

SLS H&S Working Group Meeting Minutes

Held on Friday 26th September 2003 at 2pm in the Boardroom, MSI

Present

Irene Blair
Lisa Grayson
Monica Lacey
Gail Alexander
Ian Leith (for items 4-6)

Apologies

Aileen Watson

	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"> • 29th November 2002 <ul style="list-style-type: none"> ○ Report on Mortuary Visit <ul style="list-style-type: none"> ➢ Lisa & Irene still to consider how to demarcate clean & dirty areas. Postponed indefinitely. • 2nd July 2003 	<p>LG/IB</p>
<p>6. Latest on Visitors Procedure</p> <ul style="list-style-type: none"> i. RMG authorised 3 month pilot. Irene organising package with Langstane Press. Ian Leith stressed that pilot scheme must be implemented ASAP. ii. Lisa has amalgamated MRC visitor information and SLS visitor's H&S info into one brochure. Group were impressed with format. Group to check over and report any errors/omissions to Lisa. Visitor's procedure document updated accordingly. Group to review and comment at next meeting (or before, if possible). 	<p>IB</p> <p>All</p>
<ul style="list-style-type: none"> • 29th July 2003 <p>2. Truncated H&S Portfolio Latest</p> <ul style="list-style-type: none"> i. Security document <ul style="list-style-type: none"> 🔒 Lisa still to copy to Richard with an explanation of our stance. vi. Policy document <ul style="list-style-type: none"> 📄 Reshuffle and new appointments letters issued. Brian and Ewan accepted proposals. No word from Marilyn or Terry. 📄 Pete Downes signed off Policy doc on 12/9/03. Lisa issued copies to all MSI/WTB lab managers and BHSOs, asking them to replace all old versions of the policy with the new doc. ix. H&S induction pack issues resolved at meeting with Janette and Letty on 3/9/03. Portfolio to remain as separate document and be issued by Janette's Office to all new staff. 	<p>LG</p>
<p>3. Target for Next H&SMC Meeting</p> <ul style="list-style-type: none"> vi. Development of training program relating to basic training checklists still to begin. 	<p>LG/IB</p>
<p>4. Summer Students</p> <p>Firming up of induction procedures (as discussed at meeting on 3/9/03) should ensure no new starts slip through the "induction net"; however, Group not convinced that this will be the case. Irene to ask lab managers to monitor and report any instances of personnel commencing work without any formal induction. BHSOs to do likewise.</p>	<p>IB</p> <p>BHSOs</p>

5. Hydrofluoric Acid

- ii. Experiment has been carried out, without incident. Lisa/Irene deemed Zhao's assessment to be adequate. Lisa created hazard assessment in LARA database. Copies issued to Group for info.

• 29th August 2003

2. LARA System

See item 6 of today's agenda.

3. Truncated H&S Portfolio

- ii. 50 copies of portfolio supplied to Janette's office on Tuesday 16/9/03. All new starts, passing through Janette's office as of this date, will now receive a copy. Note – training sections still to be added but this is dependent upon the development of the supporting training programs (see 29th July 2003, item 3).
- iii. Lisa issued a copy of the portfolio to all MSI/WTB lab managers and BHSOs, but decided to make info available on web rather than copy to all core tech/LSTU tech. See item 5 of today's agenda.

4. Liquid Nitrogen Inspection Report

See item 2 of today's agenda.

6. Accident/Incident Reports

- ii. CAT group problems appear to have been resolved. If problems recur individuals must be referred to Occupational Health.

2. Liquid Nitrogen Inspection Report Tasks

- i. Progress made but report still not ready for issue. Aim to issue by end of Oct.
- ii. All tasks that should be done before issue of report, have been done, but material must be thoroughly checked by H&SWG before issue. As soon as material is finalised Lisa will issue report with covering letter. **LG**
- iii. Lisa issued copies of LN2 assessments and SOPs to all Group members. Group were happy with format and content. Nick Helps also reviewed documents: made a few comments, which Lisa will factor in, but generally impressed with format/content. Lisa to set up new risk assessments for any *valid* assessments currently in the old COSHH database. **LG**
- iv. Group asked to re-check the Spill SOP, especially section on spillage in lifts. Lisa is concerned about giving incorrect advice in emergency situations. **All**
- v. Lisa issued copies of signs, emergency procedures, PPE inspection record and training record. Group to review and feedback ASAP. **All**
- vi. Completion dates for actions assigned to the Person Responsible have been adjusted accordingly. Completion date for updating risk assessments/SOPs has been adjusted to end of 2003 to give Lisa time to get LARA System on-line and staff trained in its use. **LG**

