

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 29th September 2010 at 2pm

Present

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

Apologies

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.
- ix. See 29/9/10 agenda, item 2.

LG

• 24th June 2009

5. CLS Dangerous Substances Register

Update of register is in progress.

LG

• 25th August 2009

2. SOP for Fire Call Point Testing

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

• 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

See 29/9/10 agenda, item 3.

5. AOCB

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

IB/LG

• 25th February 2010

5. AOCB

iii. H&S seminar for the Honours Students was held on Friday 17th September. Will be held around the same date each year from now on.

• 30th March 2010

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

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

• **28th July 2010**

2. Accidents/Incidents

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. (All future chairs must have glides. Current chairs will be fitted with glides if requested by the user.)

LG

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

2. CAHId H&S

Sue Black copied IB in on an email to the Mortuary staff stressing the importance of maintaining high H&S standards and adhering to SOPs. IB replied suggesting a meeting to discuss Mortuary and Plastination H&S issues including refurbishment, secure storage of ammonium nitrate and waste disposal. Still waiting for reply. LG to email current risk assessments and ask if they need to be reviewed/added to.

LG

3. Pregnant & Nursing Mothers

Ian Scragg issued the revised policy on Pregnant and Nursing Mothers to LG. LG to amend CLS policy in light of this, stressing that the objective is to allow workers to continue in their normal job for as long as possible by making reasonable adjustments to ensure safety/health of worker and child. Role of line manager must be emphasised. Get risk assessments approved by Ian Scragg before issuing to worker. Do not meet pregnant workers one to one, always at least one other person present. Keep a record of all meetings, even an email to the worker and line manager to confirm what was discussed will suffice. Refer onto Safety Services or Occ Health if worker is not happy with assessment.

LG

4. LG to send list of Honours Students to ML.

LG

5. Accidents/Incidents

i. Another centrifuge accident occurred on MS12. Damage to equipment but no personal injury. MMB already insist that all staff are trained in use of centrifuges. Concerns about the individual responsible have been reported to senior staff.