

# SLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 29<sup>th</sup> March 2006 at 2pm in WTB Seminar Room

**Present**

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

**Apologies**

Priorities are in **red text**.

	Action
<b>1. Previous Minutes</b>	
<ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> </ul>	
<b>Matters Arising:</b>	
<ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> August 2004</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>6. AOCB</b></li> </ul>	
<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.</li> </ul>	<p>IB IB IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> January 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>10. AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li>ii. IB to reschedule manual handling course.</li> </ul>	<p>IB</p>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> February 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>AOCB</b></li> </ul>	
<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.</li> </ul>	<p>IB</p>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> March 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>2. Update on H&amp;S Management Committee Tasks</b></li> </ul>	
<ul style="list-style-type: none"> <li>iii. H&amp;S Training Tasks:               <ul style="list-style-type: none"> <li>g. LG still to investigate Radman course options and discuss with IRL.</li> <li><b>i. LG to pursue re-starting the in-house RPS training program with Martin Rollo.</b></li> </ul> </li> </ul>	<p>LG LG</p>
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> April 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>4. Execution of BTC Implementation Plan</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>Still to pursue missing BTCs.</b></li> </ul>	<p>IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> May 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>11. AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li>iii. IB still to provide LG with an updated list of Fire Wardens/Marshals.</li> </ul>	<p>IB</p>
<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> June 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>3. Roof Access</b></li> </ul>	
<ul style="list-style-type: none"> <li>iv. LG has arranged the "roof access" meeting for Friday 31/3/06. See item 2 of 26/4/06 agenda.</li> </ul>	
<ul style="list-style-type: none"> <li><b>11. AOCB</b></li> </ul>	
<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> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> August 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>6. Progress on Outstanding Inspection Tasks</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. LN2 Inspection Tasks:               <ul style="list-style-type: none"> <li><b>d. Only EM facility assessments still to do.</b></li> </ul> </li> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li><b>7. Safety in the WTB Atrium</b></li> </ul>	
<ul style="list-style-type: none"> <li>iii. LG/IB to OK WTB atrium safety proposals with Ian Leith.</li> </ul>	<p>LG/IB</p>
<ul style="list-style-type: none"> <li><b>11. AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. LG to discuss outstanding Mortuary &amp; Dissection room issues with Kirsten Paterson.</li> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li>• <b>13<sup>th</sup> September 2005</b></li> </ul>	
<ul style="list-style-type: none"> <li><b>4. Checklist for New Principal Investigators</b></li> </ul>	
<ul style="list-style-type: none"> <li>ii. See item 4 of 29/3/06 minutes.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>4<sup>th</sup> October 2005</b></li> <li>2. <b>Stress Risk Assessments</b> <ul style="list-style-type: none"> <li>ii. IB/LG still to check and comment on some of the draft assessments. GA still waiting for word from Ian Leith before going any further. Group agreed it was important to get assessments out to representatives of each staff group. GA to discuss with Gillian Jones. See item 3 of 26/4/06 agenda.</li> </ul> </li> <li>5. <b>AOCB</b> <ul style="list-style-type: none"> <li>ii. Risk assessment 118. Change of plan. See AOCB item viii of 29/3/06 minutes.</li> <li>viii. Oxygen gas safety course ran on 23/2/06. IB/LG both deemed it to be a very well presented and useful course.</li> </ul> </li> </ul>	<p>IB/LG</p> <p>GA</p>
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> October 2005</b></li> <li>5. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste.</li> <li>ii. IB and LG to further discuss chemical spill kit and transport of winchesters with the Stores Manager.</li> <li>iii. Contrary to previous reports, Occ Health is to run a training course for First Aiders. SLS has been allocated one place on this course. IB decided a member of the CIR TG unit should attend.</li> </ul> </li> </ul>	<p>IB/LG</p> <p>IB/LG</p>
<ul style="list-style-type: none"> <li>• <b>8<sup>th</sup> December 2005</b></li> <li>4. <b>AOCB</b> <ul style="list-style-type: none"> <li>ii. Meeting with DS Petrie was held on 9/3/06. Plans for MSI Floor 2 were amended to include all DS Petrie's recommendations. Architect has informed all relevant parties. GA confirmed that Geoff Gadd is happy with the amendments. LG has reminded Nick Helps that DS Petrie is waiting for a response from The MRC Unit regarding his recommendations relating to its toxin store on CIR 3. LG to monitor the situation.</li> <li>vi. General H&amp;S Inspections. See item 2 of 29/3/06 minutes.</li> </ul> </li> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> January 2006</b></li> <li>2. <b>Work Related Ill Health Case</b> Individual concerned has still to submit a list of procedures undertaken and chemicals used. LG to chase up. After failing to get a reply from Dr Rennie, LG forwarded George Morrison's request for a meeting to Isla Reid. Isla said she would take the matter up with George. LG has heard nothing since. LG to find out what the current status is.</li> <li>3. <b>Requirement for Oxygen Monitoring Equipment</b> See AOCB item i of 29/3/06 minutes.</li> <li>4. <b>Risk Assessment Progress on CIR1</b> LG still to get draft "lab book style" risk assessment on web.</li> <li>5. <b>Monthly Review of Incident/Accident Reports</b> <ul style="list-style-type: none"> <li>v. LG to address queries relating to SOP arising from MMuLV incident.</li> </ul> </li> <li>7. <b>AOCB</b> <ul style="list-style-type: none"> <li>ii. IB/LG informed Lab Managers that personnel should be advised to use the lab coats provided by Stores whenever possible and that any lab coat bought from another supplier must offer the same degree of coverage and protection.</li> <li>iii. Castors Pros &amp; Cons – see AOCB item ii of 29/3/06 minutes.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> <li>• <b>22<sup>nd</sup> February 2006</b></li> <li>2. <b>Comments on University H&amp;S Policy</b> LG emailed the Group's comments to Kirsten Paterson.</li> <li>3. <b>Recommendations for Safety Services Training Program</b> LG emailed the Group's suggestions to Kirsten Paterson. Kirsten was happy to meet to discuss the suggestions. LG to arrange a date/time.</li> <li>4. <b>HSE Laser Safety Inspection Report</b> LG emailed David Hewick for a progress report. David Hewick confirmed that everything is under control and invited LG to attend the "Improvements in Laser Safety Management" course. LG is off on holiday when the course runs. ML agreed to attend in LG's place. ML to feedback at next meeting – see item 4 of 26/4/06 agenda.</li> <li>5. <b>Monthly Review of Incident/Accident Reports</b> <ul style="list-style-type: none"> <li>ii. LG has put an account of the EtBr incident on the H&amp;S web site.</li> <li>iii. IB to remind WTB1 Lab Manager that the Working Group is still awaiting the report on the <i>T.b. brucei</i> needle-stick incident.</li> <li>iv. LG still to put an account of the chicken retrovirus spill on the web.</li> </ul> </li> </ul>	<p>LG</p> <p>ML</p> <p>IB</p> <p>LG</p>

