

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 25<sup>th</sup> November 2009 at 2pm

## Present

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

## Apologies

	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>28<sup>th</sup> January 2009</b> <ul style="list-style-type: none"> <li> <b>3. AOCB</b> <ul style="list-style-type: none"> <li>ii. IB/LG still to produce a visual, simplified waste disposal guide. <b>IB/LG</b></li> </ul> </li> </ul> </li> <li> <b>27<sup>th</sup> May 2009</b> <ul style="list-style-type: none"> <li> <b>3. Unpacking of goods in Stores</b> <p>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. <b>LG/IB</b></p> </li> <li> <b>4. Acquisition, storage, use and disposal of explosives</b> <p>LG still to put explosives information on the web and bring to the attention of the Lab Managers. <b>LG</b></p> </li> <li> <b>5. 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. <b>LG</b></li> <li>ii. LG to put an account on the web site of the fatal accident involving use of a pyrophoric chemical. <b>LG</b></li> </ul> </li> <li> <b>7. AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to draft assessment for formaldehyde release during fumigation. <b>LG</b></li> <li>ii. IB still to arrange a Field Trip First Aid course. <b>IB</b></li> <li>vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out. <b>LG</b></li> <li>ix. LG still to arrange meeting to discuss Mortuary and Plastination H&amp;S issues. <b>LG</b></li> </ul> </li> </ul> </li> <li> <b>24<sup>th</sup> June 2009</b> <ul style="list-style-type: none"> <li> <b>2. Amendment to BTC and Proposal to set up Database</b> <p>LG still to set up BTC database. <b>LG</b></p> </li> <li> <b>4. Letter to Pls re H&amp;S Responsibilities</b> <p>On H&amp;SMC meeting agenda.</p> </li> <li> <b>5. CLS Dangerous Substances Register</b> <p>LG still to expand the register to cover all controlled or licenced activities/substances. <b>LG</b></p> </li> </ul> </li> <li> <b>25<sup>th</sup> August 2009</b> <ul style="list-style-type: none"> <li> <b>2. SOP for Fire Call Point Testing</b> <p>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. <b>IB</b></p> </li> <li> <b>6. AOCB</b> <ul style="list-style-type: none"> <li>i. LG gave Viv McGuire a supply of Emergency Numbers cards. <b>LG</b></li> <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. <b>LG</b></li> </ul> </li> </ul> </li> <li> <b>23<sup>rd</sup> September 2009</b> <ul style="list-style-type: none"> <li> <b>2. SOP for Gas Leak</b> <p>LG still to draft based on Safety Services current advice. <b>LG</b></p> </li> <li> <b>3. Signing In/Out Sheet for E&amp;B</b> <p>LG has labelled up roof work notebooks, instructed the Receptionist and put a notebook at WTB &amp; JBC. <b>LG</b></p> </li> <li> <b>4. Compressed Gas Safety Audit</b> <p>LG still to organise a full compressed gas safety audit. <b>LG</b></p> </li> <li> <b>5. LN2 Cell Freezer Fill Training</b> <p>LN2 Cell Freezer fill SOP still to be finalised and circulated. <b>LG</b></p> </li> </ul> </li> </ul>	

<p><b>2. Targets and Agenda for H&amp;SMC Meeting in January 2010</b>  LG ran through the targets and Group discussed what had been achieved and what was still to do. IB and ML agreed to help get all risk assessments and SOPs approved to fulfil target 6.</p>	<p><b>IB/ML</b></p>
<p><b>3. Pregnant Mothers' Procedure</b>  Group agreed that there should be two H&amp;S people present during meetings with pregnant mothers from now on. Also, Human Resources should be involved if there is any indication that a case may be particularly difficult or sensitive. LG to amend policy accordingly.</p>	<p><b>LG</b></p>
<p><b>4. Liquid Nitrogen Training Package</b>  LG informed the Group that a training package has been developed but the test has to be converted to a web form to allow trainees to submit their answers from their own computer. LG to ask Damian Leddy for advice.</p>	<p><b>LG</b></p>
<p><b>5. Accident/Incident/Near Miss Reports</b></p> <ul style="list-style-type: none"> <li>i. Minor burn to hand (hot agarose being removed from microwave using silicone hand glove).</li> <li>ii. 2 x glass cuts to fingers, one while putting teat on glass pasteur pipette, one from microscope slide.</li> <li>iii. Exposure to diethyl ether fumes, light headed and headache.</li> <li>iv. Reaction to nitrile gloves.</li> <li>v. Trip on carpet bar.</li> <li>vi. Skin on finger pierced by fragment of mouse bone (through glove).</li> <li>vii. Glove caught fire from bunsen after cleaning slide with ethanol.</li> <li>viii. 2 x Undergraduate student feeling faint.</li> <li>ix. Minor crush injury (bruising and swelling) to finger while moving cupboard.</li> <li>x. 2 x minor chemical spills.</li> </ul>	
<p><b>6. H&amp;S Comment/Suggestion Slips &amp; SUSAs Cards</b>  Cards submitted in 2009 will be summarised for the H&amp;SMC and decisions taken on when/what further action is required at the next H&amp;SMC meeting.</p>	<p><b>LG</b></p>
<p><b>7. AOCB</b></p> <ul style="list-style-type: none"> <li>i. IB pointed out that Reception staff still require H&amp;S training and that this would be an ideal opportunity to remind them of their H&amp;S duties. IB/LG to organise.</li> <li>ii. ML informed the Group that mushrooms were growing in the OMS/Carnelley link area and that she suspects there is some kind of persistent spore contamination. Issue has been referred to E&amp;B.</li> <li>iii. ML reminded the Group that taxis should not be ordered by staff on behalf of students needing to go home. The student must order and pay for the taxi themselves. However, if a taxi is required to take a student or member of staff to A&amp;E this is paid for by the College.</li> <li>iv. ML expressed concern about the security arrangements for the tour of the Carnelley Museum on the Winter Lights Night. This has been arranged by the Head Curator at Museum Services without prior authorisation from the Dean of SLSLT. ML to email the Head Curator with a list of her queries and concerns.</li> </ul>	<p><b>IB/LG</b></p> <p><b>ML</b></p>