

LS H&S Working Group Meeting Minutes

Held on Friday 28th February 2003 at 2pm in Meeting Rm 111, WTB

Present

Irene Blair
Gail Alexander
Lisa Grayson
Monica Wilson

Apologies

Aileen Watson

1. Matters Arising from Minutes of Previous Meetings

• 8th Feb 2002

- Item 2, point 6 -Ian Scragg sent H&S Induction Questionnaire rather than training checklist. Lisa decided to draft her own training checklist, as part of H&S Induction pack - see item 2 of today's agenda.
- Item 4 - Since SLS H&S MC meeting has been postponed (25th October 2002 item), Working Group agreed that the 2003 inspection program must begin before rather than after the meeting. Inspection of liquid N2 facilities will begin third week in March. Group members to Email details of LN2 facilities to Irene, who will compile inspection program. Lisa to check SS Cryogenics COP and make sure checklist is appropriate (will amend if not). Biological safety inspections will follow in April/May.
- Item 5 - Irene still to check access to H&S personnel database. Lisa still to check out data protection issues. Group agreed that it is vital to keep this information up-to-date. It will be the primary source of all H&S personnel lists/info.

• 22nd Feb 2002

- Update of documentation relating to handling and sampling human blood is still in progress.

Action

All
IB
LG

IB
LG

LG

- Lisa still to arrange for Monica's letter of appointment once Shona has agreed to take on RPS role for WTB1 - then Monica, Shona, Yvonne and possibly MRC/DSTT RPS(s) can all be appointed at once. **LG**
- **29th March 2002**
 - **AOCB**
 - Point 2 -Group members still to review SS system and comment at next meeting. Training of LSTU technicians and Stores staff in risk assessment procedures is ongoing. **All
IB**
- **26th April 2002**
 - Procedures for Visitors Update (Item 4)
 - Lisa still to get information sheets printed for all buildings. Also some minor amendments to make to be in keeping with SS Policy Arrangement 13/2002. H&S Management Committee still to ratify policy. MRC/DSST visitor's badge scheme may be adopted School wide. Ian Leith to notify Lisa once senior management makes a decision on this. **LG
IRL**
 - Fire Warden's Checklist (Item 5)
 - Gail and Monica to update BSI and OMS Fire Marshal checklists. Fire Warden/Marshal training still to take place. **GA/MW**
 - SLS H&S Procedures Document (Item 7)
 - Procedures document "brain storming" session still to be arranged. **All**
 - Permit to Work Scheme (Item 8)
 - Lisa and Irene still to submit a draft PTW form and example SOP to George Morrison. **IB/LG**
- **20th August 2002**
 - OMS Report (Item 3)
 - Lynda Conolly now aware of and dealing with outstanding H&S issues.
 - General Risk Assessment System (Item 4)
 - Working Group agreed that training of GHSA's might have to be postponed until April/May to allow for completion of H&S Induction pack and commencement of Inspection program. Lisa and Irene to organise. **IB/LG**
- **25th October 2002**
 - Agenda for First H&S Management Committee Meeting (Item 2)
 - Meeting scheduled for 14th February 2003 was postponed due to Pete Downes being ill. Pete will be off again at end of March. Group decided that scheduling meeting before the end of March would give insufficient notice. Irene to see Janette about fixing a date towards the end of April. **IB**
 - AOCB
 - Commercial Company operating in BSI
All personnel are University employees therefore no separate

agreement is necessary.

- **29th November 2002**

- Report on Mortuary Visit

- Irene decided to begin tackling risk assessment deficit before SLS H&S MC meeting (due to it's postponement). Netta Gallazi submitted some written procedures to Irene. Not sufficiently detailed. Monica thought student handbook might contain useful information. Monica to give copy to Irene.

Lisa and Irene to meet with Kirsten Paterson to discuss progress.

**MW
LG/IB**

- Report on Police Inspection

- Lisa still to Email PIs for an update on Schedule 5 agent holdings.

LG

- AOCB

- Lisa believes Nick Helps has stood down as acting RPS for MRC/DSTT and Carol & Bob MacKintosh have assumed RPS roles. No formal notification has been given to Lisa or Safety Services. Lisa waiting for David Hewick to confirm arrangements. Lisa and Shona McInroy still tackling problems on WTB1. OMS RiMS system has been set up and all old/unwanted stocks dealt with.

LG

- Lisa still to prepare and forward, to Ian Leith, formal update on the actions taken in light of the GM Inspection report.

LG

- **31st January 2003**

- 2. **HSE Inspection in BSI**

- iii. Still waiting on formal report.

GA

- 3. **New Starts Induction Seminar Jan 2003**

- i. Irene and Lisa still to call for mandatory attendance and completion of H&S questionnaire, by all new starts, at H&S MC meeting. Of the 36% attending January's seminar, only 36% returned a completed questionnaire.

IB/LG

- ii. Irene is investigating ways to ensure all new starts are included - does not appear to be easy.

