

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 28<sup>th</sup> May 2008 at 2pm in Meeting Room 116

## Present

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

## Apologies

	Action
<b>1. Previous Minutes</b>	
<ul style="list-style-type: none"> <li>Accepted as a true and accurate account.</li> </ul>	
<b>Matters Arising:</b>	
<ul style="list-style-type: none"> <li><b>25<sup>th</sup> February 2005</b></li> </ul>	
<b>AOCB</b>	
vi. IB still to arrange Evac Chair refresher training.	IB
<ul style="list-style-type: none"> <li><b>2<sup>nd</sup> August 2005</b></li> </ul>	
<b>6. Progress on Outstanding Inspection Tasks</b>	
i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.	LG
<ul style="list-style-type: none"> <li><b>29<sup>th</sup> March 2006</b></li> </ul>	
<b>8. AOCB</b>	
i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work.	IB/LG
<ul style="list-style-type: none"> <li><b>26<sup>th</sup> April 2006</b></li> </ul>	
<b>2. Outcomes of Roof Access Meeting</b>	
LG to draft risk assessment and issue for comment.	LG
<ul style="list-style-type: none"> <li><b>8<sup>th</sup> December 2006</b></li> </ul>	
<b>2. Tasks Arising From H&amp;SMC Meeting</b>	
x. IB and LG to reformat induction seminar to cover GLP.	LG/IB
<b>5. AOCB</b>	
iv. Risk assessments for A&FA activities copied to Roger Soames and Stella Mitchel. Wait for feedback.	
ix. Next Fire Safety Inspection due on 6/6/08. Test emergency phones and alarms at same time.	IB/LG
<ul style="list-style-type: none"> <li><b>31<sup>st</sup> May 2007</b></li> </ul>	
<b>3. Checking/Approval of Risk Assessments &amp; SOPs</b>	
Quality of the practical class risk assessments to be checked during the transition from the current RA system to the web interfaced system.	LG/ML
<b>6. AOCB</b>	
i. Fire Warden/Marshal procedures still to be documented and posted on the H&S web.	LG
<ul style="list-style-type: none"> <li><b>27<sup>th</sup> June 2007</b></li> </ul>	
<b>7. AOCB</b>	
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"> <li><b>29<sup>th</sup> August 2007</b></li> </ul>	
<b>2. H&amp;S Guidance for Engineers, Contractors and E&amp;B Personnel in CLS Labs</b>	
LG to communicate Group's decisions to Lab Managers.	LG
<ul style="list-style-type: none"> <li><b>26<sup>th</sup> September 2007</b></li> </ul>	
<b>2. DSE Risk Assessment Progress</b>	
ML to ensure DSE assessments for SLT are updated at the end of the current semester.	ML
<ul style="list-style-type: none"> <li><b>31<sup>st</sup> October 2007</b></li> </ul>	
<b>4. Procedures for Decommissioning and Hand Over of Areas to Contractors</b>	
Actions arising from meeting on 28/11 to be completed.	LG
<b>7. AOCB</b>	
ii. LG to chase up banana oil kit order.	LG

<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> February 2008</b></li> <li>2. <b>Policy &amp; Procedures for Water Supply Shutdown</b> LG to progress identified issues forward.</li> <li>4. <b>Servicing/Testing of Fixed Gas Installations</b> LG to consult Safety Services on servicing/testing requirements for such installations.</li> <li>7. <b>AOCB</b> <ul style="list-style-type: none"> <li>ii. DSE risk assessments: decided to deal with persons who have never had an assessment done before approaching OME staff.</li> <li>iii. IB emailed Terry Sweeney re eyewash shower covers. No reply. Will email again.</li> <li>iv. LG to check with Safety Services on Syber Safe gel disposal.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>LG</p> <p>IB</p> <p>LG</p>
<ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> March 2008</b></li> <li>2. <b>Drinking Water</b> <ul style="list-style-type: none"> <li>i. IB and LG to check labelling of drinking/mains water taps then inform Lab managers of recommendation to remove Water at Work dispensers from areas where all personnel have access to a mains water tap in a suitable non-lab area.</li> <li>ii. ML has put a request into E&amp;B for taps to be labelled in Carnelley/OMS.</li> </ul> </li> <li>3. <b>Dark Room Ventilation and Waste</b> <ul style="list-style-type: none"> <li>i. LG to get details about Dark room ventilation problems from the Lab Managers via email before approaching Terry Sweeney.</li> <li>ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration.</li> </ul> </li> <li>5. <b>Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> </li> <li>6. <b>AOCB</b> <ul style="list-style-type: none"> <li>iii. See 28/5/08 agenda item 4 vii.</li> <li>iv. CLS, Safety Services and E&amp;B agreed that removal of black bags from lab areas is not feasible at this time.</li> <li>v. Battery guidance is to remain unchanged. Although batteries are not recycled they still have to be streamed.</li> <li>vi. Lab Managers are aware of white and green waste bag procedures.</li> <li>vii. Issue of prescription safety glasses for SLSLT staff has not been mentioned again. Leave for now.</li> </ul> </li> </ul>	<p>IB/LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> March 2008</b></li> <li>2. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to issue MSI 2 Inspection Report. JBC1 inspection to be rescheduled for 4/6/08. LG to email Lab Manager.</li> <li>ii. IB informed group that she had received the Fire Risk Assessment/Report for WTB from Larry Fortune. IB/LG to meet to go through in detail and identify actions assigned to CLS.</li> <li>iii. IB and LG carried out first official fire alarm test on 28/5/08. Test will be done every Wednesday at 8.45am from now on. MSI isolation switch did not work for DSTT area. E&amp;B have been notified.</li> </ul> </li> </ul>	<p>LG</p> <p>IB/LG</p>
<p><b>2. Barrier Unit Fire Plans</b></p> <p>LG informed the Group of the current status and showed copies of the current procedures and floor plan. Larry Fortune is arranging a meeting with the Fire Brigade to get the procedures approved.</p>	
<p><b>3. Next Month's Big H&amp;S Issue</b></p> <p>After the phenol spill on WTB M, LG suggested that hazards/risk associated with working with phenol should be the next topic. Group agreed. LG to put info on web.</p>	<p>LG</p>
<p><b>4. Monthly Review of Accident/Incident Reports</b></p> <ul style="list-style-type: none"> <li>i. Shelves collapsed in an office on MSI Floor 2 after being seriously overloaded with books. Fortunately, no one was in the room at the time but the damage to fixtures and fittings was extensive. All staff were emailed to inform them of the maximum load bearing capacity of typical office shelving and an account was put on the 'Lessons to be Learned' web page. The office has now been equipped with securely fixed bookcases that can take the weight.</li> <li>ii. Rotary evaporator flasks in SLSLT labs are now being covered in protective webbing after a flask imploded during use.</li> <li>iii. Several computers overheated in the TMRC labs due to a building electrical fault. The smouldering computers set off the fire alarms and the Fire Brigade brought the situation under control before a serious fire developed. A full report was made by the University Security Guard in attendance. E&amp;B investigated and are putting procedures in place to prevent a recurrence of the fault. The TMRC Lab</li> </ul>	

