

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 30th March 2010 at 2pm

Present

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

Apologies

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

- 28th January 2009**

- 3. AOCB**

- ii. IB/LG still to produce a visual, simplified waste disposal guide. Aim for end of March 2010.

- 27th May 2009**

- 3. Unpacking of goods in Stores**

LG and IB still to agree a date with the Stores Manager to discuss risk assessment, SOP and training. LG still to write up Stores inspection report/risk assessment from previous visit.

- 7. AOCB**

- i. LG still to draft assessment for formaldehyde release during fumigation.
- ii. IB still to arrange a Field Trip First Aid course.
- vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out.
- ix. LG still to arrange meeting to discuss Mortuary and Plastination H&S issues.

- 24th June 2009**

- 5. CLS Dangerous Substances Register**

LG still to expand the register to cover all controlled or licenced activities/substances.

- 25th August 2009**

- 2. SOP for Fire Call Point Testing**

IB to draft a SOP for JBC then circulate set to Fire Marshals/Wardens to ensure they all know how to carry out fire call point testing.

- 23rd September 2009**

- 2. SOP for Gas Leak**

LG still to draft based on Safety Services current advice.

- 5. LN2 Cell Freezer Fill Training**

LN2 Cell Freezer fill SOP still to be finalised and circulated.

- 25th November 2009**

- 2. Targets and Agenda for H&SMC Meeting in January 2010**

IB and ML to help get all risk assessments and SOPs approved.

- 3. Pregnant Mothers' Procedure**

LG to amend policy accordingly.

- 5. AOCB**

- i. IB/LG to organise Reception staff H&S training.

- 27th January 2010**

- 4. AOCB**

Inspection checklist has been amended to include items on gas cylinders and UV equipment.

- 25th February 2010**

- 2. Castors on Draughtsman Chairs – SOP and email from DC**

Poster showing how to get on/off draughtsman chairs safely is still to be produced and distributed. Note: SOP will be drafted but not put up on notice boards.

- 5. AOCB**

- i. LG has drafted a checklist for the quarterly checks. A few additional suggestions were made. LG to incorporate.
- iii. After some discussion it was decided that the best time to run an H&S seminar for the Honours Students would be at the start of 4th year once the projects had been allocated. ML to confirm with Will Whitfield.

Action

IB/LG

LG/IB

LG

IB

LG

LG

LG

IB

LG

LG

IB/ML

LG

IB/LG

IB/LG

LG

ML

2. SLSLT Risk Assessments for Approval

LG informed ML that several SLST risk assessments have recently been submitted for approval. ML agreed that SLSLT senior staff will take responsibility for approving these. LG to send a list of the serial numbers to ML.

LG

3. SOP for E&B Working in the General Lab

LG highlighted the email from the WTB Lab Manager regarding E&B staff not following the relevant SOP when working in the lab area. LG proposed revising the SOP to make the requirement for PPE and instruction not to touch lab chemicals/equipment more evident. Group agreed. LG to revise SOP and issue at the next CLS/E&B meeting.

LG

4. Soda Ash or Lime for Spill Kits

LG drew attention to Nick Helps' risk assessment for prep of dilute acid/alkali solutions and the recommendation to use lime or soda ash to neutralise hydrochloric and sulphuric acid spills. CLS spill kits are not stocked with these reagents at present. The group members discussed the pros and cons of instructing staff to deal with acid spills in this way. No one was sure about exactly how different concentrated acids would react with lime/soda ash or what size of spill warranted such treatment. There was also concern about inhalation of vapours during spill neutralisation and clean up and the need to wear full-face RPE. After much discussion the members agreed not to change the CLS procedures and not to stock lime/soda ash. If an acid spill cannot be safely dealt with without these reagents then the area should be evacuated and CLS H&S or Safety Services notified immediately. In a worst case scenario, the Fire Brigade can be summoned to deal with the spill. LG to inform Nick of the Group's decision.

LG

5. Centrifuge Safety Training

LG suggested developing a centrifuge safety training package along the same lines as the LN2 powerpoint, covering the same topics as the Beckman seminar and utilising some of Brian Jamieson's slides. Group agreed. LG/IB to begin work on this once TC training video is complete.

LG/IB

6. Accidents & Incidents

- i. A technician in the Media Kitchen was using a Bunsen Burner to flame plates to remove bubbles when the rubber tubing detached from the burner and the gas exiting the tubing ignited. No harm or damage was caused. Staff have been instructed to discontinue this practice.
- ii. A technician in SLSLT burned their hand when flaming an inoculator that had been sterilised in ethanol. Too much ethanol had been drawn up into the inoculator which resulted in a much larger flame than usual. The burn required First Aid but was minor. Staff have been reminded of the correct procedure.
- iii. A member of research staff left a tube in a beaker of boiling water unattended until the water boiled dry, causing the plastic tube to begin to melt and give off smoke and fumes. The fire alarm was activated and the Fire Brigade attended. The person responsible had forgot about the boiling water bath and gone to Ninewells. The culprit has done something similar at least once before. Their PI has been informed and the Lab Manager is coordinating a revision of the SOP for the experiment that was being undertaken.

7. AOCB

There was no other business.