

SLS H&S Working Group Meeting Minutes

Held on Friday 30th January 2004 at 10am in Rm 111, WTB

Present

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

Apologies

None

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> • Accepted as a true and accurate account. <p>Matters Arising:</p> <ul style="list-style-type: none"> • 29th July 2003 <ul style="list-style-type: none"> 3. Target for Next H&SMC Meeting <ul style="list-style-type: none"> vi. Development of basic training checklists training program still to begin. LG, IB and GA to meet week commencing 9/2/04 and come up with plan of action. 4. Summer Students <ul style="list-style-type: none"> IB still to ask lab managers to monitor and report any instances of personnel commencing work without any formal induction. • 31st October 2003 <ul style="list-style-type: none"> 2. Visitors Procedure and Information Brochure <ul style="list-style-type: none"> iv. Procedure and brochure approved by H&SMC on 3/12/03. Lisa to post on website and inform Reception and other admin staff as appropriate. v. ML to see Sandy Chudek about designating an OMS/Carnelley office as a temporary reception. This will allow Visitors procedures to be implemented. 3. SLS H&S Management Committee Meeting <ul style="list-style-type: none"> H&SMC meeting held on 3/12/03. 7. Accident/Incident Reports <ul style="list-style-type: none"> iii. ML still to report OMS radioactive sink overflow incident. Trefoil sign posted. 8. AOCB <ul style="list-style-type: none"> iv. See item 2 of today's agenda. v. Improper use of OMS and Carnelley old main entrances – issue resolved. vi. See item 6 of today's agenda. vii. Latest Packaging of Dangerous Goods document obtained. viii. Lisa to forward Mortuary H&S material to Sue Black for her comments. • 28th November 2003 <ul style="list-style-type: none"> 2. Comments on Previously Issued Documents <ul style="list-style-type: none"> i. GA's comments factored into documents. 3. H&S Policy & Guidance for LSTU Staff & Students <ul style="list-style-type: none"> i. See item 5 of today's agenda. iii. H&SMC decided LSTU H&S policy/guidance should be approved first by the Teaching Committee, then by the H&SMC. iv. Sandy Chudek confirmed that attendance of H&S Workshop is mandatory for all Molecular Science students. Plan is to apply this across LSTU. v. LG still to update Portfolio to include clear guidance on H&S induction/training for 4th year project students working in research labs and other personnel groups. 	<p></p> <p>LG/IB/ GA</p> <p>IB</p> <p>LG</p> <p>ML</p> <p></p> <p>ML</p> <p></p> <p>LG</p> <p></p> <p>LG</p>

4. AOCB

- i. LG asked Kirsten Paterson to give SLS H&S prior notice of any future PhD student H&S seminars.
- iii. LARA training program started on 19/12/03. All LSTU now have access.
- iv. and v – see item 9 of today’s agenda.
- vii. IB has no objections to H&SWG meeting minutes being posted on website.

2. Yellow Bag Pilot Status

- i. Pilot has been running in MRC/DSTT for 2 weeks without any major problems.
- ii. AW informed Group that trace chemical plastic pipettes are no longer going into yellow bins/bags. They are being disposed of in the existing autoclave boxes alongside pipettes contaminated with biological material. (In line with revised sharps disposal.) This significantly reduces volume of yellow bin/bag waste.
- iii. IB agreed this was acceptable providing contamination is only trace and that it should be applied School wide. **IB/LG**
- iv. LG noted that the local rules would have to be updated in light of this change. **LG**
- v. IB to arrange meeting with Safety Services to discuss extending pilot to include all of SLS. **IB**
- vi. IB has asked Martin Rollo to refrain from using bags labelled as “NHS Clinical Waste”.
- vii. AW also informed Group that MRC/DSTT have a separate disposal route for empty chemical containers. This further reduces yellow bin/bag waste volume. IB/LG to consider if this would be feasible in other areas. **IB/LG**

3. Safety Services Demand for Weekly Checks on Fume Hoods

- i. BSI staff did not receive Martin Rollo’s email on this subject. This raised concerns that MSI/WTB was being singled out.
- ii. Also unsure as to exactly what should be tested: all LEV or just fume hoods? LG/IB to seek clarification from Ian Scragg/Kirsten Paterson at “Yellow Bag” meeting. **IB/LG**

4. Risk Assessment for Pregnant/Nursing Mothers

- i. LG raised issue of requirement for special risk assessment and produced a draft form to be used in conjunction with Safety Services’ existing guidance. LG to email copies to Group. **LG**
- ii. Group agreed that if there were specific concerns that SLS H&S personnel could not confidently advise on, Safety Services should be consulted and if necessary the case referred to Occupational Health.

5. H&S Policy & Guidance for LSTU

- i. LG factored GA’s comments into Policy document. LG to copy to Group ASAP. **LG**
- ii. Group to review document and comment by 20/2/04. **All**
- iii. LG submitted copies of proposals for LSTU H&S. Group to comment by 20/2/04. **All**
- iv. LG to submit finalised documents to Jim Elliott by end of Feb. **LG**

6. TC Suite/CL2 Inspection Checklist

- i. LG submitted draft inspection checklist. Group to review and comment by 13/2/04. **All**
- ii. Inspection to be held during last week in February. Will only apply to MSI/WTB. Group to give LG their availability for that week ASAP. **All**

7. DSE Risk Assessments

- i. LG will ask LARA Pilot Group to attempt DSE risk assessments for their own workstations. **LG**
- ii. IB to arrange meeting with Jennifer McLean to discuss how best to tackle DSE RAs within the admin/clerical staff group. **IB**
- iii. LG will show Jennifer how to use the LARA System DSE database. **LG**

8. H&S Budget

- i. LG asked for suggestions as to what should be covered by the H&S budget. Initial suggestions included H&S training course fees, stationery/printing costs (e.g. Portfolio, Visitors brochure) & purchasing literature (e.g. ACOPS).
- ii. Any further suggestions to be forwarded to LG.
- iii. IB to check on usage of current H&S account.
- iv. LG to get clarification from Kiran Oza on requirement for new server.

All
IB
LG

9. Comments on Previously Issued Documents

- i. GA submitted comments on SOPs. LG to check over.
- ii. LG and IB and meet during w/c 9/02/04 to discuss Safety Services' waste disposal and PTW documents.

LG
IB/LG

10. Accident/Incident Reports

IB recounted all recent accident/incident reports, most of which resulted in only minor injury. Two incidents of particular interest:

- i. A school teacher was holding a class for secondary pupils in the Carnelley building. During one experiment, an oil bath over heated and ignited. The teacher and LSTU staff in attendance extinguished the fire without any damage being sustained or the fire alarms activating.
- ii. There have been several incidents involving a first year student who appears to be suffering from mental illness. All LSTU staff are now aware of this issue. The individual concerned is receiving treatment/support.

11. AOCB

- i. LG to copy H&SWG agenda, minutes and relevant papers to Nick Helps from now on.

LG