

CLS H&S Working Group Meeting Minutes

Meeting held on Thursday 31st May 2007 at 10am in Meeting Room 112

Present

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

Apologies

Gail Alexander (GA)

	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"> • 25th February 2005 	
AOCB	
vi. IB still to arrange Evac Chair refresher training.	IB
<ul style="list-style-type: none"> • 25th May 2005 	
11. AOCB	
iii. IB provided LG with an updated list of Fire Wardens/Marshals and LG has put this information on H&S web.	
<ul style="list-style-type: none"> • 30th June 2005 	
11. AOCB	
i. LG to see Linda Connelly about getting Dangerous Goods information on the H&S web after the refresher course in May.	LG
<ul style="list-style-type: none"> • 2nd August 2005 	
6. Progress on Outstanding Inspection Tasks	
i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.	LG
<ul style="list-style-type: none"> • 29th March 2006 	
4. Checklist for New PIs	
LG to continue working on this.	LG
8. AOCB	
i. IB and LG still to do labelling of cylinder storage cupboards/pipework. LG still to establish a program of 6 monthly checks on all monitors in SLS.	LG/IB
<ul style="list-style-type: none"> • 26th April 2006 	
2. Outcomes of Roof Access Meeting	
LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. Waiting on a reply from David Hewick re risk assessment for radioactive releases. LG emailed Dr Hewick again on 30/5/07.	LG
<ul style="list-style-type: none"> • 30th August 2006 	
2. Additional Anti-terrorism Measures	
i. LG to put procedure on web covering security of common chemicals that could be used by terrorist.	LG
<ul style="list-style-type: none"> • 27th September 2006 	
5. AOCB	
i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary. See AOCB item i of 31/5/07 agenda for current status.	
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.	LG LG
<ul style="list-style-type: none"> • 1st November 2006 	
4. AOCB	
iii. LG to go through BTCs with Central Services personnel recently redeployed to CLS.	LG
<ul style="list-style-type: none"> • 8th December 2006 	
2. Tasks Arising From H&SMC Meeting	
i. TMRC BTC compliance problem: BTCs have been completed by each new start but not forwarded on to LG/IB. Problem resolved.	
ii. LG still to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list.	LG
iv. LG to set up "Stress" web pages. ML to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting.	LG/ML
viii. LG to raise issue of College Board's decision on a 25m smoke free zone at H&SMC	LG

<ul style="list-style-type: none"> meeting. ix. "Remove gloves and wash hands" signs have been posted on all main lab doors x. LG to keep Group updated on development of a GLP training package. xi. LG is making significant progress on generic risk assessments as part of TMRC RA programme. xii. IB has prepared a less "cryptic" accident/incident summary for issuing at H&SC and H&SMC meetings. 	LG
<ul style="list-style-type: none"> 5. AOCB <ul style="list-style-type: none"> iv. LG to produce draft risk assessments for A&FA activities. ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. 	LG IB
<ul style="list-style-type: none"> • 30th January 2007 <ul style="list-style-type: none"> 5. AOCB <ul style="list-style-type: none"> iv. Poster to inform people about the procedures for dealing with suspect packages has been issued to the relevant people. 	
<ul style="list-style-type: none"> • 27th February 2007 <ul style="list-style-type: none"> 2. Risk Assessment Book for JBC1 20 copies have been supplied to Ian Gilbert's group. 5. AOCB <ul style="list-style-type: none"> i. LG to issue revised BTC and associated notes to BTC trainers. LG still to inform DSE assessors of updated DSE guidance. 	LG LG
<ul style="list-style-type: none"> • 28th March 2007 <ul style="list-style-type: none"> 1. Safety Services Bid to Adopt CHARM System LG has informed Ian Leith of Group's opinion on the CHARM System. Ian Scragg is also now aware of our stance. 2. Liquid Nitrogen Safety Training Too late. 3. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> ii. Account of dry ice/exploding vacuum flask is now on the web. iv. Wash-Up staff suffering from eye inflammation/infection has been referred to Occupational Health and has been given goggles to wear in the lab. 5. AOCB <ul style="list-style-type: none"> iii. Two Teaching Technicians have a place on the web based gas safety training course. ii. Swedlow Group has been supplied with the necessary desks and chairs. 	
<ul style="list-style-type: none"> • 25th April 2007 <ul style="list-style-type: none"> 3. Next H&SC and H&SMC Meetings <ul style="list-style-type: none"> i. H&SMC agenda has been finalised and is due to be issued to the Committee this afternoon. ii. H&SC meeting was held on 21/5/07. 5. Next Month's Big H&S Issue CLS Eye Protection Policy was approved by the H&SC and will be rubber-stamped by the H&SMC on 8/6/07. 6. AOCB <ul style="list-style-type: none"> i. TMRC have compiled a risk assessment folder that was made available to the Wyeth Senior Director of Environmental Health & Safety when he visited on 30/5/07. LG was asked to send copies of the risk assessments to the Director. Group agreed that this was a good opportunity to get an independent expert's opinion. LG to send files as soon as possible. ii. LG emailed the risk assessment prepared for the DVI training program to ML. ML still to discuss with Sue Black. iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG to arrange to check the books once they have been in use for 2-3 months. iv. LG forwarded all the Disclosure paperwork she had from the initial round of checks to ML. 	LG ML LG
<ul style="list-style-type: none"> 2. Changes to Anti-Terrorism Act LG informed the Group that amendments to the Anti-Terrorism Act had, amongst other things, removed microcystin from Schedule 5. This was significant for CLS, especially Geoff Codd's Group. LG to inform the PIs. 	LG
<ul style="list-style-type: none"> 3. Checking/Approval of Risk Assessments & SOPs LG stressed the importance of checking the quality of the risk assessments and SOPs in the database system. ML and LG agreed to work through the existing RAs throughout the summer. LG and ML to meet to discuss details. 	ML/LG
<ul style="list-style-type: none"> 4. Monthly Review of Accident/Incident Reports IB reported that there were no accident/incident reports for May 2007. 	
<ul style="list-style-type: none"> 5. Next Month's Big H&S Issue Continue with Eye Protection. 	
<ul style="list-style-type: none"> 6. AOCB 	

- i. IB has arranged 3 sessions of Fire Warden training and is arranging a Fire Marshals' training session. The procedures discussed at the training sessions will be documented and posted on the H&S web. **IB**
LG
- ii. LG had received an email saying that the directions to the phone in the JBC Wash-Up facility may be too complicated to remember and requesting that directions be posted on each level within the stairwell. Group agreed that, since this was not overly onerous, it should be done. LG to produce signs. **LG**
- iii. LG explained the latest addition to the BTC: location of safety and eye-wash showers. Group approved.