Manager is dealing with replacement of damaged equipment. CLS IT put an email out to all personnel advising them to turn computers off before they leave for the day.

- iv. A Wash-Up technician received a puncture wound to her hand from a glass pasteuriser in a bag of waste for autoclaving. The glass pasteuriser should not have been in the bag. The wound was encouraged to bleed and thoroughly cleaned. Occ Health were consulted and recommended that the 'casualty' go to A&E. There was nothing more A&E could do but it was agreed that the risk of infection or poisoning was very low. A&E asked if it was possible to trace the origin of the waste to a specific area/person. After much consideration and discussion IB decided that it was not reasonably practicable to do this. Group agreed. Wash-Up staff have been reminded of how to handle bags of waste and lab staff reminded of correct disposal routes.
- v. The glass cover of the plastination tank imploded during use. Most likely cause was a flaw in the glass that caused it to fail under vacuum. Fortunately, one was in the room at the time but the equipment was damaged and there is now upwards of 60l of very dense silicone, mixed with the broken glass and two dead frogs, to be disposed of. The Group met with the relevant CAHId staff to discuss the incident and how to proceed. ML is looking into getting a contractor to clear out the waste silicone and sourcing appropriate PPE. CAHId staff are pricing replacement parts and getting a manometer and pressure regulator for the system. CAHId staff, LG and IB are working on a risk assessment and SOP.
- vi. A mobile phone was stolen from an office in Carnelley. University Security have been informed. Personnel have been reminded to keep valuables out of sight and locked away if possible.
- vii. Glass items fell from a trolley while being transported across the cobbles in the OMS/Carnelley atrium. The potential for this type of incident was flagged up some time ago by the Teaching Technicians and a recommendation for the cobbles to be replaced with a more suitable surface was submitted on 25/3/08 from Safety Services and LG to Ian Leith and Jim Elliott. There does not appear to have been any progress made so far. ML to ask Terry Sweeney for an update and copy to Ian Leith and Ian Scragg.
- viii. A phenol spill occurred on WTBM when a bottle was accidentally dropped. The vapours were very strong but, fortunately, there was no skin contact with the spilled liquid and no one suffered any harm. The research staff involved cleaned up the spill under the guidance of the Lab Manager. Windows were opened to ventilate the area and the spill site was washed down with hot soapy water. LG to add to web and inform staff by email.

ML

LG/IB

ML

LG

## 5. AOCB

- i. IB to ask Allison Bridges if she will take on the role of JBC Fire Marshal and ask Linda Bell if she will deputise.
- ii. ML to ask Larry Fortune if the SLSLT Technicians can join in with the ESWCE Evac-Chair training.
- iii. IB informed the Group that she has added a slide on building security into the H&S Induction presentation in light of recent security issues.
- iv. LG to give training to SLSLT Technicians on the web-interfaced RA Databases at 10am on 3/6/08.
- v. LG informed the Group that Safety Services are running training on the new Refurbishments policy on 23/6/08. LG to book a room and invite relevant CLS personnel.
- vi. IB has asked Andrew Newman to remove the cover from the fire detector in the WBRU coffee room. He appears reluctant to do this because he wants to use a toaster and small cooker located within the room. IB to seek advice from Larry Fortune before taking this further.
- vii. LG informed ML that the mobile X-ray unit has now been transferred from Ninewells to the Dissection Room in CAHId and that it will require a critical examination before it can be used. Roger Soames has been informed.
- viii. LG to arrange a meeting with Ian Scragg to review the CLS waste disposal routes week commencing 23/6/08.
- 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 for fixed gas installations.

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