

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 24<sup>th</sup> June 2009 at 2pm

## **Present**

Lisa Grayson (L.G.)  
Irene Blair (IB)  
Monica Lacey (ML)

## **Apologies**

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|  | <b>Action</b>  |
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| <b>1. Previous Minutes</b>   |                |
| • Accepted as a true and accurate account.   |                |
| <b>Matters Arising:</b>  |                |
| • <b>25<sup>th</sup> February 2005</b><br><b>AOCB</b><br>vi. IB to arrange Evac Chair refresher training <u>after 2009 summer holiday period.</u>  | <b>IB</b>      |
| • <b>2<sup>nd</sup> August 2005</b><br><b>6. Progress on Outstanding Inspection Tasks</b><br>i. See 24/6/09 agenda.  |                |
| • <b>31<sup>st</sup> May 2007</b><br><b>6. AOCB</b><br>i. Fire Warden/Marshal Procedures still to be documented and posted on the H&S web.   | <b>L.G.</b>    |
| • <b>27<sup>th</sup> June 2007</b><br><b>7. AOCB</b><br>i. See 24/6/09 agenda.<br>v. See 24/6/09 agenda.   |                |
| • <b>26<sup>th</sup> September 2007</b><br><b>2. DSE Risk Assessment Progress</b><br>ML to ensure DSE assessments for SLSLT are updated <u>summer 2009.</u>  | <b>ML</b>      |
| • <b>31<sup>st</sup> October 2007</b><br><b>7. AOCB</b><br>ii. L.G. to arrange for Bittrex non-responders to be face-fit tested.   | <b>L.G.</b>    |
| • <b>28<sup>th</sup> February 2008</b><br><b>7. AOCB</b><br>iv. L.G. to check with Safety Services on Syber Safe gel disposal.   | <b>L.G.</b>    |
| • <b>26<sup>th</sup> March 2008</b><br><b>3. Dark Room Ventilation and Waste</b><br>ii. L.G. to send details of the fix/developer filtration unit to Safety Services for their consideration.  | <b>L.G.</b>    |
| • <b>26<sup>th</sup> June 2008</b><br><b>3. Next month's Big H&amp;S Issue</b><br>L.G. to put phenol info on web.  | <b>L.G.</b>    |
| • <b>28<sup>th</sup> August 2008</b><br><b>8. AOCB</b><br>i. L.G. still to draft risk assessment for the use of syringe needles.   | <b>L.G.</b>    |
| • <b>29<sup>th</sup> October 2008</b><br><b>4. AOCB</b><br>iv. See 24/6/09 agenda.   |                |
| • <b>5<sup>th</sup> December 2008</b><br><b>2. Monthly Review of Accident/Incident Reports</b><br>iii. L.G. to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised.  | <b>L.G.</b>    |
| <b>3. AOCB</b><br>i. ML to check on preferred supplier of office chairs and who pays for replacement chairs.   | <b>ML</b>      |
| • <b>28<sup>th</sup> January 2009</b><br><b>3. AOCB</b><br>ii. IB/L.G. to produce a visual, simplified waste disposal guide.   | <b>IB/L.G.</b> |
| • <b>23<sup>rd</sup> February 2009 &amp; 25<sup>th</sup> March 2009</b><br><b>2. Accidents/Incidents/Near Misses</b><br>i. French press risk assessment and SOP to be covered in MSI2 Inspection Report.<br>iii. L.G. to advise Lab Managers of sharp edges on MAT cabinet work trays. | <b>L.G.</b>    |

