

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28th July 2010 at 2pm

Present

Lisa Grayson (LG)
Irene Blair (IB)

Apologies

Monica Lacey (ML)

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

• 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.

LG

ix. LG still to arrange meeting to discuss Mortuary and Plastination H&S issues including refurbishment.

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

LG to inform Fire Marshals/Wardens that SOPs are on web along with alarmed exits procedure.

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

See 28/7/10 agenda, item 2ii.

5. AOCB

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

Discussed at CLS/E&B meeting. Existing Sop is adequate.

LG

4. Centrifuge Safety Training

LG/IB to begin work on centrifuge safety training package and TC training ppt. Let Safety Services take lead on TC training video.

LG/IB

• 28th April 2010

2. Proposal to Update H&S Induction Video

LG met with professional TV cameraman to review the HHMI Safe Science video currently used at H&S. Group have since decided that we do not have the resources to dedicate to this. Would be quicker/easier to do a ppt based on the HHMI video. LG to get quote from cameraman for future reference but shelve video idea for now.

LG

4. AOCB

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

ML

• 27th May 2010

2. New H&S Web Site

LG to add Disaster Recovery & Business Continuity pages to the site.

LG

3. Accidents & Incidents

ii. IB reminded personnel to only engage the temporary closure on the Sharpsafes prior to autoclaving.

2. Accidents/Incidents

i. Worker in WTB 1 CL3 suite discovered a pinhole puncture in a nitrile glove she had been wearing. Not direct exposure to pathogenic material occurred. Suspect batch of gloves was replaced and personnel were advised of correct procedures for use of disposable gloves. Full report drafted and sent to Safety Services.

ii. Researcher on WTB 3 fell to the floor when a draughtsman chair fitted with castors slipped out from underneath them. Suffered severe bruising. Head of College and College Secretary alerted and reminded that H&SMC have to reach a decision on the castors versus glides issue. LG discussed this further with the College Secretary and agreed to conduct a survey amongst the lab staff to establish whether there was a strong preference for castors or glides. LG to collate results and report back to College Secretary.

iii. A researcher on MSI 2 burned the side of one finger in a Bunsen burner. Suffered mild shock and a 1 cm² blister began to form. First Aid given and victim advised to rest at home for remainder of day.

iv. A researcher sustained a needlestick injury while removing fresh, sterile needle from its sheath.

v. Lab worker on WTB 3 put on someone else's lab coat by mistake and found a scalpel in the pocket. No injury was sustained, i.e. near miss. Personnel reminded not to leave sharps in lab coat pockets.

vi. Researcher leaned on bench where coverslips had been left lying around. Sustained a small cut to their arm. Treated by First Aider.

vii. School pupil visiting SLSLT took an asthma attack after inhaling an aerosol. Recovered after taking inhaler. No detail given on what the aerosol was. IB to check.

viii. Postgraduate student in CAHId sustained a severe scalpel cut to their finger while removing charred flesh from pig bones. Taken to A&E for treatment. Tendon in finger was partially severed and an operation was required to repair damage. Full report has been submitted to Safety Services. Risk assessment has been revised and chainmail will now be used to protect against scalpel cuts.

ix. Lab Manager received a small cut to their finger from a parcel tape dispenser. Treated by First Aider.

LG

IB

3. Lab Coat Signs

The School of Research SRB agreed that 'Lab Coat Area' signs must be posted at each lab door. IB/LG to design a sign and get it approved by IRL. Once approved, IB/LG to print 60, laminate in sticky-back pouches and affix to all wet lab doors throughout the Complex.

IB/LG

4. Queries from Dean of SLSLT re Induction Quiz

LG highlighted two queries from the Dean of SLSLT regarding the H&S Induction Quiz. LG to add photo of OMS/Carnelley fire assembly point to seminar ppt. LG to clarify GM risk assessment process for SLSLT.

LG

5. Changes to Basic Training Checklist

JBC Mez Lab Manager suggested three additions to Basic Training Checklist. Group approved of all three. LG to amend checklist and guidance accordingly then issue revised versions as appropriate.

LG