

SLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 26th April 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 <ul style="list-style-type: none"> 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. IB IB IB/LG • 28th January 2005 <ul style="list-style-type: none"> 10. AOCB <ul style="list-style-type: none"> ii. Manual handling course scheduled for Friday 28/4/06. • 25th February 2005 <ul style="list-style-type: none"> AOCB <ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Cafe. IB • 25th March 2005 <ul style="list-style-type: none"> 2. Update on H&S Management Committee Tasks <ul style="list-style-type: none"> iii. H&S Training Tasks: <ul style="list-style-type: none"> 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 • 28th April 2005 <ul style="list-style-type: none"> 4. Execution of BTC Implementation Plan Still to pursue missing BTCs. IB/LG • 25th May 2005 <ul style="list-style-type: none"> 11. AOCB <ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. IB • 30th June 2005 <ul style="list-style-type: none"> 11. AOCB <ul style="list-style-type: none"> i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web. LG • 2nd August 2005 <ul style="list-style-type: none"> 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 7. Safety in the WTB Atrium <ul style="list-style-type: none"> iii. WTB atrium safety is going to be brought to the attention of all personnel via the “Gonnae No’ Dae That” feature on the SLS H&S web site and a poster campaign. IB/LG to progress this forward. LG/IB 11. AOCB <ul style="list-style-type: none"> i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson. LG • 4th October 2005 <ul style="list-style-type: none"> 2. Stress Risk Assessments <ul style="list-style-type: none"> ii. See item 3 of 26/4/06 minutes. 	

<ul style="list-style-type: none"> • 28th October 2005 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. 	<p>IB/LG</p> <p>IB/LG</p>
<ul style="list-style-type: none"> • 8th December 2005 4. AOCB <ul style="list-style-type: none"> ii. LG asked the relevant MRC staff to liaise directly with DS Petrie. Carol MacKintosh emailed him to say they propose to use the new toxin store in MSI. DS Petrie responded to say storage is not the only issue and that he is consulting with his colleagues in London. LG said that, although this is essentially an MRCPPU issue, she will keep the Group informed of any further developments. 	
<ul style="list-style-type: none"> • 25th January 2006 2. Work Related Ill Health Case Individual concerned has submitted a list of procedures undertaken and chemicals used to LG. LG to begin assessment process. LG asked Isla Reid if she had discussed the BRL Lab ventilation issue with George Morrison. Isla said she had not had time to do this yet. 4. Risk Assessment Progress on CIR1 LG still to get draft "lab book style" risk assessment on web. 5. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> v. LG to address queries relating to SOP arising from MMuLV incident. 	<p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 22nd February 2006 3. Recommendations for Safety Services Training Program LG still to arrange a meeting with Kirsten Paterson to discuss training requirements in SLS. 4. HSE Laser Safety Inspection Report See item 4 of 26/4/06 minutes. 5. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> iii. IB reminded the WTB1 Lab Manager that the Working Group is still awaiting the report on the <i>T.b. brucei</i> needle-stick incident. IB to keep Group informed. iv. LG still to put an account of the chicken retrovirus spill on the web. 7. AOCB <ul style="list-style-type: none"> ii. ML told Jenni Paterson to inform LG of any concerns she has about using the oxygen torch on the mercury filled apparatus in Carnelley. v. IB/LG met with the Stores Manager to discuss the stocking of latex gloves in Stores. See Item 7 of 26/4/06 minutes. 	<p>LG</p> <p>IB LG</p>
<ul style="list-style-type: none"> • 29th March 2006 2. Discussion on First General H&S Inspection LG submitted reports for WTB1 and WTB2 to the Group members for their comments. Comments to be in by 5/5/06. LG to complete WTBM report by 5/5/06. Next inspection to be held on 9/5/06. 3. Comments On/Approval of Updated H&S Material LG notified all personnel of latest H&S web site updates/additions by email on 30/3/06. 4. Checklist for New PIs No comments were received. LG to continue working on incomplete sections. 5. Next H&S Committee Meeting LG and GA met on 18/4/06 to draft an agenda for the next H&S Committee meeting. Copy of agenda was issued to IB and ML. Date has been fixed: 17/5/06. 7. Next Month's Big H&S Issue LG completed the compressed gas safety page and notified all SLS personnel of its existence by email on 30/3/06. 8. AOCB <ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipework. LG now has the cheap O2 monitor and 18% test gas. IB/LG to test how the monitor performs in the cold rooms. LG still to recalibrate the monitor in the X-ray Crystallography facility and establish program of 6 monthly checks on all monitors in SLS. ii. LG issued copies of the email she is to send to Safety Services re the castors issue. Group were happy for LG to change "Irene and I" to "H&S Working". LG to issue email before 28/4/06. 	<p>All LG</p> <p>LG</p> <p>LG/IB LG</p> <p>LG</p>

