

2. Visitors Procedure and Information Brochure	LG
i. Group found no fault with Visitors information Brochure. Lisa to see Angie Nicoll about getting copies professionally printed.	LG
ii. Ian Leith wants brochure to be issued along with new Visitor Badges ASAP. Irene said Reception would start issuing badges w/c 3/11, once Debbie returned from holiday. Lisa to give Debbie supply of brochures.	All
iii. RMG insisted on certain changes to Visitors procedure document. Key changes were made but definition of a child remains as is (backed up by Kirsten Paterson). Group to review and comment on amended document (as per Lisa's memo issued on 7/10) by mid November.	IB
iv. Document must be approved by RMG and H&SMC before procedures can be fully implemented.	
v. Monica pointed out that the procedures could only be fully implemented in OMS/Carnelley if the LSTU Office is officially designated as building/complex Reception and the office staff are required to participate. Group agreed this would be desirable. Irene to ask Leith to raise this issue with Janette Cordiner.	
3. Liquid Nitrogen Inspection Report Material	
i. Group agreed all material was ready for immediate issue.	
ii. Group agreed on next inspection date of March 2004 and inspection team signed off master copy of report.	
iii. Irene contacted Jencons re the issue of testing vessels fitted with liquid withdrawal heads. According to Jencons, testing is not a legal requirement but is recommended. Jencons offer a on-site testing service. Irene to gauge demand/willingness to pay.	IB
iv. Report will be issued to Gail, Monica and Sandy and they can each decide which of their personnel should receive a copy and inform Lisa if additional signs etc are required. All MSI/WTB LN2 facility managers, as identified during the inspection, will receive a separate copy. Lisa to issue ASAP.	LG
4. SLS H&S Management Committee Meeting	
i. Lisa had prepared draft agenda. Group were happy with content.	
ii. Lisa/Monica to report on H&S policy and procedures for undergraduate students. Monica to forward any relevant material to Lisa ASAP.	ML
iii. Irene to fix a date/venue for the meeting ASAP. Aim for end of Nov/beginning of Dec.	IB
iv. As soon as a date is agreed, Lisa to issue agenda.	LG
v. Papers to follow 1-2 weeks before meeting date.	LG
5. Chemicals Database Help	
i. Gail picked up on one or two grammatical/spelling mistakes. Lisa to rectify.	LG
ii. Otherwise, Group were happy with Help information as is.	
6. BHSO/Deputy BHSO Arrangements for OMS/Carnelley	
i. Arrangements remain as they are (i.e. Monica/Marilyn for OMS and Sandy/Terry for Carnelley) until Monica informs the Group of any change in location of personnel/LSTU.	ML
7. Accident/Incident Reports	
i. Member of DSTT staff suffered a hypoglycaemic attack in lab during normal working hours. Individual was given a sugary drink and made full recovery without further treatment. Nick Helps investigated and completed an incident report. Special glucose treatment is now being made available in case of a recurrence. Irene is concerned over the burden on co-workers/First Aiders in such cases and would like Occupational Health to be involved. Irene also stressed that lone and out-of-hours working is not advisable for individuals prone to such attacks. Irene to monitor situation.	IB

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| <ul style="list-style-type: none"> ii. Letty Gibson reported radioactive contamination being found on the outside of a lead pot in a newly opened package received from Amersham. This emphasises the need to adhere to safe, proper procedure when opening radioisotope deliveries and it flags up a potential danger to Stores staff. Lisa is due to issue an SOP for Receipt of Radioactive Materials in WTB Stores which will address this issue. | LG |
| <ul style="list-style-type: none"> iii. Monica reported an incident in OMS in which a designated radioactive sink overflowed and flooded a lab. Items used in a 3H experiment were soaking in the sink at the time. An early morning cleaner discovered the flood and, although she recognised the sink as being a radioactive area, proceeded to wade through the flood; turn off the tap; plunge her (gloveless) hand into the sink to remove the plug; then mop up the flood. OMS staff discovered what had happened after cleaner had left for the day. All areas/items that may have been exposed to the flood water were wipe-tested. Only two results came back just above background - these were from areas well away from the source of the flood and suspected to be old hot spots from a previous incident. All other results were negative and it was concluded that no significant contamination or exposure had occurred. Monica informed David Hewick who asked her not to officially report the incident to him to avoid raising unnecessary concern amongst the cleaning staff. Monica will report the incident internally, to Irene Blair, as per normal SLS procedure. Irene asked that new trefoil signs be posted on the sink. | ML |
| <ul style="list-style-type: none"> iv. Television fell of its stand onto an LSTU technician but no injury was sustained. v. LSTU technician has suffered repetitive strain injury as a result of working in the Media Kitchen. Kirsten Paterson interviewed the person involved and is sure the case is genuine. Irene will ensure that during the technician's next stint in the Media Kitchen, they are given alternative duties that will not exacerbate the problem. | IB |

8. AOCB

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| <ul style="list-style-type: none"> i. Irene reported that the Baldovie plant has broken down and yellow bin/bag waste is currently being taken to Glasgow. Prior to this, Martin had to keep yellow bags in bins during transport to prevent leakage onto hire van floor. Only 10 bins can fit into the van at once, so many trips were necessary. (Aileen pointed out that MRC/DSTT could generate this many bins in one day.) One instance of a plastic pipette puncturing a bag has been reported. Irene was unsure as to whether, in light of these problems, Safety Services would want SLS to suspend the pilot scheme, continue as is or expand it. Irene to seek clarification from Kirsten Paterson. Aileen said MRC/DSTT would be willing to participate in the pilot scheme. This would generate the high volume necessary to fully test the system. | IB |
| <ul style="list-style-type: none"> ii. Monica to inform Ian Leith of her concerns over the improper use of OMS and Carnelley old main entrances (both now fire escapes). | ML |
| <ul style="list-style-type: none"> iii. Irene raised the issue of the next H&S inspection due to be carried out by the Group. Lisa said the original plan was to carry out an inspection of risk assessments and training records - primarily to establish how bad the current situation is - but she is not convinced that this will be a worthwhile use of time and resources. Group agreed that an inspection of the TC facilities is more urgently required. Lisa to draft a checklist based on the local rules issued in preparation for last year's GM inspection. | LG |
| <ul style="list-style-type: none"> iv. Irene to order a copy of the latest Packaging of Dangerous Goods document. Lynda Connelly to hold copy and give access to all SLS. | IB |
| <ul style="list-style-type: none"> v. Lisa and Monica to meet to discuss progress on Mortuary risk assessments and SOPs before next H&SWG meeting. | LG/ML |