<p><b>6. Next Month's Big H&amp;S Issue</b> See item 7 of 26/4/06 agenda.</p>	
<p><b>7. AOCB</b></p> <ul style="list-style-type: none"> <li>ii. IB and LG inspected the mercury-filled, glass apparatus left behind in Carnelley by Trevor Dines and emailed their conclusions and recommendations to Terry Sweeney. Terry stated that he knew the system better than anyone and would be the one dismantling it. LG notified Safety Services and forwarded on Kirsten Paterson's request for a full and proper risk assessment to be done. ML to tell Jenni Paterson to inform LG of any concerns she has about using the oxygen torch on this apparatus.</li> <li>v. IB/LG still to meet with the Stores Manager to discuss the stocking of latex gloves in Stores.</li> </ul>	<p>ML IB/LG</p>
<p><b>2. Discussion on First General H&amp;S Inspection</b> Checklist for general H&amp;S Inspection has been finalised and first inspection was held on 28/3/06 on WTB Floor 1. LG to type up report and issue to Group for checking before it goes to the Lab Manager and Head of Division. Group agreed to increase frequency of inspections from monthly to fortnightly. Next inspection to be held on 12/4/06 at 2pm.</p>	<p>LG</p>
<p><b>3. Comments On/Approval of Updated H&amp;S Material</b> All Group members approved of the updates made to the H&amp;S Policy, H&amp;S Portfolio and Acc/Inc Reporting arrangements. LG to notify all personnel of these updates and any additional new features/material on the H&amp;S web site.</p>	<p>LG</p>
<p><b>4. Checklist for New PIs</b> LG issued the first draft. Group members to check and email any comments/suggestions to LG. LG to continue working on incomplete sections.</p>	<p>All LG</p>
<p><b>5. Next H&amp;S Committee Meeting</b> LG reminded Group that the next H&amp;S Committee meeting is due on 18/4/06. LG and GA to meet to review minutes from previous meeting, draft an agenda and set a date.</p>	<p>LG/GA</p>
<p><b>6. Monthly Review of Accident/Incident Reports</b> A member of research staff had been using two scalpels for dissection. Rather than disposing of them directly into a sharp-safe, they rolled them in paper towels, left them on the bench and went off to do something else. When they returned to their bench they had forgotten what was in the towels and went to scrunch them prior to throwing them in the bin. Both scalpel blades cut the workers hand. Cuts were not serious but worker did get a shock. IB administered first aid, using steri-strips to seal the wounds, and told the worker to check that their tetanus was up to date.</p>	
<p><b>7. Next Month's Big H&amp;S Issue</b> LG has started on the compressed gas safety page. Will complete as soon as possible and bring to the attention of a SLS personnel.</p>	<p>LG</p>
<p><b>8. AOCB</b></p> <ul style="list-style-type: none"> <li>i. The trainer who delivered the O2 gas safety course gave very useful advice on the requirement for oxygen enrichment/depletion monitoring and also the need for additional labelling of cylinder storage cupboards and pipework. IB has acquired the necessary labels. LG and IB to put them in place. IT is clear that O2 depletion monitors will be required in the WTB cold rooms. LG has sourced cheaper, portable monitors that may serve the purpose. LG to order one and try it out. LG has also ordered test gas in order to recalibrate the monitor in the X-ray Crystallography facility. Test gas will also be used to do a 6 monthly check on all monitors in SLS.</li> <li>ii. LG issued copies of the "Castors: Pros &amp; Cons" document and asked the Group members to email any comments/suggestions. Issue has been discussed with CPD and IRL. CPD decided that if the evidence suggests that chairs without castors present a greater risk to personnel, then castors should be fitted to all lab chairs in CIR. LG to gather supporting evidence from CIR personnel before raising this issue with Safety Services.</li> <li>iii. During the inspection on WTB1, it was noted that, where present, PAT stickers showed retest dates of 2001 or 1997. This started a discussion about how the PAT frequency could be increased without going to the expense of bringing in an external contractor. One suggestion was to get a member of LSTU technical staff trained up and have them take care of all LSTU PAT during the summer months. Another option may be to get the Workshop assistant trained in PAT and have him share Bill Reynold's workload. Group agreed that this should be discussed with Ian</li> </ul>	<p>LG/IB LG All LG LG/IB</p>

