

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27th August 2008 at 2pm in Meeting Room 116

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. Larry Fortune has given some possible dates for Evac Chair refresher training. IB to email Fire Marshals/Wardens and include SLSLT Technicians. Aim for September. 	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"> 31st May 2007 3. Checking/Approval of Risk Assessments & SOPs Checking of practical class risk assessments is ongoing. 	
<ul style="list-style-type: none"> 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"> 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 and the responsibilities detailed in the H&S Policy. 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 Ged Keane's E&B H&S guidance to be copied 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 7. AOCB <ul style="list-style-type: none"> ii. Sweetex solution for face-fit testing has arrived. Bittrex non-responders can now be tested. 	LG
<ul style="list-style-type: none"> 28th February 2008 7. AOCB <ul style="list-style-type: none"> iii. IB still to investigate eyewash shower covers. iv. LG to check with Safety Services on Syber Safe gel disposal. 	IB LG
<ul style="list-style-type: none"> 26th March 2008 2. Drinking Water <ul style="list-style-type: none"> i. Drinking water taps have now been labelled. 3. Dark Room Ventilation and Waste <ul style="list-style-type: none"> ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration. 5. Monthly Review of Accident/Incident Reports 	LG

<ul style="list-style-type: none"> 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. 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
<ul style="list-style-type: none"> • 28th May 2008 4. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> 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. viii. See 26/6/08 item 3. 5. AOCB <ul style="list-style-type: none"> i. Deputy JBC Fire Marshal still to be appointed. viii. LG to arrange a meeting with Ian Scragg to review the CLS waste disposal routes. ix. LG to issue email to Lab Managers explaining the gas resetting procedure. x. LG to email Ian Scragg about gas cylinder training and testing/maintenance of fixed gas installations. 	ML
<ul style="list-style-type: none"> • 26th June 2008 3. Next month's Big H&S Issue LG to put phenol info on web. 5. AOCB <ul style="list-style-type: none"> i. IB to arrange meeting with researcher concerned to get information on volumes & concentrations of selenates in culture media before consulting Safety Services on disposal. iii. ML to chase up CAHId personnel who have repeatedly failed to submit a BTC or attend the H&S Induction Seminar. 	LG
<ul style="list-style-type: none"> • 30th July 2008 3. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> iv. An excessively loaded pallet truck overturned in Stores, narrowly missing a storeman. LG and IB to carry out risk assessment for use of pallet truck. 4. AOCB <ul style="list-style-type: none"> i. Phenol levels on WTB M were so low as to not be detectable by Draeger Tube. ii. LG is also arranging for Safety Services to measure phenol, formaldehyde and methanol levels in the Mortuary and Dissection Room. LG waiting on reply from Roger Soames before confirming dates/times with Safety Services. iii. LG informed MSI4 Lab Manager that a general H&S Inspection will be carried out on 21/8/08. 	LG/IB
<p>2. Amendments to GLP SOP Amended GLP SOP was approved.</p>	
<p>3. Review of Phenol CHA Phenol CHA has been updated in light of WTB M incident. Group approved amended version.</p>	
<p>4. Improvements to RA Database Access and Guidance LG to meet with IT to discuss ways of improving/simplifying access to the RA Database as per the suggestions from Julian Blow. LG also to put simplified guidance on the H&S web site and get RA Database flyers (as issued at Induction Seminar) on notice boards.</p>	LG
<p>5. Next Fire Safety Inspection LG asked in next Fire Safety Inspection in the Complex could be delayed until after the H&SMC meeting. IB agreed. LG and IB to fix date.</p>	IB/LG
<p>6. Next Month's Big H&S Issue As before.</p>	
<p>7. Monthly Review of Accident/Incident Reports</p> <ul style="list-style-type: none"> i. A member of personnel has developed dermatitis as a result of wearing blue Nitrile gloves. The individual has been given glove liners and has also been advised to try different types of glove. 	
<p>8. AOCB</p> <ul style="list-style-type: none"> i. IB pointed out that there is no SOP or risk assessment for the use of syringe needles. Group agreed that something should be drafted. LG to draft and submit to group for approval. ii. IB/LG to add testing of local gas reset panels to Fire Safety Inspection checklist. iii. ML to decide if SLT technicians require a refresher on risk assessment. 	LG IB/LG ML