

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 30th January 2008 at 2pm in Meeting Room 116

## **Present**

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

## **Apologies**

	<b>Action</b>
<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> <b>AOCB</b> <ul style="list-style-type: none"> <li>vi. IB still to arrange Evac Chair refresher training.</li> </ul> </li> </ul>	<b>IB</b>
<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> June 2005</b> <b>11. AOCB</b> <ul style="list-style-type: none"> <li>i. Group agreed that LG should go on course Dangerous Goods course rather than rely on getting information from other people. IB to send LG information on course.</li> </ul> </li> </ul>	<b>IB</b>
<ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> August 2005</b> <b>6. Progress on Outstanding Inspection Tasks</b> <ul style="list-style-type: none"> <li>i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities.</li> </ul> </li> </ul>	<b>LG</b>
<ul style="list-style-type: none"> <li>• <b>29<sup>th</sup> March 2006</b> <b>8. AOCB</b> <ul style="list-style-type: none"> <li>i. IB and LG still to do labelling of cylinder storage cupboards/pipe-work.</li> </ul> </li> </ul>	<b>IB/LG</b>
<ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> April 2006</b> <b>2. Outcomes of Roof Access Meeting</b> LG to set up meeting with Ian Scragg and Ged Keane to discuss risk assessment for roof work.</li> </ul>	<b>LG</b>
<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> September 2006</b> <b>5. AOCB</b> <ul style="list-style-type: none"> <li>iii. LG to carry out actions agreed at H&amp;SMC meeting before arranging dates for inspections on JBC 1 and M. LG still to write up reports for other areas. FIX DATES FOR 2008.</li> </ul> </li> </ul>	<b>LG</b>
<ul style="list-style-type: none"> <li>• <b>8<sup>th</sup> December 2006</b> <b>2. Tasks Arising From H&amp;SMC Meeting</b> <ul style="list-style-type: none"> <li>ii. Information on controlled substances is almost complete. LG to finalise.</li> <li>iv. ML to arrange meeting with Gillian Jones and SLT staff to discuss stress risk assessments.</li> <li>x. LG to keep Group updated on development of GLP training package.</li> </ul> </li> <li><b>5. AOCB</b> <ul style="list-style-type: none"> <li>iv. LG to finalise risk assessments for A&amp;FA activities and copy to Roger Soames.</li> <li>ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. Combine with Fire Safety Inspection. FIX DATES FOR 2008.</li> </ul> </li> </ul>	<b>LG</b> <b>ML</b> <b>LG</b>
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> April 2007</b> <b>6. AOCB</b> <ul style="list-style-type: none"> <li>iii. LG still to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG still to arrange to check the books.</li> </ul> </li> </ul>	<b>LG</b>
<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> May 2007</b> <b>3. Checking/Approval of Risk Assessments &amp; SOPs</b> Quality of the practical class risk assessments will be checked during the transition from the current RA system to the web interfaced system.</li> </ul>	<b>LG/ML</b>
<ul style="list-style-type: none"> <li>• <b>6. AOCB</b> <ul style="list-style-type: none"> <li>i. Fire Warden/Marshal procedures still to be documented and posted on the H&amp;S web.</li> </ul> </li> </ul>	<b>LG</b>

<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> June 2007</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>7. <b>AOCB</b></li> <li>i. LG still to draft letter to PIs based on the controlled substances web page and the responsibilities detailed in the H&amp;S Policy.</li> <li>iii. ML has compiled a list of Hazard Group 2 and GM micro-organisms used in practical classes and copied it to LG.</li> <li>iv. TC suite inspections still to be completed. LG to organise.</li> <li>v. LS Dangerous Substances Register: responses still to be collated.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> <li>• <b>29<sup>th</sup> August 2007</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>2. <b>H&amp;S Guidance for Engineers, Contractors and E&amp;B Personnel in CLS Labs</b></li> <li>LG to communicate Group's decisions to Lab Managers.</li> <li>6. <b>AOCB</b></li> <li>ii. IB has submitted an incident report on suspected nitrile allergy.</li> <li>iv. Bill Reynolds has been asked to start PAT testing on MSI floor 2 and confirmed that he will do this once he completes his current task.</li> </ul> </li> </ul>	<p>LG</p>
<ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> September 2007</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>2. <b>DSE Risk Assessment Progress</b></li> <li>ML to ensure DSE assessments for SLT are updated at the end of the current semester.</li> </ul> </li> </ul>	<p>ML</p>
<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> October 2007</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>4. <b>Procedures for Decommissioning and Hand Over of Areas to Contractors</b></li> <li>Actions arising from meeting on 28/11 to be completed. Safety Services policy was approved by University Safety Sub-Committee in January.</li> <li>7. <b>AOCB</b></li> <li>ii. LG to chase up banana oil kit order.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> <li>2. <b>H&amp;S Induction Questionnaire</b></li> </ul>	<p>LG issued draft questionnaire to Group for comment. Group approved. Questionnaire to be issued at H&amp;S Induction Seminars from now on.</p>
<ul style="list-style-type: none"> <li>3. <b>Monthly Review of Accident/Incident Reports</b></li> </ul>	<ul style="list-style-type: none"> <li>i. Receptionist tripped and fell when a cable became wrapped around her foot while working at her desk. She was shaken but uninjured. IB secured cables.</li> <li>ii. A member of research staff was forcing a chemical solution through a syringe when it spurted into her eye. She was wearing appropriate, full PPE but the liquid went around her safety glasses. Eye was rinsed with water and no lasting harm was sustained. Victim complained that eye-wash shower was dirty. IB has reminded Above Floor Cleaners to rinse showers every week and advised Lab Managers to cover them with foil to keep them clean.</li> <li>iii. A member of research staff sprayed thiophenol over her hands and face and the lab floor when the liquid escaped from a separating funnel. She experienced some skin irritation and was affected by the fumes. She showered to remove all traces of contamination and there was no lasting harm. The spill on the floor caused a significant build up of fumes in the lab. A 10-20% solution of bleach had to be used to neutralise the spill. A full investigation was conducted by the Lab Manager. Staff have been advised not to scale up reactions without carefully assessing the risks and it was noted that, in this instance, an open topped vessel should have been used rather than a sealed separating funnel. Staff who require them are to be supplied with prescription safety glasses. A full face respirator is to be kept in the spill kit.</li> </ul>
<ul style="list-style-type: none"> <li>4. <b>Next Month's Big H&amp;S Issue</b></li> </ul>	<p>As before.</p>
<ul style="list-style-type: none"> <li>5. <b>AOCB</b></li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. Ian Leith sent LG a fire plan of a floor in the Scrymgeour Building with the recommendation that such plans are done for all areas in CLS. IB pointed out that the fire plans are being compiled by Safety Services and the process has started in CLS.</li> <li>ii. IB informed the group that she is giving training to First Aiders in the use of Merlin CPR masks. Two sessions have already been held and have proven to be worthwhile. IB to email possible dates to ML for running a session in OMS/Carnelley.</li> <li>iii. IB to send LG an updated list of First Aiders.</li> </ul> </li> </ul>	<p>IB</p> <p>IB</p>