

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 26th March 2008 at 2pm in Meeting Room 116

Present

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

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"> 2nd August 2005 6. Progress on Outstanding Inspection Tasks <ul style="list-style-type: none"> i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities. 	LG
<ul style="list-style-type: none"> 29th March 2006 8. AOCB <ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work. 	IB/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"> 27th September 2006 5. AOCB <ul style="list-style-type: none"> iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. Next Inspection to be held on 10/4/08. 	LG
<ul style="list-style-type: none"> 8th December 2006 2. Tasks Arising From H&SMC Meeting <ul style="list-style-type: none"> x. LG proposed that GLP training be included in the H&S Induction Seminar. Group agreed. IB and LG to reformat seminar accordingly. 5. AOCB <ul style="list-style-type: none"> iv. LG to finalise risk assessments for A&FA activities and copy to Roger Soames. ix. Next Fire Safety Inspection due on 7/6/08. Test emergency phones and alarms at same time. 	LG/IB LG IB/LG
<ul style="list-style-type: none"> 31st May 2007 3. Checking/Approval of Risk Assessments & SOPs Quality of the practical class risk assessments will be checked during the transition from the current RA system to the web interfaced system. 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/ML LG
<ul style="list-style-type: none"> 27th June 2007 7. AOCB <ul style="list-style-type: none"> i. LG still to draft letter to PIs based on the controlled substances web page – almost complete; LG to finalise - and the responsibilities detailed in the H&S Policy. v. LS Dangerous Substances Register: responses still to be collated. 	LG LG
<ul style="list-style-type: none"> 29th August 2007 2. H&S Guidance for Engineers, Contractors and E&B Personnel in CLS Labs LG to communicate Group's decisions to Lab Managers. 	LG
<ul style="list-style-type: none"> 26th September 2007 2. DSE Risk Assessment Progress ML to ensure DSE assessments for SLT are updated at the end of the current semester. 	ML

