

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28th March 2007 at 2pm in Meeting Room 112

Present

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

Apologies

	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"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 	
<ul style="list-style-type: none"> xi. IB still to complete 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. 	IB IB/LG
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB 	
<ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café and the teaching technicians. 	IB
<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. 	IB
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> i. Dangerous Goods information on the H&S web: Linda Connelly is still going to be involved in this. Refresher course is in May. LG to see Linda after course. 	LG
<ul style="list-style-type: none"> • 2nd August 2005 	
<ul style="list-style-type: none"> 6. Progress on Outstanding Inspection Tasks 	
<ul style="list-style-type: none"> i. LN2 Inspection Tasks: d. LG to produce generic RAs and SOPs that will cover all facilities. 	LG
<ul style="list-style-type: none"> • 29th March 2006 	
<ul style="list-style-type: none"> 4. Checklist for New PIs 	
<ul style="list-style-type: none"> LG to continue working on this. 	LG
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipework. IB/LG to test how the portable monitor performs in the cold rooms. LG still to establish a program of 6 monthly checks on all monitors in SLS. 	LG/IB LG
<ul style="list-style-type: none"> • 26th April 2006 	
<ul style="list-style-type: none"> 2. Outcomes of Roof Access Meeting 	
<ul style="list-style-type: none"> LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. Waiting on a reply from David Hewick re risk assessment for radioactive releases. 	LG
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> iv. Glass bin guidance has been amended. 	
<ul style="list-style-type: none"> • 30th August 2006 	
<ul style="list-style-type: none"> 2. Additional Anti-terrorism Measures 	
<ul style="list-style-type: none"> i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. 	LG
<ul style="list-style-type: none"> • 27th September 2006 	
<ul style="list-style-type: none"> 2. Internal H&S Audit based on RoSPA Questionnaire 	
<ul style="list-style-type: none"> H&S status report – see item 2 of 28/3/07 agenda. 	
<ul style="list-style-type: none"> 5. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary. 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. 	IB/LG LG

- **1st November 2006**
 - 4. **AOCB**
 - iii. LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS. LG
- **8th December 2006**
 - 2. **Tasks Arising From H&SMC Meeting**
 - i. ML has discussed BTC compliance problem in A&FA with Sue Black. ML will take on the role of BTC trainer in A&FA. LG still to discuss TMRC problem with Steve Moore. LG
 - ii. LG to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list. LG
 - iii. LG to ensure Divisional Secretaries are asked to include the following policies under the H&S item of their next Divisional Meeting agenda: Lab Coats, Disposable Gloves, Risk Assessment. LG
 - iv. LG to set up "Stress" web pages. ML to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting. LG
ML
 - v. LG and ML to email URL for H&SMC meeting minutes to all PIs and Module Leaders respectively. LG/ML
 - vi. LG to email H&SMC minutes to Lab Managers and ask them to put a hardcopy on their safety notice-boards. LG
 - vii. LG to contact Divisional Secretaries two months in advance of H&SMC meetings asking them to ask PIs for agenda items at their next Divisional Meeting. LG
 - viii. LG to forward suggestions on College Board's decision on a 25m smoke free zone to IRL. LG
 - ix. IB to check for commercially available "remove gloves and wash hands" signs. IB
 - x. Development of a GLP training package will commence shortly. LG to keep Group updated. LG
 - xi. LG to attempt to make significant progress on generic risk assessments and continue to liaise with Ian Scragg on this subject. LG
 - xii. IB to look at making accident/incident summaries less "cryptic" then issue current list to Lab Managers and ML. IB
 - 3. **Monthly Review of Accident/Incident Reports**
 - ii. The coffee table in the WTB Foyer has been moved back, under the stair, where it is less accessible. Signs required requesting people to refrain from leaning on it. LG to put in place. LG
 - 5. **AOCB**
 - iv. LG to produce draft risk assessments for A&FA activities. LG
 - vi. LG has set up an H&S glossary web page.
 - ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. IB
- **30th January 2007**
 - 3. **Monthly Review of Incident/Accident Reports**
 - i. Microwave SOP does warn against putting paper towels in microwave ovens.
 - 5. **AOCB**
 - i. ML has informed E&B about the Hot Work Permit compliance problem and Safety Services' permit form is now being used.
 - ii. OMS has been equipped with spill trolleys.
 - iv. LG to ensure Storemen & Porters are aware of the procedures for dealing with suspect packages. LG
- **27th February 2007**
 - 2. **Risk Assessment Book for JBC1**

Group members were happy with the content/layout. LG waiting for JBC1 to feed back on latest version. LG to keep Group updated. LG
 - 3. **Monthly Review of Accident/Incident Reports**
 - i. ML looked into the use of the Roth Spirometer and confirmed that the risk assessment will be reviewed during the summer along with all other practical class risk assessments.
 - 4. **Next Month's Big H&S Issue**

