

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27th October 2010 at 2pm

Present

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

Apologies

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

27th May 2009

3. Unpacking of goods in Stores

Waiting for Stores Manager to reply to request for meeting to discuss risk assessment, SOP and training. LG to chase up. LG still to write up Stores inspection report/risk assessment from previous visit.

LG

7. AOCB

- i. LG still to draft assessment for formaldehyde release during fumigation.
- ix. See 29/9/10 agenda, item 2.

LG

24th June 2009

5. CLS Dangerous Substances Register

Update of register is in progress.

LG

23rd September 2009

2. SOP for Gas Leak

LG still to draft based on Safety Services current advice.

LG

5. LN2 Cell Freezer Fill Training

LN2 Cell Freezer fill SOP still to be finalised and circulated.

LG

25th November 2009

2. Targets and Agenda for H&SMC Meeting in January 2010

Up to date on all but CHAs. Need to rethink approval of these.

All

5. AOCB

- i. IB/LG to organise Reception staff H&S training.

IB/LG

30th March 2010

4. Centrifuge Safety Training

LG/IB to begin work on centrifuge safety training package and TC training ppt.

LG/IB

28th April 2010

4. AOCB

- i. ML to send a copy of the 'chemical incompatibles' spreadsheet compiled by Debbie in SLSLT.

ML

27th May 2010

2. New H&S Web Site

LG to add Disaster Recovery & Business Continuity pages to the site.

LG

28th July 2010

2. Accidents/Incidents

ii. Researcher on WTB 3 fell to the floor when a draughtsman chair fitted with castors slipped out from underneath them. Suffered severe bruising. Head of College and College Secretary alerted and reminded that H&SMC have to reach a decision on the castors versus glides issue. LG discussed this further with the College Secretary and agreed to conduct a survey amongst the lab staff to establish whether there was a strong preference for castors or glides. LG to collate results and report back to College Secretary. (All future chairs must have glides. Current chairs will be fitted with glides if requested by the user.)

LG

3. Lab Coat Signs

'Lab Coat Area' signs have been posted at each lab door. Wording had to be changed from "must" to "are advised to" on signs posted in any areas on under control of Philip Cohen at his insistence. Head of College, Dean of Research School and and College Secretary agreed.

4. Queries from Dean of SLSLT re Induction Quiz

LG highlighted two queries from the Dean of SLSLT regarding the H&S Induction Quiz. LG to add photo of OMS/Carnelley fire assembly point to seminar ppt. LG to clarify GM risk assessment process for SLSLT.

LG

5. Changes to Basic Training Checklist

JBC Mez Lab Manager suggested three additions to Basic Training Checklist. Group approved of all three. LG to amend checklist and guidance accordingly then issue revised versions as appropriate.

LG

• **29th September 2010**

2. CAHId H&S

LG to email current CAHId risk assessments and ask if they need to be reviewed/added to.

3. Pregnant & Nursing Mothers

LG to amend CLS policy, stressing that the objective is to allow workers to continue in their normal job for as long as possible by making reasonable adjustments to ensure safety/health of worker and child.

4. LG to sent list of Honours Students to ML.

LG

LG

2. H&SMC Meeting

Next meeting is due in Feb 2011. Group to start preparations now.

All

3. Undergraduate H&S

ML informed Committee that SLSLT have agreed that undergraduates seen to be working in a lab without a lab coat during their Honours Project work will be banned from continuing with their project lab work.

4. Centrifuge Accidents/Incidents

Lab Managers to be reminded to formally report all centrifuge accident/incidents.

IB

5. Accidents/Incidents

i. H&S Coordinator slipped on recently mopped floor in Wash-Up kitchen and sustained a serious ankle fracture. Staff have been reminded to ensure floor is thoroughly dried after mopping.

ii. Researcher burned their finger in a Bunsen Burner flame. Personnel reminded to take care when working with naked flames.

iii. Member of personnel in SLSLT slipped while walking along a corridor. No specific cause was apparent. Victim off work for one day.