

SLS H&S Working Group Meeting Minutes

Held on Friday 30th May 2003 at 2pm in Meeting Rm 111, WTB

Present

Irene Blair
Gail Alexander
Lisa Grayson
Monica Wilson
Aileen Watson

1. Previous minutes

- Accepted as a true and accurate account.

Matters Arising:

• **8th Feb 2002**

- Lisa added data protection statement to the H&S Personnel database and Emailed passwords to Lab Managers.

• **22nd Feb 2002**

- Shona has agreed to formally accept the role of RPS for WTB1. Lisa has arranged for Monica and Shona's letter of appointment. Nick Helps has arranged for Bob MacKintosh's formal appointment. Bill Hunter is also being officially appointed as RPS for the X-ray facility.

• **26th April 2002**

- Permit to Work Scheme (Item 8)
 - Irene still to raise with Ian Scragg.

• **29th November 2002**

- Report on Mortuary Visit
 - Monica has arranged for Netta Gallazzi to attend Irene's risk assessment training seminar scheduled for 12/6/03, 10am, small lecture theatre. Lisa & Irene still to consider how to demarcate clean & dirty areas.
- Report on Police Inspection
 - Update on Schedule 5 agent holdings will be done in August, when COP is reviewed (as per H&S Targets GANT charts). Lisa will report to Group at end of August.
- AOCB
 - Lisa has issued the formal update on the actions taken in light of the GM Inspection report to Ian Leith.

• **31st January 2003**

3. New Starts Induction Seminar Jan 2003

- i. Relevant core technical staff in MSI/WTB have been issued with the preliminary list of invitees for the H&S Induction seminar scheduled for 5/6/03. Several omissions were notified to Irene. Irene to extend this to the other SLS buildings.
- ii. Lisa still to draft a laboratory hazards summary sheet for non-laboratory personnel. Will be done before next month's meeting.

Action

IB

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<ul style="list-style-type: none"> 4. AOCB <ul style="list-style-type: none"> ii. Irene submitted list of all showers/eyewashes in SLS to Frank Bruce. All emergency showers will now be included in the chlorination program. • 28th February 2003 <ul style="list-style-type: none"> ix. See item 2 of today's agenda. 5. AOCB <ul style="list-style-type: none"> ii. Irene continuing to investigate the sharp-safe problem and will keep the Group informed of any developments. • 25th April 2003 <ul style="list-style-type: none"> 2. Targets Arising from SLS H&S Management Committee Meeting <ul style="list-style-type: none"> i. Targets were identified and issued to Group members. Included approximate timescales. 3. Feedback from MSI/WTB Lab Managers on H&S Portfolio <ul style="list-style-type: none"> iv. Lisa still to discuss relevance of Portfolio to MRC/DSTT with Nick Helps and Ian Leith. 4. LARA System <ul style="list-style-type: none"> ii. See item 3 of today's agenda. 5. Possibility of Visitor "Signing-In" Books in all SLS Buildings <p>Visitors badge issued has to be discussed with Ian Leith and Nick Helps in an attempt to come up with one system for MSI/WTB. Lisa to organise.</p> 7. AOCB <ul style="list-style-type: none"> iv. Irene to raise issue of lift emergency phones/alarms with Terry Sweeney. v. Irene is investigating the options for training in the packaging of toxic chemicals etc. Initial course lasts for 3 days and then refresher training is required every two years (2 day course). Option to have training course run on-site, £1200 for up to 5 people, or attend course in Aberdeen (£500 per person). Lisa commented that if 5 people were to give up 3 days of their time course must be relevant. Irene to check course content. Service available from Abertay in the mean time, if required. 	<p style="text-align: right;">IB</p> <p style="text-align: right;">LG</p> <p style="text-align: right;">LG</p> <p style="text-align: right;">IB</p> <p style="text-align: right;">IB</p>
<ul style="list-style-type: none"> 2. Immediate issue of truncated version of portfolio <ul style="list-style-type: none"> i. Sections 9 & 10 (basic and additional training) have been removed as has any reference to them. These sections cannot be implemented until training requirements have been identified and trainers have been trained. This could take 4-6 months. ii. Lisa issued copies to all present (will send copy to Sandy) and highlighted the main points, including the introduction of a reporting structure in the Policy document (as requested by the H&SMC). iii. Group asked to review and feedback within one week. iv. Lisa to discuss with Janette and get final version ready for issue in two weeks time. 	<p style="text-align: right;">All LG</p>
<ul style="list-style-type: none"> 3. LARA system demo <ul style="list-style-type: none"> i. Lisa decided this would be too time consuming for today's meeting and should be done separately. Lisa to arrange in approx two weeks time. ii. Lisa stressed how labour intensive the development of this system is. To adhere to the current timescales, it will require at least 2 days per week of her time. 	<p style="text-align: right;">LG</p>

<p>4. Brief review of LN2 Inspection reports</p> <ul style="list-style-type: none"> i. Inspection findings were very similar in all areas visited therefore one generic report will be drafted, detailing the necessary corrective action and specifying a deadline for its implementation before October. Lisa and Irene to draft report within two weeks. ii. Standard risk assessment, SOP, training record and signage will be issued with report. Lisa and Irene to prepare. iii. Aileen felt John Lucocq should receive a separate copy of the report rather than be included with DSTT. Lisa will ensure this is the case. 	<p>LG/IB</p> <p>LG/IB</p> <p>LG</p>
<p>5. Monthly review of accident/incident reports</p> <ul style="list-style-type: none"> i. A near miss occurred in the X-ray facility. It has been thoroughly investigated by SLS and SS and corrective action implemented. ii. An undergraduate student became ill after consuming salt water during a practical class. 	
<p>6. AOCB</p> <ul style="list-style-type: none"> i. SLS H&SMC meeting minutes <ul style="list-style-type: none"> • Lisa pointed out a few anomalies in the minutes. These will be rectified at the next H&SMC meeting. • Gail suggested these minutes could be made available on the web. Lisa to raise at next meeting. ii. MRC Visitors Information sheet <ul style="list-style-type: none"> • Lisa suggested the SLS and MRC Visitor Information sheets could be amalgamated into one sheet for the MSI/WTB Complex. Lisa to raise at meeting with Nick and Ian (see 25th April 2003, item 5). iii. Proposed change to SLS H&S Management Structure <ul style="list-style-type: none"> • Lisa suggested the role of Building H&S Co-ordinator be done away with and that Gail and Irene replace Brian Eddy and Ian Leith as Building H&S Officers. Each BHSO will be asked to appoint a deputy to cover when they are absent. Gail did not think Brian would object and Lisa has already cleared this with Ian Leith. Lisa to consult Sandy. • All Group members agreed to this change. • Lisa to amend Policy document accordingly. • Lisa also pointed out that the new reporting structure negates the requirement for BHSOs to attend the SLS H&SMC meetings. All Group members agreed. Lisa to consult Sandy. 	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>