

SLS H&S Working Group Meeting Minutes

Held on Friday 25th June 2004 at 2pm in Rm 111, WTB

Present

Lisa Grayson (LG)
Irene Blair (IB)
Monica Lacey (ML)
Aileen Watson (AW)

Apologies

Gail Alexander (GA)

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **31st October 2003**

2. Visitors Procedure and Information Brochure

- iv. Lisa still to post on website and inform Reception and other admin staff as appropriate. Aiming to do this in August/September.
- v. Issue of OMS/Carnelley reception deferred until all moves are finalised.

8. AOCB

- viii. LG still to forward Mortuary H&S material to Sue Black for her comments. Deferred until later in the year.

- **30th January 2004**

4. Risk Assessment for Pregnant/Nursing Mothers

- i. See item 3 of today's agenda.

5. H&S Policy & Guidance for LSTU

ML confirmed that LSTU have accepted revised policy and proposals. See item 2 of today's agenda for further details.

6. TC Suite/CL2 Inspection Checklist

See item 4 of today's agenda.

8. H&S Budget

- iii. IB still to check on usage of current H&S account.

- **30th April 2004**

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

- iii. Portfolio revision – see item 6ii of today's agenda.
- iv. IB and LG plan to revamp (and, if possible, video) Induction Seminar in time for October intake.
- vi. IB and LG did BTC run through on 2/6. LG issued BTC and notes for trainers on 4/6. IB has already received some completed checklists.

3. LARA System: latest developments

- iv. LG and IB to met on Wed 2/6 and approved all current SOPs.

4. Policy Arrangements: requirement for summary document

- ii. See item 3 of today's agenda.

6. AOCB

- ii. Draft of waste disposal flowcharts still in progress.
- iii. LG issued PTW email, forms and SOPs to Lab Managers on 2/6.
- iv. IB confirmed roof permit scheme with BHSOs.

Action

LG

ML

LG

IB

IB/LG

IB/LG

<ul style="list-style-type: none"> • 28th May 2004 3. AOCB <ul style="list-style-type: none"> i. See item 3 of today's agenda. ii. LG acquired a copy of the Anti-Terrorism Inspection report. IB and LG to meet with GA and analyse. vi. See item 6i of today's agenda. vii. IB and LG still to design warning labels for non-spark-proof fridges/freezers. ix. LG informed Lab Managers about LN2 Inspection follow up and drafted a memo to issue to all facility managers. LG to issue ASAP. xii. LG still to discuss date of next SLS H&S Management Committee meeting with IRL. 	<p>IB/LG/GA</p> <p>IB/LG LG LG</p>
<p>2. Undergraduate's Guide to Lab H&S</p> <ul style="list-style-type: none"> i. Lisa issued first drafts of the "Undergraduate's Guide to laboratory Health & Safety" and the "Undergraduate's Guide to Laboratory Hazard Warning Symbols". ML suggested one or two amendments. LG to factor in. ii. Maureen Benwell has given her approval for both Guides to be included in all LSTU module handbooks. ML to take this forward once Guides are finalised. iii. LG suggested that the Undergraduate Health & 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. iv. LG to submit finalised Policy doc to CPD for signing. Once signed, LG to make new version available and withdraw all earlier versions. 	<p>LG</p> <p>ML</p> <p>ML</p> <p>LG</p>
<p>3. Comments on Previously Issued Documents</p> <ul style="list-style-type: none"> i. Risk assessment for pregnant/nursing mothers approved. LG to issue to BHSOs with instructions on use of form. ii. Irene gave comments on Policy Arrangements summary doc to LG on 2/6. Other Group members still to submit comments iii. No specific comments on risk assessment for "Basic Tissue Culture at Containment Level 1", but general assessment approach deemed to be acceptable. LG to proceed with other general assessments. Group members still to attempt a risk assessment for an activity undertaken in their area. 	<p>LG</p> <p>ML/GA</p> <p>All</p>
<p>4. Signing off of TC Inspection Reports</p> <ul style="list-style-type: none"> i. Reports approved by IB. LG to issue, along with covering memo, ASAP. 	<p>LG</p>
<p>5. Monthly Review of Incident/Accident Reports</p> <ul style="list-style-type: none"> i. IB gave an account of June's incidents and accidents, including: a member of staff in BSI receiving a TFA burn to their elbow; a PhD student in MRCPPU burning their arm on a liquid nitrogen cooled pipe; a needle-stick injury in Henning Wackhage's lab and a Mez floor researcher sustaining a cut wrist when a glass homogeniser broke. All injuries were minor. ii. A further two cases of RSI as a result of repeat pipetting have been reported. This brings the total number of reported cases in MRC/DSTT to three. All cases have been referred to Occupational Health. 	
<p>6. AOCB</p> <ul style="list-style-type: none"> i. IB has discussed the procedure for dealing with out-of-hours oxygen depletion monitor alarms with David Norman & Larry Fortune. <ul style="list-style-type: none"> ➢ Currently revising procedure. ➢ IB to ensure Fire Brigade are notified and ensure that the relevant people are made aware of the special callout number for this type of emergency. ➢ IB to liaise with Irene Hallyburton to ensure all oxygen depletion monitors are registered and have a spare battery. ➢ IB also still attempting to devise a School-wide preventative maintenance plan in order to minimise the possibility of false alarms. ii. LG has revised the H&S Portfolio. It now includes a new section containing most of the information removed from the original BTC. All other sections have been updated to some extent. "Owner's Details" and "Purpose" pages have been deleted. Document has been reformatted and is now down from 45 to 25 pages. Group to review (especially sections 7 & 8) and comment ASAP. iii. H&S Induction seminar has been scheduled for Thursday 1/7/04. IB to issue attendance list to all concerned in order to ensure no new starts have been omitted. iv. IB asked if Emergency Numbers cards should be issued to all staff. Group agreed to aim for this by the end of 2004. v. Group agreed that it would be desirable to have issue of proximity cards dependent upon completion of the BTC, by the end of 2004. IB/LG to raise at the next H&SMC meeting. 	<p>IB</p> <p>All</p> <p>IB</p> <p>IB/LG</p>

- vi. LG agreed to transfer a few LSTU risk assessments into the LARA system to find out how easy it was to make the transition between the two formats. **LG**
- vii. IB brought latest information on formaldehyde to the Group's attention: formaldehyde is now recognised as a definite cause of cancer in humans and will be upgraded from a Category 3 carcinogen to a 1 or 2. Nick Helps had already forwarded this info to LG and LG had, in turn, copied it to Safety Services and notified Ian Leith. LG to copy information to Sue Black. LG to seriously pursue VHP option once this summer's fumigations are over. **LG**
- viii. LG to see Alan Prescott about laser safety video. **LG**
- ix. IB is preparing a presentation on H&S Legislation for delivery to BHSO's and their deputies. **IB**