

# SLS H&S Working Group Meeting Minutes

Held on Wednesday 28<sup>th</sup> July 2004 at 2pm in Rm 111, WTB

**Present**

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

**Apologies**

Monica Lacey (ML)

Action
<p><b>1. Previous Minutes</b></p> <ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> </ul> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> October 2003</b> <ul style="list-style-type: none"> <li><b>2. Visitors Procedure and Information Brochure</b> <ul style="list-style-type: none"> <li>iv. Lisa still to post on website and inform Reception and other admin staff as appropriate. Aiming to do this in August/September. <span style="float: right;">LG</span></li> <li>v. Issue of OMS/Carnelley reception deferred until all moves are finalised. <span style="float: right;">ML</span></li> </ul> </li> <li><b>8. AOCB</b> <ul style="list-style-type: none"> <li>viii. LG still to forward Mortuary H&amp;S material to Sue Black for her comments. Deferred until later in the year. <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> <li>• <b>30<sup>th</sup> January 2004</b> <ul style="list-style-type: none"> <li><b>8. H&amp;S Budget</b> <ul style="list-style-type: none"> <li>iii. IB still to check on usage of current H&amp;S account. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> <li>• <b>30<sup>th</sup> April 2004</b> <ul style="list-style-type: none"> <li><b>2. Basic Training Checklists (BTC): cut-down version</b> <ul style="list-style-type: none"> <li>iv. IB and LG plan to revamp (and, if possible, video) Induction Seminar in time for October intake. <span style="float: right;">IB/LG</span></li> </ul> </li> <li><b>6. AOCB</b> <ul style="list-style-type: none"> <li>ii. Draft of waste disposal flowcharts still in progress. <span style="float: right;">IB/LG</span></li> </ul> </li> </ul> </li> <li>• <b>28<sup>th</sup> May 2004</b> <ul style="list-style-type: none"> <li><b>3. AOCB</b> <ul style="list-style-type: none"> <li>ii. LG acquired a copy of the Anti-Terrorism Inspection report. IB and LG to meet with GA in September to analyse report. LG to fix date. <span style="float: right;">IB/LG/GA</span></li> <li>vii. IB to order warning labels for non-spark-proof fridges/freezers. <span style="float: right;">IB</span></li> <li>ix. LG arranging LN2 Inspection follow-up meetings for August. Just waiting for confirmation from a few individuals. <span style="float: right;">LG</span></li> <li>xii. Date of next SLS H&amp;S Management Committee meeting fixed: 27/9/04.</li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> June 2004</b> <ul style="list-style-type: none"> <li><b>2. Undergraduate's Guide to Lab H&amp;S</b> <ul style="list-style-type: none"> <li>i. LG made amendments to Undergrad's H&amp;S guides and submitted finalised versions to ML. LG received an email from Jim Elliot confirming that the guides have been accepted and are to be included in all LS modules. LG to double check with ML. <span style="float: right;">LG/ML</span></li> <li>iii. LG suggested that the Undergraduate Health &amp; Safety Induction session should be based around the two guides, with some further explanation and examples where necessary. ML to discuss this with LSTU senior staff. <span style="float: right;">ML</span></li> <li>iv. See item 4 of today's agenda.</li> </ul> </li> <li><b>3. Comments on Previously Issued Documents</b> <ul style="list-style-type: none"> <li>i. Risk assessment for pregnant/nursing mothers issued to BHSOs and deputies on 2/7 along with associated policy arrangement. Ian Leith asked that the policy arrangement be approved by the H&amp;SMC before it is circulated more widely. LG to include in agenda. <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> </ul>

