

LS H&S Working Group Meeting Minutes

Held on Friday 31st January 2003 at 10am in Meeting Rm 112, WTB

Present

Irene Blair
Gail Alexander
Lisa Grayson
Monica Wilson

Apologies

Aileen Watson

1. Matters Arising from Minutes of Previous Meetings

• 8th Feb 2002

- Item 2, point 6 - Lisa Emailed Ian Scragg asking for a copy of the H&S Induction checklist referenced in Safety Policy Arrangement 7/2002. Waiting for reply. If not available, one of the checklists obtained from the www will be amended.
- Item 4 - Working Group agreed to postpone the commencement of the 2003 inspection program until after the first SLS H&S MC meeting. Still to draft program and set dates. Inspection of liquid N2 facilities will probably be done first, School wide. Biological safety inspections will follow, possibly at a frequency of one Division per month.
- Item 5 - Monica now has access to H&S databases. Irene still to check access to H&S personnel database. Lisa still to check out data protection issues.
- Item 6 - Revision of New Starts Induction material completed and seminar held on Thursday 30th Jan. See item 3 of today's agenda for further information.

• 22nd Feb 2002

- Update of documentation relating to handling and sampling human blood is still in progress. Lisa will produce local rules that cover all

Action

LG

All

IB

LG

- aspects including ethical approval, donor consent, etc.
 - Monica has agreed to take on the role of RPS for LSTU. Marilyn Hardie has agreed to deputise. Lisa to arrange for Monica's letter of appointment. **LG**
- **29th March 2002**
 - **AOCB**
 - Point 2 -Group members still to review SS system and comment at next meeting. Training of LSTU technicians in risk assessment procedures is ongoing. Irene asked Stores staff to begin the risk assessment process by listing significant hazards and risks in their area. Mike Hannan submitted a list, mainly comprised of complaints. Irene to discuss this with Mike. **All**
- **26th April 2002**
 - Policy Document Update (Item 3)
 - Wolfram has left the UoD therefore spin-off company is no longer an issue.
 - Procedures for Visitors Update (Item 4)
 - Lisa still to get information sheets printed for all buildings. Also some minor amendments to make to be in keeping with SS Policy Arrangement 13/2002. H&S Management Committee still to ratify policy. Lisa to check with Ian on visitor badges, currently being used by MRC/DSTT. **LG**
 - Fire Warden's Checklist (Item 5)
 - Irene has now drafted Fire Marshal Checklist for MSI and WTB. Gail and Monica to update BSI and OMS checklists. Larry Fortune will run Fire Warden/Marshal training after Fire Strike. Training will include use of evacu-chair. **GA/MW**
 - SLS H&S Procedures Document (Item 7)
 - Procedures document "brain storming" session still to be arranged. **All**
 - Permit to Work Scheme (Item 8)
 - Lisa and Irene still to submit a draft PTW form and example SOP to George Morrison. **IB/GA**
- **20th August 2002**
 - OMS Report (Item 3)
 - Brian is no longer working in OMS. Lynda Conolly is now providing technical support to Mike Rennie's group. Monica to brief Lynda on outstanding H&S issues. **MW**
 - General Risk Assessment System (Item 4)
 - Working Group agreed that training of GHSA's should take place in March. Lisa and Irene to organise. **LG/IB**
- **25th October 2002**
 - Agenda for First H&S Management Committee Meeting (Item 2)
 - Meeting scheduled for 14th February 2003. Agenda finalised and

issued. Lisa to issue papers.	LG
<ul style="list-style-type: none"> ○ AOCB <ul style="list-style-type: none"> ➢ Commercial Company operating in BSI 	
Gail mentioned that Jim Thomson has a commercial company using lab space in BSI. Gail still to check on H&S agreement.	GA
<ul style="list-style-type: none"> ● 29th November 2002 <ul style="list-style-type: none"> ○ Report on Mortuary Visit <ul style="list-style-type: none"> ➢ Lisa and Irene to begin tackling risk assessment deficit after SLS H&S MC meeting. 	LG/IB
<ul style="list-style-type: none"> ○ Report on Police Inspection <ul style="list-style-type: none"> ➢ Lisa still to Email PIs for an update on Schedule 5 agent holdings. 	LG
<ul style="list-style-type: none"> ○ AOCB <ul style="list-style-type: none"> ➢ Aileen Watson is on extended sick leave. In her absence, Nick Helps is acting RPS for MRC/DSTT. Lisa and Shona McInroy are currently tackling problems on WTB1. ➢ Lisa still to prepare and forward, to Ian Leith, formal update on the actions taken in light of the GM Inspection report. 	LG
2. HSE Inspection in BSI	
<ul style="list-style-type: none"> i. The HSE visited BSI on Monday 20th to investigate an accident in which a member of technical staff fell into a loch while collecting samples. No direct injury was sustained but an existing back problem aggravated. The technician involved reported the accident directly to HSE, complaining about the lack of proper risk assessment and training. ii. Irene and Gail took immediate action, before HSE involvement, to put risk assessments and training in place. iii. Gail felt the investigation went as well as could be expected. The inspector made reference to risk assessment, COSHH and induction training. The formal report will be sent to Safety Services. Gail to obtain a copy for the Working Group. 	GA
3. New Starts Induction Seminar Jan 2003	
<ul style="list-style-type: none"> i. The New Starts H&S Induction seminar was held on 30th Jan. Only 36% attendance - this will be raised at H&S MC meeting on Feb 14th. Irene and Lisa to call for mandatory attendance and completion of H&S questionnaire by all new starts. 	IB/LG
<ul style="list-style-type: none"> ii. The list of new starts Irene received from Jennifer McLean did not appear to be complete. As a result, some new starts were not invited to the seminar. Lisa to discuss with Janette how best to ensure all new starts are included. 	IB/LG
<ul style="list-style-type: none"> iii. Gail suggested the seminar should include information on waste disposal and safe use of equipment (e.g. centrifuges, electrophoresis equipment, UV apparatus and lasers). Lisa and Irene to amend presentation accordingly. 	LG

- iv. Irene and Lisa agreed to run the induction seminar whenever there is sufficient demand. The number of new starts that would constitute sufficient demand is yet to be agreed.
- v. Lisa stressed the need for Group Leaders and lab managers to provide immediate, basic H&S training. Induction training checklist is required to ensure a standard, adequate training program is adhered to (see 8th Feb 2002).

IB/LG

4. AOCB

- i. John Davies' audit report is now available. Report does not highlight any problems the Group is not already aware of. Lisa has a copy if any Group members are interested.
- ii. Irene is concerned about the possibility of emergency and eyewash showers harbouring Legionella bacteria. Irene to discuss this with Frank Bruce.

IB