

SLS H&S Working Group Meeting Minutes

Held on Friday 3rd December 2004 at 2pm in the WTB Seminar Room

Present

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

Apologies

1. Previous Minutes	Action
<ul style="list-style-type: none"> • Accepted as a true and accurate account. <p>Matters Arising:</p> <ul style="list-style-type: none"> • 31st October 2003 <ul style="list-style-type: none"> 8. AOCB <ul style="list-style-type: none"> viii. LG still to forward Mortuary H&S material to Sue Black for her comments. Try to fit in before end of 2004. Refurbishment has improved situation. Risk assessments still to be done. • 30th April 2004 <ul style="list-style-type: none"> 6. AOCB <ul style="list-style-type: none"> ii. Draft of waste disposal flowcharts still in progress. See item 2 of today's agenda for further info. • 28th May 2004 <ul style="list-style-type: none"> 3. AOCB <ul style="list-style-type: none"> ii. Decisions arising from Anti-Terrorism Inspection report meeting copied to Ian Leith and Terry Sweeney. vii. IB still investigating labels for non-spark-proof fridges/freezers. Arranged demo of a high quality label printer. System would be very useful but, unfortunately, costs £4.3k. IB to prepare justification for purchase and present to IRL. Deferred until 2005. • 25th June 2004 <ul style="list-style-type: none"> 5. AOCB <ul style="list-style-type: none"> vi. LG still to transfer a few LSTU risk assessments into the LARA system to find out how easy it is to make the transition between the two formats by next H&SMC meeting (end March 2005). vii. LG still to pursue VHP option. Deferred until 2005. ix. IB is still preparing a presentation on H&S Legislation for delivery to BHSO's and their deputies. Plan to deliver at BHSO meeting on 21/12/04 at 2pm. • 28th July 2004 <ul style="list-style-type: none"> 6. AOCB <ul style="list-style-type: none"> i. IB still to comment on risk assessment for collecting water samples from freshwater lochs. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas. iii. LG and IB to work on H&SWG tasks arising from TC inspection over next few months. Tasks will not be completed by the end of 2004. Focus on completing LN2 Inspection tasks first. iv. IB and LG still to organise H&S training video sessions. Ask Ian Scragg/Kirsten Paterson if OK to borrow some videos from Safety Services. If OK, plan to go down to Safety Office on 15/12/04. Start sessions in Jan 2005. 	<p></p> <p style="text-align: right;">LG</p> <p style="text-align: right;">IB/LG</p> <p style="text-align: right;">IB</p> <p style="text-align: right;">LG IB</p> <p style="text-align: right;">IB</p> <p style="text-align: right;">IB/LG</p> <p style="text-align: right;">IB/LG</p>

<ul style="list-style-type: none"> • 24th August 2004 2. Liquid Nitrogen Inspection Follow-Up Meetings Actions arising from LN2 Inspection follow up are being tackled, but will not be completed by end 2004. Must be done by next H&SMC meeting (end March 2005). 3. LARA System Latest <ul style="list-style-type: none"> ii. LG decided the title of the System should be changed to the SLS Risk Assessment System (RAS) rather than WARA. Group agreed. LG to implement change. 6. AOCB <ul style="list-style-type: none"> iii. IB/LG met with Linda Egan on 19/12 and 22/12 and went over risk assessments, SOPs etc and did training session on working safely in TC. vii. LG still to email Bill Reynolds and invite him to look at some of the worst affected PAT labels to clarify exactly what the problem is. x. IB still to talk to Alan Prescott and David Norman about EM and NMR staff accessing 1st floor roof. xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area to ensure such an occurrence is always responded to appropriately. xii. IB and LG still to amalgamate their PTW, training and inspection records and hold them in one designated area to ensure they can be quickly retrieved in the event of an unannounced inspection. IB/LG fixed date: Tuesday 7/12/04, 2pm. 	<p>All</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>IB</p> <p>IB/LG</p>
<ul style="list-style-type: none"> • 1st October 2004 3. Tasks Arising from H&SMC Meeting The Group had no comment on the summary of the H&SWG tasks arising from the H&SMC meeting. 4. Monthly Review of Accident/Incident Reports See item 5 of today's agenda. 5. AOCB <ul style="list-style-type: none"> i. See item 3 of today's agenda. ii. ML still to ask Sandy Chudek how the PTW scheme operates in Carnelley. iii. LG still to fix date with Donald Gardiner to see how O2 monitor testing/calibration is done. Aim to do before Xmas 2004. 	<p>ML</p> <p>LG</p>
<ul style="list-style-type: none"> • 5th November 2004 1. Waste Disposal Routes See item 2 of today's agenda. 2. Gas Cylinder/Regulator Action Plan <ul style="list-style-type: none"> ii. Change of plan: IB and LG to go round MSI/WTB labs and update plans and inventory. At this time, lab managers will be issued with serial number/test date stickers and the regulator inspection checklist (simplified version drafted by Lisa; based on Gas Safe material). Aim for w/c 13/12/04; Irene to check lab managers availability at their meeting on Wed 8/12. (Same procedure will be followed in Carnelley and BSI.) 5. Updated DSE Guidance from Safety Services <ul style="list-style-type: none"> ii. LG still to check with Safety Services as to whether only official "users" (as identified by using the new definition form) have to complete DSE risk assessments, or if assessments should be done for all staff using DSE as part of their job. 6. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> i. ML confirmed that the risk assessment for the Tentsmuir field trip has been reviewed and additional control measures assigned. iii. LG still to confirm that CL3 tritium procedure has been reviewed and modified. 	<p>IB/LG</p> <p>LG</p> <p>LG</p>
<p>2. Waste Disposal Routes</p> <ul style="list-style-type: none"> i. LG issued SLS guidance on Chemical waste disposal (and also General waste disposal) to BHSOs, their deputies and lab managers (20 individuals in total). Asked for feedback by 3/12/04. By time of H&SWG meeting (2pm on 3/12/04) only one person had forwarded their comments. ii. Group members gave their comments at the meeting. iii. IB agreed to ask Lab Managers for comments at their meeting on Wed 8/12/04 (LG at Radiation Safety Committee). 	<p>IB</p>
<p>3. Lone/Out-of-Hours Working</p> <ul style="list-style-type: none"> i. Group did not agree with the definition of normal working hours given in the SLS policy arrangement on lone and out-of-hours. Group decided normal working hours should be 8.30am to 5.30pm rather than 8am to 9pm, on the basis that this is when full support is available. LG to get OK from Ian Leith before making change. 	<p>LG</p>

