

# CLS H&S Working Group Meeting Minutes

Meeting held on Friday 5<sup>th</sup> December 2008 at 2pm in Meeting Room 116

## Present

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

## Apologies

|  | Action |
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| <b>1. Previous Minutes</b>   |        |
| <ul style="list-style-type: none"> <li>Accepted as a true and accurate account.</li> </ul>   |        |
| <b>Matters Arising:</b>  |        |
| <ul style="list-style-type: none"> <li><b>25<sup>th</sup> February 2005</b><br/><b>AOCB</b> <ul style="list-style-type: none"> <li>vi. IB to arrange Evac Chair refresher training early 2009.</li> </ul> </li> </ul>  | IB     |
| <ul style="list-style-type: none"> <li><b>2<sup>nd</sup> August 2005</b><br/><b>6. Progress on Outstanding Inspection Tasks</b> <ul style="list-style-type: none"> <li>i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>26<sup>th</sup> April 2006</b><br/><b>2. Outcomes of Roof Access Meeting</b><br/>LG to draft risk assessment and issue for comment.</li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>31<sup>st</sup> May 2007</b><br/><b>6. AOCB</b> <ul style="list-style-type: none"> <li>i. Fire Warden/Marshal Procedures still to be documented and posted on the H&amp;S web.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>27<sup>th</sup> June 2007</b><br/><b>7. AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&amp;S Policy.</li> <li>v. LS Dangerous Substances Register: responses still to be collated.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>26<sup>th</sup> September 2007</b><br/><b>2. DSE Risk Assessment Progress</b><br/>ML to ensure DSE assessments for SLT are updated early 2009.</li> </ul>  | ML     |
| <ul style="list-style-type: none"> <li><b>31<sup>st</sup> October 2007</b><br/><b>7. AOCB</b> <ul style="list-style-type: none"> <li>ii. LG to arrange for Bittrex non-responders to be face-fit tested.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>28<sup>th</sup> February 2008</b><br/><b>7. AOCB</b> <ul style="list-style-type: none"> <li>iii. Leave eyewash shower covers as they are.</li> <li>iv. LG to check with Safety Services on Syber Safe gel disposal.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>26<sup>th</sup> March 2008</b><br/><b>3. Dark Room Ventilation and Waste</b> <ul style="list-style-type: none"> <li>ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>5. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>i. LG to put an account of the bromophenol blue/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff.</li> <li>ii. LG to put an account of the paraformaldehyde/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff.</li> </ul> </li> </ul> | LG     |
| <ul style="list-style-type: none"> <li><b>28<sup>th</sup> May 2008</b><br/><b>4. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>vii. ML to ask Terry Sweeney for an update on the resurfacing of the OMS/Carnelley atrium and copy to Ian Leith, Jim Elliott and Ian Scragg. See 5/12/08 AOCB.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>5. AOCB</b> <ul style="list-style-type: none"> <li>viii. LG to arrange a meeting with Ian Scragg to review the CLS waste disposal routes.</li> </ul> </li> </ul>   | LG     |

