

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 31<sup>st</sup> October 2007 at 2pm in Meeting Room 116

**Present**

Lisa Grayson (LG)  
 Monica Lacey (ML)  
 Irene Blair (IB)

**Apologies**

**1. Previous Minutes**

- Accepted as a true and accurate account.

**Matters Arising:**

• **25<sup>th</sup> February 2005**

**AOCB**

- vi. IB still to arrange Evac Chair refresher training.

• **30<sup>th</sup> June 2005**

**11. AOCB**

- i. LG to see Mike Hannan about Dangerous Goods information.

• **2<sup>nd</sup> August 2005**

**6. Progress on Outstanding Inspection Tasks**

- i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.

• **29<sup>th</sup> March 2006**

**8. AOCB**

- i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work.  
 Battery/sensor packs for O2 monitors have been installed.

• **26<sup>th</sup> April 2006**

**2. Outcomes of Roof Access Meeting**

Still waiting on a reply from David Hewick re risk assessment for radioactive releases.

• **27<sup>th</sup> September 2006**

**5. AOCB**

- iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. LG still to write up reports for other areas.

• **8<sup>th</sup> December 2006**

**2. Tasks Arising From H&SMC Meeting**

- ii. Information on controlled substances is almost complete. LG to finalise. LG decided there was no point in pursuing a direct link from PECOS since the system is so problematic.
- iv. ML still to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting.
- viii. Smoking ban email has been issued and signs have been posted.
- x. LG to keep Group updated on development of GLP training package.

**5. AOCB**

- iv. LG to finalise risk assessments for A&FA activities and copy to Roger Soames.
- ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. Combine with Fire Safety Inspection.

• **25<sup>th</sup> April 2007**

**6. AOCB**

- iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG still to arrange to check the books.

• **31<sup>st</sup> May 2007**

**3. Checking/Approval of Risk Assessments & SOPs**

Quality of the practical class risk assessments will be checked during the transition from the current RA system to the web interfaced system.

**6. AOCB**

- i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web.
- ii. LG still to produce signs giving directions to the phone in the JBC Wash-Up facility.

**Action**

IB

LG

LG

IB/LG

LG

LG

LG

ML

LG

LG

IB

LG

LG/ML

LG

LG

<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> June 2007</b> <ol style="list-style-type: none"> <li>3. <b>“Out-duction” Checklist</b> LG issued draft to Lab Managers for comment. Letty Gibson is to discuss the role of the Divisional Secretaries in this with Zoe Hirons and feed back to LG.</li> <li>4. <b>Checklist for New Radioisotope Users</b> LG issued draft to Lab Managers for comment. Lab Managers approved. Form is now in use.</li> <li>7. <b>AOCB</b> <ol style="list-style-type: none"> <li>i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&amp;S Policy.</li> <li>iii. ML to check on the use of Hazard Group 2 and GM micro-organisms in practical classes and report back to LG.</li> <li>iv. TC suite inspections still to be completed. LG to organise.</li> <li>v. LS Dangerous Substances Register: responses still to be collated.</li> </ol> </li> </ol> </li> <li>• <b>29<sup>th</sup> August 2007</b> <ol style="list-style-type: none"> <li>2. <b>H&amp;S Guidance for Engineers, Contractors and E&amp;B Personnel in CLS Labs</b> LG to communicate Group’s decisions to Lab Managers.</li> <li>3. <b>HSE Radiation Safety Inspection</b> New Radioisotope Users’ Checklist has been issued and SOPs have been updated.</li> <li>4. <b>Monthly Review of Accident/Incident Reports</b> Radioactive spill SOPs have been reviewed, re-issued and brought to the attention of all radiation workers.</li> <li>6. <b>AOCB</b> <ol style="list-style-type: none"> <li>ii. Person experiencing peeling skin when wearing nitrile gloves: condition has improved now that they have switched back to latex gloves. IB to submit incident report.</li> <li>iv. LG to email Bill Reynolds to see what the situation is with the PAT testing program.</li> </ol> </li> </ol> </li> <li>• <b>26<sup>th</sup> September 2007</b> <ol style="list-style-type: none"> <li>2. <b>DSE Risk Assessment Progress</b> LG updated Lab Managers at their October meeting. ML to ensure DSE assessments for SLT are updated at the end of the current semester.</li> </ol> </li> </ul>	<p>LG</p> <p>ML</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>LG</p> <p>ML</p>
<p><b>2. HSE Radiation Safety Inspection</b> LG reported that the HSE Radiation Safety Inspection held on 10/10/07 went well. The Inspector appeared to be impressed with the facilities and the staff and students who were interviewed came across as being very knowledgeable and well trained.</p>	
<p><b>3. University Insurer’s Inspection</b> Terry Sweeney is co-ordinating this inspection which is due to take place on 8/11/07. Terry is uncertain as to exactly what will happen on the day. Group members agreed to make themselves available all day on the 8<sup>th</sup> in case they are required.</p>	
<p><b>4. Procedures for Decommissioning and Hand Over of Areas to Contractors</b> LG explained that Safety Services are preparing a new policy arrangement on this topic. LG has forwarded her recommendations to Ian Scragg for his consideration. LG to keep Group informed.</p>	<p>LG</p>
<p><b>5. Monthly Review of Accident/Incident Reports</b></p> <ol style="list-style-type: none"> <li>i. An undergraduate has experienced a reaction to nitrile gloves. Individual concerned has been supplied with silk glove liners.</li> <li>ii. A member of staff trapped their hand between the door leading into DSTT and the wall. They suffered some bruising to the hand. E&amp;B have been asked to adjust the door.</li> <li>iii. An undergraduate fainted in class. They had not eaten that morning and the lab was very warm. No injuries were sustained.</li> <li>iv. A member of research staff cut their finger on a chipped flask. Individual reminded to check glassware for damage before use.</li> </ol>	
<p><b>6. Next Month’s Big H&amp;S Issue</b> As before.</p>	
<p><b>7. AOCB</b></p> <ol style="list-style-type: none"> <li>i. ML informed the group that the air con/temperature control in the SLT labs is not functioning as required. Labs are frequently too hot or too cold. The problem has been reported to E&amp;B but has not been resolved thus far. ML to keep group informed.</li> <li>ii. LG informed the group that face-fit testing for all respirator wearers was to take place shortly. LG to report on progress at next meeting.</li> </ol>	<p>ML</p> <p>LG</p>