<ul style="list-style-type: none"> ii. Policy to be issued to Sandy Chudek, Nick Helps and Will Whitfield for their comments. iii. Once finalised, LG to put to H&SMC at next meeting. iv. Generic risk assessment still to be drafted. 	<p>LG LG LG/IB</p>
<p>4. Reporting Suspected Work Related Ill-Health</p> <ul style="list-style-type: none"> i. Recent events have made it apparent that not all personnel understand the importance of reporting suspected, or confirmed, work related ill-health at the first opportunity. Where possible, the aim is to identify suspected cases as early as possible and to take action to prevent the individual's condition deteriorating. ii. The Group felt there was a need to raise awareness amongst all personnel. iii. The Group also agreed that members of staff who deal with sickness reports should be instructed to notify the SLS H&S Co-ordinator immediately in order to ensure any HSE reportable cases are quickly identified. iv. IB to raise at Lab Managers meeting on Wed 8/12 and issue the necessary emails. 	<p>IB</p>
<p>5. Microwave Oven Safety</p> <ul style="list-style-type: none"> i. LG still to add scalding incident to the "Lessons to be Learned" section of the H&S website. ii. Risk assessment and SOP for use of microwave ovens has been drafted. Circulated to group for comment. Group approved both documents. LG to make one minor amendment to SOP. 	<p>LG LG</p>
<p>6. Monthly Review of Incident/Accident Reports</p> <p>Three of note:</p> <ul style="list-style-type: none"> i. A student in Carnelley spilled an organic chemical from a separating funnel onto their hand. The student was wearing gloves but the skin still turned red. Hand was rinsed under tap and irritation subsided within 15-20 minutes. Unclear as to whether the chemical penetrated the glove or if it was a reaction to the latex glove itself. When ML spoke to Kirsten Paterson about this incident, Kirsten said she was going to call for a ban on latex gloves. ML expressed her concerns over the extra costs that would be incurred if this goes ahead. The Group was not convinced that a complete ban was necessary. ii. A technician got his toes trapped while helping to transport heavy equipment on a pallet lifter. Suffered severe bruising. Injury could have been much worse. iii. A slab of harling fell from the BSI building onto an area used by personnel. Fortunately, no one was around at the time. E&B came to investigate and removed other sections of loose harling approximately 4 weeks later. Safety Services also investigated. IB commented that MSI suffers the same problem. 	
<p>7. AOCB</p> <ul style="list-style-type: none"> i. It was agreed that the Group will carry out a DSE Facilities Inspection in Jan 2005. Only the most fundamental aspects will be covered, e.g. suitability of computer equipment/chair and availability of space, without considering the individual users. The aim is to ascertain how many work stations are/are not adequate in terms of these basic requirements. LG to draft checklist. ii. IB is dealing with Occupational Health's drive to replace all out-of-date sterile bandages. IB tried autoclaving to re-sterilise but this did not work. IB felt that First Aid kits would be overstocked if Occ Health's recommendations were adhered to. (The First Aid at Work Regs give a list of things which should be in the boxes but they apply to boxes for 50 people. We have more boxes therefore need less in them.) Occ Health have agreed to us reducing the numbers of bandages in individual first aid boxes. iii. A research group in Carnelley have been using fume hoods after being informed that they had failed E&B's annual testing and were not safe to use. Sandy Chudek is dealing with this. iv. Sandy is also dealing with an incident in the Carnelley NMR facility that could have had very serious consequences. A pair forceps was found stuck to the magnet. The initial impact could have caused the magnet to quench or, if anyone was in between the forceps and the magnet at the time, serious personal injury could have been sustained. v. LG proposed that the assessor, approver and person responsible signature section be removed from the SLS risk assessment form. The names of the assessor and approver will still be printed at the start of the form. Group agreed. LG to amend form accordingly. 	<p>LG LG</p>