

# SLS H&S Steering Committee Meeting Minutes

Held on Friday 8<sup>th</sup> Feb 2002 at 2pm in WTB Seminar Room

## *Present*

Irene Blair

Gail Alexander

Monica Wilson

Lisa Grayson

## Action

### 1. Name of "The Group"

All members agreed that SLS H&S Steering Committee was an appropriate title for the group.

### 2. Finalising SLS H&S Policy Document

Gail had made all the necessary changes, as detailed in the previous meeting's minutes. Each amendment was checked.

- The MRC/University agreement is explained in the section entitled Consortium Laboratories.
- Reference is also made to the SCRI/University agreement.
- Our Steering Committee is now referenced alongside the SLS H&S Management Group, and members listed in a new appendix, 2b.
- Reference is now made to RPSs and they are listed in appendix 4b. Shona McInroy is listed as WTB1 RPS, replacing Irene Hallyburton, but this has yet to be formalised. This change may precipitate further changes. Lisa to clarify with Ian. It was accepted that by the time the policy is ratified all new RPS appointments would be finalised.
- The absence of a BSO for the Division of Applied and Environmental Biology was noted. Will Whitfield had been identified as a suitable candidate, by Ian Leith, but not formally offered the post. Lisa to get progress update from Ian Scragg.
- In relation to the Instruction and Training section, Lisa confirmed that the Policy and Guidance documents are issued to all new staff. Lisa will ensure

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that Janette is supplied with the updated versions once complete. Lisa suggested that this section of the Policy be expanded to underline the importance of instruction and training for all staff, not just new starts. It was agreed that the inadequacy of current arrangements is clearly demonstrated by the seeming lack of awareness of current H&S policy and local rules amongst the academic and technical staff. Irene highlighted the need for written training records, which are severely lacking across the School. Gail suggested a "tick box" training record to cover the basics, for example:

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- Understanding of GLP
- Use of liquid nitrogen
- Understanding of emergency procedures.

Lisa and Irene will draft a basic form to be expanded /amended at the next meeting.

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- The School Executive Group membership was updated. Dean of Faculty will be left blank until Prof Hunter is replaced. Gail queried whether Geoff Gadd should be included in the list. Gail will check on this.
- In appendix 3, School H&S Management Structure, no H&S/OTI Co-ordinator is identified for OMS.
- It was agreed that all occurrences of "Safety" officer/co-ordinator/management group/etc be replaced with "Health & Safety" to standardise terminology throughout the document. Lisa will make these changes then Email amended policy document to all, including Ian Leith to get his opinion on the revised document.

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### **3. Review of Amended SLS H&S Guidance Document**

It was agreed in advance of this meeting, that due to the extent of the rewrite the Guidance document revision would take some time and will be undertaken gradually, over the next couple of meetings, in parallel with other tasks.

### **4. Building H&S Meetings & Inspections**

Monica pointed out that OMS/OTI have not had a building H&S meeting for approximately 2 years and are waiting until an H&S inspection has been carried out before convening one. It was agreed that an inspection could not take place until a standard inspection checklist has been drawn up. As a matter of priority a checklist will be drafted at the next meeting.

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Gail suggested it would be preferable to postpone any BSI H&S meeting until staff from the annexes move to the main building.

### **5. SLS H&S Personnel Database**

Lisa demonstrated the H&S Personnel Database and all agreed it should be kept up to date and serve as the primary information source on H&S personnel. Lisa will correct the spelling mistakes then see Kiran about housing the database on the

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server. Members of the committee will have edit access and be expected to make updates as necessary. All other SLS staff (and the Safety Office) will have read only access.

#### **6. Review of Current MSI/WTB New Starts H&S Induction Seminar Material**

Gail and Monica agreed that the seminar would be of benefit to all new starts and Monica would also like the LSTU technicians to attend a session. Both Irene and Lisa's material will have to be altered to cover the entire School, rather than just MSI/WTB. Monica and Gail will have to supply some details. Lisa's material has to be thinned out to avoid going into too much depth with the new PhD students. However, a more in depth version may be useful as core technician refresher training material. The revised material will be reviewed within the next couple of months.

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#### **7. Handling of Human Blood in LSTU**

Monica received the Safety Office COP on working with human blood and tissue in the labs. It has highlighted major discrepancies between the Safety Office guidelines and the actual working practices. One particular source of risk is the use of fragile glass tubes for centrifugation. Monica to discuss the issues with the module leader and report back at the next meeting.

**MW**

#### **6. Next Meeting**

Will be held two weeks hence, on Friday 22<sup>nd</sup> February at 2pm in the WTB Seminar Room. Proposed agenda:

- Finalise Policy document
- Draft basic training record
- Draft inspection checklist
- Report on handling of human blood in LSTU
- AOCB