<ul style="list-style-type: none"> • 31st October 2007 4. Procedures for Decommissioning and Hand Over of Areas to Contractors Actions arising from meeting on 28/11 to be completed. 7. AOCB <ul style="list-style-type: none"> ii. LG to chase up banana oil kit order. 	<p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 28th February 2008 2. Policy & Procedures for Water Supply Shutdown LG to progress identified issues forward. 4. Servicing/Testing of Fixed Gas Installations LG to consult Safety Services on servicing/testing requirements for such installations. 5. Month's Big H&S Issue See 26th March 2006 item 4. 6. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> ii. ML to review the risk assessment for the practical class involving rotten potato to check that the need for safety glasses is made clear. iii. ML to monitor temperature control situation in teaching lab. 7. AOCB <ul style="list-style-type: none"> ii. DSE risk assessments have been done for Finance, HR & Bioinformatics. LG to email OME personnel week commencing 7/4. iii. IB emailed Terry Sweeney re eyewash shower covers. No reply. Will email again. iv. LG to check with Safety Services on Syber Safe gel disposal. v. IB gave Receptionists instruction on what to do in the event of an emergency evacuation. viii. Influx of Art Students to the Complex appears to have ceased. 	<p>LG</p> <p>LG</p> <p>ML</p> <p>ML</p> <p>LG</p> <p>IB</p> <p>LG</p>
<p>2. Drinking Water</p> <p>Due to the ongoing problem of algal contamination in the Water at Work bottles/dispensers, the Group agreed that Water at Work dispensers should be removed from areas where all personnel have access to a mains water tap in a suitable non-lab area, e.g. coffee/meeting room. Lab Managers to be advised of this recommendation once IB and LG check labelling of drinking/mains water taps. ML to put a request into E&B for taps to be labelled in Carnelley/OMS.</p>	<p>IB/LG</p> <p>ML</p>
<p>3. Dark Room Ventilation and Waste</p> <ul style="list-style-type: none"> i. LG informed Group that Lab Managers are still complaining about the ventilation in the Dark Rooms even though remedial work has been carried out. LG to get details from the Lab Managers via email before approaching Terry Sweeney. ii. Lab Managers are also complaining about the weight of the fix and developer waste containers. The GRE Lab Manager suggested using a filtration unit of the type used by some labs at Ninewells. LG asked the Lab Manager to send details of the unit for forwarding on to Safety Services for their consideration. In the interim, LG advised the Lab Managers to check the waste containers more frequently and empty them before they are more than half full. 	<p>LG</p>
<p>4. Next Month's Big H&S Issue</p> <p>Run with Shattered Lives Campaign for another month. LG still to notify personnel by email.</p>	<p>LG</p>
<p>5. Monthly Review of Accident/Incident Reports</p> <ul style="list-style-type: none"> i. A member of research staff microwaved a 50ml tube of Bromophenol Blue with the cap. The tube exploded but the microwave remained intact and no harm/damage was done. LG to put on Lessons to be Learned web page and bring to the attention of all staff. ii. A member of research staff microwaved paraformaldehyde solution, releasing harmful/irritant fumes into the surrounding lab. Area had to be cleared and ventilated but no one was harmed. LG to put on Lessons to be Learned web page and bring to the attention of all staff. iii. A cleaner injured their shoulder while using a floor scrubbing machine during their early morning cleaning duties. Individual was well trained and experienced. Cleaner went on holiday for a week immediately after receiving the injury. Returned to work but then had to get treatment from GP and was told to stay off for 3 days. IB consulted with Safety Services and concluded this incident was not reportable under RIDDOR. iv. A rotary evaporator containing a litre of organic solvent imploded during use in an SLSLT lab. Solvent sprayed out but glass was contained. No one was injured. ML suspects that the vacuum in Carnelley is too strong and has asked E&B to investigate. 	<p>LG</p> <p>LG</p>
<p>6. AOCB</p> <ul style="list-style-type: none"> i. LG and Ian Scragg were called in to investigate complaints from the SLSLT Technicians regarding the transport of practical class equipment & chemicals across the OMS/Carnelley link area. A report was compiled, detailing the problems and the remedial action required, and submitted by Ian Scragg to Ian Leith and Jim Elliott. ML to monitor progress. ii. IB reported that the removal of black bin bags from the lab areas on WTB Floor 2 has 	<p>ML</p>

<p>approximately doubled the volume of blue bag waste. Group concluded that there was no point in extending the trial to another area until this has been discussed with Safety Services. IB to raise with Ian Scragg.</p>	<p>IB</p>
<p>iii. IB asked E&B's Environment Officer for clarification on the fate of glass and batteries being sent for 'recycling'. Environment Officer confirmed that glass is not always recycled. It may be ground down and sent to landfill if this is more cost effective in light of the current market value. Environment Officer also confirmed that batteries are not recycled but pulverised and sent to landfill. Group decided that glass should still be streamed for recycling but standard, household type batteries should just go into the normal waste. Terminals should still be taped over. Non-standard batteries should be collected by Safety Services. Lab Managers to be informed at their next meeting.</p>	<p>IB/LG</p>
<p>iv. Contrary to the Environment Officer's recent email on paper recycling, Group agreed that (1) catalogues will continue to be collected in white, rather than green, bags and (2) early morning cleaners should decide when to empty green bags based on what each cleaner thinks they can safely handle. This is to be communicated at the next 'waste' meeting. Lab Managers to be informed at their next meeting.</p>	<p>IB/LG</p>
<p>v. An Early Morning Cleaner on WTB3 informed the Lab Manager that they had an egg allergy and had been feeling unwell since starting work on the floor. IB informed Heather Adam and recommended that the cleaner be transferred to another area immediately.</p>	<p>LG</p>
<p>vi. LG to ask Safety Services for clarification on which opticians participate in the University £40 contribution scheme.</p>	<p>LG</p>
<p>vii. ML to assess the requirement for prescription safety glasses amongst the Teaching Staff and consult with Jim Elliott.</p>	<p>ML</p>