

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27th June 2007 at 2pm in Meeting Room 112

Present

Lisa Grayson (LG)
Monica Lacey (ML)
Irene Blair (IB)

Apologies

Gail Alexander (GA)

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **25th February 2005**

AOCB

- vi. IB still to arrange Evac Chair refresher training. Decided it was not necessary to involve Larry Fortune. This will give more flexibility in arranging times.

- **30th June 2005**

11. AOCB

- i. LG to see Lynda Connelly about getting Dangerous Goods information on the H&S web.

- **2nd August 2005**

6. Progress on Outstanding Inspection Tasks

- i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.

- **29th March 2006**

4. Checklist for New PIs

See AOCB item 1.

8. AOCB

- i. IB and LG still to do labelling of cylinder storage cupboards/pipework. LG still to establish a program of 6 monthly checks on all monitors in SLS.

- **26th April 2006**

2. Outcomes of Roof Access Meeting

Still waiting on a reply from David Hewick re risk assessment for radioactive releases. LG to chase up.

- **30th August 2006**

2. Additional Anti-terrorism Measures

- i. LG has but some initial info on the web covering security of common chemicals that could be used by terrorists and has started checking the Order Book on a monthly basis for any unusual orders.

- **27th September 2006**

5. AOCB

- iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. LG still to write up reports for other areas.

- **1st November 2006**

4. AOCB

- iii. LG to go through BTCs with Central Services personnel recently redeployed to CLS.

- **8th December 2006**

2. Tasks Arising From H&SMC Meeting

- ii. Information on controlled substances is almost complete. No response from Kiran Oza about a direct link from the Order Book so far. LG to chase up.
- iv. Stress web pages have been complete and approved by Gillian Jones. ML still to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting.
- viii. LG to raised the issue of 25m smoke free zone at H&SMC meeting. See H&SMC minutes for details. Group agreed that outcome was not satisfactory. IB/LG to discuss options.
- x. LG to keep Group updated on development of GLP training package.

5. AOCB

- iv. LG to produce draft risk assessments for A&FA activities. See Sue Black in September.
- ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. Combine with Fire Safety Inspection.

Action

IB

LG

LG

LG/IB

LG

LG

LG

LG

ML

IB/LG

LG

LG

IB

<ul style="list-style-type: none"> • 27th February 2007 5. AOCB <ul style="list-style-type: none"> i. LG issued revised BTC and associated notes to BTC trainers. LG still to inform DSE assessors of updated DSE guidance. 	LG
<ul style="list-style-type: none"> • 25th April 2007 6. AOCB <ul style="list-style-type: none"> i. LG still to send TMRC risk assessment files to the Wyeth Senior Director of Environmental Health & Safety. ii. ML confirmed that an H&S talk is given at the start of the DVI training program. iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG to arrange to check the books once they have been in use for 2-3 months. 	LG LG
<p>31st May 2007</p> <p>2. Changes to Anti-Terrorism Act LG still to inform the PIs about 2007 amendments to the Anti-Terrorism Act.</p> <p>3. Checking/Approval of Risk Assessments & SOPs LG and ML still to meet to discuss details of checking the quality of the practical class risk assessments and SOPs.</p> <p>6. AOCB <ul style="list-style-type: none"> i. Fire Warden/Marshal training has been completed. Procedures still to be documented and posted on the H&S web. ii. LG still to produce signs giving directions to the phone in the JBC Wash-Up facility. </p>	LG ML/LG LG LG
<p>2. Withdrawal of H&S Portfolio LG explained the reasons behind the withdrawal of the H&S Portfolio and issued copies of the new H&S Info cards that will be issued by HR to new recruits. Group approved. LG also issued copies of the amended Emergency Numbers card. Group approved.</p>	
<p>3. “Out-duction” Checklist Group went through the out-duction checklist supplied by Letty Gibson and suggested some amendments. LG to produce amended form and issue to Group for comments.</p>	LG
<p>4. Checklist for New Radioisotope Users Group suggested items for New Radioisotope Users Checklist. LG to draft and issue to Group for comments.</p>	LG
<p>5. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> i. Member of teaching staff was burned with car battery acid when he loosed the cap on the battery and acid sprayed out. Fortunately, burns were superficial. Staff have now been instructed in proper procedure. ii. Three cryovials exploded when a student removed them from a liquid nitrogen storage vessel and placed them in a beaker of room temperature water. The vials were blown to bits and the beaker split. The student sustained bruising to the fingers. LG to put an account of this on the “Lessons to be Learned” web page. iii. Fire broke out in a fume hood on JBC1 when a chemical reaction went out of control. Fortunately, the fire was quickly extinguished using a CO2 extinguisher. The researcher concerned did not know that fume hood fires are best contained by switching off the fans and closing the sash fully. LG to put an account of this the “Lessons to be Learned” web page. iv. A member of research staff sustained a cut to their scalp when the bumped their head on a minus 80 door handle. IB was called to treat the casualty. The bleeding stopped after a short while and the victim did not suffer any other ill effects. </p>	LG LG
<p>6. Next Month’s Big H&S Issue Continue with eye protection item throughout July.</p>	
<p>7. AOCB <ul style="list-style-type: none"> i. Rather than a Checklist for PIs, LG proposed drafting a letter based on the controlled substances web page and the responsibilities detailed in the H&S Policy. Group approved. LG to draft. ii. ML gave an account of the H&S issues that require cooperation between Life Sciences personnel and School of Education, Social Work and Community Education personnel, who now have joint occupancy of the OMS/Carnelley complex. ML to keep Group informed of any progress/problems. iii. ML to check on the use of Hazard Group 2 and GM micro-organisms in practical classes and report back to LG. iv. LG announced that TC suite inspections were to be carried out tomorrow (28th June) on WTB M, WTB1 and JBC2. Other areas will be inspected after the summer holiday period. v. LG to contact PIs to initiate an update of the LS Dangerous Substances Register in preparation for a visit from our local Counter-Terrorism Security Adviser in August. </p>	LG ML ML LG