Leith then raised at the next PAT meeting.

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| iv. Some Group members have recently received worrying reports about children being brought into SLS labs. All agreed that this should be raised with Ian Leith and a reminder issued to all personnel.                                                                                                                                                                                                                                                                                                           | <b>LG/IB</b> |
| v. IB reported that there had been a change in the policy on Hepatitis B vaccinations for personnel working with human blood/tissue. Previously all staff were offered Hep B vaccination as a matter of course but now the need for vaccination will be determined by risk assessing each case. IB and LG to discuss this with the PGMI personnel who have been making enquiries.                                                                                                                                 | <b>LG/IB</b> |
| vi. IB to put Steve Moore in touch with Kirsten Paterson regarding his request for information on waste disposal contractors.                                                                                                                                                                                                                                                                                                                                                                                     | <b>IB</b>    |
| vii. IB/LG to deliver the next H&S Induction Seminar before the end of April. IB to fix a date.                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>IB</b>    |
| viii. ML reminded LG that the Undergraduates' H&S Induction Seminar has to be ready for the start of the next academic year. LG and ML to start work on this in May. ML also reminded LG that the LSTU risks assessments still have to be made available on My Dundee. LG suggested that the summer period be used to deal with unapproved assessments and to review all currently approved assessments. After approval/review assessments can then be converted into PDF format, ready for posting on My Dundee. | <b>ML/LG</b> |