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|---|----------------------------|
| <ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> May 2009</b></li> </ul>   |                            |
| <p><b>2. Minor amendments to H&amp;S Policy document</b><br/>L.G. to update PDF and web versions of Policy.</p>   | L.G.                       |
| <p><b>3. Unpacking of goods in Stores</b><br/>L.G. and IB to agree a date with the Stores Manager to discuss risk assessment, SOP and training. L.G. still to write up Stores inspection report/risk assessment from previous visit.</p>  | L.G./IB                    |
| <p><b>4. Acquisition, storage, use and disposal of explosives</b><br/>L.G. to put explosives information on the web and bring to the attention of the Lab Managers.</p>   | L.G.                       |
| <p><b>5. Web Site</b></p> <ul style="list-style-type: none"> <li>i. L.G. to put an account of the latest Eppendorf centrifuge fire incident on the H&amp;S web site.</li> <li>ii. L.G. to put an account on the web site of the fatal accident involving use of a pyrophoric chemical. IB thought it would be useful to introduce this into the H&amp;S Induction Seminar.</li> </ul>   | L.G.<br>L.G.<br>IB/L.G.    |
| <p><b>6. H&amp;S Comment/Suggestion Slips &amp; SUSAs Cards</b><br/>See 24/6/09 agenda.</p>   |                            |
| <p><b>7. AOCB</b></p> <ul style="list-style-type: none"> <li>i. L.G. still to draft assessment for formaldehyde release during fumigation.</li> <li>ii. IB still to arrange a Field Trip First Aid course. First Aid rucksack has been issued.</li> <li>vii. L.G. to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out.</li> <li>ix. L.G. to arrange meeting to discuss Mortuary and Plastination H&amp;S issues.</li> <li>x. Hawkhill greenhouse has been cleared and cleaned.</li> </ul>  | L.G.<br>IB<br>L.G.<br>L.G. |
| <hr/>   |                            |
| <p><b>2. Amendment to BTC and Proposal to set up Database</b><br/>L.G. to email Basic H&amp;S Trainers with new versions of BTC and guide for trainers. L.G. to set up BTC database before next meeting.</p>  | L.G.                       |
| <p><b>3. LN2 Risk Assessment, SOPs and O2 Depletion Monitor Checklists</b><br/>Generic dispensing RA done. Group agreed that SOPs have to remain specific. All O2 monitors now have a weekly checklist for facility managers to complete. L.G. to Send email to this effect. L.G. to organise battery/sensor replacement for July/August.</p>   | L.G.                       |
| <p><b>4. Letter to PIs re H&amp;S Responsibilities</b><br/>L.G. issued first draft. Group approved. L.G. to email IRL suggesting that letter is sent to all existing PIs from MAJF and included in induction pack from now on.</p>  | L.G.                       |
| <p><b>5. CLS Dangerous Substances Register</b><br/>L.G. is expanding the register to cover all controlled or licenced activities/substances. Should be complete by next meeting.</p>  | L.G.                       |
| <p><b>6. Eyewash Shower Checklists</b><br/>In place. Lab Managers to ensure showers are rinsed weekly from now on. Supply given to ML for SLSLT.</p>  |                            |
| <p><b>7. New Signing In/Out Sheet for E&amp;B</b><br/>L.G. to modify sheet as per group's suggestions. L.G. to submit to Les Morrison at next E&amp;B meeting. L.G. to remember to include SLSLT.</p>   | L.G.                       |
| <p><b>8. Move H&amp;S Web Site to CLS Wiki</b><br/>L.G. proposed moving H&amp;S web site to CLS Wiki. Group approved. L.G. to consult IT.</p>   | L.G.                       |
| <p><b>9. Completing DSE Assessments On-line</b><br/>Group approved of this proposal. L.G. to get access group set up for DSE assessors. L.G. to consult Kiran Oza about timeout problem.</p>  | L.G.                       |
| <p><b>10. Accident/Incident/Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>i. Teaching technician putting box on high shelf. Extension cable fell and hit her in the mouth cracking her tooth. Staff reminded not to store such items at height.</li> <li>ii. Member of research staff on MSI2 got acrylamide gel in their eye. Reminded to wear safety glasses.</li> <li>iii. DSTT technician spilled non infectious E coli cells on her arm. Washed area with 70% ethanol (not appropriate). Developed a slight rash next day. Advised to see GP if concerned.</li> <li>iv. Member of research staff on MSI2 sustained a needlestick injury while working with biofilm. Rinsed wound thoroughly. Reminded to take care when working with sharps.</li> </ul> |                            |
| <p><b>11. H&amp;S Comment/Suggestion Slips &amp; SUSAs Cards</b><br/>L.G. summarised what has been actioned so far. IB to collect in June's cards on Thu or Fri. IB/L.G. to meet to action after July holidays.</p>   | L.G./IB                    |
| <p><b>12. AOCB</b></p> <ul style="list-style-type: none"> <li>i. ML enquired about policy/procedures for students travelling abroad on field trips. L.G. directed her to Safety Services web site.</li> <li>ii. IB informed group that glass upstand has been fitted to one section of the Atrium. Group to inspect and feedback to Terry Sweeney.</li> <li>iii. IB/L.G. confirmed that WTB safety showers are to be removed.</li> </ul>  | ALL                        |