

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28th April 2010 at 2pm

Present

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

Apologies

1. Previous Minutes

Action

- Accepted as a true and accurate account.

Matters Arising:

- 28th January 2009**

- 3. AOCB**

- ii. LG suggested that producing a visual, simplified waste disposal guide is too time consuming and that the written guidance will suffice. Group agreed.

- 27th May 2009**

- 3. Unpacking of goods in Stores**

Waiting for Stores Manager to reply to request for meeting to discuss risk assessment, SOP and training. LG to chase up. LG still to write up Stores inspection report/risk assessment from previous visit.

LG

- 7. AOCB**

- i. LG still to draft assessment for formaldehyde release during fumigation.
- ii. IB still to arrange a Field Trip First Aid course.
- vii. LG informed ML that the SLSLT Disaster Recovery plan with home phone numbers blanked out is available on the CLS Wiki.
- ix. LG still to arrange meeting to discuss Mortuary and Plastination H&S issues.

LG
IB

LG

- 24th June 2009**

- 5. CLS Dangerous Substances Register**

LG still to expand the register to cover all controlled or licenced activities/substances.

LG

- 25th August 2009**

- 2. SOP for Fire Call Point Testing**

IB has drafted a SOP for JBC. LG to put all 3 SOPs on web and inform Fire Marshals/Wardens.

LG

- 23rd September 2009**

- 2. SOP for Gas Leak**

LG still to draft based on Safety Services current advice.

LG

- 5. LN2 Cell Freezer Fill Training**

LN2 Cell Freezer fill SOP still to be finalised and circulated.

LG

- 25th November 2009**

- 2. Targets and Agenda for H&SMC Meeting in January 2010**

IB and ML to help get all risk assessments and SOPs approved.

IB/ML

- 3. Pregnant Mothers' Procedure**

LG to amend policy accordingly.

LG

- 5. AOCB**

- i. IB/LG to organise Reception staff H&S training.

IB/LG

- 25th February 2010**

- 2. Castors on Draughtsman Chairs – SOP and email from DC**

Poster showing how to get on/off draughtsman chairs safely is still to be produced and distributed. Note: SOP will be drafted but not put up on notice boards.

IB/LG

- 5. AOCB**

- i. LG has updated the checklist for the quarterly checks.

iii. ML confirmed that the H&S seminar for the Honours Students will be in week 1. ML to fix a date for a 2 hour session.

ML

- 30th March 2010**

- 2. SOP for E&B Working in the General Lab**

LG to revise SOP for E&B staff working in the lab area and issue at the next CLS/E&B meeting.

LG

- 3. Soda Ash or Lime for Spill Kits**

LG to inform Nick of the Group's decision.

LG

- 4. Centrifuge Safety Training**

LG/IB to begin work on centrifuge safety training package once TC training video is complete

LG/IB

2. Proposal to Update H&S Induction Video

LG suggested bringing in a professional TV cameraman to review the HHMI Safe Science video currently used at H&S Induction with the intention of establishing the feasibility of producing our own updated version in house. Group approved. LG to arrange initial meeting.

LG

3. Accidents/Incidents

- i. A member of E&B personnel sustained a head injury while working in the plant room outwith normal working hours. Responsibility for reporting, investigation and follow up lies with E&B. Report stated that Security could not find First Aid kit in cupboard at WTB Reception. Kit was there but tucked behind other items. IB has put a sign on the cupboard door and Security are keeping the kit out on the reception desk while they are on duty. IB recommended that E&B keep First Aid kits in the Plant Rooms and offered to supply the kit if necessary.
- ii. A shelf collapsed in the cold room on MSI Floor 3. This is the second time this has happened in a cold room. No one was injured but some bottles of media were broken. The shelf was not overloaded. It is possible that the shelf was not hooked onto the supports correctly but no one can remember for certain. All shelves should have been checked after the first incident but Lab Managers will be reminded at their next meeting.
- iii. An early morning cleaner brushed against paper towels in a black bin bag and shortly afterwards developed a red patch on their skin. This cleared up by the next day. The Lab Managers investigated and it appears that the towels were using for wiping down benches in the cold room and may have been contaminated with buffer solution but nothing particularly hazardous or concentrated. The black lined bin has been removed and replaced with a blue lined bin and staff reminded use these bins for trace chemical waste.
- iv. A centrifuge rotor imbalance occurred in a CL3 suite centrifuge. The tubes containing the samples were balanced correctly but two tubers already in the rotor were not. The centrifuge was damaged but there was no injury to personnel and the biohazard samples did not spill. An engineer is to inspect the centrifuge and rotor and the necessary repairs/replacement will be carried out.
- v. A Post Doc removing tubes from a -80 freezer received a cold burn to an unprotected finger. Reminded to wear suitable gloves.
- vi. A centrifuge being used to spin radioactive samples crashed during an undergraduate practical class. No one was injured and the spill was contained within the centrifuge. ML suspects that the wrong size of tubes were being used and this caused the crash. Spill was leaned up and area thoroughly monitored and decontaminated as necessary. Staff have been reminded to use correct tubes.

IB/LG

4. AOCB

- i. ML to send a copy of the 'chemical incompatibles' spreadsheet compiled by Debbie in SLSLT.

ML