

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28th November 2007 at 2pm in Meeting Room 116

Present

Lisa Grayson (LG)
 Monica Lacey (ML)
 Irene Blair (IB)

Apologies

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- | | |
|--|---|
| | Action |
| <ul style="list-style-type: none"> • 25th February 2005
 AOCB <ul style="list-style-type: none"> vi. IB still to arrange Evac Chair refresher training. • 30th June 2005
 11. AOCB <ul style="list-style-type: none"> i. LG to see Mike Hannan about Dangerous Goods information. • 2nd August 2005
 6. Progress on Outstanding Inspection Tasks <ul style="list-style-type: none"> i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities. • 29th March 2006
 8. AOCB <ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work. • 26th April 2006
 2. Outcomes of Roof Access Meeting
 Still waiting on a reply from David Hewick re risk assessment for radioactive releases. • 27th September 2006
 5. AOCB <ul style="list-style-type: none"> iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. LG still to write up reports for other areas. FIX DATES FOR 2008. • 8th December 2006
 2. Tasks Arising From H&SMC Meeting <ul style="list-style-type: none"> ii. Information on controlled substances is almost complete. LG to finalise. iv. ML still to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting. x. LG to keep Group updated on development of GLP training package. • 5. AOCB <ul style="list-style-type: none"> iv. LG to finalise risk assessments for A&FA activities and copy to Roger Soames. ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. Combine with Fire Safety Inspection. FIX DATES FOR 2008. • 25th April 2007
 6. AOCB <ul style="list-style-type: none"> iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG still to arrange to check the books. • 31st May 2007
 3. Checking/Approval of Risk Assessments & SOPs
 Quality of the practical class risk assessments will be checked during the transition from the current RA system to the web interfaced system. • 6. AOCB <ul style="list-style-type: none"> i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web. | <p>IB</p> <p>LG</p> <p>LG</p> <p>IB/LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>LG</p> <p>LG/ML</p> <p>LG</p> |

<ul style="list-style-type: none"> • 27th June 2007 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 7. AOCB i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&S Policy. iii. ML to check on the use of Hazard Group 2 and GM micro-organisms in practical classes and report back to LG. iv. TC suite inspections still to be completed. LG to organise. v. LS Dangerous Substances Register: responses still to be collated. 	<p>LG</p> <p>ML</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 29th August 2007 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. H&S Guidance for Engineers, Contractors and E&B Personnel in CLS Labs LG to communicate Group's decisions to Lab Managers. 6. AOCB ii. IB to submit incident report on suspected nitrile allergy. iv. LG to email Bill Reynolds to see what the situation is with the PAT testing program. 	<p>LG</p> <p>IB</p> <p>LG</p>
<ul style="list-style-type: none"> • 26th September 2007 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. DSE Risk Assessment Progress ML to ensure DSE assessments for SLT are updated at the end of the current semester. 	ML
<ul style="list-style-type: none"> • 31st October 2007 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. Procedures for Decommissioning and Hand Over of Areas to Contractors IB and LG met with Ged Keane (E&B H&S) on 28/11 to discuss the above and related issues. A number of actions were agreed. Safety Services policy is being finalised for presenting to the University Safety Committee in January. LG to keep Group informed. 7. AOCB i. Air con/temperature control in the SLT labs is being dealt with by E&B. ii. LG informed the group that face-fit testing had been carried out on all those responding to her email. A number of individuals did not respond to Bittrex, therefore a banana oil kit has been ordered. LG to keep group informed. 	<p>LG</p> <p>LG</p>
<p>2. HSE Work Related Stress Visit</p> <p>LG informed group that the HSE visit had gone well and all staff interviewed by the Inspector gave comprehensive and honest answers to his questions.</p>	
<p>3. Update on 2007/2008 H&S Targets</p> <p>LG informed the group that there were still a number of tasks to be completed in order to achieve the H&S targets set for 2007/2008. LG to give group monthly updates.</p>	
<p>4. Monthly Review of Incident/Accident Reports</p> <p>There were no notable accidents/incidents in November.</p>	
<p>5. Next Month's Big H&S Issue</p> <p>As before.</p>	
<p>6. AOCB</p> <p>LG informed the group that the loss of the scintillation counter from MSI 3 has resulted in SEPA issuing the University with an Enforcement Notice.</p>	