

# SLS H&S Working Group Meeting Minutes

Meeting held on Friday 28<sup>th</sup> October 2005 at 2pm in WTB Meeting Room 111

**Present**

Lisa Grayson (LG)  
Irene Blair (IB)  
Gail Alexander (GA)  
Monica Lacey (ML)

**Apologies**

Priorities are in **red text**.

	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>24<sup>th</sup> August 2004</b> <ul style="list-style-type: none"> <li><b>6. AOCB</b> <ul style="list-style-type: none"> <li>xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste. <span style="float: right;">IB IB/LG</span></li> </ul> </li> </ul> </li> <li>• <b>5<sup>th</sup> November 2004</b> <ul style="list-style-type: none"> <li><b>2. Gas Cylinder/Regulator Action Plan</b> <ul style="list-style-type: none"> <li>ii. ML still to update Carnelley building fire plans minus items that will be removed when chemists move to CIR. <span style="float: right;">ML</span></li> </ul> </li> </ul> </li> <li>• <b>28<sup>th</sup> January 2005</b> <ul style="list-style-type: none"> <li><b>10. AOCB</b> <ul style="list-style-type: none"> <li>ii. IB still to arrange a manual handling course. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> February 2005</b> <ul style="list-style-type: none"> <li><b>AOCB</b> <ul style="list-style-type: none"> <li>vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Cafe. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> March 2005</b> <ul style="list-style-type: none"> <li><b>2. Update on H&amp;S Management Committee Tasks</b> <ul style="list-style-type: none"> <li>iii. Risk Assessment System Tasks:                             <ul style="list-style-type: none"> <li>a. LG still to see Ian Scragg about MO and B&amp;T assessments. <span style="float: right;">LG</span></li> </ul> </li> <li>iv. H&amp;S Training Tasks:                             <ul style="list-style-type: none"> <li>a. <b>LG to go through DSE user definition forms and compile list of Official Users. Official Users to be notified of their entitlement to free eye-tests etc.</b> <span style="float: right;">LG</span></li> <li>g. LG still to investigate Radman course options and discuss with IRL. <span style="float: right;">LG</span></li> <li>i. LG to pursue re-starting the in-house RPS training program with Martin Rollo. <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> <li><b>4. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>iv. LG to amend Accident/Incident Reporting policy to include info on investigation forms. <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> <li>• <b>28<sup>th</sup> April 2005</b> <ul style="list-style-type: none"> <li><b>4. Execution of BTC Implementation Plan</b> <ul style="list-style-type: none"> <li><b>LG still to get latest staff database printout from Janette Cordiner. LG and IB to meet ASAP and attempt to come up with a % compliance figure for June to September.</b> <span style="float: right;">IB/LG</span></li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> May 2005</b> <ul style="list-style-type: none"> <li><b>4. Amended Lone &amp; Out-of-Hours Working Documentation</b> <ul style="list-style-type: none"> <li>ii. <b>Will be resubmitted to the H&amp;SMC prior to policy being implemented.</b> <span style="float: right;">LG</span></li> </ul> </li> <li><b>9. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>Comments on Chemical Spill SOP to be factored in then finalised SOP to be issued. <span style="float: right;">LG</span></li> </ul> </li> <li><b>11. AOCB</b> <ul style="list-style-type: none"> <li>iii. Nick Helps has given permission to use his photograph on the H&amp;S Web Site. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> June 2005</b></li> <li>3. <b>Roof Access</b> <ul style="list-style-type: none"> <li>iv. LG to arrange “roof access” meeting to discuss issues such as emergency access outwith normal working hours.</li> </ul> </li> <li>9. <b>Monthly Review of Incident Accident Reports</b> <ul style="list-style-type: none"> <li>i. LG has added the ethidium bromide/caesium chloride needlestick injury to the “Lessons to be Learned” page on H&amp;S web.</li> <li>iii. LG still to check details of UV light incident with Letty Gibson.</li> </ul> </li> <li>11. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&amp;S web.</li> <li>ii. Barometer issue still to be resolved.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p>
<ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> August 2005</b></li> <li>2. <b>Date &amp; Agenda Items for the First H&amp;S Committee Meeting</b> Meeting was held on 18/10/05.</li> <li>4. <b>LSTU Risk Assessment Progress</b> <ul style="list-style-type: none"> <li>v. Pete Rowel is checking with Hilary Kay Young on the reasons for using the HG2 pathogen staphylococcus aureus, rather than a non-pathogenic alternative, in the Control of Microbial Growth practical (BI22012).</li> </ul> </li> <li>5. <b>Progress on H&amp;S Management Committee Tasks</b> <ul style="list-style-type: none"> <li>i. LG has discussed outstanding tasks with Ian Leith.</li> </ul> </li> <li>6. <b>Progress on Outstanding Inspection Tasks</b> <ul style="list-style-type: none"> <li>i. <b>LN2 Inspection Tasks:</b> <ul style="list-style-type: none"> <li>d. LG and IB to revamp current Induction presentations and add to LN2 safety section.</li> <li>e. Only EM facility assessments still to do.</li> </ul> </li> </ul> </li> <li>7. <b>Safety in the WTB Atrium</b> <ul style="list-style-type: none"> <li>iii. LG/IB to OK WTB atrium safety proposals with Ian Leith.</li> </ul> </li> <li>8. <b>Safety Station/Trolley Checklist</b> LG to remove latex gloves from Safety Station Checklist and produce laminated copies of Fire, First Aid &amp; Spill procedures.</li> <li>9. <b>Monthly Review of Incident/Accident Reports</b> <ul style="list-style-type: none"> <li>i. LG has included refrigerant gas leak incident in Lessons to be Learned section of H&amp;S web site.</li> </ul> </li> <li>11. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. LG to discuss outstanding Mortuary &amp; Dissection room issues with Kirsten Paterson.</li> </ul> </li> </ul>	<p>LG/IB</p> <p>LG/IB</p> <p>LG/IB</p> <p>LG</p> <p>LG</p> <p>LG/IB</p> <p>LG</p>
<ul style="list-style-type: none"> <li>• <b>13<sup>th</sup> September 2005</b></li> <li>2. <b>Disclosure Checks</b> <ul style="list-style-type: none"> <li>ii. LG added Margaret Gruber’s name to the list.</li> <li>iii. David Duncan has signed the RSE Partnership Agreement and LG has mailed it to the RSE.</li> </ul> </li> <li>3. <b>Drug Precursor Legislation</b> <ul style="list-style-type: none"> <li>ii. LG still to issue email then collate responses and report back to the Group.</li> </ul> </li> <li>4. <b>Checklist for New Principal Investigators</b> <ul style="list-style-type: none"> <li>ii. LG still to draft and circulate to Group for comment.</li> </ul> </li> <li>7. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. PEEPS <ul style="list-style-type: none"> <li>a. IB still to make contact with wheelchair bound individuals routinely using the Garland Café in order to discuss PEEPs.</li> </ul> </li> <li>ii. ML and IB to identify a suitable date/time for short training session on use of the Epipen.</li> <li>iii. IRL has asked for the castors on lab chairs issue to be included on the H&amp;SMC meeting agenda.</li> <li>iv. IB and LG still to check out proposed alternative toxin store and consult University Security.</li> <li>v. LG still to book herself and IB in for Safety Services Safety Signs training course on 24<sup>th</sup> November.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>IB</p> <p>IB/ML</p> <p>LG</p> <p>IB/LG</p> <p>LG</p>