iii. IB and LG still to discuss PAT issues with Ian Leith.	LG/IB
iv. IB and LG still to discuss issue of children being brought into SLS labs with Ian Leith.	LG/IB
v. IB and LG met with PGMI personnel to discuss their human blood work. IB emailed Isla Reid with the details. Isla accepted the case for Hep B vaccinations. IB to arrange.	IB
vi. Waste disposal issues were discussed with Steve Moore during a meeting with Ian Scragg and the Wyeth European EHS manager.	
vii. Date of next H&S Induction Seminar has been set: 10/5/06. IB to get invites issued.	IB
viii. ML emailed all LSTU technical staff, asking them to review and update their risk assessments over the summer period. ML and LG will check and approve. LG will convert approved assessments into pdf format. ML will ask LSTU admin staff to post pdfs on My Dundee. Undergraduates H&S Induction Seminar still to be discussed.	ML/LG
2. Outcomes of Roof Access Meeting	
LG has yet to summarise the outcomes. LG to do this ASAP and issue to Group members via email for their comments.	LG
3. Latest Stress Risk Assessment Developments	
LG and GA met with Pete Downes, Ian Leith, Gillian Jones and Jim Elliott on 25/4/06 to discuss the draft SLS Stress Policy and how to proceed with its implementation. Copies of the draft policy were issue to IB and ML. LG to finalise policy once all comments have been received and submit it to the H&S Management Committee for approval at its next meeting. In the interim, the draft stress risk assessments will be issued to members of the H&S Committee, and other selected members of personnel, for their comments.	LG GA
4. Feedback from ML on Laser Safety Management Course	
ML attended the Laser Safety Management Course on 5/4/06 and confirmed that two members of staff from the Light Microscopy Facility were also in attendance. ML was unsure as to whether a member of the DMJL Lab attended. IB to check with Safety Services. It was clear from the course notes that Safety Services are to be more actively involved in terms of checking risk assessments and carrying out inspections. The Group welcomed this change.	IB
5. SLS H&S Web Site Changes	
LG is in the middle of updating the SLS H&S Web Site main and sub menus. This will be demo'd at the H&S Committee meeting on 17/5/06.	LG
6. Monthly Review of Incident/Accident Reports	
i. A member of research staff splashed Bradford reagent into their eye. Eye was rinsed thoroughly and there was no lasting damage. Had the person concerned been wearing safety glasses, this incident could have been avoided. LG to add to "Lessons" page on H&S Web Site and notify staff by email.	LG
ii. A Porter received a superficial scratch from a tip that had come through an autoclaved waste sack. The incident was thoroughly investigated by IB and LG and a report, including details of remedial action, was submitted to Safety Services. LG still to issue reminder to TC users re disposal of pipette tips. IB and LG to go through Porter's risk assessments and SOPs as soon as the Porter returns from holiday. IB/LG to ensure all other actions are implemented ASAP.	IB/LG
iii. A member of research staff suffered a needlestick injury to their thumb. Appropriate First Aid was administered and the researcher has now attached a plastic pipette tip to his aspirator set-up, rather than a needle.	
iv. A member of research staff had a small ethidium bromide spill on their bench. After removing their glove they noticed the tip of a fingernail was stained pink. Hands were washed thoroughly and the stained portion of fingernail cut off. The worker was wearing latex gloves, contrary to the guidance on the H&S web site that specifies use of nitrile gloves for EtBr work. (Rather than the EtBr solution permeating the intact glove material, it is more likely that there was a minute tear or puncture in the glove that allowed the solution to leak through.) Letty Gibson issued an email asking the Lab Managers to remind personnel in their area of the current guidance.	
7. Next Month's Big H&S Issue	
i. IB and LG met with the Stores Manager on 20/4 to discuss the stocking of latex gloves in	

<p>Stores. Mike Hannan has sourced nitrile gloves comparable in price to latex gloves, and the trials that have been done so far indicate that they are of an acceptable quality. IB agreed to continue trialling the nitrile alternatives in Media/Wash-Up for at least another week. IB to feedback to the Stores Manager and LG at the end of the trail period. If staff continue to be satisfied with the nitrile gloves, latex gloves will no longer be ordered by SLS Stores and the nitrile alternatives be stocked in their place. LG will inform staff of this decision by email. The Stores Manager has already added the nitrile gloves to the Stores Inventory.</p>	<p>IB LG</p>
<p>ii. LG proposed that an awareness campaign, informing staff about glove related allergies and chemical resistance, be initiated shortly before the email goes out. LG issued copies of posters she would like to see on all safety notice-boards and asked the Group for comments. LG will also put this information on the H&S Web Site.</p>	<p>AII/LG</p>
<p>iii. LG will also draft a policy on the use of disposable gloves in SLS and, once the H&SWG members have given their comments, submit it to the H&S Management Committee for approval at its next meeting.</p>	<p>LG/AII</p>
<p>8. AOCB</p>	
<p>iii. LG said she would organise the next H&S Management Committee meeting for the week commencing 5/6/06. Draft agenda will be submitted to the H&SWG for comment ASAP.</p>	<p>LG</p>
<p>iv. LG asked IB if she approved of the amendments to the guidance on disposal of sharps and glass. IB confirmed her approval. LG to update H&S web site and notify Lab Managers and the Porter who raised concerns over the use of the glass bins.</p>	<p>LG</p>