

SLS H&S Working Group Meeting Minutes

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

Present

Lisa Grayson (LG)
Monica Lacey (ML)
Gail Alexander (GA)

Apologies

Irene Blair (IB)
Aileen Watson (AW)

	Action
1. Previous Minutes	
<ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
Matters Arising:	
<ul style="list-style-type: none"> • 29th July 2003 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Truncated H&S Portfolio Latest 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. Security document • LG still to copy to Richard with an explanation of our stance. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Target for Next H&SMC Meeting 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> vi. Development of basic training checklists training program still to begin. 	LG/IB
<ul style="list-style-type: none"> 4. Summer Students 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> IB still to ask lab managers to monitor and report any instances of personnel commencing work without any formal induction. 	IB
<ul style="list-style-type: none"> • 26th September 2003 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 5. SLS Documentation on the Web 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> v. H&S site became available on SLS intranet 5/11/03. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 6. LARA System Demo 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> viii. System went on-line 5/11/03 and pilot group emailed 	
<ul style="list-style-type: none"> • 31st October 2003 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Visitors Procedure and Information Brochure 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. Visitors Information Brochure being printed on Firey, at Angie's suggestion. ii. Debbie given supply of brochures. iii. Only GA gave comments on procedures document. Document finalised. iv. Document submitted to H&SMC on 26/11/03. Due for submission to RMG on 5/12/03. LG to inform Group of RMG's decisions once known. v. IB still to ask Ian Leith to raise issue of officially designating LSTU Office as OMS/Carnelley Reception with Janette Cordiner. 	LG IB
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Liquid Nitrogen Inspection Report Material 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> iv. LG issued report on 11/11/03. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. SLS H&S Management Committee Meeting 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. LG & ML had discussed the current undergrad H&S policy/guidance and drawn up proposals to be put forward at the H&SMC meeting. iii. H&SMC meeting scheduled for 3/12/03. iv. Agenda issued 14/11/03. v. Papers issued 26/11/03. 	
<ul style="list-style-type: none"> 7. Accident/Incident Reports 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. SOP for Receipt of Radioactive Materials in WTB Stores will come into effect on 5/01/04. iii. ML still to report OMS radioactive sink overflow incident and post new trefoil signs on sink. 	ML
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. IB still to seek clarification from Kirsten Paterson re plans for yellow bag pilot 	IB

<ul style="list-style-type: none"> ii. ML still to inform Ian Leith of her concerns over the improper use of OMS and Carnelley old main entrances (both now fire escapes). Staff have been emailed and issue raised at Teaching Committee meeting. 	ML
<ul style="list-style-type: none"> iii. TC Suite/CL2 inspection checklist is being drafted. Will be completed by next meeting. 	LG
<ul style="list-style-type: none"> iv. IB to order a copy of the latest Packaging of Dangerous Goods document. Lynda Connelly to hold copy and give access to all SLS. 	IB
<ul style="list-style-type: none"> v. LG and ML still to meet to discuss progress on Mortuary risk assessments and SOPs before next H&SWG meeting. 	LG/ML
2. Comments on Previously Issued Documents	
<ul style="list-style-type: none"> i. GA submitted comments on all 5 documents. LG to check through and factor in. 	LG
3. H&S Policy & Guidance for LSTU Staff & Students	
<ul style="list-style-type: none"> i. Group to comment on marked-up Policy document (ASAP) before it is submitted to Jim Elliot. 	All
<ul style="list-style-type: none"> ii. GA/ML happy with proposals to be put forward at H&SMC on 3/12. 	
<ul style="list-style-type: none"> iii. Clarification required re which committee should approve LSTU H&S policy/guidance (i.e. H&SMC, Teaching Committee or both). LG/ML to ask H&SMC on 3/12. 	LG/ML
<ul style="list-style-type: none"> iv. Clarification required as to whether attendance of H&S Workshop is currently mandatory for Molecular Science students. LG/ML to ask Jim Anderson/Sandy Chudek on 3/12. 	LG/ML
<ul style="list-style-type: none"> v. Clarification required re H&S induction/training for 4th year project students working in research labs. Group agreed students should be issued with H&S Portfolio and complete the Basic Training Checklists, but not be obliged to attend the H&S Induction Seminar. LG to produce clear, written guidance on this issue. (Include in relevant section of Portfolio.) 	LG
4. Accident/Incident Reports	
<ul style="list-style-type: none"> i. Item skipped due to IB's absence. 	
5. AOCB	
<ul style="list-style-type: none"> i. GA informed Group that complaints had been received from BSI postgrad students re the requirement to attend two Safety Services' H&S seminars and the SLS H&S Induction seminar within a two week period. LG said this was regrettable but SLS H&S had not been made aware of the SS seminar program (IB found out by accident shortly before the seminar) and, therefore, did not have the opportunity to discuss the scheduling and avoid this scenario. LG will ask SS to keep SLS H&S informed in future. 	LG
<ul style="list-style-type: none"> ii. GA submitted an abstract, for IB's attention, on the presence of latex allergenic proteins in nitrile gloves. IB to keep on file for future reference. 	IB
<ul style="list-style-type: none"> iii. ML said it would desirable to have LSTU technicians trained in the use of, and given access to, the LARA System in early Jan 2004. LG to attempt to get this in place. 	LG
<ul style="list-style-type: none"> iv. LG informed Group that review of GM risk assessments is in progress. All MSI/WTB/BSI Group Leaders have been reminded that GM work must be subject to prior risk assessment. This will be done annually from now on. GA confirmed that only waste material is held in BSI greenhouses. 	
<ul style="list-style-type: none"> v. LG issued copies of 6 recently drafted SOPs. Group to comment at next meeting. 	All
<ul style="list-style-type: none"> vi. LG issued Safety Services' draft PTWs. Group to comment at next meeting. 	All
<ul style="list-style-type: none"> vii. LG asked Group if they would object to meeting agenda/minutes being made available on H&S website. No objection from ML and GA. IB still to comment. 	IB
<ul style="list-style-type: none"> viii. LG proposed that December meeting should be cancelled and Group reconvene on Friday 30/1/04. ML/GA approved: December meeting cancelled. 	