

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 29th August 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:

- **25th February 2005**
AOCB
 vi. IB still to arrange Evac Chair refresher training.
- **30th June 2005**
11. AOCB
 i. Lynda Connelly not responding. LG to see Mike Hannan about Dangerous Goods information instead.
- **2nd August 2005**
6. Progress on Outstanding Inspection Tasks
 i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.
- **29th March 2006**
8. AOCB
 i. IB and LG still to do labelling of cylinder storage cupboards/pipework.
 LG still to establish a program of 6 monthly checks on all O2 monitors in SLS but there are problems with Quantum.
- **26th April 2006**
2. Outcomes of Roof Access Meeting
 Still waiting on a reply from David Hewick re risk assessment for radioactive releases. LG to chase up.
- **27th September 2006**
5. AOCB
 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.
- **1st November 2006**
4. AOCB
 iii. LG is focussing on getting BTCs done for all 2007 new recruits.
- **8th December 2006**
2. Tasks Arising From H&SMC Meeting
 ii. Information on controlled substances is almost complete. LG has discussed direct link from order book. Will have to raise with CAPS team.
 iv. ML still to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting.
 viii. IB/LG to continue to investigate issue of smoke free zone.
 x. LG to keep Group updated on development of GLP training package.
- **5. AOCB**
 iv. LG to produce draft risk assessments for A&FA activities - see 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.
- **27th February 2007**
5. AOCB
 i. LG still to inform DSE assessors of updated DSE guidance.

Action

IB

LG

LG

LG/IB

LG

LG

LG

ML

IB/LG

LG

LG

IB

LG

<ul style="list-style-type: none"> • 25th April 2007 	
<ul style="list-style-type: none"> 6. AOCB <ul style="list-style-type: none"> i. LG still to send TMRC risk assessment files to the Wyeth Senior Director of Environmental Health & Safety. iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG to arrange to check the books once they have been in use for 2-3 months. 	<p>LG</p> <p>LG</p>
<p>31st May 2007</p>	
<ul style="list-style-type: none"> 2. Changes to Anti-Terrorism Act LG informed PIs about 2007 amendments to the Anti-Terrorism Act on 5/7/07. 3. Checking/Approval of Risk Assessments & SOPs LG and ML still to meet to discuss details of checking the quality of the practical class risk assessments and SOPs. 6. AOCB <ul style="list-style-type: none"> i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web. ii. LG still to produce signs giving directions to the phone in the JBC Wash-Up facility. 	<p>ML/LG</p> <p>LG</p> <p>LG</p>
<p>27th June 2007</p>	
<ul style="list-style-type: none"> 3. “Out-duction” Checklist LG to produce amended form and issue to Group for comments. 4. Checklist for New Radioisotope Users LG to draft and issue to Group for comments. 5. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> ii. LG has put an account of exploding cryovial incident on the “Lessons to be Learned” web page. iii. LG has put an account of the fume hood fire on the “Lessons to be Learned” web page. 7. AOCB <ul style="list-style-type: none"> i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&S Policy. ii. ML asked to sit on E,SW&CE H&S Committee. Meeting to be held on 30th September. 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. LG has contacted PIs to initiate an update of the LS Dangerous Substances Register. Responses still to be collated. 	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> 2. H&S Guidance for Engineers, Contractors and E&B Personnel in CLS Labs LG raised this in response to a query from a Lab Manager. SOPs exist for work in TC and radioactivity suites but not for work in the general lab. Group agreed that: <ul style="list-style-type: none"> i. E&B boiler suits would suffice for the general lab but they should be supplied with disposable gloves and, if necessary, safety glasses and appropriate respirators; ii. external contractors/engineers must be supplied with PPE unless they bring their own with them; iii. if an area of the lab is cordoned off for refurbishment, and has been thoroughly cleared of lab equipment/chemicals and decontaminated, contractors working in this area not required to wear lab PPE. 	<p>LG</p>
<p>LG to inform Lab Managers.</p>	
<ul style="list-style-type: none"> 3. HSE Radiation Safety Inspection This inspection is taking place on Wednesday 10th of October. LG explained that there was an RPS meeting planned for the 12th of October where, hopefully, David Hewick would be able to tell us what to expect and answer any questions. LG to get New Radioisotope Users’ Checklist issued ASAP in preparation for the inspection and review current risk assessments and SOPs. 	<p>LG</p>
<ul style="list-style-type: none"> 4. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> i. Two instances of personnel slipping on spilled liquid have been reported. Staff have been reminded to clean up spills immediately. ii. A lecture theatre seat collapsed while someone was sitting in it. No serious harm resulted. Problem reported to E&B. iii. A PhD student was hit in the eye by isopropanol ejected from a syringe while it was being forced through a filter. No serious harm was sustained, only mild irritation. Eye protection was not being worn and the filter was not secured onto the syringe. Student has been reminded to follow proper procedure and wear appropriate PPE. iv. There was a radioactive spill in the JBC 2 hot room on 13/8/07. Safety Services attended the scene and Damian Leddy has written a full report. Spill SOPs to be reviewed, re-issued and brought to the attention of all radiation workers. 	<p>LG</p>
<ul style="list-style-type: none"> 5. Next Month’s Big H&S Issue LG proposed that respiratory protection should be the next topic. LG to draft pages and circulate to group for comment. 	<p>LG</p>
<ul style="list-style-type: none"> 6. AOCB <ul style="list-style-type: none"> i. IB reported that there had been a fire alarm in MSI on Friday 24/8 caused by a halogen lamp being 	

used in a cupboard by someone checking for asbestos. The detector head in the cupboard had not been isolated. The MSI fire panel gave inaccurate information as to the location. Also, the Fire Brigade were unhappy about people walking from into MSI from WTB once the sounders were silenced but before the all clear had been given. This problem comes up time and again and no practicable solution has been found. Group decided not to pursue this unless the Fire Brigade force the issue.

- ii. LG said she would look into the suitability of Microflex Supereno gloves for use with MeOH blotting buffer. This is in response to a researcher experiencing repeated peeling of the skin on their finger tips. **LG**
- iii. IB has been sent information on Trigene – a disinfectant that is reportedly cheaper and more efficient than Virkon. IB to get the MSDS and efficacy data for analysis. **IB**
- iv. LG to email Bill Reynolds to see what the situation is with the PAT testing program. **LG**