

CLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 27th February 2007 at 10am in the Garland Café

Present

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

Apologies

Priorities are in **red text**.

| | Action |
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| <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"> • 24th August 2004 | |
| <ul style="list-style-type: none"> 6. AOCB | |
| <ul style="list-style-type: none"> xi. IB still to complete 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. | IB IB/LG |
| <ul style="list-style-type: none"> • 25th February 2005 | |
| <ul style="list-style-type: none"> AOCB | |
| <ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café and the teaching technicians. | IB |
| <ul style="list-style-type: none"> • 25th May 2005 | |
| <ul style="list-style-type: none"> 11. AOCB | |
| <ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. | IB |
| <ul style="list-style-type: none"> • 30th June 2005 | |
| <ul style="list-style-type: none"> 11. AOCB | |
| <ul style="list-style-type: none"> i. Dangerous Goods information on the H&S web: Linda Connelly no longer responsible for this; Mike Hannan to be trained up; LG to wait and consult with Mike. | LG |
| <ul style="list-style-type: none"> • 2nd August 2005 | |
| <ul style="list-style-type: none"> 6. Progress on Outstanding Inspection Tasks | |
| <ul style="list-style-type: none"> i. LN2 Inspection Tasks: | |
| <ul style="list-style-type: none"> d. LG to produce generic RAs and SOPs that will cover all facilities. | LG |
| <ul style="list-style-type: none"> • 29th March 2006 | |
| <ul style="list-style-type: none"> 4. Checklist for New PIs | |
| <ul style="list-style-type: none"> LG to continue working on this. | LG |
| <ul style="list-style-type: none"> 8. AOCB | |
| <ul style="list-style-type: none"> 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. LG still to establish a program of 6 monthly checks on all monitors in SLS. | LG/IB LG |
| <ul style="list-style-type: none"> • 26th April 2006 | |
| <ul style="list-style-type: none"> 2. Outcomes of Roof Access Meeting | |
| <ul style="list-style-type: none"> LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. Waiting on a reply from David Hewick re risk assessment for radioactive releases. | LG |
| <ul style="list-style-type: none"> 8. AOCB | |
| <ul style="list-style-type: none"> iv. Due to recent change of glass bins, guidance will have to be reviewed. | LG |
| <ul style="list-style-type: none"> • 30th August 2006 | |
| <ul style="list-style-type: none"> 2. Additional Anti-terrorism Measures | |
| <ul style="list-style-type: none"> i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. | LG |
| <ul style="list-style-type: none"> • 27th September 2006 | |
| <ul style="list-style-type: none"> 2. Internal H&S Audit based on RoSPA Questionnaire | |
| <ul style="list-style-type: none"> LG still to arrange a meeting to make a start on the H&S status report. | LG |
| <ul style="list-style-type: none"> 5. AOCB | |
| <ul style="list-style-type: none"> i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens | IB/LG |

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| and give training, if necessary. | |
| 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. | LG |
| • 1st November 2006 | |
| 4. AOCB | |
| iii. LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS. | LG |
| • 8th December 2006 | |
| 2. Tasks Arising From H&SMC Meeting | |
| i. ML to discuss BTC compliance problem in A&FA with Sue Black and LG to discuss TMRC problem with Steve Moore. | ML/LG |
| ii. LG to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list. | LG |
| iii. LG to ensure Divisional Secretaries are asked to include the following policies under the H&S item of their next Divisional Meeting agenda: Lab Coats, Disposable Gloves, Risk Assessment. | LG |
| iv. LG to set up "Stress" web pages. ML to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting. | LG ML |
| v. LG and ML to email URL for H&SMC meeting minutes to all PIs and Module Leaders respectively. | LG/ML |
| vi. LG to email H&SMC minutes to Lab Managers and ask them to put a hardcopy on their safety notice-boards. ML to put hardcopy on OMS safety notice-board tea room. | LG |
| vii. LG to contact Divisional Secretaries two months in advance of H&SMC meetings asking them to ask PIs for agenda items at their next Divisional Meeting. | LG |
| viii. LG to forward suggestions on College Board's decision on a 25m smoke free zone to IRL. | LG |
| ix. IB to check for commercially available "remove gloves and wash hands" signs. | IB |
| x. LG and IB to liaise with Ian Scragg on development of a GLP training package. | LG/IB |
| xi. LG to attempt to make significant progress on generic risk assessments and continue to liaise with Ian Scragg on this subject. | LG |
| xii. IB to look at making accident/incident summaries less "cryptic" then issue current list to Lab Managers and ML. | IB |
| 3. Monthly Review of Accident/Incident Reports | |
| ii. IB/LG to check on the controls implemented to prevent another collapse of coffee table in the WTB Foyer. | IB/LG |
| v. LG has put an account of the 2.5 litre bottle of ethanol spontaneously shattering in the WTB Loading Bay on the "Lessons to be Learned" web page. | |
| vi. LG has put an account of the Honours Student igniting a small volume of ethanol contained in a glass beaker while flaming a metal spatula on the "Lessons to be Learned" web page. | |
| vii. LG confirmed that microwave RA and SOP make reference to heat protective gloves. | |
| 5. AOCB | |
| iii. LG to issue updated version of the Basic Training Checklist and revised guidance to trainers to remind them of their responsibility. See 27/2/07, AOCB, item i. | |
| iv. LG to produce draft risk assessments for A&FA activities. | LG |
| vi. LG to set up web page for H&S glossary. | LG |
| ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. | IB |
| • 30th January 2006 | |
| 3. Monthly Review of Incident/Accident Reports | |
| i. LG to check that microwave SOP warns against putting paper towels in microwave ovens. | LG |
| 4. Next Month's Big H&S Issue See 27/2/07, item 4. | |
| 5. AOCB | |
| i. ML to inform E&B about contractors operating in Carnelley not adhering to any Hot Work Permit system. Group agreed that Safety Services' permit form should be used. | ML |
| ii. OMS requires 5 spill trolleys. ML to arrange with IB. | ML/IB |
| iii. IB has rectified the fire exit problem in the A&FA teaching lab. | |
| iv. LG to ensure Storemen & Porters are aware of the procedures for dealing with suspect packages. | LG |

