

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27th September 2006 at 2pm in WTB Meeting Room 111

Present

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

Apologies

Priorities are in **red text**.

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **24th August 2004**

6. AOCB

- xi. IB has drafted 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.

Action

**IB
IB/LG**

- **25th February 2005**

AOCB

- vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café.

IB

- **25th March 2005**

2. Update on H&S Management Committee Tasks

- iii. H&S Training Tasks:

- g. LG still to investigate Radman course options and discuss with IRL.

- i. **LG to pursue re-starting the in-house RPS training program with Martin Rollo.**

**LG
LG**

- **28th April 2005**

4. Execution of BTC Implementation Plan

Still to pursue missing BTCs.

IB/LG

- **25th May 2005**

11. AOCB

- iii. IB still to provide LG with an updated list of Fire Wardens/Marshals.

IB

- **30th June 2005**

11. AOCB

- i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web.

LG

- **2nd August 2005**

6. Progress on Outstanding Inspection Tasks

- i. LN2 Inspection Tasks:

- d. **EM facility assessments still to do.**

LG

7. Safety in the WTB Atrium

- iii. LG showed the Group her ideas for the atrium safety poster. General consensus was that this was a good idea but the photos need to be redone.

LG/IB

11. AOCB

- i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson.

LG

- **28th October 2005**

5. AOCB

- i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste. Wheeled "dollies" are not going to work. IB to ask Safety Services for advice.

IB/LG

- ii. IB and LG to further discuss chemical spill kit and transport of winchesters with the Stores Manager.

IB/LG

- **25th January 2006**
 - 2. **Work Related Ill Health Case**
LG has given Occ Health all Chemical Hazard Assessments relating to AP's work.
 - 4. **Risk Assessment Progress on CIR1**
LG still to get draft "lab book style" risk assessment on web. LG
 - 5. **Monthly Review of Incident/Accident Reports**
v. LG to address queries relating to SOP arising from MMuLV incident. LG
- **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. LG
 - 5. **Monthly Review of Incident/Accident Reports**
 - iii. Group responsible has failed to submit a full report on the *T.b.brucei* needle-stick incident.
 - iv. LG still to put an account of the chicken retrovirus spill on the web. LG
 - 7. **AOCB**
 - ii. Mercury filled apparatus has been removed from Carnelley under Terry Sweeney's supervision.
- **29th March 2006**
 - 2. **Discussion on First General H&S Inspection**
See 27/9/06, AOCB, Item 3 for inspection latest.
 - 4. **Checklist for New PIs**
LG to continue working on this. Change from checklist to letter format. LG
 - 8. **AOCB**
 - i. IB and LG still to do labelling of cylinder storage cupboards/pipework. IB/LG to test how the portable monitor performs in the cold rooms. A portable monitor has been installed in the X-ray Crystallography facility until the permanent one is repaired. LG still to establish a program of 6 monthly checks on all monitors in SLS. LG/IB
 - iii. Group agreed there was no need to discuss PAT issues with Ian Leith.
 - iv. Issue of children being brought into SLS labs – Group decided there was no need to raise this with Ian Leith: policy is clear and it is up to line managers to enforce it. LG
 - viii. Due to LG's absence this summer, approval of LSTU risk assessments and work on the Undergrad's H&S Induction Seminar will be postponed until summer 2007.
- **26th April 2006**
 - 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**
Stress policy is to be discussed at the H&S Management Committee meeting on 3/11/06. Draft stress risk assessments were issued to members of the H&S Committee, and other selected members of personnel, for their comments. GA has received feedback from some, but not all, individuals.
 - 6. **Monthly Review of Incident/Accident Reports**
 - ii. Remedial action resulting from the "Porter and the tip" incident has been carried out.
 - 7. **Next Month's Big H&S Issue**
 - i. Disposable glove policy is to be discussed at the H&SMC meeting on 3/11/06.
 - 8. **AOCB**
 - iv. LG updated the guidance on the disposal of sharps and glass and notified those concerned. Due to recent change of glass bins, guidance will have to be reviewed. LG
- **28th June 2006**
 - i. Account of individual trapped in -20 freezer to be included on Lessons to be Learned page on H&S web site. LG
- **30th August 2006**
 - 2. **Additional Anti-terrorism Measures**
 - i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. LG
 - 3. **Fumes from Anatomy Area**
 - i. LG to ask Safety Services for advice on bringing in a 3rd party to monitor levels of embalming fluid components in and around the A&FA area. LG
 - 4. **Induction Seminar Date**
 - i. IB to set a date for the next H&S Induction Seminar. IB

5. Accidents & Incidents

- i. Measuring cylinder melted after being left unattended on a hot-plate stirrer. LG to add to Lessons to be Learned web page.

LG

2. Internal H&S Audit based on RoSPA Questionnaire

Group agreed that the RoSPA Questionnaire, put forward by IB, would make a good basis for an internal H&S audit. LG suggested the term "status report" was used rather than audit. Group agreed. LG to arrange a separate meeting to focus purely on this issue.

LG

3. Monthly Review of Accident/Incident Reports

- i. A liquid nitrogen spill occurred as a result of a pressure vessel hose not being properly connected. The vessel had been retrieved from Stores in this condition and not checked before being put back into use. Lab Managers are now responsible for checking hose connections on pressure vessels after refilling and have been emailed to this effect.
- ii. A member of MRC PPU personnel slipped in a puddle of 70% ethanol in a TC suite. They sustained some bruising but did not require First Aid. Nick Helps put out an email reminding personnel to mop up spills immediately.

4. Next Month's Big H&S Issue

Safety in the WTB Atrium will be the next Big Issue.

5. AOCB

- i. Group agreed that Fire Wardens should assume Fire Marshals' responsibilities if none are in attendance during a Fire Alarm incident. IB and LG to draft a procedure, circulate it to the wardens and give training, if necessary.
- ii. ML asked for the Teaching Technicians to be included in the Evac Chair training program.
- iii. IB and GA carried out an inspection on CIR2 in LG's absence. CIR 1 and M still to be inspected. LG still to write up reports.
- iv. LG to see Letty Gibson about Centrifuge Safety Training.
- v. IB to inform Lab Managers of Anachem's latest ergonomics poster.
- vi. IB informed Group of MRC's plan to give its staff the opportunity to have flu vaccinations. MRC are paying Occupational Health to administer the vaccinations. Nick Helps is dealing with this.
- vii. ML reported that the fire system in OMS/Carnelley had been demonstrated. ML is attempting to get temporary fire procedures in place to ensure safety is maintained while the building work is ongoing. Currently waiting on feedback from the Contractors.
- viii. ML also reported that there is no ventilation in the new 3rd year lab or in the technicians' prep room. A lack of wash-hand sinks has also been noted. These problems have been referred on to E&B and the Contractors.

IB/LG

IB
All
LG
LG
IB