3. Accident/Incident Reports

Lucia Ferguson suffered a broken arm when she fell in the WTB1 main lab. She appears to have tripped over her own feet. Incident was not promptly reported. Irene is now preparing report for Safety Services who will be required to inform HSE due to nature of injury.

4. AOCB

- i. Lisa stressed the importance of all H&SWG members/BHSOs routinely updating the H&S Personnel Database, especially now that all new starts are being directed to the database rather than being issued with hardcopy lists. A monthly check is recommended. **All**
- ii. Lisa noted that Terry Sweeney is moving up to WTB and can therefore no longer be Carnelley Building deputy BHSO. Monica is moving into Terry's old office. Monica and Sandy to discuss BHSO/deputy BHSO arrangements for OMS/Carnelley complex and

Monica to report back to Working Group at next meeting	ML
iii. Irene has postponed the New Starts Induction Seminar, originally planned for 9 th October, until the 1 st week in November, to ensure all new PhD students are included in this round of invites. Irene to fix date and book suitable venue. Gail asked that list of invitees be sent to BHSOs (as well as MSI/WTB lab managers) for checking, to ensure there are no omissions.	IB
iv. Yellow bag pilot scheme is underway on WTB1 and 2. If no problems after 2 weeks (i.e. by 6/10/03), investigate extending into MRC/DSTT.	LG/IB
v. Ian Leith asked that agenda for next H&SMC meeting is drafted and circulated by end of October. Group to draft ASAP.	All
5. SLS Documentation on the Web	
i. All sections of the Portfolio are now in HTML format, ready for hosting on the Faculty website at https://secure.dundee.ac.uk/lifesciences/intranet/dundeeonly/safety/ (currently only displaying Ian's original Lone Working policy).	
ii. Staff will be asked to access website for latest H&S info, rather than be issued with hardcopy documents. All info will be available in PDF format for downloading/printing. Web versions will always be current.	
iii. Lisa has taken a "no frills" approach to get the data on-line ASAP. Site will be added to and improved on as time permits.	
iv. Lisa still to set up pages for local rules for working with micro-organisms and GMM database help.	LG
v. Lisa will notify all staff as soon as info is available on web – hopefully by w/c 13/10.	LG
6. LARA System Demo	
i. Chemical and Micro-organism databases have been set up. Help still to be written – could take a couple of weeks.	LG
ii. Blood & Tissue database still to do. Should be relatively simple and set up by 3/10.	LG
iii. Luke Newman has asked for GM animals database. May have to add later rather than delay launch of system. Lisa to consider once Luke supplies the new "paper" form.	LG
iv. Lisa has imported all 250 existing chemical hazard assessments from old COSHH database and is modifying each one to fit the new layout. The quality of some assessments is very poor: those which are not worth keeping are being deleted. Each assessment will have to be validated before it is officially approved.	LG
v. Ian Leith stressed the importance of ensuring Safety Services fully support the LARA System and are given regular progress reports. Lisa to arrange progress update meeting as a matter of urgency.	LG
vi. Preliminary assessments and feedback to date suggest that system meets SLS risk assessment needs and, providing core technical staff co-operate/participate, should be a success. Lisa pointed out that without core tech commitment the system will fail, as did the original COSHH Database system. Ian to bear this in mind.	IRL
vii. Ian also enquired about the conversion to a web interface. Based on what Lisa has seen of Philip Quinlan's work with other FileMaker databases, this will not be trivial and, if she has to do the conversion herself, will take up much of her time and energy. Although the web interface is desirable, Lisa is concerned about the impact this would have on general H&S progress. The issue needs to be discussed with Kiran/Geoff Barton as part of their overall IT strategy.	LG
viii. Lisa hopes to have a preliminary version of the LARA System on-line by the end of October.	LG