

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 30th April 2008 at 2pm in Meeting Room 116

Present

Lisa Grayson (LG)
Monica Lacey (ML)
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"> 25th February 2005 	
AOCB	
vi. IB still to arrange Evac Chair refresher training.	IB
<ul style="list-style-type: none"> 2nd August 2005 	
6. Progress on Outstanding Inspection Tasks	
i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.	LG
<ul style="list-style-type: none"> 29th March 2006 	
8. AOCB	
i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work.	IB/LG
<ul style="list-style-type: none"> 26th April 2006 	
2. Outcomes of Roof Access Meeting	
LG to draft risk assessment and issue for comment.	LG
<ul style="list-style-type: none"> 27th September 2006 	
5. AOCB	
iii. See 30/4/08 AOCB item i.	
<ul style="list-style-type: none"> 8th December 2006 	
2. Tasks Arising From H&SMC Meeting	
x. IB and LG to reformat induction seminar to cover GLP.	LG/IB
5. AOCB	
iv. LG to finalise risk assessments for A&FA activities and copy to Roger Soames.	LG
ix. Next Fire Safety Inspection due on 7/6/08. Test emergency phones and alarms at same time.	IB/LG
<ul style="list-style-type: none"> 31st May 2007 	
3. Checking/Approval of Risk Assessments & SOPs	
Quality of the practical class risk assessments to be checked during the transition from the current RA system to the web interfaced system.	LG/ML
6. AOCB	
i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web.	LG
<ul style="list-style-type: none"> 27th June 2007 	
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.	LG
v. LS Dangerous Substances Register: responses still to be collated.	LG
<ul style="list-style-type: none"> 29th August 2007 	
2. H&S Guidance for Engineers, Contractors and E&B Personnel in CLS Labs	
LG to communicate Group's decisions to Lab Managers.	LG
<ul style="list-style-type: none"> 26th September 2007 	
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 4. Procedures for Decommissioning and Hand Over of Areas to Contractors Actions arising from meeting on 28/11 to be completed. 7. AOCB <ul style="list-style-type: none"> ii. LG to chase up banana oil kit order. 	<p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 28th February 2008 2. Policy & Procedures for Water Supply Shutdown LG to progress identified issues forward. 4. Servicing/Testing of Fixed Gas Installations LG to consult Safety Services on servicing/testing requirements for such installations. 6. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> ii. Risk assessment for the practical class involving rotten potato is being reviewed. iii. Temperature control problems in teaching lab are being addressed by E&B. 7. AOCB <ul style="list-style-type: none"> ii. DSE risk assessments: LG still to email OME personnel. iii. IB emailed Terry Sweeney re eyewash shower covers. No reply. Will email again. iv. LG to check with Safety Services on Syber Safe gel disposal. 	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>LG</p>
<ul style="list-style-type: none"> • 26th March 2008 2. Drinking Water <ul style="list-style-type: none"> i. IB and LG to check labelling of drinking/mains water taps then inform Lab managers of recommendation to remove Water at Work dispensers from areas where all personnel have access to a mains water tap in a suitable non-lab area. ii. ML to put a request into E&B for taps to be labelled in Carnelley/OMS. 3. Dark Room Ventilation and Waste <ul style="list-style-type: none"> i. LG to get details about Dark room ventilation problems from the Lab Managers via email before approaching Terry Sweeney. ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration. 4. Next Month's Big H&S Issue See 30/4/08 item 2. 5. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> i. LG to put an account of the bromophenol blue/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff. ii. LG to put an account of the paraformaldehyde/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff. 6. AOCB <ul style="list-style-type: none"> i. ML to monitor progress on resurfacing of the OMS/Carnelley ground floor link area. ii. IB to discuss the outcome of the 'removal of black bag' trial with Ian Scragg. iii. Lab Managers to be informed of revised battery disposal guidance at their next meeting. iv. Lab Managers to be informed that: (1) catalogues will continue to be collected in white, rather than green, bags; (2) early morning cleaners should decide when to empty green bags based on what each cleaner thinks they can safely handle. vi. Safety Services confirmed that Dolland and Aitchison is the only optician currently participating in the University £40 contribution scheme. vii. ML to assess the requirement for prescription safety glasses amongst the Teaching Staff and consult with Jim Elliott. 	<p>IB/LG</p> <p>ML</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p> <p>IB</p> <p>IB/LG</p> <p>IB/LG</p> <p>ML</p>
<p>2. Next Month's Big H&S Issue Run with Shattered Lives Campaign for another month.</p>	
<p>3. Monthly Review of Accident/Incident Reports There were no serious accident/incident reports to review.</p>	
<p>4. AOCB</p> <ul style="list-style-type: none"> i. LG still to issue MSI 2 Inspection Report. Inspection scheduled for 10/4 was postponed due to Lab Manager being on holiday. Inspection to be rescheduled for 7/5/08. ii. IB informed group that she had received the Fire Risk Assessment/Report for WTB from Larry Fortune. IB/LG to meet to go through in detail and identify actions assigned to CLS. iii. IB and LG to carry out first official fire alarm test on 7/5/08. 	<p>All</p> <p>IB/LG</p> <p>IB/LG</p>