a meeting with Dr Rennie. LG has forwarded his request to Dr Rennie. No reply so far. 3. Requirement for Oxygen Monitoring Equipment <ul style="list-style-type: none"> IB has arranged for the trainer delivering the O2 gas safety course to give advice on the requirement for oxygen enrichment/depletion monitoring in SLS facilities. IB/LG to report back at next meeting. 4. Risk Assessment Progress on CIR1 <ul style="list-style-type: none"> LG issued copies of a draft "lab book style" risk assessment she plans to make available on H&S web site. All Group members approved. LG to get material on web as soon as possible. 5. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> v. LG issued copies of SOP arising from MMuLV incident direct to the Group members. A couple of additional queries have been received. LG to address. 6. Next Month's Big H&S Issue <ul style="list-style-type: none"> See item 6 of this month's agenda. 	LG IB/LG LG LG

<p>7. AOCB</p>	<ul style="list-style-type: none"> i. LG has amended microwave SOP to make reference to flammable solvents. LG copied her reply to Prof Fairlamb's email on microwave safety to GA. ii. Group decided that personnel should be advised to use the lab coats provided by Stores to avoid individuals buying in non-standard lab coats that may not offer the same degree of protection. IB/LG to inform Lab Managers at their next meeting. iii. IB/LG still to document castors pros and cons. 	<p>IB/LG IB/LG</p>
<p>2. Comments on University H&S Policy</p>	<p>Ian Leith emailed LG at the end of January asking for the H&SWG to comment on the University Safety Policy and feed back any comments to Kirsten Paterson. All Group members thought the policy was satisfactory as it is. LG to email Kirsten Paterson.</p>	<p>LG</p>
<p>3. Recommendations for Safety Services Training Program</p>	<p>Ian Leith's email to LG also asked if there were any training courses SLS H&S would like to see included in Safety Services' training program. Group agreed that training should be more oriented towards the practical aspects of working in a lab and came up with a few suggestions. LG to feed back to Kirsten Paterson.</p>	<p>LG</p>
<p>4. HSE Laser Safety Inspection Report</p>	<p>LG issued copies of the report on the laser safety inspection carried out on 12/12/05. LG ran through the key points and highlighted comments that could apply to more than just laser safety. Dr Hewick informed Ian Leith that he has everything under control. LG to ask for a progress report on issues specific to SLS.</p>	<p>LG</p>
<p>5. Monthly Review of Incident/Accident Reports</p>	<ul style="list-style-type: none"> i. A member of research staff sprayed about 0.5ml of a dilute EtBr solution into their face when attempting to open a 5ml dropper bottle. Individual washed face thoroughly and rinsed eyes. LG to put account on H&S web site and notify staff by email. ii. Member of research staff sustained a needle-stick injury from a syringe contaminated with blood from a mouse infected with <i>T.b.brucei</i>. This strain is normally non-infective to humans due to the presence of a lytic factor in human serum but there appeared to be some hysteria over the infection risk. Senior research staff are carrying out an investigation and reviewing procedures. IB to ensure a full report is submitted. iii. A culture infected with a replication competent chicken retrovirus was spilled in a TC incubator. All removable items were autoclaved and the incubator interior was disinfected. Spill could have been contained if flask had been placed on a lined tray as per the CL2 SOP. LG to put an account on H&S web site and remind staff to adhere to the relevant SOPs. 	<p>LG</p>
<p>6. Next Month's Big H&S Issue</p>	<p>Compressed gas safety will be the big issue for March 2006. LG to get information on H&S web site.</p>	<p>LG</p>
<p>7. AOCB</p>	<ul style="list-style-type: none"> i. IB has ordered new IATA books, one for BSI and one for MSI/WTB/CIR. ii. ML expressed concerns over the proposed dismantling of a piece of mercury filled, glass apparatus left behind in Carnelley by Trevor Dines. IB and LG to investigate and forward their recommendations to Terry Sweeney. iii. IB confirmed that 4141 and 84141 both connect to the University Emergency line. iv. IB has received complaints about the soap in CIR causing skin irritation. IB had asked for CIR to be supplied with the same "gentle" soap that is in use in WTB but this has not happened. IB has reported the problem to the Domestic Services Manager. v. IB has also received reports of skin irritation caused by the latex gloves currently being trialled by Stores. LG queried whether, in light of this, Stores should now stop stocking latex gloves, regardless of the price difference. ML said that this would have serious cost implications for LSTU. ML to do cost comparison. IB/LG to meet with the Stores Manager to discuss this further. vi. IB noted that E&B no longer carry out gas leak detection. If a gas leak is suspected they will investigate, but have to call out a contractor if actual monitoring is required. vii. ML reported that there had been a fire alarm in the Carnelley Building at a time when staff who normally deal with such an incident were out of the building. Remaining staff were unable to find the key to silence and reset the alarm. Additional members of staff have now been trained up. Alarm was triggered by dust arising from construction work in OMS. Contractors are bringing in industrial cleaners to keep dust levels down and prevent a recurrence. 	<p>IB/LG</p>
		<p>ML IB/LG</p>