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| <ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> June 2008</b></li> <li><b>3. Next month's Big H&amp;S Issue</b><br/>LG to put phenol info on web.</li> <li><b>5. AOCB</b> <ul style="list-style-type: none"> <li>iii. ML is attempting to chase up CAHId personnel who have repeatedly failed to submit a BTC or attend the H&amp;S Induction Seminar.</li> </ul> </li> </ul>   | <p>LG</p> <p>ML</p>  |
| <ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> July 2008</b></li> <li><b>3. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>iv. LG and IB to carry out risk assessment for use of pallet truck.</li> </ul> </li> <li><b>4. AOCB</b> <ul style="list-style-type: none"> <li>ii. LG to issue MSI4 inspection report.</li> </ul> </li> </ul>   | <p>LG/IB</p> <p>LG</p>   |
| <ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> August 2008</b></li> <li><b>4. Improvements to RA Database Access and Guidance</b> <ul style="list-style-type: none"> <li>i. LG discussed printing problem with Kiran Oza. A mechanism for making properly formatted pdf files available for printing has been devised. LG to email Lab Managers.</li> <li>ii. LG still to put simplified guidance on the H&amp;S web site and get RA Database flyers on notice boards.</li> </ul> </li> <li><b>5. Next Fire Safety Inspection</b><br/>Fire Safety Inspections were carried out in JBC and WTB in November.</li> <li><b>8. AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to draft risk assessment for the use of syringe needles.</li> <li>iii. Refresher on risk assessment for SLT technicians to be scheduled for early 2009.</li> </ul> </li> </ul>   | <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p>                        |
| <ul style="list-style-type: none"> <li>• <b>29<sup>th</sup> October 2008</b></li> <li><b>4. AOCB</b> <ul style="list-style-type: none"> <li>i. IB to keep Group informed of First Aid course progress.</li> <li>ii. ML to look into the possibility of getting all visitors to SLT to report to the School Office Reception Desk.</li> <li>iii. LG/IB to complete inventory of fixed gas installations and pressurised cryo vessels. LG to formalise proposal and arrange a meeting with the relevant individuals: Letty Gibson, Donald Gardiner, Doug Robertson, Terry Sweeney.</li> <li>iv. LG to email Viv McGuire to confirm date for Mortuary inspection. Draeger Tube measurements will be undertaken during the inspection.</li> <li>v. ML to further investigate the practical involving the taking of the Cotrimoxazole tablet and update the risk assessment accordingly.</li> <li>vi. LG to get eyewash shower checklists issued before the end of 2008.</li> </ul> </li> </ul>  | <p>IB</p> <p>ML</p> <p>LG/IB</p> <p>LG</p> <p>ML</p> <p>LG</p> |
| <p><b>2. Monthly Review of Accident/Incident Reports</b></p> <ul style="list-style-type: none"> <li>i. A student was exposed to acid during a practical class while using a separating funnel. It was also discovered that an organic chemical used during the same class could permeate the nitrile gloves worn by students/staff. ML to review the relevant risk assessment, chemical hazard assessment and SOP.</li> <li>ii. A strong smell of ethanethiol (harmful by inhalation) was reported on JBC Floor 1. Staff were concerned that the fume hoods were not fully containing the vapours. JBC Floor 3 reported a gas leak at the same time but when E&amp;B investigated they suspected that the ethanethiol vapours had spread from JBC 1 to the roof void on this floor. It was not clear as to how this had occurred. E&amp;B to carry out further investigations. After the incident E&amp;B complained that the correct procedures for a suspected gas leak were not being followed. LG to draft SOP and circulate to the Lab Managers once finalised. (Note: ethanethiol is the chemical added to natural gas to give it an odour that humans can detect at very low concentrations. Therefore, it could have been a gas leak.)</li> </ul> | <p>ML</p> <p>LG</p>  |
| <p><b>3. AOCB</b></p> <ul style="list-style-type: none"> <li>i. IB to ask Letty Gibson and Allison Bridges if they would be willing to take on the role of JBC Fire Marshal and Deputy Fire Marshal respectively.</li> <li>ii. ML to check with Letty Gibson on preferred supplier of office chairs and with Ian Leith on who pays for replacement chairs.</li> <li>iii. ML reported that the Carnelley/OMS atrium had been re-cobbled but the surface is still unsuitable for trolleys. The plan is now to extend the carpet across the entrance. ML to keep group updated.</li> <li>iv. LG to take work related stress question out of DSE risk assessment form and amend microbreaks question.</li> <li>v. Lift phone check and lab coat count to be completed before end of 2008.</li> <li>vi. E&amp;B installed a key box at the WTB fire panel to take the keys currently in the breakglass above the panel. IB and LG agreed that the breakglass was more appropriate and IB has instructed E&amp;B to remove the key box.</li> <li>vii. During a recent lab coat check IB noticed 2 individuals on JBC Floor 2 wearing lab coats in a</li> </ul>  | <p>IB</p> <p>ML</p> <p>ML</p> <p>LG</p> <p>IB/LG</p>           |

writing room. IB/LG also witnessed two researchers walking through the lab with open containers of food and drink. Observations such as this will be noted on the 'lab coat' reports issued to the Head of College from now on.

viii. LG summarised the information from Stephen Rottger regarding visiting workers and insurance. Ian Leith has been made aware of the key issues and will bring to the attention of the College Board.