

# SLS H&S Working Group Meeting Minutes

Held on Friday 27<sup>th</sup> February 2004 at 2pm in Rm 111, WTB

**Present**

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

**Apologies**

None

**Action**

**1. Previous Minutes**

- Accepted as a true and accurate account.

**Matters Arising:**

• **29<sup>th</sup> July 2003**

**3. Target for Next H&SMC Meeting**

- vi. See item 4 of today's agenda.

**4. Summer Students**

IB still to ask lab managers to monitor and report any instances of personnel commencing work without any formal induction.

**IB**

• **31<sup>st</sup> October 2003**

**2. Visitors Procedure and Information Brochure**

- iv. Lisa still to post on website and inform Reception and other admin staff as appropriate.
- v. ML still to see Sandy Chudek about designating an OMS/Carnelley office as a temporary reception. Sandy emailed LG to say he supports this initiative.

**LG**

**ML**

**7. Accident/Incident Reports**

- iii. ML formally reported OMS radioactive sink overflow incident to IB.

**8. AOCB**

- viii. LG still to forward Mortuary H&S material to Sue Black for her comments.

**LG**

• **28<sup>th</sup> November 2003**

**3. H&S Policy & Guidance for LSTU Staff & Students**

- v. LG still to update Portfolio to include clear guidance on H&S induction/training for 4<sup>th</sup> year project students working in research labs and other personnel groups.

**LG**

• **30<sup>th</sup> January 2004**

**2. Yellow Bag Pilot Status**

See item 2 of today's agenda.

**3. Safety Services Demand for Weekly Checks on Fume Hoods**

See item 3 of today's agenda.

**4. Risk Assessment for Pregnant/Nursing Mothers**

- i. LG still to email copies of risk assessment to Group.

**LG**

**5. H&S Policy & Guidance for LSTU**

- ii. Still waiting for comments from ML.
- iv. LG to submit finalised documents to Jim Elliott once ML submits comments.

**ML**

**LG**

**6. TC Suite/CL2 Inspection Checklist**

TC suite inspection held on 26/2/04. LG to complete and collate outcomes.