ii.	No other comments on Policy Arrangements summary doc. LG to work on document as time allows.	LG
iii.	See AOCB, item i, of today's agenda.	
<b>4.</b>	<b>Signing off of TC Inspection Reports</b>	
i.	LG to issued TC inspection reports on 2/7/04.	
<b>5.</b>	<b>AOCB</b>	
i.	IB still dealing with oxygen depletion monitor alarms issue.	IB
	➤ Currently revising procedure.	
	➤ IB to ensure Fire Brigade are notified and ensure that the relevant people are	
	➤ made aware of the special callout number for this type of emergency.	
	➤ IB to liaise with Irene Hallyburton to ensure all oxygen depletion monitors are registered and have a spare battery.	
	➤ IB also still attempting to devise a School-wide preventative maintenance plan in order to minimise the possibility of false alarms.	
ii.	See item 4 of today's agenda.	
iii.	H&S Induction seminar held on Thursday 1/7/04.	
iv.	IB asked if Emergency Numbers cards should be issued to all staff. Group agreed to aim for this by the end of 2004.	
v.	Group agreed that it would be desirable to have issue of proximity cards dependent upon completion of the BTC, by the end of 2004. LG to include on H&SMC agenda.	LG
vi.	LG still to transfer a few LSTU risk assessments into the LARA system to find out how easy it is to make the transition between the two formats.	LG
vii.	LG circulated latest information on formaldehyde to Sue Black, Luke Newman, Building BHSOs & deputies and Lab Managers. LG to seriously pursue VHP option once this summer's fumigations are over.	LG
viii.	Laser safety video available for H&SWG to borrow. See AOCB, item iv, of today's agenda.	
ix.	IB is still preparing a presentation on H&S Legislation for delivery to BHSO's and their deputies.	IB
<b>2.</b>	<b>Disaster Recovery</b>	
i.	GA has produced two Disaster Recovery plans for SLS: one for MSI/WTB/BSI and one for OMS/Carnelley/OTI. Plans have been approved by Ian Leith/CPD and submitted to Peter Evans.	
ii.	Plans will be reviewed on an annual basis.	
iii.	CPD wants plans introduced to the H&SMC at the meeting on 27/9/04. LG and GA to produce a short PowerPoint presentation using a theoretical example to illustrate how the plan will operate.	GA/LG
<b>3.</b>	<b>H&amp;S Management Committee Meeting Agenda</b>	
i.	LG issued copies of a draft agenda for the H&SMC meeting scheduled for 27/9/04. Group were happy with the content.	
ii.	LG expressed concerns over the Measuring Performance item. The HSE guidance is not easily applied to SLS because, currently, there is a lack of: detailed policy arrangements; SMART short and long term objectives; a mechanism for monitoring how well H&S personnel fulfil their roles. Group to consider this issue.	All
iii.	LG to finalise agenda and papers and issue 2 weeks before the meeting date/	LG
<b>4.</b>	<b>Issue of Updated Policy and Portfolio</b>	
i.	Policy doc signed by CPD. LG to issue today (28/7) in hardcopy and electronic format and ask for all previous versions to be disposed of.	LG
ii.	Group approved new version of H&S Portfolio. LG to issue ASAP.	LG
<b>5.</b>	<b>Monthly Review of Accident/Incident Reports</b>	
	No noteworthy accidents or incidents were reported in July.	
<b>6.</b>	<b>AOCB</b>	
i.	GA attempted a risk assessment for collecting water samples from freshwater lochs. LG though assessment was acceptable. LG to copy to IB for her comments. IB in the process of doing SOPs and RAs for Media and Wash-Up areas.	LG/IB
ii.	LG gave detailed updated on the status of the LARA system and outlined current proposals for further enhancement of the system. Group are happy with progress and proposals. LG to continue with risk assessments and implement enhancements.	LG
iii.	LG issued list of H&SWG tasks arising from TC inspection. LG and IB to work on over next few months with an aim to having all tasks completed by the end of 2004.	IB/LG
iv.	Group decided to run laser safety and MSC video at lunchtimes on a drop-in basis. Could	

- expand to include other H&S training videos. IB and LG to organise.
- v. Group agreed that all SLS BHSO's and deputies should meet annually to review progress and discuss targets for the coming year. IB and LG to arrange meeting for sometime in October/November.
  - vi. LG asked Group to ensure H&S Personnel Database is kept up to date.
  - vii. Due to holidays, next H&SWG meeting will be brought forward to 24/8/04 (same time and venue).

**IB/LG**

**IB/LG**