

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 29<sup>th</sup> April 2009 at 2pm

## Present

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

## Apologies

|   | Action |
|---|--------|
| 1. <b>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 to arrange Evac Chair refresher training early 2009.   | 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>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>31<sup>st</sup> May 2007</b></li> </ul>   |        |
| <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>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 early 2009.  | ML     |
| <ul style="list-style-type: none"> <li><b>31<sup>st</sup> October 2007</b></li> </ul>   |        |
| <b>7. AOCB</b>  |        |
| ii. LG to arrange for Bittrex non-responders to be face-fit tested.   | LG     |
| <ul style="list-style-type: none"> <li><b>28<sup>th</sup> February 2008</b></li> </ul>  |        |
| <b>7. AOCB</b>  |        |
| iv. LG to check with Safety Services on Syber Safe gel disposal.  | LG     |
| <ul style="list-style-type: none"> <li><b>26<sup>th</sup> March 2008</b></li> </ul>   |        |
| <b>3. Dark Room Ventilation and Waste</b>   |        |
| ii. LG to send details of the fix/developer filtration unit to Safety Services for their consideration.                             | LG     |
| <ul style="list-style-type: none"> <li><b>26<sup>th</sup> June 2008</b></li> </ul>  |        |
| <b>3. Next month's Big H&amp;S Issue</b>  |        |
| LG to put phenol info on web.   | LG     |
| <ul style="list-style-type: none"> <li><b>28<sup>th</sup> August 2008</b></li> </ul>  |        |
| <b>4. Improvements to RA Database Access and Guidance</b>   |        |
| i. LG still to get RA Database flyers on notice boards. Not worthwhile.   |        |
| <b>8. AOCB</b>  |        |
| i. LG still to draft risk assessment for the use of syringe needles.  | LG     |
| iii. Refresher on risk assessment for SLT technicians carried out in April 2009.  |        |
| <ul style="list-style-type: none"> <li><b>29<sup>th</sup> October 2008</b></li> </ul>   |        |
| <b>4. AOCB</b>  |        |
| i. IB to keep Group informed of First Aid course progress.  | IB     |
| iii. LG to take fixed gas installation and pressurised cryo vessel maintenance regime forward.                                      | LG     |
| iv. LG to get eyewash shower checklists issued early 2009.  | LG     |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>5<sup>th</sup> December 2008</b></li> <li><b>2. Monthly Review of Accident/Incident Reports</b> <ul style="list-style-type: none"> <li>iii. LG to draft SOP for suspected gas leak and circulate to the Lab Managers once finalised.</li> </ul> </li> <li><b>3. AOCB</b> <ul style="list-style-type: none"> <li>i. ML to check on preferred supplier of office chairs and who pays for replacement chairs.</li> <li>ii. ML to keep group updated on the Carnelley/OMS atrium saga.</li> </ul> </li> </ul>  | <p><b>LG</b></p> <p><b>ML</b><br/><b>ML</b></p> |
| <ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> January 2008</b></li> <li><b>3. AOCB</b> <ul style="list-style-type: none"> <li>i. LG to write up Stores inspection report/risk assessment.</li> <li>ii. IB/LG to produce a visual, simplified waste disposal guide.</li> </ul> </li> </ul>  | <p><b>LG</b><br/><b>IB/LG</b></p>               |
| <ul style="list-style-type: none"> <li>• <b>23<sup>rd</sup> February 2008 &amp; 25<sup>th</sup> March 2008</b></li> <li><b>2. Accidents/Incidents/Near Misses</b> <ul style="list-style-type: none"> <li>i. A member of research staff trapped their index finger in a French press on MSI Floor 2 resulting in a small blood blister. IB/LG to initiate review of the risk assessment and SOP.</li> <li>iii. A TC technician cut their finger on the edge of a MAT cabinet work tray. Cut was minor. Technician has been instructed to wear thicker gloves when removing/replacing work trays. LG to advise Lab Managers.</li> </ul> </li> <li><b>3. AOCB</b> <ul style="list-style-type: none"> <li>i. LG emailed Hep B vaccination policy and RA form to ML.</li> <li>ii. H&amp;S Comment/Suggestion Box and Lab Managers' SUSAs Observation Card schemes were put into operation on Monday 30/3/09.</li> <li>iii. IB and LG met to discuss contractors/security issues.</li> </ul> </li> </ul>   | <p><b>LG/IB</b></p> <p><b>LG</b></p>            |
| <p><b>2. Accidents/Incidents/Near Misses</b></p> <ul style="list-style-type: none"> <li>i. A 50ml tube containing ~10ml of uracil solution exploded when heated in a microwave with the cap loosened but still on. The cap had not been loosened enough. No one was injured and the microwave has been replaced. Personnel have been instructed to remove the caps in future.</li> <li>ii. A significant hydrogen gas leak occurred on JBC Floor 1. The area was evacuated then fully ventilated and no harm/damage occurred. The Lab Manager completed a report and this has been sent to Safety Services. A risk assessment and SOP have been drafted and are currently being finalised. All staff will be instructed and trained appropriately.</li> <li>iii. A media preparator released a jet of steam when opened, scalding the operators hand, despite the fact that it had cooled to the 'safe' set point. The injury to the operator was minor. The SOP has been reviewed and heat protective gloves and safety glasses are now worn during the opening procedure.</li> </ul> |   |
| <p><b>3. Comments &amp; SUSAs Cards</b></p> <ul style="list-style-type: none"> <li>i. Boxes were emptied on 29/4/09. 10 valid issues were identified and will be pursued by the Group.</li> </ul>  | <p><b>LG/IB/ML</b></p>                          |
| <p><b>4. AOCB</b></p> <ul style="list-style-type: none"> <li>i. LG suggested a new format agenda for this meeting. IB and ML approved.</li> <li>ii. LG informed Group that the H&amp;S report for University Safety Sub-Committee has been finalised and will be emailed to Ian Scragg before the Committee meets.</li> <li>iii. IB has emailed Terry Sweeney about a fault with the MSI west end fire exit door.</li> </ul>   |   |