

# SLS H&S Working Group Meeting Minutes

Held on Thursday 28<sup>th</sup> April 2005 at 3pm in WTB Meeting Room 112

**Present**

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

**Apologies**

Items **not** requiring action are in grey text.  
Priorities are in **red text**.

	Action
<p><b>1. Previous Minutes</b></p> <ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> <li>• Group agreed that the following items should be removed from the Previous Minutes:               <ul style="list-style-type: none"> <li>○ <b>28<sup>th</sup> May 2004</b> IB still investigating labels for non-spark-proof fridges/freezers. IB to prepare justification for £4.3k label/sign printer purchase and present to IRL.</li> <li>○ <b>25<sup>th</sup> June 2004</b> LG still to pursue VHP option. Not a priority at the moment. Take up again after 2005 servicing.</li> <li>○ <b>24<sup>th</sup> August 2004</b> LG still to email Bill Reynolds and invite him to look at some of the worst affected PAT labels to clarify exactly what the problem is. <u>Change of plan: We have flagged this problem. Leave it in the hands of the PAT technician.</u></li> <li>○ <b>25<sup>th</sup> February 2005</b> The issue of smoking outside SLS buildings will be raised at the H&amp;SMC meeting. <u>CPD did not raise this at the meeting on 14/4/05. Issue now dropped.</u></li> </ul> </li> </ul>	<p style="text-align: center;">IB</p> <p style="text-align: center;">LG</p>
<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> October 2003</b></li> <li>8. <b>AOCB</b> <ul style="list-style-type: none"> <li>viii. <b>Mortuary H&amp;S material still to be forwarded to Sue Black for her comments. Risk assessments still to be done.</b></li> </ul> </li> <li>• <b>28<sup>th</sup> July 2004</b></li> <li>6. <b>AOCB</b> <ul style="list-style-type: none"> <li>ii. GA added info on tick hazard/risks/controls.</li> <li>iii. See item 5ii of today's agenda.</li> </ul> </li> <li>• <b>24<sup>th</sup> August 2004</b></li> <li>6. <b>AOCB</b> <ul style="list-style-type: none"> <li>x. IB to give RA and SOP to EM and NMR staff accessing 1<sup>st</sup> floor roof and ask them to sign RA.</li> <li>xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area to ensure such an occurrence is always responded to appropriately. 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.</li> </ul> </li> <li>• <b>1<sup>st</sup> October 2004</b></li> <li>5. <b>AOCB</b> <ul style="list-style-type: none"> <li>iii. <b>LG still to consult the O2 monitor manufacturer on the issues that came to light on 7/3/05 and report back to the Group. Must be done in May 2005.</b></li> </ul> </li> <li>• <b>5<sup>th</sup> November 2004</b></li> <li>2. <b>Gas Cylinder/Regulator Action Plan</b> <ul style="list-style-type: none"> <li>ii. ML to update Carnelley building fire plans minus items that will be removed when chemists move to CIR.</li> </ul> </li> </ul>	<p style="text-align: center;">LG</p> <p style="text-align: center;">IB</p> <p style="text-align: center;">IB/LG</p> <p style="text-align: center;">LG</p> <p style="text-align: center;">ML</p>

<p>IB &amp; LG to fix a date for completing Gas Cylinder/Regulator inspection and issuing the checklists &amp; serial number/test date stickers. Group felt that Linda Connelly should make an effort to maintain the Gas Cylinder inventory. The database is well out of date. Raise with IRL. ML suggested getting the database to indicate when a regulator should be decommissioned. LG to investigate</p>	IB/LG
<p><b>6. Monthly Review of Incident/Accident Reports</b>  iii. LG asked Shona McInroy for clarification that CL3 tritium procedure has been modified. Shona said it has been modified twice but did not have details.</p>	
<p>• <b>28<sup>th</sup> January 2005</b>  <b>8. Changes to SLS H&amp;S Web Site</b>  ii. Current version of IB's induction presentation now on H&amp;S web.  <b>10. AOCB</b>  ii. IB still to arrange a manual handling course. Will hold one after she attends the refresher course in June.</p>	IB
<p>• <b>25<sup>th</sup> February 2005</b>  <b>4. Biological Material – revised waste disposal routes and spill procedure</b>  vi. LG informed Lab Managers of new CL summary sheets and spill SOP at their meeting in April.</p>	
<p><b>6. Monthly Review of Accident/Incident Reports</b>  ii. LG has completed RA and SOP for UV light sources. <b>Group to review and comment ASAP. Once approved, LG to notify lab staff.</b></p>	ALL LG
<p><b>AOCB</b>  vi. LG still to investigate the implications of Personal Emergency Evacuation Plans (PEEPs) in SLS. ML expects there to be one or more wheelchair bound students in LSTU next year.  vii. ML has notified E&amp;B about the lack of No Smoking signs in the Carnelley/OMS link block.</p>	LG
<p>• <b>25<sup>th</sup> March 2005</b>  <b>2. Update on H&amp;S Management Committee Tasks</b>  i. H&amp;SMC meeting held on 14/4/05.  ii. Update on priorities arising from the previous H&amp;SMC meeting:  a. LG presented LSTU action plan to the H&amp;SMC.  b. LG put forward a report outlining what has been agreed to so far in terms of allocation of H&amp;S Management responsibilities.  c. LG presented the new BTC proposals and informed the Committee of the current completion rate.  d. LG attended RGF Working Group meeting on 21/4/05. Not very useful. LG to pursue this separately from H&amp;S.  g. LG admitted to failing to complete the LN2 and TC Inspection actions and said this would take priority over the coming months.  i. DSE workstation and DSE training statistics were presented to the H&amp;SMC.  iii. Risk Assessment System Tasks:  a. MO assessments derived directly from MSDS have been approved. LG still to see Ian Scragg about others. GA once again offered to ask Hilary if Ian cannot help.  e. The 58 old format CHAs are still to be revised.  f. LG emailed RA System access instructions to all SLS personnel on 13/4/05.  iv. H&amp;S Training Tasks:  a. LG got confirmation on Official DSE User issue from Kirsten Paterson. LG to go through user definition forms and compile list of Official Users. Official Users to be notified of their entitlement to free eye-tests etc.  b. LG presented attendance statistics for H&amp;S video training to H&amp;SMC.  d. LG issued email informing relevant personnel of Biological Safety course on 27/4. Course went ahead as planned and was reasonably well attended.  f. Risk assessment training session has been put together and was delivered to LSTU technicians on 27/4/05. Will roll out to other core support staff after feedback session with LSTU techs on 11/5/04.  g. LG still to investigate Radman course options and discuss with IRL. AW asked for Allison Bridges to be added to the list of prospective attendees. GA said that the</p>	LG LG LG LG