**LG**

<p><b>7. DSE Risk Assessments</b> See item 5 of today's agenda.</p>	<p>All IB LG</p>
<p><b>8. H&amp;S Budget</b></p> <ul style="list-style-type: none"> <li>ii. Any further suggestions to be forwarded to LG.</li> <li>iii. IB still to check on usage of current H&amp;S account.</li> <li>iv. LG emailed Kiran Oza re requirement for new server on 23/2/04. No reply so far.</li> </ul>	<p>IB/LG</p>
<p><b>9. Comments on Previously Issued Documents</b></p> <ul style="list-style-type: none"> <li>ii. LG and IB met to discuss SS PTW documents. LG to email Kirsten Paterson. Still to meet to discuss Waste Disposal guidance.</li> </ul>	<p>IB/LG</p>
<p><b>2. Yellow Bag Pilot Status</b></p>	<p>AW/LG</p>
<ul style="list-style-type: none"> <li>i. IB and LG met with Martin Rollo on 13/2 and agreed to expand yellow bag scheme to all SLS. LG and IB to co-ordinate.</li> <li>ii. Originally planned for 27/2 but postponed until 5/3.</li> <li>iii. AW informed Group that yellow bins are now being picked up from MRC/DSTT at 9.15am rather than 8.30am. IB did not object, as long as bins were not left in corridor any longer than necessary.</li> <li>iv. AW to email MRC/DSTT "yellow bag" email to LG. LG to ensure MRC/DSTT and other SLS instructions concur, especially with respect to toxic chemical contamination.</li> <li>v. IB and LG still to consider separate disposal route for empty chemical containers.</li> <li>vi. LG still to update local rules in light of yellow bag changes.</li> </ul>	<p>IB/LG LG</p>
<p><b>3. Safety Services Demand for Weekly Checks on Fume Hoods</b></p>	<p>IB/LG</p>
<ul style="list-style-type: none"> <li>i. At meeting on 13/2, IB, LG and Martin Rollo reached a compromise on LEV checks: monthly visual checks to be performed on all LEV <i>except</i> MSCs.</li> <li>ii. Martin Rollo to get new labels printed.</li> <li>iii. IB/LG to update LEV register and inform Lab Managers and BHSOs.</li> </ul>	<p>LG</p>
<p><b>4. Basic Training Checklists</b></p>	<p>LG</p>
<ul style="list-style-type: none"> <li>i. IB, LG and GA met on 18/2 to discuss how to progress the Basic Training Checklists.</li> <li>ii. Decided to defer development of the checklist for laboratory personnel and focus attention on the checklist for all personnel.</li> <li>iii. IB checked with Safety Services as to whether spin-off companies operating within SLS premises (e.g. Kinasource) are expected to comply with SLS basic training requirements. Kirsten Paterson confirmed that they are.</li> <li>iv. LG to make amendments to checklist and "notes for trainers" and draft email to technical/admin/IT managers, then submit to Group for comment.</li> <li>v. If approved by Group, LG to issue to managers with a view to implementing by 1/4/04.</li> </ul>	<p>LG</p>
<p><b>5. LARA System Update</b></p>	<p>LG</p>
<ul style="list-style-type: none"> <li>i. LG informed the Group that the LARA System Implementation is now one month behind the original timeline.</li> <li>ii. LG also expressed reservations about the System succeeding, given the time and effort required to tackle our vast risk assessment deficit.</li> <li>iii. A further complication has arisen: Safety Services are touting a different risk assessment methodology to that employed by the LARA System. Changing the System at this stage would constitute a major setback. Group agreed leave system as is for the duration of the pilot phase.</li> <li>iv. LG is also investigating Data Protection issues (not just in relation to LARA, but all H&amp;S systems where personal data is stored). Until notification and consent issues have been addressed, access to the DSE database will be restricted to LG and IB only. LG to address Data Protection requirements as a matter of urgency.</li> </ul>	<p>LG</p>
<p><b>6. Other Updates</b></p>	<p>LG gave updates on: latest GM Committee activity; Dangerous Substances Register changes; status of "Human Tissue" document; latest communications from Sandy Chudek re Carnelley H&amp;S; current confusion over certain radiation safety/waste disposal issues.</p>

## 7. Monthly Review of Accident/Incident Reports

IB gave an account of February's accidents and incidents. Four caused particular concern:

- i. Bottles of agar exploded in a microwave in DSTT, blowing the door of the microwave open and showering the immediate vicinity with broken glass and molten agar. Fortunately, no one was injured but a person working nearby was severely shaken by the incident. Such an occurrence has the potential to result in serious injury. IB is instigating measures to reduce the likelihood of a recurrence. **IB**
- ii. A member of technical staff has become sensitised to fixer and developer. Handling these chemicals is a routine part of his job. IB has notified Safety Services and LG/IB are investigating ways of dealing with this problem. Other members of staff who work with these chemicals have been consulted and none are experiencing any ill effects. **IB/LG**
- iii. Two members of staff are receiving treatment for WRULDs. In both cases the injury is directly attributed to use of computers at work. Safety Services have been notified. IB and LG to ensure up-to-date risk assessments are in place and that all recommended controls are implemented. IB to set up appointments with Occupational Health. **IB/LG**

## 8. AOCB

- i. IB noted that another H&S Induction Seminar is due. IB to fix a date. **IB**
- ii. IB is sourcing labels for non-spark-proof fridge/freezers.
- iii. Anti-terrorism Inspection is due on 16/3/04. IB has notified all concerned.
- iv. ML to inform David Hewick of LSTU move out of OMS and to ensure new location is registered/authorised for radioactive work. **ML**
- v. IB is now cross-checking new grant application H&S declarations with the GM Database, and notifying PIs when a GM risk assessment is required.