

CLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 30th January 2007 at 2pm in WTB Meeting Room 112

Present

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

Apologies

Priorities are in **red text**.

	Action
1. Previous Minutes	
<ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
Matters Arising:	
<ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 	
<ul style="list-style-type: none"> xi. IB has made good progress on SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste. 	IB IB/LG
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB 	
<ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café. 	IB
<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. 	IB
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web. 	LG
<ul style="list-style-type: none"> • 2nd August 2005 	
<ul style="list-style-type: none"> 6. Progress on Outstanding Inspection Tasks 	
<ul style="list-style-type: none"> i. LN2 Inspection Tasks: d. EM facility assessments still to do. LG to produce generic RAs and SOPs that will cover all facilities. 	LG
<ul style="list-style-type: none"> • 25th January 2006 	
<ul style="list-style-type: none"> 5. Monthly Review of Incident/Accident Reports 	
<ul style="list-style-type: none"> v. LG to address queries relating to SOP arising from MMuLV incident. 	LG
<ul style="list-style-type: none"> • 22nd February 2006 	
<ul style="list-style-type: none"> 5. Monthly Review of Incident/Accident Reports 	
<ul style="list-style-type: none"> iv. LG has put an account of the chicken retrovirus spill on the web. 	
<ul style="list-style-type: none"> • 29th March 2006 	
<ul style="list-style-type: none"> 4. Checklist for New PIs 	
<ul style="list-style-type: none"> LG to continue working on this. 	LG
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipework. IB/LG to test how the portable monitor performs in the cold rooms. LG still to establish a program of 6 monthly checks on all monitors in SLS. 	LG/IB LG
<ul style="list-style-type: none"> • 26th April 2006 	
<ul style="list-style-type: none"> 2. Outcomes of Roof Access Meeting 	
<ul style="list-style-type: none"> LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. Waiting on a reply from D Hewick re risk assessment for radioactive releases. 	LG
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> iv. Due to recent change of glass bins, guidance will have to be reviewed. 	LG

<ul style="list-style-type: none"> • 28th June 2006 <ul style="list-style-type: none"> i. Account of individual trapped in -20 freezer has been included on Lessons to be Learned page on H&S web site. 	
<ul style="list-style-type: none"> • 30th August 2006 <ul style="list-style-type: none"> 2. Additional Anti-terrorism Measures <ul style="list-style-type: none"> i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. 5. Accidents & Incidents <ul style="list-style-type: none"> i. Measuring cylinder melted after being left unattended on a hot-plate stirrer. LG has added this to Lessons to be Learned web page. 	LG
<ul style="list-style-type: none"> • 27th September 2006 <ul style="list-style-type: none"> 2. Internal H&S Audit based on RoSPA Questionnaire LG still to arrange a meeting to make a start on the H&S status report. 5. AOCB <ul style="list-style-type: none"> i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary. ii. IB to include Teaching Technicians in the Evac Chair training program. iii. CIR 1 and M still to be inspected. LG still to write up reports. 	LG IB/LG IB AII/LG
<ul style="list-style-type: none"> • 1st November 2006 <ul style="list-style-type: none"> 2. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> ii. Staff to be reminded of the procedure for dealing with chemical contamination of the eyes. See 30/1/07 item 4. 4. AOCB <ul style="list-style-type: none"> ii. LG has reviewed the DSE guidance on the H&S web site and deems it be clear and concise. iii. LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS. iv. LG has made room bookings for H&SWG meetings in 2007. 	LG
<ul style="list-style-type: none"> • 8th December 2006 <ul style="list-style-type: none"> 2. Tasks Arising From H&SMC Meeting <ul style="list-style-type: none"> i. LG has calculated the BTC compliance rate for 2006. ML to discuss compliance problem in A&FA with Sue Black and LG to discuss TMRC problem with Steve Moore, once compliance rates are made public. ii. LG to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list. iii. LG to ensure Divisional Secretaries are asked to include the following policies under the H&S item of their next Divisional Meeting agenda: Lab Coats, Disposable Gloves, Risk Assessment. iv. Gillian Jones has started to introduce the Stress Policy at Divisional meetings. LG to set up "Stress" web pages. ML to ask GJ if she would like to attend the next Learning & Teaching board meeting. v. LG and ML to email URL for H&SMC meeting minutes to all PIs and Module Leaders respectively. vi. LG to email H&SMC minutes to Lab Managers and ask them to put a hardcopy on their safety notice-boards. ML to put hardcopy on OMS safety notice-board tea room. vii. LG to contact Divisional Secretaries two months in advance of H&SMC meetings asking them to ask PIs for agenda items at their next Divisional Meeting. viii. The College Board's decision on a 25m smoke free zone was discussed. The Group members agreed that this would be very difficult to enforce and suggested adhering to the University's recommendation of a 6m zone. Group members also agreed that additional prohibition signs should be posted in, and cigarette bins removed from, areas currently used by smokers that fall within the 6m zone. LG to forward these suggestions to IRL. ix. IB to check for commercially available "remove gloves and wash hands" signs. If none are available, Group will design their own signs and post them on all lab doors leading to non-lab areas. x. LG and IB to liaise with Ian Scragg on development of a GLP training package. In the mean time, LG and IB to put more emphasis on GLP during Induction Training. xi. LG to attempt to make significant progress on generic risk assessments before January's meeting and continue to liaise with Ian Scragg on this subject. 	ML LG LG LG LG ML LG/ML LG LG LG IB LG/IB LG