requests for training arising from the staff reviews included several requests for RPS training. GA to provide LG with details.	GA LG IB/LG
<ul style="list-style-type: none"> <li>i. LG to pursue re-starting the in-house RPS training program with Martin Rollo.</li> <li>j. <b>LG and IB to fix a date during w/c 2/5/05 for planning of LN2 training session.</b> Plan to do video of standard procedures for showing at the training session. LG has access to video equipment and editing software etc.</li> </ul>	
<b>4. Monthly Review of Accident/Incident Reports</b>	
<ul style="list-style-type: none"> <li>iii. IB emailed Accident Book holders to remind them to use the Investigation forms.</li> <li>iv. LG to amend Accident/Incident Reporting policy to include this.</li> </ul>	
<b>5. AOCB</b>	LG
<ul style="list-style-type: none"> <li>i. IB contacted Heather Adams to arrange for a hypoallergenic soap dispenser to be installed in the Carnelley toilets. It has not yet appeared. IB to chase up.</li> </ul>	IB
<b>2. New H&amp;S Management Committee Tasks</b>	
LG issued a summary of the actions arising from the H&SMC meeting on 14/4/05. Each item was discussed in detail. <b>LG to issue revised document including comments resulting from this discussion ASAP.</b>	LG
<b>3. Changes to Lone &amp; Out-of-Hours Working Documents</b>	
Covered under item 2. <b>See the revised H&amp;SMC actions document for details.</b>	All
<b>4. Execution of BTC Implementation Plan</b>	
Covered under item 2. <b>See the revised H&amp;SMC actions document for details.</b>	All
<b>5. Outstanding Inspection Tasks</b>	
<ul style="list-style-type: none"> <li>i. <b>LN2 and Gas Cylinder Inspection tasks to be completed by end of June.</b></li> <li>ii. TC Inspection tasks to be tackled only once LN2 and gas cylinder issues are resolved.</li> </ul>	IB/LG
<b>6. Feedback on Safety Services' Stress Risk Assessment Training</b>	
<ul style="list-style-type: none"> <li>i. IB was unable to attend the course at Ninewells on 22/4/05 due to staff absence in the Media Kitchen.</li> <li>ii. GA will give feedback at the next H&amp;SWG meeting.</li> </ul>	GA
<b>7. Monthly Review of Incident/Accident Reports</b>	
<ul style="list-style-type: none"> <li>i. A Porter walked into a door and sustained a black eye.</li> <li>ii. A member of research staff received a tiny puncture wound to his forearm as a result of leaning on the broken tip of a glass pasteur. This occurred in a TC suite. He was not wearing a labcoat. There was no visible damage and he swabbed the area with 70% EtOH. A couple of days later he felt a general ache in his forearm. There was no sign of inflammation and the wound was not visible. However, he decided to go to his GP who prescribed a course of antibiotics, just as a precaution.</li> </ul>	
<b>8. Next Month's Big H&amp;S Issue</b>	
Lone and Out-of-hours Working will be the Big H&S Issue for May 2005. <b>LG to complete documentation, get it on web, publicise it and inform staff of what they are expected to do.</b>	LG
<b>9. AOCB</b>	
<ul style="list-style-type: none"> <li>i. IB is arranging the "Dangerous Goods" refresher course and will attend a manual handling trainers refresher course in June.</li> <li>ii. IB has confirmed with Ian Scragg that the specification for nitrile gloves he has given to Purchasing is acceptable.</li> <li>iii. LG received a letter from BOC advising us to install a fixed CO2 monitor in the area where the CO2 tanks are located. This is in response to "a recent safety alert at another location". BOC have asked for confirmation that we intend to install such a monitor and for "an indicative timescale for the installation". Group agreed that we should get more information from BOC before proceeding. LG to take this forward. LG also to ask Safety Services for their opinion.</li> <li>iv. LG issued the Agarose Gel Electrophoresis RA and the general Electrophoresis RA and SOP to the Group members. <b>Group members to review and comment ASAP.</b></li> <li>v. LG to order two sets of the new COSHH publications.</li> </ul>	IB    LG All LG