IB

- iii. Lisa and Irene still to amend presentation to include waste disposal and safe use of equipment. Also, Kiran Oza mentioned to Lisa that it would be useful for his staff to get some basic training on hazards in the laboratory. This would be useful for other staff groups, e.g. Stores, Wash-Up, Above-floor cleaners. Lisa to factor into seminar.

IB/LG

LG

- iv. There have been ~30 new starts since the last induction seminar. Irene suggested another seminar be held within the next couple of weeks. Lisa agreed, providing existing presentations could be used, i.e. without amendments suggested in iii. Group agreed. Irene to fix date and Email invites. Non-attenders from previous session will be included.

IB

- v. Group Leaders and lab managers to provide immediate, basic H&S training - see item 2 of today's agenda.

4. AOCB

- ii. Irene discussed Legionella issue with Frank Bruce. Frank thinks all showers/eyewashes are on E&B's list for rinsing and chlorination. Group does not think this is the case. Irene to pursue this issue. Monica/Gail to inform Irene of any showers/eyewashes in OMS/BSI that may need to be checked.

IB
MW/GA

2. Review of New Starts H&S Induction Pack

- i. Lisa presented her first attempt at the H&S Induction Pack. Group were impressed and agreed with the "portfolio" approach.
- ii. Lisa stressed the importance of making the material relevant to all staff groups: research, teaching, technical support, IT support and clerical/admin.
- iii. It was noted that the policy document largely neglects IT and clerical/admin staff. Lisa to amend Policy doc accordingly, but with minimum change. LG
- iv. Lisa also mentioned Alan Fairlamb's proposals to alter H&S Management Structure. Group did not agree with these proposals. Lisa to discuss with Ian Leith. LG
- v. Portfolio to include basic training checklist for all staff, and one specifically for laboratory staff (since this is the workplace of most SLS staff). Lisa to complete laboratory staff checklist. LG
- vi. Portfolio will include a section for further training records and certificates. Group agreed that this was a good method of compiling training records. Portfolios must be inspected at regular intervals (during general H&S inspections) to ensure that they are being maintained.
- vii. Lisa presented a draft training certificate, which will be issued as standard to all staff attending SLS training seminars and courses. Requires SS approval. Lisa to raise with Ian Scragg/Kisten Paterson. LG
- viii. Lisa suggested that H&S Questionnaire, after completion and submission, should be marked and returned to the individual, with errors and omissions explained. Amended Questionnaire will then be kept in H&S portfolio as part of training record.
- ix. Lisa to submit copies of portfolio to all Group members. Group members to review by 14th March and feedback. LG
All
- x. Once portfolio is finalised it will be copied to lab managers for comment. LG
- xi. Lisa to see Ian Leith about who pays for folders, dividers, etc. then order some up. LG

3. Hot Work Permits

- i. Irene has obtained hot work permits, from a commercial source, for issue to engineers on SLS premises who are **not** operating via E&B, e.g. -80 freezer engineers. Group agreed that these permits would provide

<p>a quick solution to the current confusion over hot work permits and could be factored into the PTW proposals. Irene to implement.</p>	<p>IB</p>
<p>ii. It was noted that on a few recent occasions, E&B have allowed contractors to undertake hot work and disable fire detectors without informing SLS. Group agreed that relevant SLS staff must be informed. Lisa and Irene to raise during PTW discussions.</p>	<p>IB/LG</p>
<p>iii. E&B/SLS communication problems should be brought to Terry Sweeney's attention.</p>	<p>IB</p>
<p>4. MRC/DSTT Representation Within H&SWG</p>	
<p>i. Aileen Watson would like to continue as MRC/DSTT representative.</p>	
<p>5. AOCB</p>	
<p>i. Irene suggested a monthly review of accident and incident reports is routinely tabled on the H&SWG agenda. Group agreed.</p>	
<p>ii. Irene reported on incident in the WBRU, in which a member of WBRU staff received a needle-stick injury while removing an autoclaved sharp-safe from the Cat 3 suite autoclave. The needle had come through the side of the sharp-safe container, apparently during the autoclaving process. There were no obvious signs of the container deforming during autoclaving and it was not overfilled so as to force the needle through the plastic. Irene intends to get the autoclave printout to check the temperatures reached during the cycle, then raise the issue with the sharp-safe supplier/manufacturer.</p>	<p>IB</p>
<p>iii. Monica reported on a potential fire incident in OMS. The lift malfunctioned and a burning smell began to emanate from the lift shaft. Monica reported the incident to E&B, who appeared reluctant to acknowledge the situation as an emergency. Monica informed Larry Fortune, who came to investigate. E&B finally turned up and discovered the motor room to be full of smoke. The lift was disabled and the fire situation averted. The nearest smoke detector had failed to activate. Monica to report this to Stan Bennet. Working Group agreed that E&B should respond promptly to all potential emergency situations and run the risk of time being wasted on a false alarm, rather than allowing a major incident to develop. Lisa & Irene will raise this during the PTW discussions.</p>	<p>MW</p> <p>IB/LG</p>