

SLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 4th October 2005 at 10am in WTB Meeting Room 111

Present

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

Apologies

Priorities are in **red text**.

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
<p>Matters Arising:</p> <ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 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. IB still in the process of doing 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. 	<p>IB IB/LG</p>
<ul style="list-style-type: none"> • 5th November 2004 	
<ul style="list-style-type: none"> 2. Gas Cylinder/Regulator Action Plan ii. ML still to update Carnelley building fire plans minus items that will be removed when chemists move to CIR. 	<p>ML</p>
<ul style="list-style-type: none"> • 28th January 2005 	
<ul style="list-style-type: none"> 10. AOCB ii. IB still to arrange a manual handling course. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Cafe. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th March 2005 	
<ul style="list-style-type: none"> 2. Update on H&S Management Committee Tasks iii. Risk Assessment System Tasks: <ul style="list-style-type: none"> a. LG still to see Ian Scragg about MO and B&T assessments. iv. H&S Training Tasks: <ul style="list-style-type: none"> a. LG to go through DSE user definition forms and compile list of Official Users. Official Users to be notified of their entitlement to free eye-tests etc. g. LG still to investigate Radman course options and discuss with IRL. i. LG to pursue re-starting the in-house RPS training program with Martin Rollo. 	<p>LG LG LG LG</p>
<ul style="list-style-type: none"> 4. Monthly Review of Accident/Incident Reports iv. LG to amend Accident/Incident Reporting policy to include info on investigation forms. 	<p>LG</p>
<ul style="list-style-type: none"> 5. AOCB i. ML confirmed that hypoallergenic soap dispensers have been installed in Carnelley. 	
<ul style="list-style-type: none"> • 28th April 2005 	
<ul style="list-style-type: none"> 4. Execution of BTC Implementation Plan LG still to get latest staff database printout from Janette Cordiner. IB emailed a reminder to all Lab Managers re completion of BTC for all new starts. LG and IB to meet ASAP and attempt to come up with a % compliance figure for June to September. 	<p>IB/LG</p>

<ul style="list-style-type: none"> • 25th May 2005 <ol style="list-style-type: none"> 4. Amended Lone & Out-of-Hours Working Documentation <ol style="list-style-type: none"> ii. Once finalised, LG to discuss with IRL and check that material does not have to be resubmitted to the H&SMC prior to policy being implemented. 9. Monthly Review of Accident/Incident Reports LG received comments from the Lab Managers on chemical spill SOP. Comments to be factored in then finalised SOP to be issued. 11. AOCB <ol style="list-style-type: none"> iii. LG still to ask Nick Helps for his permission to use his photograph on the H&S Web Site. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders. 	<p>LG</p> <p>LG</p> <p>LG IB</p>
<ul style="list-style-type: none"> • 30th June 2005 <ol style="list-style-type: none"> 3. Roof Access <ol style="list-style-type: none"> iv. LG to arrange "roof access" meeting to discuss issues such as emergency access outwith normal working hours. 9. Monthly Review of Incident Accident Reports <ol style="list-style-type: none"> i. LG still to add ethidium bromide/ caesium chloride needlestick injury to the "Lessons to be Learned" page on H&S web. iii. LG still to check details of UV light incident with Letty Gibson. Fortunately, only one cabinet in SLS has a UV light fitted. 11. AOCB <ol 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. ii. ML to write a disclaimer to be signed by the person taking the barometer. iii. ML informed Group that fan had been bought for use during soldering work in OTI. 	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p>
<ul style="list-style-type: none"> • 2nd August 2005 <ol style="list-style-type: none"> 2. Date & Agenda Items for the First H&S Committee Meeting <ol style="list-style-type: none"> i. GA issued draft email and outline of agenda to LG for comment. ii. LG finalised list of members and sent out email re date, time and venue for first meeting. GA and LG to finalise agenda then issue week commencing 10/10/05. 3. Stress Risk Assessment Progress See item 2 of today's agenda. 4. LSTU Risk Assessment Progress <ol style="list-style-type: none"> ii. ML sent LG a list of all currently unapproved assessments required for the first semester, in order of date required. LG is coordinating their timely completion. v. Pete Rowel is checking with Hilary Kay Young on the reasons for using the HG2 pathogen staphylococcus aureus, rather than a non-pathogenic alternative, in the Control of Microbial Growth practical (BI22012). 5. Progress on H&S Management Committee Tasks <ol style="list-style-type: none"> i. LG still to examine outstanding tasks and discuss with Ian Leith. ii. ML informed Maureen Benwell of decision not to run Undergraduates H&S Induction this semester. ML emailed all Module Leaders reminding them to give clear H&S instructions and ensure good lab practice is adhered to. Jim Elliot put out an email in support of this. GA reminded Cathy Caudwell of the importance of demonstrators setting a good example. 6. Progress on Outstanding Inspection Tasks <ol style="list-style-type: none"> i. LN2 Inspection Tasks: <ol style="list-style-type: none"> d. LG and IB to revamp current Induction presentations and add to LN2 safety section. e. EM and X-ray facility assessments still to do. 7. Safety in the WTB Atrium <ol style="list-style-type: none"> iii. LG/IB to OK WTB atrium safety proposals with Ian Leith. 8. Safety Station/Trolley Checklist LG to remove latex gloves from Safety Station Checklist and produce laminated copies of Fire, First Aid & Spill procedures. 9. Monthly Review of Incident/Accident Reports <ol style="list-style-type: none"> i. LG to include refrigerant gas leak incident in Lessons to be Learned section of H&S web site. 11. AOCB <ol style="list-style-type: none"> i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson. 	<p>LG/GA</p> <p>LG</p> <p>LG/IB LG/IB</p> <p>LG/IB</p> <p>LG</p> <p>LG</p> <p>LG</p>

