

# SLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 25<sup>th</sup> January 2006 at 2pm in WTB Meeting Room 111

**Present**

Lisa Grayson (LG)  
Gail Alexander (GA)  
Irene Blair (IB)

**Apologies**

Monica Lacey (ML)

Priorities are in **red text**.

**1. Previous Minutes**

- Accepted as a true and accurate account.

**Matters Arising:**

- **24<sup>th</sup> August 2004**

- 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.

Action

IB  
IB  
IB/LG

- **5<sup>th</sup> November 2004**

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

- ii. ML still to update Carnelley building fire plans.

ML

- **28<sup>th</sup> January 2005**

- 10. **AOCB**

- ii. IB to reschedule manual handling course.

IB

- **25<sup>th</sup> 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.

IB

- **25<sup>th</sup> March 2005**

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

- iii. H&S Training Tasks:

- a. **Official DSE Users still to be notified of their entitlement to free eye-tests.**

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

- **28<sup>th</sup> April 2005**

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

- Still to pursue missing BTCs.**

IB/LG

- **25<sup>th</sup> May 2005**

- 11. **AOCB**

- iii. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders.

IB

- **30<sup>th</sup> June 2005**

- 3. **Roof Access**

- iv. **LG to arrange "roof access" meeting to discuss issues such as emergency access outwith normal working hours.**

LG

- 11. **AOCB**

- i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web.

LG

- ii. Barometer issue still to be resolved.

ML

- **2<sup>nd</sup> August 2005**
  - 6. **Progress on Outstanding Inspection Tasks**
    - i. LN2 Inspection Tasks:
      - d. **Only EM facility assessments still to do.** LG
  - 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**

LG has removed latex gloves and produced laminated copies of Spill procedures. Group decided not to include Fire & First Aid procedures.
  - 11. **AOCB**
    - i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson. LG
- **13<sup>th</sup> September 2005**
  - 3. **Drug Precursor Legislation**
    - ii. LG still to issue email then collate responses and report back to the Group. LG
  - 4. **Checklist for New Principal Investigators**
    - ii. LG still to draft and circulate to Group for comment. LG
  - 7. **AOCB**
    - i. IB still to make contact with wheelchair bound individuals routinely using the Garland Café in order to discuss PEEPs. IB
- **4<sup>th</sup> October 2005**
  - 2. **Stress Risk Assessments**
    - ii. GA to forward draft assessments to CPD for his approval. GA proposed waiting until outcome of HSE investigations is known before going any further. Group agreed. GA
  - 5. **AOCB**
    - ii. ML to check risk assessment 118 and feedback to LG. ML
    - v. Special fire extinguisher specifically for use on metal fires has been installed on CIR 1. Not suitable for lithium fires but this is not required at present.
    - viii. IB to investigate compressed gas safety training options. IB
- **28<sup>th</sup> October 2005**
  - 5. **AOCB**
    - i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste. IB/LG
    - ii. IB and LG to further discuss chemical spill kit and transport of winchesters with the Stores Manager. IB/LG
    - iii. IB to make case for Sheelagh Philips to be trained as a First Aider to cover OTI. Also, Lorraine Malone for CIR TG. IB
- **8<sup>th</sup> December 2005**
  - 3. **Next Month's Big H&S Issue**

Lone Working policy now posted on web and staff notified by email.
  - 4. **AOCB**
    - i. ML emailed LG a list of all currently unapproved LSTU risk assessments relating to practical classes that will run during the second semester. LG
    - ii. LG has handed the NaCTSO laboratory security assessment report back to Richard Borrer, along with comments from the relevant parties in SLS. Plans for MSI Floor 2 have been recently revised. LG to get copy and forward on to Richard. Richard will arrange meeting with Inspector.
    - iv. ML sent PEEP to LG for signing.
    - vi. LG still to produce a draft checklist for general, high-level H&S Inspection and circulate to Group for comment. LG
    - viii. LG still to implement "Gonnae no' dae that!" feature on H&S web site. LG
- 2. **Work Related Ill Health Case**

LG gave details of a work related ill health case currently being investigated by Occupational Health. Occupational Health has requested copies of all COSHH assessments relating to the individual's work and maintenance records for the air conditioning system in the relevant labs. LG to discuss the COSHH assessments with the individual concerned and ask E&B for the maintenance records. LG

<b>3. Requirement for Oxygen Monitoring Equipment</b>	<p>LG summarised the issues that the Brunskill lab fermenter installation has brought to light, primarily, the requirement for oxygen enrichment/depletion monitoring. After some discussion, Group concluded that a School-wide review of O2 monitoring in all compressed gas installations was required. LG/IB to take this forward.</p>	<b>IB/LG</b>
<b>4. Risk Assessment Progress on CIR1</b>	<p>LG summarised the outcome of the risk assessment trial on CIR 1. It is clear that the research staff are not understanding what is required of them. Group concluded that worked examples would help. LG to draft, make available on H&amp;S web site and notify relevant personnel.</p>	<b>LG</b>
<b>5. Monthly Review of Incident/Accident Reports</b>	<ul style="list-style-type: none"> <li>i. A case of suspected DSE related ill health has been referred to Occupational Health.</li> <li>ii. Case of suspected latex allergy has been referred to Occupational Health. Individual concerned has been told to use only nitrile gloves.</li> <li>iii. A lab worker on CIR 1 received a cut to the hand when an item of glassware broke during use. Cut was not serious.</li> <li>iv. Another bottle of organic solvent waste fractured in a CIR 1 fume hood. Appears to be due to overfilling. Lab Manager has warned staff not to fill bottles to more than 80% and is investigating the option of using plastic waste containers.</li> <li>v. A member of WTB2 staff received a puncture wound from a glass pasteur that had been used for aspirating off MMuLV infected TC medium. Viral vector was of the type that infects murine cells only. LG met with group to discuss safe working with viral vectors and drafted an SOP supplementary to the existing CL2 in TC SOP. SOP emailed to Group Leader for his comments. No response so far. LG to chase up.</li> </ul>	<b>LG</b>
<b>6. Next Month's Big H&amp;S Issue</b>	<p>Group agreed that compressed gas safety should be the big issue for February. LG to get info on web and put out email.</p>	<b>LG</b>
<b>7. AOCB</b>	<ul style="list-style-type: none"> <li>i. LG informed the Group that she had received a query about the safety of heating solutions of flammable solvents in microwaves. Group agreed that this was a definite fire hazard. LG to amend microwave SOP accordingly and notify personnel. GA made reference to Prof Fairlamb's email on microwave safety. LG said that she had responded and addressed every point. LG to copy reply to GA.</li> <li>ii. Group debated the Lab Managers' request for a wider range of a lab coats to be made available, specifically in different lengths and weights of fabric. Group agreed that shorter length coats and/or lighter weight fabrics did not afford the same protection. However, the Group did concede that the blue "TC" lab coats currently stocked in Stores were rather bulky/heavy, and that lighter weight alternatives may encourage personnel to wear lab coats in TC. IB/LG to consult the Store Manager.</li> <li>iii. LG informed the Group that the "castors" issued was not yet completely resolved and recommended that the reasons for and against having castors be clearly documented. Group agreed. IB and LG to take his forward.</li> </ul>	<b>LG</b>
		<b>IB/LG</b>
		<b>IB/LG</b>