

# SLS H&S Working Group Meeting Minutes

Held on Wednesday 24<sup>th</sup> August 2004 at 10am in Rm 111, WTB

**Present**

Lisa Grayson (LG)  
Irene Blair (IB)

**Apologies**

Monica Lacey (ML)  
Gail Alexander (GA)  
Aileen Watson (AW)

	Action
<b>1. Previous Minutes</b>	
<ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> </ul>	
<b>Matters Arising:</b>	
<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> October 2003</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>2. Visitors Procedure and Information Brochure</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>iv. Now included in revamped website. Ready to go live in September. Lisa to inform Reception and other admin staff as appropriate.</li> </ul> </li> <li>v. Issue of OMS/Carnelley reception deferred until ML returns to work.</li> </ul> </li> </ul>	<p>LG</p> <p>ML</p>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>8. AOCB</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>viii. LG still to forward Mortuary H&amp;S material to Sue Black for her comments. Deferred until later in the year.</li> </ul> </li> </ul> </li> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> January 2004</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>8. H&amp;S Budget</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>iii. IB &amp; LG to look at last few monthly reports for current H&amp;S account to find out who is using it for what. Propose to charge ACOPS, books, newsletters, stationery (for Portfolio, LN2 folders etc), training videos, training courses, seminars etc to this account. Need to do some rough costings.</li> </ul> </li> </ul> </li> </ul>	<p>IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> April 2004</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>2. Basic Training Checklists (BTC): cut-down version</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>iv. IB and LG plan to revamp (and, if possible, video) Induction Seminar in time for October intake.</li> </ul> </li> </ul> </li> </ul>	<p>IB/LG</p>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>6. AOCB</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. Draft of waste disposal flowcharts still in progress.</li> </ul> </li> </ul> </li> </ul>	<p>IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> May 2004</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>3. AOCB</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. IB and LG to meet with GA on 13/9/04 to discuss the Anti-Terrorism Inspection report. Lisa to get any relevant plans from TS.</li> </ul> </li> <li>vii. IB to order warning labels for non-spark-proof fridges/freezers. Lisa to supply CHIP symbol gif.</li> <li>ix. All LN2 Inspection follow-up meetings done apart from JL &amp; MH. See item 2 of today's agenda for further information.</li> </ul> </li> </ul>	<p>IB/LG/GA</p> <p>IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> June 2004</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>2. Undergraduate's Guide to Lab H&amp;S</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. LG made amendments to Undergrad's H&amp;S guides and submitted finalised versions to ML. LG received an email from Jim Elliot confirming that the guides have been accepted and are to be included in all LS modules. LG to double check with ML. Deferred until ML returns to work.</li> <li>iii. LG suggested that the Undergraduate Health &amp; Safety Induction session should be based around the two guides, with some further explanation and examples where necessary. ML to discuss this with LSTU senior staff. Deferred until ML returns to work.</li> </ul> </li> </ul> </li> </ul>	<p>LG/ML</p> <p>ML</p>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>3. Comments on Previously Issued Documents</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. Approval of policy arrangement for pregnant/nursing mothers included in H&amp;SMC</li> </ul> </li> </ul> </li> </ul>	