<ul style="list-style-type: none"> <li>• <b>4<sup>th</sup> October 2005</b></li> <li><b>2. Stress Risk Assessments</b> <ul style="list-style-type: none"> <li>i. IB and ML to attend and report back to group on relaxation methods training.</li> <li>ii. GA to proceed with stress RAs for other staff groups. IB and LG to comment/assist as necessary.</li> </ul> </li> <li><b>5. AOCB</b> <ul style="list-style-type: none"> <li>i. GA to keep Group informed with regard to the construction of greenhouses on the MSI roof.</li> <li>ii. ML to check risk assessment 118.</li> <li>iii. IB to pass VWR flyer, showing a lab chair without arm rests and with castors, on to Letty Gibson.</li> <li>v. IB is arranging for a special fire extinguisher specifically for use on metal fires to be installed on CIR 1.</li> <li>viii. IB to investigate compressed gas safety training options.</li> <li>ix. Safety Services gave a statement re the contamination status of exposed surfaces, drains and ducting in OMS. Martin Rollo dealt with the microbiological safety cabinet.</li> <li>x. Jenni Paterson is dealing with the waste chemicals and other unwanted items left behind by the research groups vacating the Carnelley Building.</li> </ul> </li> </ul>	<p>IB/ML GA/IB/LG</p> <p>GA</p> <p>ML IB</p> <p>IB</p> <p>IB</p>
<p><b>2. H&amp;S Management Committee Meeting</b></p> <ul style="list-style-type: none"> <li>i. Outstanding Tasks from Previous Meeting LG went through the task list originating from the previous H&amp;SMC meeting and identified the tasks that had yet to be completed. Group agreed that it would not be possible to complete all outstanding tasks by the 25<sup>th</sup> of Nov. LG to do what she can within the time remaining.</li> <li>ii. Draft Agenda for Next Meeting LG issued the draft agenda for the H&amp;SMC meeting on 25<sup>th</sup> Nov and asked the Group members to forward any comments as soon as possible.</li> </ul>	<p>LG</p> <p>All</p>
<p><b>3. Monthly Review of Accident/Incident Reports</b></p> <ul style="list-style-type: none"> <li>i. A member of staff was entering the building via the WTB loading bay when a delivery van door swung open and hit them in the back. No serious injury sustained.</li> <li>ii. A PhD student spilled a few drops (max 0.3ml) of dilute hydrazine hydrate solution on their clothing. There was no skin irritation or other signs that the skin had become contaminated. Clothing was washed before reuse. The student was not wearing a lab coat.</li> <li>iii. Waste contractors dropped a winchester of scintillation fluid outside the chemical waste store at the west end of MSI, right under the air intake that has caused problems in the A&amp;FA offices. The scintillation fluid smell was so overpowering, A&amp;FA staff had to vacate their offices until the air cleared. Spill was cleaned up by contractors &amp; Martin Rollo. IB and LG were in attendance and witnessed several examples of bad practice. Incident was reported to Safety Services.</li> </ul>	
<p><b>4. Next Month's Big H&amp;S Issue</b> As before.</p>	
<p><b>5. AOCB</b></p> <ul style="list-style-type: none"> <li>i. IB raised concerns over the handling of the 25l drums of darkroom waste. A Safety Services technician recently hurt their back when trying to manoeuvre the drums in and out of a revolving door. Martin Rollo asked Lab Managers to leave waste outside the dark rooms to prevent future injury to SS staff. Lab Managers quite rightly pointed out that this puts them at risk of injury. IB and LG to redo the manual handling assessment for this task.</li> <li>ii. IB noted that Stores do not have a chemical spill kit. Group agreed that this should be rectified. IB suggested supplying them with absorbent mats for larger volume spills. LG stressed that winchesters must not be transported on a flat bed trolley without additional containment. IB and LG to further discuss these issues with the Stores Manager.</li> <li>iii. ML noted that OTI do not have a First Aider. IB to make case for Sheelagh Philips to be trained as a First Aider to cover OTI.</li> <li>iv. GA informed Group that the University insurance scheme covers staff using a hire car to transport an excepted radioactive package by road in the UK. Lynn McKintosh is the point of contact for insurance queries.</li> <li>v. Group agreed to switch H&amp;SWG meetings from the last Friday in the month to the last Wednesday in the month. LG to make room bookings for 2006.</li> </ul>	<p>LG/IB</p> <p>IB/LG</p> <p>IB</p> <p>LG</p>