

CLS H&S Working Group Meeting Minutes

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

Present

Lisa Grayson (LG)
Irene Blair (IB)

Apologies

Monica Lacey (ML)

	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	
vi. Larry Fortune has given some possible dates for Evac Chair refresher training. IB to email Fire Marshals/Wardens and include SLSLT Technicians. Aim for September.	IB
<ul style="list-style-type: none"> 2nd August 2005 	
6. Progress on Outstanding Inspection Tasks	
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	
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	
LG to draft risk assessment and issue for comment.	LG
<ul style="list-style-type: none"> 8th December 2006 	
2. Tasks Arising From H&SMC Meeting	
x. IB and LG have reformatted induction seminar to cover GLP.	
<ul style="list-style-type: none"> 31st May 2007 	
3. Checking/Approval of Risk Assessments & SOPs	
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
<ul style="list-style-type: none"> 6. AOCB 	
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	
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"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 31st October 2007 	
7. AOCB	
ii. LG to find alternative to banana oil kit from Cole Palmer.	LG
<ul style="list-style-type: none"> 28th February 2008 	
4. Servicing/Testing of Fixed Gas Installations	
See 28/5/08 item 5x.	
<ul style="list-style-type: none"> 7. AOCB 	
iii. IB emailed Terry Sweeney re eyewash shower covers. No reply. Will email again.	IB
iv. LG to check with Safety Services on Syber Safe gel disposal.	LG

<ul style="list-style-type: none"> • 26th March 2008 2. Drinking Water <ul style="list-style-type: none"> i. LG has sent George Morrison a list of drinking water taps that are not labelled as such and asked for clarification on the tank water quality in MSI. No reply so far. LG to chase up. Letty Gibson is arranging for Water at Work dispensers to be phased out and replaced with cooled mains water dispensers. 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. 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. 	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 28th May 2008 4. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> 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. viii. See 26/6/08 item 3. 5. AOCB <ul style="list-style-type: none"> i. Allison Bridges has agreed to take on the role of JBC Fire Marshal. Deputy still to be appointed. 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 of fixed gas installations. 	<p>ML</p> <p>IB</p> <p>LG</p> <p>LG</p> <p>LG</p>
<ul style="list-style-type: none"> • 26th June 2008 2. H&SMC Meeting Agenda Meeting for scheduled for 9/9/08. Preparation of papers is on going. 3. Next month's Big H&S Issue LG to put phenol info on web. 4. Monthly Review of Incident/Accident Reports <ul style="list-style-type: none"> i. A member research staff working in the CL3 Suite was holding a micro-titre plate up to the light to get a better view of the contents when it slipped from their grasp. The culture – of animal pathogen <i>T. brucei brucei</i> - splashed onto their lab coat and face. Lab coat was removed and face washed extensively and swabbed with 70% ethanol. Workers have been told to avoid this practice and a light box has been provided. ii. Two syringe needles were found by the cleaner on WTB3, one on the floor and one on a chair. The Lab Manager has reminded staff to carelessly discard needles. 5. AOCB <ul style="list-style-type: none"> i. IB to arrange meeting with researcher concerned to get information on volumes & concentrations of selenates in culture media before consulting Safety Services on disposal. iii. ML to chase up CAHId personnel who have repeatedly failed to submit a BTC or attend the H&S Induction Seminar. iv. Group carried out a general inspection on JBC Floor M on 2/7/08. 	<p>LG</p> <p>IB</p> <p>ML</p>
<ul style="list-style-type: none"> 2. Next Month's Big H&S Issue Phenol. 	<p>LG</p>
<ul style="list-style-type: none"> 3. Monthly Review of Accident/Incident Reports <ul style="list-style-type: none"> i. A spill of ~200mls propionic acid occurred when a bottle fell from cupboard. Spill kit was used and proper procedure followed. ii. A researcher sneezed and accidentally passed their finger through a bunsen flame. Small blister on finger tip was the only injury. iii. Divisional Secretary slipped on carpet which had been shampooed and fell. This exacerbated a pre-existing injury and caused pain in the shoulders, arms and wrists. Cleaning Supervisor has been alerted and asked to take appropriate action. 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. v. A bottle broke while being removed from an autoclave and the technician sustained a deep cut to finger. 2 stitches inserted at A&E. IB has instructed research staff to phase out the use of medicine flats, which now appear to be far more fragile than Duran bottles. vi. Cut to finger sustained when a flask containing HG1 e-coli slipped off the bench and victim tried to catch it. Wound encouraged to bleed and thoroughly washed. 	<p>LG/IB</p>

vii. Media preparator overheated and smoke was given off. Machine was disconnected from the electrical supply, allowed to cool and the engineer called to investigate and carry out repairs.

4. AOCB

- i. LG reported that Safety Services were to carry out measurements on WTB M to establish whether the airborne phenol levels were at levels considered hazardous to health. LG to report results at next meeting. **LG**
- ii. LG is also arranging for Safety Services to measure phenol, formaldehyde and methanol levels in the Mortuary and Dissection Room. LG waiting on reply from Roger Soames before confirming dates/times with Safety Services. **LG**
- iii. IB has added an extra field to the Accidents/Incidents Database for recording whether a risk assessment and/or SOP already exists for the procedure being undertaken when the acc/inc occurred. LG agreed that this would be very informative.
- iv. LG to inform MSI Lab Manager that a general H&S Inspection will be carried out on 13/8/08. **LG**