• **13th September 2005**

2. Disclosure Checks

- ii. ML forwarded a list of all staff and adult helpers who will be involved in the Master Classes due to run in Nov/Dec of this year.
- iii. Letter drafted by LG was approved by all Group members and Gillian Jones. Hilary Kay Young was happy to put her name to it, but did not think it would be possible to Disclosure Check all helpers, especially those recruited only 1-2 weeks before a class runs. LG discussed this with Gillian Jones and she agreed. It was decided that, in light of the draft University policy, it would be acceptable to Disclosure check only staff and regular helpers (i.e. those helping at more than one event). All staff and regular helpers on the list have been contacted and have agreed to be Disclosure Checked. ML pointed out that Margaret Gruber's name had been missed off the list. LG to include Margaret.
- iv. LG gave CPD an update and informed him that the Working Group is happy for the Partnership Agreement to be signed off. CPD wants David Duncan to sign the agreement. LG to take this forward.

LG

LG

3. Drug Precursor Legislation

- ii. LG still to issue email then collate responses and report back to the Group.

LG

4. Checklist for New Principal Investigators

- ii. LG still to draft and circulate to Group for comment.

LG

7. AOCB

- i. PEEPS
 - a. IB still to make contact with wheelchair bound individuals routinely using the Garland Café in order to discuss PEEPs.
 - b. ML supplied the information requested by the University Disability Adviser and copied Larry Fortune in on the email.
- ii. IB has arranged for Isla Reid to do a short training session on use of the Epipen. ML and IB to identify a suitable date/time.
- iii. LG informed Letty Gibson and of the Group's stance on whether castors should be fitted to CIR lab chairs. IRL has asked for this issue to be included on the H&SMC meeting agenda.
- iv. LG informed Letty Gibson that both she and IB thought there was adequate space in the CIR offices in so far as being able to assume the proper posture when working at computers.
- v. IB and LG still to check out proposed alternative toxin store and consult University Security.
- vi. LG still to book herself and IB in for Safety Services Safety Signs training course on 24th November.

IB

IB/ML

LG

IB/LG

LG

2. Stress Risk Assessments

- i. Safety Services have organised for John Shaw to deliver training in relaxation methods. IB and ML to attend and report back to group.
- ii. GA produced generic stress RAs for Clerical/Admin staff, Postdocs and Postgrads. IB, LG and Gillian Jones gave their comments. Clerical/Admin staff RA forwarded to Janette Cordiner for her comments. GA to proceed with RAs for other staff groups. IB and LG to comment/assist as necessary.

IB/ML

GA/IB/LG

3. Monthly Review of Accident/Incident Reports

- i. A mercury thermometer was broken during an LSTU practical class. No one was injured or exposed to mercury. Senior technician evacuated the area and did clean up. Group suggested that mercury thermometers are gradually phased out and replaced with non-mercury alternatives.
- ii. A member of research staff from WTB Mez sustained a glass cut to their hand when working with a glass pipette. They received treatment from a First Aider, then their own GP.

4. Next Month's Big H&S Issue

Lone/Out-of-Hours Working, as before.

5. AOCB

- i. GA mentioned that greenhouses are to be erected on the MSI 1st floor roof. IB noted that risk assessment and SOPs will be required. GA to keep Group informed.
- ii. ML pointed out that one of the LSTU practical classes involves the use of nut oil but that this

GA

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| <p>had been omitted from risk assessment. LG said it was important to include this and put additional controls relating to nut allergy sufferers in the “High Risk Groups” section. LG to investigate why this important point was omitted and ensure assessment is amended.</p> | LG |
| <p>iii. In relation to the castors on lab chairs issue, IB noted that a recent flyer from VWR showed a lab chair without arm rests and with castors. IB to look for flyer and pass on to Letty Gibson.</p> | IB |
| <p>iv. IB and LG informed the Group that they had met with two new PIs on CIR 1 – Julie Frearson and Ian Gilbert – to discuss general H&S issues. Both seemed to be very H&S conscious, especially Julie Frearson who has come from industry. Group hopes that their good example may encourage other PIs to improve H&S standards.</p> | |
| <p>v. IB is arranging for a special fire extinguisher specifically for use on metal fires to be installed on CIR 1.</p> | IB |
| <p>vi. IB informed Group that the maximum stock limit for flammable solvents had been clarified: 50 litres per lab and an area can be classed as a “lab” if it is separated from other “labs” by fire doors (note – fire doors must not be routinely wedged open).</p> | |
| <p>vii. IB informed the Group that the MRSA issue is continuing to cause contention in Anatomy & Forensic Anthropology. Sue Black intends to approach SLS H&S for advice. LG said that she did not think SLS H&S were qualified to give advice on this issue and Safety Services would have to be consulted. Group to wait until Sue Black make contact.</p> | |
| <p>viii. IB received information from a company offering compressed gas safety training that is tailored to suit the needs of the customer. IB to investigate further.</p> | IB |
| <p>ix. ML informed Group that E&B were asking for information re the contamination status of exposed surfaces, drains and ducting in OMS. Group agreed that SLS were unable to give assurances that the drains and ducting were contamination free and that Contractors should always be advised to assume chemical contamination is present and take the appropriate precautions. ML to email Gordon Smith to this effect and copy email to Ian Scragg. IB and LG are to visit OMS to investigate the microbiological safety cabinet and determine what action should be taken before it and the associated ducting is removed. Ian Scragg said he would join them.</p> | ML |
| <p>x. ML expressed concerns over the amount of waste chemicals and other unwanted items that may be left behind in the Carnelley Building when the research groups have finally moved out. Group felt that it was up to Ian Leith to ensure this is not allowed to happen.</p> | IRL |