

SLS H&S Working Group Meeting Minutes

Held on Friday 28th May 2004 at 2pm in Rm 111, WTB

Present

Lisa Grayson (LG)
Irene Blair (IB)
Gail Alexander (GA)

Apologies

Monica Lacey (ML)
Aileen Watson (AW)

Action
<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"> • 31st October 2003 <ul style="list-style-type: none"> 2. Visitors Procedure and Information Brochure <ul style="list-style-type: none"> iv. Lisa still to post on website and inform Reception and other admin staff as appropriate. Aiming to do this in August/September. LG v. ML still to confirm with Lesley Blyth that LSTU office can be used as temporary OMS/Carnelley reception. ML 8. AOCB <ul style="list-style-type: none"> viii. LG still to forward Mortuary H&S material to Sue Black for her comments. Deferred until later in the year. LG • 28th November 2003 <ul style="list-style-type: none"> 3. H&S Policy & Guidance for LSTU Staff & Students <ul style="list-style-type: none"> v. Update of Portfolio still in progress. LG • 30th January 2004 <ul style="list-style-type: none"> 4. Risk Assessment for Pregnant/Nursing Mothers <ul style="list-style-type: none"> i. LG issued copies to Group for comment. If approved, LG will email to BHSOs with instructions on use of form. All 5. H&S Policy & Guidance for LSTU <ul style="list-style-type: none"> ML still to confirm to LG that LSTU have accepted revised policy and proposals. ML 6. TC Suite/CL2 Inspection Checklist <ul style="list-style-type: none"> Report for WTB2 submitted to Group for comment. Group approved format. LG to complete reports for other areas before next meeting. LG 8. H&S Budget <ul style="list-style-type: none"> iii. IB still to check on usage of current H&S account. IB • 30th April 2004 <ul style="list-style-type: none"> 2. Basic Training Checklists (BTC): cut-down version <ul style="list-style-type: none"> iii. Portfolio revision in progress. LG iv. IB and LG plan to revamp (and, if possible, video) Induction Seminar in time for October intake. IB/LG vi. IB and LG to meet on Wed 2/6/04 and do BTC run through. IB/LG vii. If run through is successful, LG to issue BTC and notes for trainers. LG 3. LARA System: latest developments <ul style="list-style-type: none"> iii. See AOCB of today's agenda. iv. LG and IB to meet on Wed 2/6/04 to approve current SOPs. IB/LG 4. Policy Arrangements: requirement for summary document <ul style="list-style-type: none"> ii. LG issued a first draft of the topics that could be covered in the SLS H&S Policy Arrangements document. Group to analyse and comment at next meeting. All 6. AOCB <ul style="list-style-type: none"> i. Sandy Chudek emailed LG on the subject of mercury in the Carnelley drainage system. Sandy said most of the mercury was cleaned out some time ago and that

<p>Dean Wilson would know more about this than he did. Issue has been brought to the attention of Safety Services.</p> <ul style="list-style-type: none"> ii. Draft of waste disposal flowcharts is in progress. iii. LG to issue PTW email, forms and SOPs to Lab Managers ASAP. iv. IB to confirm roof permit scheme with BHSOs once details are finalised with E&B. 	<p>IB/LG LG IB</p>
<p>2. Monthly Review of Accident/Incident Reports</p> <p>Two incidents of note since last meeting:</p> <ul style="list-style-type: none"> i. An early morning cleaner mopped up a chemical spill in one of the BSI labs. The spill consisted of acetonitrile/methanol HPLC waste. No harm/damage was sustained. Incident was reported to Safety Services by GA. Cleaning staff have been reminded not to clean up spills in laboratory areas. Lab staff have been reminded not to leave waste chemical containers lying around, especially if they are in an unsafe condition. ii. A member of research staff received a chemical burn from a single sodium hydroxide pellet that became trapped in his shoe after a spill. He was unaware of the pellet until it started to dissolve in his sweat and burn his skin. He eventually reported the injury to his Lab Manager/First Aider, some 5 hours after the event, and received appropriate treatment. <p>3. AOCB</p> <ul style="list-style-type: none"> i. LG issued a risk assessment for “Basic Tissue Culture at Containment Level 1” to illustrate an alternative, more general lab activity risk assessment approach. <ul style="list-style-type: none"> ➤ Group were impressed and thought this approach could be applied to cover most general, low risk lab activities. ➤ Group to analyse and submit comments to LG. ➤ Objective is to compile a folder of approximately 6 assessments to cover the bulk of lab activities. Lab workers will only have to sign once to cover all assessments in folder. Lab Managers will be expected to keep signatures up to date. Working Group will keep assessments up to date. Medium and high risk activities will be assessed in greater depth, as per the original LARA method. ➤ Group members to attempt a risk assessment for an activity undertaken in their area. ➤ LG offered training and assistance, if required. ii. GA informed the Group that the Anti-Terrorism Inspection report has been issued by Richard Borrer, but for some reason only to Terry Sweeney. Seemingly, the additional security measures recommended for Geoff Codd’s lab will cost thousands of pounds. IB and LG were surprised because Peter Moir had said that, because of the planned move from BSI to MSI, he would not be insisting on expensive improvements. LG to ask Terry Sweeney for a copy of the report. Group agreed that any unreasonable recommendations should be contested. iii. GA informed Group that DHL have agreed to ship microcystin. An audit was carried out first to ensure BSI staff understood the procedures and regulations. Fortunately, James Metcalf had attended the packaging of dangerous goods course, arranged by Irene last July, and has the requisite knowledge. This is useful information for other Groups wishing to ship Schedule 5 toxins. iv. IB reported that two manual handling training sessions have been held recently: one for the Lab Managers and one for the LSTU Technicians. Both were well attend and deemed worthwhile. v. IB informed Group that the University will soon have a new Occupational Health service, manned by a full-time Occ Health nurse and an Occ Health doctor for 4hr/week. Tom Dymock and Linda Paterson will be solely concerned with student health issues. vi. IB expressed concern over David Norman’s procedure for dealing with out-of-hours oxygen depletion monitor alarms in the NMR facilities. The procedure states that in the event of an O2 depletion alarm, security staff may be given the access code and asked to enter and inspect the NMR facility. This is to establish whether the alarm is genuine or false. Group agreed that this could put the Security staff at unacceptable risk. IB to discuss this with David Norman. IB is also attempting to devise a School-wide preventative maintenance plan in order to minimise the possibility of false alarms. vii. IB and LG to design warning labels for non-spark-proof fridges/freezers. Commercially available labels are over priced. viii. IB reported that Kirsten Paterson is attempting to arrange some training on use of RPE. ix. LG suggested that the follow up to last year’s LN2 inspections should take place in 	<p>All</p> <p>All</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>IB/LG</p>

June/July. Group agreed and decided that it should take the form of one-to-one interviews with each "Person Responsible". The purpose of the interview is to establish if/when/how the previously recommended corrective actions have been implemented. LG to email those concerned and attempt to arrange interviews.

LG

x. Group approved Formaldehyde Fumigation risk assessment. LG to sign off on behalf of Group.

LG

xi. LG acknowledged the efforts of Dean Wilson, Stella Henderson and Evelyn Romantschuk in completing 43 Chemical Hazard Assessments since the 19th of May. Standard was generally very good.

xii. LG pointed out to Group that the next SLS H&S Management Committee meeting was due in June, but expressed concerns over the lack of anything positive to report in terms of progress on actions identified at December's meeting. LG proposed that meeting be postponed until September. Group agreed. LG to discuss with Ian Leith.

LG