

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 26<sup>th</sup> September 2007 at 2pm in Meeting Room 116

**Present**

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

**Apologies**

**1. Previous Minutes**

- Accepted as a true and accurate account.

**Matters Arising:**

- **25<sup>th</sup> February 2005**  
**AOCB**
  - vi. IB still to arrange Evac Chair refresher training.
- **30<sup>th</sup> June 2005**  
**11. AOCB**
  - i. LG to see Mike Hannan about Dangerous Goods information.
- **2<sup>nd</sup> August 2005**  
**6. Progress on Outstanding Inspection Tasks**
  - i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.
- **29<sup>th</sup> March 2006**  
**8. AOCB**
  - i. IB and LG still to do labelling of cylinder storage cupboards/pipework. Battery/sensor packs for O2 monitors have arrived. LG to fit.
- **26<sup>th</sup> April 2006**  
**2. Outcomes of Roof Access Meeting**  
 Still waiting on a reply from David Hewick re risk assessment for radioactive releases.
- **27<sup>th</sup> 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.
- **8<sup>th</sup> December 2006**  
**2. Tasks Arising From H&SMC Meeting**
  - ii. Information on controlled substances is almost complete. LG has discussed direct link from order book. Will have to raise with CAPS team.
  - iv. ML still to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting.
  - viii. Smoking ban email ready for issue. Just has to go to CPD for issue. Additional signage on order. LG to chase up.
  - 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 Roger Soames.
  - ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. Combine with Fire Safety Inspection.
- **27<sup>th</sup> February 2007**  
**5. AOCB**
  - i. See 26/9 item 2.
- **25<sup>th</sup> April 2007**  
**6. AOCB**
  - iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG still to arrange to check the books.

**Action**

IB

LG

LG

IB/LG  
 LG

LG

LG

LG

ML

LG

LG

LG  
 IB

LG

LG

<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> May 2007</b> <ol style="list-style-type: none"> <li>3. <b>Checking/Approval of Risk Assessments &amp; SOPs</b> LG and ML still to meet to discuss details of checking the quality of the practical class risk assessments and SOPs.</li> <li>6. <b>AOCB</b> <ol style="list-style-type: none"> <li>i. Fire Warden/Marshal procedures still to be documented and posted on the H&amp;S web.</li> <li>ii. LG still to produce signs giving directions to the phone in the JBC Wash-Up facility.</li> </ol> </li> </ol> </li> </ul>	ML/LG LG LG
<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> June 2007</b> <ol style="list-style-type: none"> <li>3. <b>“Out-duction” Checklist</b> LG issued draft to Group for comments. Group approved. Form to go to Lab Managers for comment.</li> <li>4. <b>Checklist for New Radioisotope Users</b> LG issued draft to Group for comments. Group approved. Form to go to Lab Managers for comment.</li> <li>7. <b>AOCB</b> <ol style="list-style-type: none"> <li>i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&amp;S Policy.</li> <li>iii. ML to check on the use of Hazard Group 2 and GM micro-organisms in practical classes and report back to LG.</li> <li>iv. TC suite inspections still to be completed. LG to organise.</li> <li>v. LG has contacted PIs to initiate an update of the LS Dangerous Substances Register. Responses still to be collated.</li> </ol> </li> </ol> </li> </ul>	LG LG LG ML LG LG
<ul style="list-style-type: none"> <li>• <b>29<sup>th</sup> August 2007</b> <ol style="list-style-type: none"> <li>2. <b>H&amp;S Guidance for Engineers, Contractors and E&amp;B Personnel in CLS Labs</b> LG to communicate Group’s decisions to Lab Managers.</li> <li>3. <b>HSE Radiation Safety Inspection</b> LG to get New Radioisotope Users’ Checklist issued ASAP in preparation for the inspection and review current risk assessments and SOPs.</li> <li>4. <b>Monthly Review of Accident/Incident Reports</b> Radioactive spill SOPs to be reviewed, re-issued and brought to the attention of all radiation workers.</li> <li>5. <b>Next Month’s Big H&amp;S Issue</b> See 26/9 item 4.</li> <li>6. <b>AOCB</b> <ol style="list-style-type: none"> <li>ii. LG confirmed that the manufacturer’s chemical compatibility data on Microflex Supereno gloves states that they are suitable for use with MeOH. Person experiencing peeling skin has switched back to latex gloves. IB to give update at next meeting.</li> <li>iii. IB acquired the MSDS and efficacy data for Trigene.</li> <li>iv. LG to email Bill Reynolds to see what the situation is with the PAT testing program.</li> </ol> </li> </ol> </li> </ul>	LG LG LG LG LG IB LG
<ol style="list-style-type: none"> <li>2. <b>DSE Risk Assessment Progress</b> IB and LG are working their way through all “high risk” groups and making good progress. LG to update Lab managers at their next meeting. ML to ensure DSE assessments for SLT are updated.</li> <li>3. <b>Monthly Review of Accident/Incident Reports</b> A member of research staff received a needle stick injury from a syringe used for dilute propidium iodide solution. The wound was thoroughly flushed with water.</li> <li>4. <b>Next Month’s Big H&amp;S Issue</b> Respiratory protection, as before.</li> <li>5. <b>AOCB</b> LG to book places for the Safety Co-ordinators lunchtime seminar on 31/10/07.</li> </ol>	All LG LG