See item 6 of 28/3/07 agenda.
 - 5. **AOCB**
 - i. LG to add completion of DSE assessment to the Basic Training Checklist before the revised BTC is issued. LG sent revised standard DSE chair spec to Letty Gibson. IB confirmed that all eye tests are now free. LG has updated the DSE guidance. LG still to inform the DSE assessors. LG
 - iii. ML consulted Gillian Jones about Occupational Health referrals. Gillian confirmed that she is happy for senior H&S personnel to refer individuals to Occupational Health and asked if she could be copied in on any such referrals. H&SWG members to do this from now on. LG

2. Report to University Safety Committee

LG informed the Committee that Ian Leith has asked her to produce a Health & Safety report for

submission at the next University H&S Sub-Committee meeting on 30th April. LG said this could also serve as the internal H&S Status Report the Group wanted to produce. Group agreed. LG said she would give an honest account. GA said that it was important to stress how much we have achieved and not be overly negative. LG said that she was happy for Ian Leith to edit the report, prior to submission to the University Committee, in any way he sees fit but the original draft should stand as our internal report. Group agreed. LG to prepare report and circulate to Group for comment.

LG

3. Safety Services Bid to Adopt CHARM System

LG issued copies of the CHARM documentation she received from Ian Scragg. Group members agreed that the CLS Risk Assessment System is more useful to us, primarily, because it deals with much more than just chemical hazards. Using the CHARM system in parallel with our own may lead to confusion, therefore, the Group agreed that it should not be introduced in CLS. LG to feed back to Ian Leith and Ian Scragg.

4. Liquid Nitrogen Safety Training

LG has received information about a liquid nitrogen safety course running in Edinburgh on May the 16th and thought it may be useful for Stores personnel who have not received official LN2 training to attend along with herself and IB. LG to find out more about the content of the course before going any further.

LG

5. Monthly Review of Accident/Incident Reports

- i. Three needlestick injuries have occurred over the past month. In all cases the wound was encouraged to bleed and appropriate First Aid given.
- ii. A Principal Investigator from another institute arrived in WTB with a vacuum flask containing dry ice and some samples. While removing the samples from the flask the inner wall of the flask shattered. The PI sustained no visible injury but was experiencing some discomfort in one eye. They were checked out at Ninewells - no glass fragments or eye damage were found. LG to put an account of this on the web, emphasising that dry ice should be transported in polystyrene containers that allow the gas to diffuse out slowly and prevent pressure build up.
- iii. A PhD student was attempting to force a 40% solution of paraformaldehyde through a syringe filter when it sprayed into their face/eyes. Face was washed and eyes rinsed and there was no lasting harm. Student was not wearing eye protection and the visor of the fume hood in which they were working was raised. LG to issue a reminder about the importance of wearing eye protection. This will be combined with item 6 (below).
- iv. A member of Wash-Up staff has been suffering from inflammation/infection of the eyes for a number of weeks. Initially, they went to their local GP's surgery for treatment. When the condition worsened they were referred to Ninewells where different treatment was prescribed. None of the medical practitioners could give a clear diagnosis or identify the cause. A couple of weeks passed before the member of staff admitted that she had splashed Virkon solution in one eye shortly before her problems started. Her GP is now saying that the symptoms could be caused by exposure to the Virkon solution. LG checked the data sheet for Virkon and, as a 1% solution (the recommended concentration for use in CLS), it should not cause eye irritation. IB pointed out that the Virkon solution may well have been more concentrated. Although there is no conclusive evidence to suggest Virkon was the cause in this case, IB has instructed all her Wash-Up staff to wear safety glasses when working in the labs. IB to keep Group informed of any further developments.

LG

IB

6. Next Month's Big H&S Issue

IB has confirmed the eye contamination procedure. LG to set up web page.

7. AOCB

- i. LG and IB informed the Group that they would be running risk assessment training for TMRC personnel on Friday 30/3/07. LG said she would be introducing the alternative risk assessment layout, newly added to the Risk Assessment Database and based on the JBC1 hardcopy form. ML thought it would be useful for LSTU Technicians to attend for refresher training and to see the new layout. LG/IB agreed.
- ii. LG/IB asked ML if the PAT technician should return to the teaching labs now that his work in JBC is done. ML said this would be acceptable. LG to email the PAT technician and ask him to report to ML when he is ready to start in the teaching labs. GA asked if she could book the PAT technician in advance to do testing on MSI Floor 2 when the BSI staff move across. LG said she would include this in her email.
- iii. LG asked ML if she was still interested in having a couple of her staff do the web based gas cylinder training course offered by Safety Services. ML said yes and gave LG the names of two candidates. LG pointed out that it may be too late but she will forward the names to Ian Scragg.
- iv. LG asked IB what the status was regarding the Swedlow Group's DSE issues. IB said she had obtained a chair with a higher gas lift and it was currently being trialled by the software developers and microscopists. IB to give update at next meeting.

LG

LG

IB