

# CLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 23<sup>rd</sup> September 2009 at 5pm

## **Present**

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

## **Apologies**

**DRAFT**

	Action
<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> AOCB<ul style="list-style-type: none"><li>vi. Evac Chair refresher training will be held in October.</li></ul></li><li><b>31<sup>st</sup> May 2007</b> 6. AOCB<ul style="list-style-type: none"><li>i. Wait until after training then revise Fire Warden/Marshal Procedures and post on web.</li></ul></li><li><b>28<sup>th</sup> February 2008</b> 7. AOCB<ul style="list-style-type: none"><li>iv. Syber Safe and other DNA stain info is now on line.</li></ul></li><li><b>26<sup>th</sup> March 2008</b> 3. <b>Dark Room Ventilation and Waste</b><ul style="list-style-type: none"><li>ii. Fix/developer filtration unit details have been sent to Safety Services.</li></ul></li><li><b>26<sup>th</sup> June 2008</b> 3. <b>Next month's Big H&amp;S Issue</b> Phenol info is on web.</li><li><b>28<sup>th</sup> August 2008</b> 8. AOCB<ul style="list-style-type: none"><li>i. Risk assessment for the use of syringe needles has been drafted.</li></ul></li><li><b>5<sup>th</sup> December 2008</b> 2. <b>Monthly Review of Accident/Incident Reports</b><ul style="list-style-type: none"><li>iii. See item 2 of 23/9/09 agenda.</li></ul></li><li><b>28<sup>th</sup> January 2009</b> 3. AOCB<ul style="list-style-type: none"><li>ii. IB/LG still to produce a visual, simplified waste disposal guide.</li></ul></li><li><b>27<sup>th</sup> May 2009</b> 3. <b>Unpacking of goods in Stores</b> LG and IB still to agree a date with the Stores Manager to discuss risk assessment, SOP and training. LG still to write up Stores inspection report/risk assessment from previous visit.</li><li>4. <b>Acquisition, storage, use and disposal of explosives</b> LG still to put explosives information on the web and bring to the attention of the Lab Managers.</li><li>5. <b>Web Site</b><ul style="list-style-type: none"><li>i. LG to put an account of the latest Eppendorf centrifuge fire incident on the H&amp;S web site.</li><li>ii. LG to put an account on the web site of the fatal accident involving use of a pyrophoric chemical.</li></ul></li><li>7. <b>AOCB</b><ul style="list-style-type: none"><li>i. LG still to draft assessment for formaldehyde release during fumigation.</li><li>ii. IB still to arrange a Field Trip First Aid course.</li><li>vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out.</li><li>ix. LG still to arrange meeting to discuss Mortuary and Plastination H&amp;S issues.</li></ul></li><li><b>24<sup>th</sup> June 2009</b> 2. <b>Amendment to BTC and Proposal to set up Database</b> LG still to set up BTC database.</li><li>3. <b>LN2 Risk Assessment, SOPs and O2 Depletion Monitor Checklists</b> LG to organise battery/sensor replacement for July/August.</li><li>4. <b>Letter to Pls re H&amp;S Responsibilities</b> LG still to email IRL suggesting that letter is sent to all existing Pls from MAJF and included in induction pack from now on.</li><li>5. <b>CLS Dangerous Substances Register</b> LG still to expand the register to cover all controlled or licenced activities/substances.</li><li>7. <b>New Signing In/Out Sheet for E&amp;B</b> See item 3 of 23/9/09 agenda.</li></ul>	IB/LG LG/IB LG LG LG IB LG LG LG LG LG LG LG LG

<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> August 2009</b></li> </ul>	
<ul style="list-style-type: none"> <li>2. <b>SOP for Fire Call Point Testing</b></li> </ul>	IB
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>IB to draft a SOP for this and circulate to Fire Marshals/Wardens to ensure they all know how to carry out fire call point testing.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>3. <b>Simplified Version of Accident Report Form</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Group considered Stella Mitchell's request for a simplified report form for recording minor accidents/incidents in the Dissection lab. Format was agreed. LG to produce on card and send to Stella for comment. Group agreed that the senior technician should transfer the reports into the official Accident Report Book and process as normal to ensure there is no delay informing Safety Services.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>4. <b>Checklist/Risk Assessment for Pregnant Mothers</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG proposed merging the Pregnant Mothers checklist and risk assessment form to simplify the process. Group approved. LG to produce draft document and issue to Group for comment.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>6. <b>AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. LG to give Viv McGuire a supply of Emergency Numbers cards.</li> </ul> </li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. LG to amend CL2 SOPs to say that bottles of biohazard liquid waste should also be placed in the red boxes along with bags of solid waste.</li> </ul> </li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>iii. IB/LG to check Comments Boxes for cards before next meeting.</li> </ul> </li> </ul>	LG/IB
<ul style="list-style-type: none"> <li>2. <b>SOP for Gas Leak</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG informed Group that a procedure already exists for dealing with a gas leak in a contained area. Therefore, a new procedure on how to deal with an uncontained leak is all that is required. LG to draft based on Safety Services current advice.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>3. <b>Signing In/Out Sheet for E&amp;B</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>After much consideration, IB and LG decided that the current signing in books should be left as they are and a simple notebook put in place at each Reception Desk for logging details of persons working on the roof. Details to include: name, contact number, time on and time off. LG to label up notebooks and discuss with Receptionists and Ged Keane.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>4. <b>Compressed Gas Safety Audit</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG proposed that, in addition to the gas manifold inspection by S&amp;B, a full compressed gas safety audit be carried out before the end of the year. Group agreed. LG to organise.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>5. <b>LN2 Cell Freezer Fill Training</b></li> </ul>	LG
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG reported that all Lab Managers have now attended LN2 Cell Freezer Fill training. SOP will circulate once finalised.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>6. <b>AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. ML to ask Fire Safety Adviser to confirm that numbers in 1<sup>st</sup> Year lab are acceptable from a fire safety/evacuation perspective.</li> </ul> </li> </ul>	ML
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. Next general inspection is to be carried out in SCILLS on 30/9/09.</li> </ul> </li> </ul>	