

SLS H&S Working Group Meeting Minutes

Held on Friday 5th November 2004 at 2pm in the Board Room, MSI

Present

Lisa Grayson (LG)
Irene Blair (IB)

Apologies

Aileen Watson (AW)
Monica Lacey (ML)
Gail Alexander (GA)

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- **31st October 2003**

8. AOCB

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.

LG

- **30th April 2004**

6. AOCB

ii. Draft of waste disposal flowcharts still in progress. See item 2 of today's agenda for further info.

IB/LG

- **28th May 2004**

3. AOCB

ii. Geoff Codd approved of decisions arising from Anti-Terrorism Inspection report meeting. LG to copy to Terry Sweeney.

LG

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.

IB

- **25th June 2004**

5. AOCB

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).

LG

vii. LG still to pursue VHP option. Deferred until 2005.

LG

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 later in the year (IB/LG still to fix date).

**IB
IB/LG**

- **28th July 2004**

6. AOCB

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.

IB

iii. LG and IB to work on H&SWG tasks arising from TC inspection over next few months with an aim to having all tasks completed by the end of 2004.

IB/LG

iv. IB and LG still to organise H&S training video sessions.

IB/LG

- **24th August 2004**

2. Liquid Nitrogen Inspection Follow-Up Meetings

H&SWG still to tackle actions arising from LN2 Inspection follow up. Aim to complete by end 2004.

All

3. LARA System Latest

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.

LG

6. AOCB

Action

iii.	IB/LG to get AFCs trained ASAP. LG to see Linda Egan w/c 8/11 to arrange time.	
v.	Manual Handling and DSE risk assessment courses have been held and were attended by some of the lab managers. Those who missed out will be given the opportunity to attend next time the courses run.	
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.	LG
ix.	LG pointed out potential problem with the current hazardous area permit form to Kirsten Paterson.	
x.	IB still to talk to Alan Prescott and David Norman about EM and NMR staff accessing 1 st floor roof.	IB
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
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 to fix a date for w/c 8/11.	IB/LG
•	1st October 2004	
2.	Gas Cylinder Safety See item 3 of today's agenda.	
3.	Tasks Arising from H&SMC Meeting LG issued a summary of the H&SWG tasks arising from the H&SMC meeting. No feedback from Group so far.	H&SWG
4.	Monthly Review of Accident/Incident Reports	
ii.	LG still to add scalding incident to the "Lessons to be Learned" section of the H&S website. IB and LG still to draft a risk assessment for use of microwave ovens. IB/LG to fix a date for w/c 8/11.	LG IB/LG
5.	AOCB	
i.	Group still to review and feedback comments on Will Whitfield's draft policy on out-of-hours Honours project work. LG has started drafting SLS policy arrangement on lone and out-of-hours working. IB and LG agreed that a generic risk assessment should be drafted. IB and LG to attempt w/c 8/11.	H&SWG IB/LG
ii.	ML still to ask Sandy Chudek how the PTW scheme operates in Carnelley.	ML
iii.	LG still to fix date with Donald Gardiner to see how O2 monitor testing/calibration is done. Aim for w/c 15/11.	LG
iv.	LG asked Safety Services for advice on disposal of EtBr buffer. Ian Scragg advised SLS to adhere to current policy, i.e. continue to use EtBr filter cartridges.	
2.	Waste Disposal Routes	
i.	Blue bag change over has caused major problems on WTB3. Environmentally conscious staff are dismayed at the switch from incineration to landfill and are questioning the legality of it. IB and LG have met with Safety Services in an attempt to better explain and justify the change.	
ii.	Safety Services have issued the second draft of their waste disposal guidance. LG/IB are to amend the SLS blue bag guidance accordingly and also issue guidance on disposal of liquid waste.	IB/LG
iii.	IB/LG to issue SS and SLS guidance to BHSOs, their deputies and lab managers and get feedback before finalising it and making it available to all personnel.	IB/LG
3.	Gas Cylinder/Regulator Action Plan	
i.	Gas Regulator testing and gas cylinder handling course was held on 28/10/04. Course attended by key SLS personnel.	
ii.	IB/LG to compile a pack for lab managers that will include: a print out of the current inventory as per the Gas Cylinder database (except Carnelley & BSI); a floor plan for their area; a simplified version of the regulator checklist; serial number/date tested stickers.	IB/LG
iii.	Lab Managers will be asked to: update the inventory; mark up the current location of their cylinders on the floor plan; complete a checklist for each gas cylinder regulator in their area; label each cylinder and fill in the test dates.	
4.	PAT Survey Email IB completed and returned Bill Reynold's PAT survey form on behalf of SLS. No further action necessary.	
5.	Updated DSE Guidance from Safety Services	
i.	LG drew attention to Safety Services' new "User" definition form and its use in relation to free eye tests & glasses.	
ii.	LG 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	LG

done for all staff using DSE as part of their job.

6. Monthly Review of Incident/Accident Reports

Three of note:

- i. A student sustained a tick bite while on a field trip to Tentsmuir. Their GP advised a course of antibiotics and took a blood test to check for Lyme's Disease. LSTU H&S Officer and the Module Leader were informed. The risk assessment for this activity is being reviewed and additional control measures will be assigned to reduce likelihood of sustaining tick bites. ML to confirm once this has been done.
- ii. An iodinated sample was spilled in a CO2 incubator. Down to human error: cap was not properly secured onto sample tube. RPS dealt with situation appropriately in the first instance and contacted Martin Rollo for advice and assistance with the clean up and decontamination.
- iii. A tritiated sample was spilled in a water bath. Rack containing tubes was not properly secured. Spill was contained within water bath. RPS dealt with situation appropriately. Procedure is to be reviewed and modified in order to prevent a recurrence. LG to confirm once this has been done.

ML

LG

7. AOCB

- i. Kirsten Paterson and Ian Leith both agreed that the issue of students bringing their children into lectures goes beyond the realms of H&S and that there should be a common University policy on this, rather than it being debated at school/department level. Kirsten Paterson has brought this to the attention of Pam Milne.
- ii. IB acquired HSE Manual Handling Assessment Charts that may be of some use to Stores staff. Re-examine once risk assessment of Stores activities is underway.