agenda.	
<b>5. AOCB</b>	
i. IB still dealing with oxygen depletion monitor alarms issue. See item 2 of today's agenda.	
v. Issue of proximity cards included in H&SMC agenda.	
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.	LG
vii. LG to seriously pursue VHP option once this summer's fumigations are over.	
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 (see 28/7/04, AOCB, point v).	LG IB
• <b>28<sup>th</sup> July 2004</b>	
<b>2. Disaster Recovery</b>	
iii. LG and GA still to produce a short PowerPoint presentation using a theoretical example to illustrate how the Disaster Recovery plan will operate. LG to arrange meeting with GA ASAP.	GA/LG LG
<b>3. H&amp;S Management Committee Meeting Agenda</b>	
ii. LG emailed Measuring Performance document to IB and GA for their consideration.	IB/GA
iii. LG still to finalise agenda and papers and issue 2 weeks before the meeting date.	LG
<b>4. Issue of Updated Policy and Portfolio</b>	
i. New Policy doc issued to key personnel.	
ii. New version of H&S Portfolio issued to key personnel.	
<b>6. AOCB</b>	
iii. 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. Kirsten Paterson offered access to SS videos.	IB/LG
v. IB and LG still to arrange BHSO meeting for sometime in November.	IB/LG
<b>2. Liquid Nitrogen Inspection Follow-Up Meetings</b>	
LG issued the long list of actions arising from LN2 Inspection Follow-Up meetings. H&SWG must make a concerted effort to have as many actions as possible completed before the H&SMC meeting.	All
<b>3. Revamped SLS H&amp;S Website</b>	
LG confirmed that the revamped SLS H&S Website will be on-line and open to all personnel before the H&SMC meeting.	LG
<b>4. LARA System Latest</b>	
i. LG issued the revised signature page, designed to allow for one signature to cover all assessments contained within one document/folder. IB approved.	
ii. IB and LG agreed that the LARA System could be extended to cover all SLS work activities rather than just laboratory activities. The System already allows for this and all that is required is a new title: Work Activity Risk Assessment (WARA) System was suggested. LG to consider and check that this is feasible and easily implemented.	LG
<b>5. Monthly Review of Accident/Incident Reports</b>	
There were no noteworthy accidents/incidents during the month of August.	
<b>6. AOCB</b>	
i. Only First Aid refresher training is currently being offered by the new Occupational Health Service. IB checking with St John's Ambulance Service on the cost of training up new First Aiders. IB also to enquire about the cost of training to become a First Aid trainer. IB and LG both agreed that, under current circumstances, it would be desirable to do our First Aid training in house.	IB
ii. 4141 stickers for phones are now available from IB. IB to inform Lab Managers at their next meeting.	IB
iii. Porter's and AFC's risk assessments etc to be checked and commented on by IB before 6/9/04. Material is then to be finalised and training given, by IB and LG, to Porters and Cleaners before end of w/c 6/9.	IB IB/LG
iv. Larry Fortune said that capping of fire detectors would be acceptable in an emergency; however, deactivation at the control panel is preferred due to the reduction in risk of false alarm. LG to inform Lab Managers at their next meeting.	LG
v. IB and LG discussed Safety Services latest training programme and agreed that a few support staff members should attend the Manual Handling and DSE risk assessment courses. (For the	

<p>DSE course: a Divisional Secretary, someone from the LSTU office and a couple of Lab Managers. For the Manual Handling course: a couple of Stores personnel, a Porter and a couple of Lab Managers.) LG and IB to consult Lab managers at their next meeting and see relevant team leaders.</p>	<p><b>IB/LG</b></p>
<p>vi. LG expressed her dismay at how the PTW scheme had been portrayed in the M Floor meeting minutes dated 14/6/04. IB suggested that the Chairman, Angus Lamond, should be contacted in order to get the potentially damaging comments retracted. LG to consult Ian Leith.</p>	<p><b>LG</b></p>
<p>vii. LG to email Bill Reynolds and invite him to look at some of the worst affected PAT labels to clarify exactly what the problem is.</p>	<p><b>LG</b></p>
<p>viii. IB and LG agreed that deputy BHSOs should attend H&amp;SWG meetings if the BHSO cannot attend. GA and ML to be consulted.</p>	<p><b>All</b></p>
<p>ix. A problem with the current hazardous area permit form was flagged up during recent work on the MSI 1<sup>st</sup> Floor roof. On a few occasions, the contractor failed to report in at the end of the day to confirm that the day's work was complete. As a result the University dept representative (LG) did not know if the work was still in progress or not and could not sign off the permit. The current form calls for the permit to be signed off as completed/cancelled only by the University dept representative. Perhaps if it also had to be signed off by the contractor/E&amp;B then they would be more likely to report back upon completion of the work. LG to raise with Kirsten Paterson.</p>	<p><b>LG</b></p>
<p>x. IB and LG agreed that when EM and NMR staff access the 1<sup>st</sup> floor roof to carry out routine maintenance they do not require a written permit but must check in and out with WTB Reception. IB to check with Debbie Hill then inform Alan Prescott and David Norman.</p>	<p><b>IB</b></p>
<p>xi. IB 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.</p>	<p><b>IB</b></p>
<p>xii. IB and LG 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><b>IB/LG</b></p>