

CLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 25th August 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 <ul style="list-style-type: none"> vi. IB still to arrange Evac Chair refresher training. 	IB
<ul style="list-style-type: none"> 31st May 2007 6. AOCB <ul style="list-style-type: none"> i. Fire Warden/Marshal Procedures still to be documented and posted on the H&S web. 	LG
<ul style="list-style-type: none"> 26th September 2007 2. DSE Risk Assessment Progress DSE assessments for SLSLT admin staff have been completed. 	
<ul style="list-style-type: none"> 31st October 2007 7. AOCB <ul style="list-style-type: none"> ii. Bittrex non-responders have been face-fit tested along with a two Lab Managers that had not been tested before. 	
<ul style="list-style-type: none"> 28th February 2008 7. AOCB <ul style="list-style-type: none"> iv. LG still 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 <ul style="list-style-type: none"> ii. LG still 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 still to put phenol info on web. 	LG
<ul style="list-style-type: none"> 28th August 2008 8. AOCB <ul style="list-style-type: none"> i. LG still to draft risk assessment for the use of syringe needles. 	LG
<ul style="list-style-type: none"> 5th December 2008 2. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> iii. LG still to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised. 	LG
<ul style="list-style-type: none"> 3. AOCB <ul style="list-style-type: none"> i. SLSLT paying for own replacement office chairs. 	
<ul style="list-style-type: none"> 28th January 2009 3. AOCB <ul style="list-style-type: none"> ii. IB/LG still to produce a visual, simplified waste disposal guide. 	IB/LG
<ul style="list-style-type: none"> 23^d February 2009 & 25th March 2009 2. Accidents/Incidents/Near Misses <ul style="list-style-type: none"> iii. Advice on sharp edges of MAT cabinet work trays will be included in training video. 	
<ul style="list-style-type: none"> 27th May 2009 2. Minor amendments to H&S Policy document LG updated PDF and web versions of Policy. 	
<ul style="list-style-type: none"> 3. Unpacking of goods in Stores 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. 	LG/IB
<ul style="list-style-type: none"> 4. Acquisition, storage, use and disposal of explosives LG still to put explosives information on the web and bring to the attention of the Lab Managers. 	LG
<ul style="list-style-type: none"> 5. Web Site <ul style="list-style-type: none"> i. LG to put an account of the latest Eppendorf centrifuge fire incident on the H&S web site. ii. LG to put an account on the web site of the fatal accident involving use of a pyrophoric chemical. 	LG LG
<ul style="list-style-type: none"> 7. AOCB <ul style="list-style-type: none"> i. LG still to draft assessment for formaldehyde release during fumigation. ii. IB still to arrange a Field Trip First Aid course. vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out. ix. LG still to arrange meeting to discuss Mortuary and Plastination H&S issues. 	LG IB LG LG

<p>• 27th May 2009</p> <p>2. Amendment to BTC and Proposal to set up Database Basic H&S Trainers have been emailed with new versions of BTC and guide for trainers. LG still to set up BTC database.</p> <p>3. LN2 Risk Assessment, SOPs and O2 Depletion Monitor Checklists LG sent email instructing facility managers to complete O2 monitor weekly checklist. LG to organise battery/sensor replacement for July/August.</p> <p>4. Letter to PIs re H&S Responsibilities LG still to email IRL suggesting that letter is sent to all existing PIs from MAJF and included in induction pack from now on.</p> <p>5. CLS Dangerous Substances Register LG still to expand the register to cover all controlled or licenced activities/substances.</p> <p>7. New Signing In/Out Sheet for E&B Group decided that the modified sheet is not going to fit in with the established visitors signing in/out procedure. Alternatives were discussed. LG/IB to consult Receptionists.</p> <p>8. Move H&S Web Site to CLS Wiki LG confirmed that IT staff are happy for the H&S web site to migrate to the CLS Wiki.</p> <p>9. Completing DSE Assessments On-line LG proposed that, rather than complete DSE assessments on line, we continue to use the paper form and LG scans them in for attaching to individuals' staff records. Group approved.</p> <p>11. H&S Comment/Suggestion Slips & SUSAs Cards IB collected June's cards. Only two cards submitted. One asked for corridors to be constructed to prevent people using the labs as thoroughfares. Unfortunately, this is not reasonably practicable. The other card complained about people eating cooked food in a shared office. This should be dealt with at a local level.</p> <p>12. AOCB Group inspected glass upstand in the Atrium and informed Terry Sweeney that they approved.</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG/IB</p>
<p>2. SOP for Fire Call Point Testing 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.</p> <p>3. Simplified Version of Accident Report Form 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.</p> <p>4. Checklist/Risk Assessment for Pregnant Mothers 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.</p> <p>5. Accidents/Incidents</p> <ul style="list-style-type: none"> i. MSI4 had to be evacuated shortly after 5pm one evening when pungent fumes from a chemical being used by contractors repairing the roof diffused into the lab and made the occupants feel sick and dizzy. After the initial investigation and discussions with E&B it was decided that the contractors would use an alternative method to repair the roof. The lack of response to the emergency number, 4141, was reported to Safety Services and the Security Manager. ii. A member of DSTT spilled fermenter waste onto themselves while decanting it with a bucket. Contaminated lab coat etc was sent for autoclaving then laundering. A suitable pump for transferring the waste will be purchased. iii. A researcher in SCILLs reported that tubing on a new Bunsen burner started to smoulder while in use. The Lab Manager has reported this to the supplier and is waiting for feedback. iv. A member of IT staff walked into the door leading to the kitchen in the Garland Café as it was opened from the kitchen side. A blow to the ribs was sustained which continued to cause pain for some time. The victim was advised to visit their GP. The kitchen door opens onto one of two main entrance/exit points where people also queue and is used almost continuously during busy times. If people queued at the opposite side they would most likely exit passing the kitchen door and still be at risk. The only way to eradicate the problem is to move the south side entrance/exit away from the kitchen but this would involve a costly refurbishment. Group agreed to monitor the situation and forward their comments to Ian Leith and Terry Sweeney if any further incidents occur. v. Piranha solution (hydrogen peroxide/sulphuric acid mix) was spilled in a fume hood on WTB Mez when the glass beaker containing it broke. The heat generated by the reaction between the two chemicals appears to have caused the break. The solution is used to clean coverslips. The researcher has now agreed to buy in pre treated coverslips to avoid having to work with Piranha solution in future. vi. A potential fire incident occurred in the kitchen area off the Finance/HR office when a microwave started up spontaneously in the early morning. A cleaner was present at the time and noticed that a paper towel inside the microwave had started to smoulder. The cleaner switched the microwave off and doused the paper towel with water. IB condemned the microwave and reminded the staff not to put paper towels in microwaves. <p>6. AOCB</p> <ul style="list-style-type: none"> i. LG to give Viv McGuire a supply of Emergency Numbers cards. 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. iii. IB/LG to check Comments Boxes for cards before September's meeting. 	<p>IB</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG/IB</p>