

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27th May 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	
vi. IB to arrange Evac Chair refresher training early 2009.	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"> 26th April 2006 	
2. Outcomes of Roof Access Meeting	
See 27/5/09 agenda.	
<ul style="list-style-type: none"> 31st May 2007 	
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"> 26th September 2007 	
2. DSE Risk Assessment Progress	
ML to ensure DSE assessments for SLT are updated early 2009.	ML
<ul style="list-style-type: none"> 31st October 2007 	
7. AOCB	
ii. LG to arrange for Bittrex non-responders to be face-fit tested.	LG
<ul style="list-style-type: none"> 28th February 2008 	
7. AOCB	
iv. LG 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	
ii. LG 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 to put phenol info on web.	LG
<ul style="list-style-type: none"> 28th August 2008 	
8. AOCB	
i. LG still to draft risk assessment for the use of syringe needles.	LG
<ul style="list-style-type: none"> 29th October 2008 	
4. AOCB	
i. First Aid course progress – see 27/5/09 agenda.	
iii. Fixed gas installation and pressurised cryo vessel maintenance – see 27/5/09 agenda.	
iv. LG to get eyewash shower checklists issued early 2009.	LG
<ul style="list-style-type: none"> 5th December 2008 	
2. Monthly Review of Accident/Incident Reports	
iii. LG to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised.	LG
3. AOCB	
i. ML to check on preferred supplier of office chairs and who pays for replacement chairs.	ML
ii. Carnelley/OMS atrium saga - see 27/5/09 agenda.	
<ul style="list-style-type: none"> 28th January 2009 	
3. AOCB	
i. Stores inspection report/risk assessments – see 27/5/09.	
ii. IB/LG to produce a visual, simplified waste disposal guide.	IB/LG

<ul style="list-style-type: none"> • 23rd February 2009 & 25th March 2009 2. Accidents/Incidents/Near Misses <ul style="list-style-type: none"> i. IB/LG to initiate review of French press risk assessment and SOP. iii. LG to advise Lab Managers of sharp edges on MAT cabinet work trays. • 29th April 2009 2. Comments & SUSA Cards <ul style="list-style-type: none"> i. See 27/5/09 agenda. 	<p>LG/IB LG</p>
<p>2. Minor amendments to H&S Policy document</p> <p>LG indicated the minor changes made to the CLS H&S Policy prior to its submission to University Safety Sub-committee along with the CLS H&S Report. ML reminded LG that Roger Soames would assume the role of Acting Dean of SLSLT as of 1/7/09. LG to update PDF and web versions of Policy accordingly.</p>	<p>LG</p>
<p>3. Unpacking of goods in Stores</p> <p>LG and IB 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.</p>	<p>LG/IB</p>
<p>4. Acquisition, storage, use and disposal of explosives</p> <p>LG informed the group about the procedures required for acquisition, storage and use of explosives. LG to put information on the web and bring to the attention of the Lab Managers.</p>	<p>LG</p>
<p>5. Web Site</p> <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 that occurred in a chemistry lab in the US recently. IB thought it would be useful to introduce this into the H&S Induction Seminar. 	<p>LG LG IB/LG</p>
<p>6. Accident/Incident/Near Miss Reports</p> <ul style="list-style-type: none"> i. A member of staff on WTB 3 felt sick and dizzy and briefly lost consciousness. The First Aider in attendance summoned an ambulance put the invalid refused to go to hospital. They did, however, agree to make an appointment with their GP. ii. An early morning cleaner pricked their finger on blood sampling lancet (of the type commonly used by diabetics) while wiping down a work surface in a writing room. Occupational Health were informed and arranged for the cleaner to go to A&E. The owner of the lancet has been supplied with a Sharpsafe and reminded of the importance of properly disposing of sharps ASAP. 	
<p>7. H&S Comment/Suggestion Slips & SUSA Cards</p> <p>IB and LG to collect May's cards and carry out actions arising from April's cards on Friday 29/5.</p>	<p>IB/LG</p>
<p>8. AOCB</p> <ul style="list-style-type: none"> i. LG informed the Group that Damian Leddy has produced a risk assessment for maintenance personnel working on the Complex roof while 3H gas release is in progress which confirms that there is no significant risk. Assessment has been copied to Ged Keane and key E&B personnel have been informed that there will be no notification of 3H releases in future. IB suggested that this should be confirmed at the next E&B Communications meeting. LG agreed. LG still to draft assessment for formaldehyde release during fumigation. ii. IB announced that she is arranging a Field Trip First Aid course within the next couple of weeks. iii. LG reported that she met with the Speck & Burke rep to discuss regular maintenance of gas manifolds, gas pressure regulators and pressurised cryogenic liquid systems and is waiting for him to arrange a return visit with his engineer to do a detailed inventory. LG to keep Group informed. iv. ML announced that progress is being made on the OMS/Carnelley atrium issues and heavy duty matting is due to be laid in place of the cobbles in July. v. ML informed the Group that ethical approval for use of human blood in SLSLT practical classes has been secured for another two years. vi. ML asked for the Group's opinion on the use of dry ice in Master Classes. Group agreed that the risks are minimal providing the simple controls identified in the risk assessment are adhered to. vii. ESWCE have asked ML for a copy of the SLSLT Disaster Recovery plan. LG to supply a copy with home phone numbers blanked out. viii. LG informed the Group that she is in the process of drafting a memo to all PIs regarding risk assessment of work with microorganisms, both GM and wild type. ML asked if Jim Elliot and Roger Soames could be copied in on this to remind them that this also applies to SLSLT. LG to ensure this is done. ix. ML pointed out that there has been no progress on the action plan arising from the Mortuary inspection in December. LG suggested arranging a meeting to review the current risk assessments in June to move things forward. ML noted that the Plastination Facility is up and running again. Group agreed that the risk assessment for this should also be reviewed and an inspection carried out to ensure all the agreed controls are in place. LG to arrange meeting. x. LG asked if ML and IB would be willing to help clean and clear out the Hawkhill greenhouse under as part of a H&SWG team building day. ML and IB kindly agreed. LG suggested Friday 5/6/09. Group to check availability and confirm. 	<p>LG LG LG LG LG LG LG LG All</p>