

CLS H&S Working Group Meeting Minutes

Meeting held on Thursday 28th February 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 <ul style="list-style-type: none"> vi. IB still to arrange Evac Chair refresher training. 	IB
<ul style="list-style-type: none"> • 30th June 2005 11. AOCB <ul style="list-style-type: none"> i. IB sent information on Dangerous Goods course to LG. 	
<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 Meeting with Ian Scragg and Ged Keane to discuss risk assessment for roof work was held on 6/2/08. LG to draft risk assessment and issue for comment. 	LG
<ul style="list-style-type: none"> • 27th September 2006 5. AOCB <ul style="list-style-type: none"> iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. Leave reports for other areas as they are. Next Inspection to be held on 19/3/08. Inspections to be held monthly thereafter. 	LG
<ul style="list-style-type: none"> • 8th December 2006 2. Tasks Arising From H&SMC Meeting <ul style="list-style-type: none"> ii. See June 2007 item i. iv. ML to arrange meeting with Gillian Jones and SLT staff to discuss stress risk assessments. x. LG to keep Group updated on development of GLP training package. 	ML LG
<ul style="list-style-type: none"> • 5. AOCB <ul style="list-style-type: none"> iv. LG to finalise risk assessments for A&FA activities and copy to Roger Soames. ix. Fire Safety Inspection done on 7/3/08 along with information gathering on high hazard areas. Next inspection due on 7/6/08. Test emergency phones and alarms at same time. 	LG IB
<ul style="list-style-type: none"> • 25th April 2007 6. AOCB <ul style="list-style-type: none"> iii. LG met with JBC1 staff on 27/2/08 to discuss the risk assessment program. Alternative format for risk assessment was discussed along with various other issues. LG to keep group updated on progress. 	
<ul style="list-style-type: none"> • 31st May 2007 3. Checking/Approval of Risk Assessments & SOPs Quality of the practical class risk assessments will be checked during the transition from the current RA system to the web interfaced system. 	LG/ML
<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

- **27th June 2007**
 7. **AOCB**
 - i. LG still to draft letter to PIs based on the controlled substances web page – almost complete; LG to finalise - and the responsibilities detailed in the H&S Policy. **LG**
 - iv. TC suite inspections will be carried out as part of the monthly inspection program once general inspections are done for all areas.
 - v. LS Dangerous Substances Register: responses still to be collated. **LG**
- **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**
- **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**
- **31st October 2007**
 4. **Procedures for Decommissioning and Hand Over of Areas to Contractors**
Actions arising from meeting on 28/11 to be completed (i.e. high hazard inventory, emergency contacts lists, safety critical water supplies). **LG**
 7. **AOCB**
 - ii. LG to chase up banana oil kit order. **LG**
- **30th January 2008**
 5. **AOCB**
 - ii. IB informed the group that she has given training to OMS/Carnelley First Aiders in the use of Merlin CPR masks.
 - iii. IB has sent LG an updated list of First Aiders and LG has updated the web site accordingly.

2. Policy & Procedures for Water Supply Shutdown

Group discussed the issues that were raised after the unannounced water cut on 21/2/08 and proposed the following:

- i. E&B should notify all those affected immediately via email. Where there are safety critical water supplies, the person responsible must be telephoned immediately, either by E&B or Security. LG to finalise list of safety critical water supplies and communicate this to Safety Services and E&B. **LG**
- ii. If there is no water supply to laboratories the safety showers will be rendered inoperable. In this instance work in wet labs (as opposed to dry labs and offices etc) should be suspended until the supply is reinstated. This policy will have to be approved by the CLS H&SMC. LG to consult with Safety Services then table on the next H&SMC meeting agenda (June 2008). **LG**
- iii. Safety issues aside, a complete water cut means essential welfare facilities, e.g. toilets, are not available. Staff should not be expected to remain at work under these conditions for any length of time. This policy will also have to be approved by the CLS H&SMC. LG to consult with Safety Services then table on the next H&SMC meeting agenda (June 2008). **LG**

3. Policy on Equipment Failing PAT

LG described a recent incident on WTB1 where a small item of equipment failed PAT but the end users did not consider there to be any significant risk. The issue of using equipment that has failed PAT has come up before, with the main issue being who, if anyone, has the authority to overrule the PAT Testers decision. The Group discussed the pros and cons and agreed that rather than setting a firm policy, each case should be assessed individually as it arises.

