

CLS H&S Working Group Meeting Minutes

Meeting held on Thursday 26th June 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	
vi. Larry Fortune has given some possible dates for Evac Chair refresher training. IB to email Fire Marshals/Wardens and include SLSLT Technicians.	IB
<ul style="list-style-type: none"> 2nd August 2005 	
6. Progress on Outstanding Inspection Tasks	
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	
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"> 8th December 2006 	
2. Tasks Arising From H&SMC Meeting	
x. IB and LG to reformat induction seminar to cover GLP.	LG/IB
5. AOCB	
ix. Fire Safety Inspection was carried out on 6/6/08. Emergency phones and alarms were also tested. Next inspection due on 5/9/08.	
<ul style="list-style-type: none"> 31st May 2007 	
3. Checking/Approval of Risk Assessments & SOPs	
Quality of the practical class risk assessments to be checked during the transition from the current RA system to the web interfaced system.	LG/ML
6. AOCB	
i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web.	LG
<ul style="list-style-type: none"> 27th June 2007 	
7. AOCB	
i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&S Policy.	LG
v. LS Dangerous Substances Register: responses still to be collated.	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	
Training delivered by Safety Services on 23/6/08 to all relevant personnel.	
7. AOCB	
ii. LG to find alternative to banana oil kit from Cole Palmer.	LG

- **28th February 2008**
 - 2. **Policy & Procedures for Water Supply Shutdown**
Transferred to H&SMC agenda.
 - 4. **Servicing/Testing of Fixed Gas Installations**
LG to consult Safety Services on servicing/testing requirements for such installations. **LG**
 - 7. **AOCB**
 - iii. IB emailed Terry Sweeney re eyewash shower covers. No reply. Will email again. **IB**
 - iv. LG to check with Safety Services on Syber Safe gel disposal. **LG**
- **26th March 2008**
 - 2. **Drinking Water**
 - i. LG has sent George Morrison a list of drinking water taps that are not labelled as such and asked for clarification on the tank water quality in MSI. No reply so far. LG to chase up. Letty Gibson is arranging for Water at Work dispensers to be phased out and replaced with cooled mains water dispensers. **LG**
 - 3. **Dark Room Ventilation and Waste**
 - i. Lab Managers have been asked to report dark room ventilation problems direct to Terry Sweeney. CLS H&S will get updates at Lab Managers' meetings.
 - ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration. **LG**
 - 5. **Monthly Review of Accident/Incident Reports**
 - i. LG to put an account of the bromophenol blue/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff. **LG**
 - ii. LG to put an account of the paraformaldehyde/microwave incident on the Lessons to be Learned web page and bring to the attention of all staff. **LG**
- **30th April 2008**
 - 2. **AOCB**
 - i. MSI 2 Inspection Report has been issues and JBC1 inspection rescheduled for 4/6/08.
 - ii. IB and LG have gone through the Fire Risk Assessment/Report for WTB and addressed actions assigned to CLS. See 28/5/08 item 5vi.
- **28th May 2008**
 - 3. **Next Month's Big H&S Issue**
See 26/6/08 item 3.
 - 4. **Monthly Review of Accident/Incident Reports**
 - v. AJ Craig have cleared out the waste silicon from the plastination tank. LG has sent the plastination risk assessment to Marc Moghbel and Roger Soames for their comments.
 - vii. ML to ask Terry Sweeney for an update on the resurfacing of the OMS/Carnelley atrium and copy to Ian Leith, Jim Elliott and Ian Scragg. **ML**
 - viii. LG to add phenol spill details to web and inform staff by email. **LG**
 - 5. **AOCB**
 - i. IB to ask Allison Bridges if she will take on the role of JBC Fire Marshal and ask Linda Bell if she will deputise. **IB**
 - iv. LG gave training to SLSLT Technicians on the web-interfaced RA Databases on 3/6/08.
 - v. Refurbishments policy training was held on 23/6/08.
 - vi. Andrew Newman has been clearly instructed to remove the cover from the detector head in the WBRU coffee room but will not do so until it has been converted to a carbon monoxide detector. Larry Fortune and Ian Leith are now involved.
 - viii. LG to arrange a meeting with Ian Scragg to review the CLS waste disposal routes week commencing 23/6/08. **LG**
 - ix. LG to issue email to Lab Managers explaining the gas resetting procedure. **LG**
 - x. LG to email Ian Scragg about gas cylinder training and testing/maintenance of fixed gas installations. **LG**

2. H&SMC Meeting Agenda	LG issued the draft agenda for comment. IB and ML approved of agenda as is. LG to schedule meeting and prepare papers.	LG
3. Next month's Big H&S Issue	LG to put phenol info on web.	LG
4. Monthly Review of Incident/Accident Reports	<ul style="list-style-type: none"> i. A member research staff working in the CL3 Suite was holding a micro-titre plate up to the light to get a better view of the contents when it slipped from their grasp. The culture – of animal pathogen <i>T. brucei brucei</i> - splashed onto their lab coat and face. Lab coat was removed and face washed extensively and swabbed with 70% ethanol. Workers have been told to avoid this practice and a light box has been provided. ii. Two syringe needles were found by the cleaner on WTB3, one on the floor and one on a chair. The Lab Manager has reminded staff to carelessly discard needles. 	
5. AOCB	<ul style="list-style-type: none"> i. IB to ask MSI 2 Lab Manager for volumes & concentrations of selenates in culture media before consulting Safety Services on disposal. ii. ML noted that the SESWCE have also done away with their out-of-hours signing in book. iii. ML to chase up CAHId personnel who have repeatedly failed to submit a BTC or attend the H&S Induction Seminar. iv. Group agreed to carry out a general inspection on JBC Floor M on 2/7/08 at 10am. 	IB ML All