

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 29th October 2008 at 2pm in Meeting Room 116

Present

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

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 to arrange Evac Chair refresher training before end of 2008. 	IB
<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. See 29/10/08 AOCB item iv. 	IB/LG
<ul style="list-style-type: none"> 26th April 2006 2. Outcomes of Roof Access Meeting LG to draft risk assessment and issue for comment. 	LG
<ul style="list-style-type: none"> 31st May 2007 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
<ul style="list-style-type: none"> 27th June 2007 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. 	LG LG
<ul style="list-style-type: none"> 29th August 2007 2. H&S Guidance for Engineers, Contractors and E&B Personnel in CLS Labs Ged Keane's E&B H&S guidance has been copied to the Lab Managers along with the standard SOPs for E&B/Contractors and a copy of the CLS H&S presentation delivered to E&B staff in Sep/Oct 2008. 	
<ul style="list-style-type: none"> 26th September 2007 2. DSE Risk Assessment Progress ML to ensure DSE assessments for SLT are updated by the end of 2008. 	ML
<ul style="list-style-type: none"> 31st October 2007 7. AOCB <ul style="list-style-type: none"> ii. LG to arrange for Bittrex non-responders to be face-fit tested. 	LG
<ul style="list-style-type: none"> 28th February 2008 7. AOCB <ul style="list-style-type: none"> iii. IB still to investigate eyewash shower covers. iv. LG to check with Safety Services on Syber Safe gel disposal. 	IB LG
<ul style="list-style-type: none"> 26th March 2008 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. 	LG
<ul style="list-style-type: none"> 5. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> 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. 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. 	LG LG

<ul style="list-style-type: none"> • 28th May 2008 4. Monthly Review of Accident/Incident Reports vii. ML to ask Terry Sweeney for an update on the resurfacing of the OMS/Carnelley atrium and copy to Ian Leith, Jim Elliott and Ian Scragg. 5. AOCB i. Deputy JBC Fire Marshal – wait until Letty Gibson moves to JBC4. viii. LG to arrange a meeting with Ian Scragg to review the CLS waste disposal routes. ix. LG issued revised SOP to Lab Managers explaining the gas resetting procedure. x. Gas cylinder training has been delivered and IGS has given guidance on testing/maintenance of fixed gas installations. See 29/10/08 AOCB item iv. 	ML
<ul style="list-style-type: none"> • 26th June 2008 3. Next month's Big H&S Issue LG to put phenol info on web. 5. AOCB i. Amount of selenates in culture media is so low it can go to drains after autoclaving. iii. ML is attempting to chase up CAHId personnel who have repeatedly failed to submit a BTC or attend the H&S Induction Seminar. 	LG
<ul style="list-style-type: none"> • 30th July 2008 3. Monthly Review of Accident/Incident Reports iv. An excessively loaded pallet truck overturned in Stores, narrowly missing a storeman. LG and IB to carry out risk assessment for use of pallet truck. 4. AOCB i. Phenol, formaldehyde and methanol levels in the Mortuary and Dissection Room will be measured when this area is inspected. See 29/10/08 AOCB item v. ii. General H&S Inspection was carried out on MSI4 on 21/8/08. LG to issue report. 	LG/IB
<ul style="list-style-type: none"> • 28th August 2008 4. Improvements to RA Database Access and Guidance i. LG met with IT to discuss ways of improving/simplifying access to the RA Database. There is no scope for making significant improvements at present. Suggestions for solving printing problem do not work. LG to discuss with Kiran Oza. ii. LG still to put simplified guidance on the H&S web site and get RA Database flyers (as issued at Induction Seminar) on notice boards. 5. Next Fire Safety Inspection Fire Safety Inspection was carried out in MSI on 28/10/08. Inspections will be carried out in JBC and WTB before the end of Nov 2008. 8. AOCB i. LG still to draft risk assessment for the use of syringe needles. ii. Testing of local gas reset panels added to Fire Safety Inspection checklist. iii. Refresher on risk assessment for SLT technicians to be scheduled for mid December. 	LG
<ul style="list-style-type: none"> • 2. Next Month's Big H&S Issue Correct assembly and use of Sharpsafes. Information is already on H&S web site. 	LG
<ul style="list-style-type: none"> • 3. Monthly Review of Accident/Incident Reports i. Two instances of items falling from the scaffolding around MSI were reported. IB informed E&B and Safety Services immediately and E&B instructed the contractors to put controls in place. The job has now been completed and scaffolding has been removed. ii. A benchtop microfuge on MSI 2 malfunctioned and started producing smoke. Centrifuge was switched off and smoke died down without triggering the fire detectors. A rubber o-ring had snapped and got jammed against moving parts. Lab Managers have been informed. iii. An undergraduate student received a very minor burn to their finger from a microscope bulb housing when they moved the microscope. SLT technicians are going to check the operating temperatures to ensure microscope bulb housings are not overheating. iv. There have been three instances of students fainting during practical classes. No common cause. v. A Porter nipped their hand between two tables while moving them. The injury was checked by a First Aider and there was no lasting damage. Porter instructed to take more care in future. vi. An SLT technician sustained a minor cut to their arm from the edge of a trolley in the Dissection Room. Edges of trolleys will be checked during next inspection (see 29/10/08 AOCB item v). 	IB/LG
<ul style="list-style-type: none"> • 4. AOCB i. ML informed the Group that she will be attending the next ESWCE meeting in November when a new Safety Co-ordinator for the School will be appointed. ii. IB asked for suggestions on what to cover during the Lab First Aid course she is intending to develop 	ML

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| and deliver over the coming months. IB to keep Group informed of progress. | IB |
| iii. ML to look into the possibility of getting all visitors to SLT to report to the School Office Reception Desk. | ML |
| iv. LG outlined a possible regime for checking, inspection and testing of portable pressure regulators, fixed compressed gas installations and cryogenic pressure vessels. LG/IB to complete associated inventory (MSI already done), then LG to formalise proposal and arrange a meeting with the relevant individuals – Letty Gibson, Donald Gardiner, Doug Robertson, Terry Sweeney – to discuss the issues. Group agreed that whoever is appointed to formally inspect the fixed gas installations can also label the pipework. | LG/IB
LG |
| v. Next H&S Inspection is due to take place in the Mortuary, Dissection Room and Plastination Facility. LG email Viv McGuire to arrange a date on 17/9 but has not received a reply. Group decided to ask if the inspection could be carried out on 12/11/08 at 2pm. LG to email Viv. Draeger Tube measurements of phenol, formaldehyde and methanol will be undertaken during the inspection. | LG |
| vi. ML confirmed that the risk assessments sent on 2/10/08 were suitable and sufficient. ML to further investigate the practical involving the taking of the Cotrimoxazole tablet and update the risk assessment accordingly. | ML |
| vii. LG to get eyewash shower checklists issued to each area before the end of 2008. | LG |