

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 25th March 2009 at 2pm

Present

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

Apologies

	Action
1. Previous Minutes	
<ul style="list-style-type: none"> Accepted as a true and accurate account. 	
Matters Arising:	
<ul style="list-style-type: none"> 25th February 2005 	
AOCB	
vi. IB to arrange Evac Chair refresher training early 2009.	IB
<ul style="list-style-type: none"> 2nd August 2005 	
6. Progress on Outstanding Inspection Tasks	
i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.	LG
<ul style="list-style-type: none"> 26th April 2006 	
2. Outcomes of Roof Access Meeting	
LG to draft risk assessment and issue for comment.	LG
<ul style="list-style-type: none"> 31st May 2007 	
6. AOCB	
i. Fire Warden/Marshal Procedures still to be documented and posted on the H&S web.	LG
<ul style="list-style-type: none"> 27th June 2007 	
7. AOCB	
i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&S Policy.	LG
v. LS Dangerous Substances Register: responses still to be collated.	LG
<ul style="list-style-type: none"> 26th September 2007 	
2. DSE Risk Assessment Progress	
ML to ensure DSE assessments for SLT are updated early 2009.	ML
<ul style="list-style-type: none"> 31st October 2007 	
7. AOCB	
ii. LG to arrange for Bittrex non-responders to be face-fit tested.	LG
<ul style="list-style-type: none"> 28th February 2008 	
7. AOCB	
iv. LG to check with Safety Services on Syber Safe gel disposal.	LG
<ul style="list-style-type: none"> 26th March 2008 	
3. Dark Room Ventilation and Waste	
ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration.	LG
<ul style="list-style-type: none"> 26th June 2008 	
3. Next month's Big H&S Issue	
LG to put phenol info on web.	LG
<ul style="list-style-type: none"> 28th August 2008 	
4. Improvements to RA Database Access and Guidance	
i. LG still to get RA Database flyers on notice boards.	LG
8. AOCB	
i. LG still to draft risk assessment for the use of syringe needles.	LG
iii. Refresher on risk assessment for SLT technicians to be scheduled for April 2009.	ML
<ul style="list-style-type: none"> 29th October 2008 	
4. AOCB	
i. IB to keep Group informed of First Aid course progress.	IB
ii. LG to take fixed gas installation and pressurised cryo vessel maintenance regime forward.	LG
iii. Assessment for practical involving the taking of the Cotrimoxazole tablet will be reviewed as part of the annual process during the summer period.	
iv. LG to get eyewash shower checklists issued early 2009.	LG

<ul style="list-style-type: none"> • 5th December 2008 2. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> ii. Assessments and SOP for the practical involving the organic chemical that permeates nitrile gloves will be reviewed as part of the annual process during the summer period. iii. LG to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised. 3. AOCB <ul style="list-style-type: none"> i. ML to check on preferred supplier of office chairs and who pays for replacement chairs. ii. ML to keep group updated on the Carnelley/OMS atrium saga. 	<p>LG</p> <p>ML ML</p>
<ul style="list-style-type: none"> • 28th January 2008 2. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> i. According to the manufacturer, the centrifuge fire that occurred on JBC 2 may have been caused by a build up of dust and a cleaning product on the fan. ii. ML confirmed that disposable scalpels are not used in Dissection classes due to cost. 3. AOCB <ul style="list-style-type: none"> i. LG to write up Stores inspection report/risk assessment. ii. IB/LG to produce a visual, simplified waste disposal guide. iii. Lab coat count; lift alarm/phone check; fire safety inspection and posting of 'PTW Required' labels have been done. Next count, check and inspection due in June. 	<p>LG IB/LG</p>
<p>2. Accidents/Incidents/Near Misses</p> <ul style="list-style-type: none"> i. A member of research staff trapped their index finger in a French press on MSI Floor 2 resulting in a small blood blister. IB/LG to initiate review of the risk assessment and SOP. ii. A PI fell off a four legged visitors' chair in her office and badly stubbed a toe resulting in severe bruising. There was nothing wrong with the chair or flooring. iii. A TC technician cut their finger on the edge of a MAT cabinet work tray. Cut was minor. Technician has been instructed to wear thicker gloves when removing/replacing work trays. LG to advise Lab Managers. iv. A Fugene microfuge started to emit smoke after samples were removed. Unit was disconnected from the mains. Still under warranty, therefore, returned to the manufacturer for investigation and repair or replacement. v. Workers became trapped in a communal office on JBC Floor 1, north side, at around 5pm on a Friday evening. The door latch had malfunctioned, causing the door to jam shut. The Lab Manager attempted to summon the out-of-hours joiner but he was dealing with another emergency on Campus and could not say exactly when he would be able to deal with the JBC incident. After approximately 10 minutes The Lab Manager passed the window keys to the trapped persons, via a partially opened window, to allow them to fully open and leave via the windows. The remaining staff managed to free the door lock shortly after this. The Lab Manager expressed his concern about lab staff not having direct access to window keys themselves, especially in a fire situation, and asked if those in ground floor offices could have keys. This contradicts an earlier ruling by the College Secretary aimed at preserving building security. LG contacted the University Fire Safety Adviser to ask if windows should be used as escape routes. The Fire Safety Adviser clarified that "<i>windows are (except in certain residential premises) not required or relied on for means of escape. The building itself is provided with that via escape routes to final exit doors</i>". LG communicated this to the Lab Manager and advised that the PIs take the matter up with the College Secretary directly if they wish to pursue it. The staff were reminded to call 4141 for emergency assistance if they become trapped anywhere on campus. 	<p>LG/IB</p> <p>LG</p>
<p>3. AOCB</p> <ul style="list-style-type: none"> vi. LG to email Hep B vaccination policy and RA form to ML. vii. H&S Comment/Suggestion Box and Lab Managers' SUSA Observation Card schemes to be put into operation on Monday 30/3/09. viii. IB and LG to meet to discuss contractors/security issues. 	<p>LG LG/IB</p> <p>LG/IB</p>