4. Servicing/Testing of Fixed Gas Installations

LG received an email from E&B stating that they were not responsible for the routine testing and maintenance of fixed installation gas manifolds, such as those used for the argon supply on JBC1 and TC backup CO2 supplies. LG to consult Safety Services to establish what the servicing/testing requirements are for such installations. **LG**

5. Month's Big H&S Issue

HSE's Shattered Lives Campaign. LG to put up posters, update web site and inform all personnel by email. **LG**

6. Monthly Review of Accident/Incident Reports

- i. Another microwave incident: tube of solution boiled over upon being removed from a microwave. It had been overheated. Technician instructed to use a waterbath to heat the solution in a more controlled manner.
- ii. An undergraduate student flicked a piece of rotten potato into their eye during a practical class. They were not wearing safety glasses at the time. Students instructed to wear safety glasses in future. ML to review the risk assessment. **ML**

- iii. Two undergraduate students have fainted in one of the teaching labs due to the room being too hot. There is an ongoing problem with the temperature control which E&B is looking in to. ML to monitor the situation. **ML**
- iv. A Wash-Up technician sustained an injury to their hand/wrist after tripping over boxes left in the middle of the floor in the EM Suite. They have been off work for more than 3 days, therefore, incident is reportable to HSE. Trip hazard has been removed. Item 5 will raise awareness and reduce likelihood of a recurrence.
- v. ML reported 3 cases of nitrile allergy – all undergraduate students. Liners and alternative gloves have been issued.
- vi. A used LiCl battery, stored in a plastic tub along with other batteries and tinfoil squares, short circuited when a tinfoil square bridged two terminals. The battery heated up to the point where the core thermally decomposed releasing toxic gas into the lab. Lab had to be evacuated and H&S personnel called in to deal with the incident. All CLS personnel were emailed immediately to notify them of the incident and instruct them to tape battery terminals with electrical insulating tape prior to storing for disposal. Item has been added to 'Lessons to be Learned' web page.
- vii. An early morning cleaner received a needle-stick injury when removing waste from a black bin bag in a toilet on JBC 3. The incident has been fully investigated by E&B and Safety Services and all personnel reminded, via email from CPD, of the importance of following correct waste disposal routes.

7. AOCB

- i. IB put an order into E&B to get all mains water taps labelled and has confirmed with the plumbers that this will be done. IB informed the Group that £6k is available for installing a limited number of mains fed drinking water fountains. IB is compiling a list of areas where these are required/desired and assigning priority.
- ii. LG to ensure DSE Risk Assessments are carried out for the large number of users who have recently relocated to new offices, i.e. Finance, HR, Bioinformatics and OME personnel. **LG**
- iii. IB to check eyewash showers on MSI 2 and find out if similar covers can be supplied for eyewash showers in other areas. **IB**
- iv. There have been some queries about safer alternatives to EtBR and how these gels and buffers should be disposed of. LG to check with Safety Services. **LG**
- v. IB to give Receptionists instruction on what to do in the event of an emergency evacuation. **IB**
- vi. IB informed the Group that Larry Fortune is attempting to rectify the problem with the fire alarm system giving incorrect building addresses to the Fire Brigade.
- vii. ML informed the Group that Roger Soames had asked for Honours Students to be given access to the Honours Room in the Carnelley basement after 5pm. ML said this was against policy but agreed access could be given by special arrangement only, if there was absolutely no alternative.
- viii. IB to attempt to establish who is in charge of the Art Students regularly accessing the Complex. **IB**