<p>xii. IB is happy for 6 monthly accident/incident summaries to be displayed on safety notice boards. IB to look at making summary less “cryptic” then issue current list to Lab Managers and ML.</p>	<p>IB</p>
<p>3. Monthly Review of Accident/Incident Reports</p>	
<p>ii. The coffee table in the WTB Foyer collapsed when a School pupil attending a RSE Master Class leaned on it. Fortunately, the extremely heavy glass top did not break or land on anybody and no injury or damage was sustained. Table has been reassembled and moved slightly to one side but no other controls are apparent. IB/LG to investigate.</p>	
<p>iii. An undergraduate student flicked a piece of embalmed tissue into their eye during a dissection class. The eye was rinsed thoroughly with water and there was no lasting irritation. Incident would not have occurred if student had been wearing eye protection. This will be addressed during the risk assessment process.</p>	<p>IB/LG</p>
<p>v. A 2.5 litre bottle of ethanol spontaneously shattered in the WTB Loading Bay. No one was injured and Stores staff mopped up the spill. We believe that the bottle shattered due to it being very full and the ethanol expanding when it was moved from the cold solvent store to the warmer loading bay. Stores staff have been advised to place Winchesters into a plastic tub when removing them from the solvent store and transporting them around the complex. LG to put an account of this on the “Lessons to be Learned” web page.</p>	<p>LG</p>
<p>vi. An Honours Student ignited a small volume of ethanol (few ml) contained in a glass beaker while flaming a metal spatula. The student was holding the beaker when the ethanol ignited and subsequently dropped it onto the bench. A nearby Post Doc extinguished the flames. Student sustained a minor burn to their hand. LG to put an account of this on the “Lessons to be Learned” web page and remind staff of the risks involved when flaming with ethanol.</p>	<p>LG</p>
<p>vii. Member of research staff dropped a flask of molten agar when removing it from the microwave. They were not wearing heat protective gloves and released the flask upon realising how hot it was. No injury or damage was sustained. LG to check that microwave RA and SOP make reference to heat protective gloves.</p>	<p>LG</p>
<p>4. Next Month’s Big H&S Issue</p>	
<p>Lab Coats will be the big issue for December 2006 and January 2007. LG to update H&S Web Site accordingly.</p>	<p>LG</p>
<p>5. AOCB</p>	
<p>i. IB to consulted Lab Managers re handling of the 25l drums of darkroom waste and all agreed that the simplest solution was to only half fill the waste containers.</p>	
<p>ii. Ian Scragg is going to run a Chemical Hazard Awareness training session on 28/2.</p>	
<p>iii. LG issued an updated version of the Basic Training Checklist and proposed that new checklist and revised guidance be issued to trainers early in Jan 2007 to remind them of their responsibility. Group members approved.</p>	<p>LG</p>
<p>iv. LG to produce draft risk assessments for A&FA activities in time for meeting in January.</p>	<p>LG</p>
<p>vi. IB issued a list of H&S terms to be included in an on-line glossary. LG to set up web page. Group members to forward any additional terms to LG.</p>	<p>LG All</p>
<p>ix. IB informed the Group that she had carried out a check on all lift emergency phones in the Complex and updated all old instructions. ML to contact Larry Fortune about checking emergency phones in OMC/Carnelley. Group decided that lift phones/alarms and disabled persons emergency alarms should be checked every 3 months. IB to collate a list phones/alarms to be tested.</p>	<p>ML IB</p>
<p>2. Equality & Diversity Impact Assessment</p>	
<p>GA outlined the basic principles and asked the group members to look out for anything within the H&S literature that may be construed as discriminatory.</p>	
<p>3. Monthly Review of Incident/Accident Reports</p>	
<p>i. Yet another incident involving paper towels used in a microwave that became scorched and were unwittingly discarded into a bin. LG to check that microwave SOP warns against putting paper towels in microwave ovens.</p>	<p>LG</p>
<p>ii. Member of E&B authorised a repair to the first floor roof that involved the use of a volatile organic substance in close proximity to primary air intake. The fumes spread throughout MSI and many people complained of headaches and nausea. Personnel were advised to evacuate by the senior staff in attendance but declined. After ventilation of the affected areas, with the air intake disabled, the fumes dispersed. The E&B operative was operating without a roof permit. They were aware of the air intake but did not foresee any problem. Nick Helps has asked for a copy of the relevant risk assessment.</p>	

4. Next Month's Big H&S Issue

Chemical contamination of the eyes. IB to confirm procedure. LG to set up web page.

IB/LG

5. AOCB

ML wanted it noted that the contractors operating in Carnelley were not adhering to any Hot Work Permit system. ML to inform E&B.

ML

IB has furnished all spill trolleys with super-absorbent chemical spill mats. WTB Stores has now been equipped with a chemical spill trolley. ML said OMS requires 5 spill trolleys. ML to liaise with IB.

ML/IB

IB has been informed that the fire exit from one of the A&FA teaching labs is permanently bolted shut. Larry Fortune to be consulted.

IB

LG to ensure Storemen & Porters are aware of the procedures for dealing with suspect packages.

LG