

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28th January 2009 at 2pm in Meeting Room 116

Present

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

Apologies

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> Accepted as a true and accurate account. <p>Matters Arising:</p> <ul style="list-style-type: none"> 25th February 2005 <ul style="list-style-type: none"> AOCB <ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training early 2009. 2nd August 2005 <ul style="list-style-type: none"> 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. 26th April 2006 <ul style="list-style-type: none"> 2. Outcomes of Roof Access Meeting <ul style="list-style-type: none"> LG to draft risk assessment and issue for comment. 31st May 2007 <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. 27th June 2007 <ul style="list-style-type: none"> 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. 26th September 2007 <ul style="list-style-type: none"> 2. DSE Risk Assessment Progress <ul style="list-style-type: none"> ML to ensure DSE assessments for SLT are updated early 2009. 31st October 2007 <ul style="list-style-type: none"> 7. AOCB <ul style="list-style-type: none"> ii. LG to arrange for Bittrex non-responders to be face-fit tested. 28th February 2008 <ul style="list-style-type: none"> 7. AOCB <ul style="list-style-type: none"> iv. LG to check with Safety Services on Syber Safe gel disposal. 26th March 2008 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i. Too late. ii. Too late. 28th May 2008 <ul style="list-style-type: none"> 5. AOCB <ul style="list-style-type: none"> viii. Meeting with Ian Scragg to review the CLS waste disposal routes was held on 23/12/08. 26th June 2008 <ul style="list-style-type: none"> 3. Next month's Big H&S Issue <ul style="list-style-type: none"> LG to put phenol info on web. 5. AOCB <ul style="list-style-type: none"> iii. CAHId personnel who have repeatedly failed to submit a BTC or attend the H&S Induction Seminar: 2007 starts written off; ML making progress with 2008 starts. 30th July 2008 <ul style="list-style-type: none"> 3. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> iv. LG and IB to carry out risk assessment for use of pallet truck. See 28/1/09 AOCB i. 4. AOCB <ul style="list-style-type: none"> ii. LG to issue MSI4 inspection report: too late; redo. 	<p>IB</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>ML</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>

<ul style="list-style-type: none"> • 28th August 2008 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. Improvements to RA Database Access and Guidance i. Lab Managers are aware of PDF printing function. LG has identified a couple of problems with the script but has come up with solutions that are currently being implemented. ii. LG still to put simplified guidance on the H&S web site and get RA Database flyers on notice boards. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 8. AOCB i. LG still to draft risk assessment for the use of syringe needles. iii. Refresher on risk assessment for SLT technicians to be scheduled for April 2009. 	LG ML
<ul style="list-style-type: none"> • 29th October 2008 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. AOCB i. IB to keep Group informed of First Aid course progress. ii. ML to look into the possibility of getting all visitors to SLT to report to the School Office Reception Desk. iii. Inventory of fixed gas installations and pressurised cryo vessels has been completed. LG to take forward. iv. Mortuary inspection was carried out on 27/11/08 and Draeger Tube measurements were taken. Report has been submitted to Sue Black & Roger Soames. v. ML to further investigate the practical involving the taking of the Cotrimoxazole tablet and update the risk assessment accordingly. vi. LG to get eyewash shower checklists issued early 2009. 	IB ML LG ML LG
<ul style="list-style-type: none"> • 5th December 2008 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Monthly Review of Accident/Incident Reports i. ML to review the relevant risk assessment, chemical hazard assessment and SOP for the practical involving the organic chemical that permeates nitrile gloves. ii. LG to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised. 	ML LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. AOCB i. Letty Gibson and Allison Bridges to take on the role of JBC Fire Marshal and Deputy Fire Marshal respectively. Angie Nicoll will be the Fire Warden for JBC 4. ii. ML to check with Letty Gibson on preferred supplier of office chairs and with Ian Leith on who pays for replacement chairs. iii. ML to keep group updated on the Carnelley/OMS atrium saga. iv. LG to take work related stress question out of DSE risk assessment form and amend microbreaks question. v. Lift phone check and lab coat count was not completed in 2008. 	ML ML LG
<ul style="list-style-type: none"> 2. Monthly Review of Accident/Incident Reports i. A centrifuge fire occurred on JBC 2 on a Saturday afternoon. Details are on the H&S web site and a full report has been submitted to Safety Services. Lab Managers are fully aware of the situation. The manufacturer is currently investigating the cause of the fire. LG to keep group informed. ii. An undergraduate student cut their hand while replacing a scalpel blade during a Dissection class. LG asked why disposable scalpels are not used. ML said that it was most likely due to cost but that she would check. 	LG ML
<ul style="list-style-type: none"> 3. AOCB i. Stores inspection carried out in December 2009. LG to write up report/risk assessment. ii. IB/LG to produce a visual, simplified waste disposal guide. iii. IB/LG to carry out the following in Feb: lab coat count; lift alarm/phone check; fire safety inspection; posting of 'PTW Required' labels. iv. LG reported that the finalised Chemical Weapons return had been submitted to Safety Services. v. LG to contact Steve Kelly of Tayside Fire & Rescue to arrange a familiarisation visit and meeting about the Barrier Unit. vi. LG to revise the CLS Chemical Hazard Rating scheme in light of discussions with JBC 1 staff about extreme hazards. vii. ML informed the group that the Carnelley lift refurbishment was complete but there are a few problems with the position of the lift doors/buttons relative to the existing fire doors. Also, the lift doorway on Floor 2 does not appear to be any wider. E&B are aware of the issues and are looking into them. viii. ML reported that a fire drill was held in Carnelley/OMS last week and that the response was poor. Most wardens failed to don their yellow jackets and follow correct procedure. Also, ESWCE staff were slow to evacuate. ML had a meeting with the SLSLT Fire Wardens and is planning to meet with Julie Christie to discuss any overlapping H&S issues. ML is proposing that 10 Fire Wardens' stations are designated and a Warden's jacket and a set of instructions are kept at each station. 	LG IB/LG IB/LG LG LG