

General H&S Inspection Report

Area being inspected: WTB Floor 2

Date of Inspection: 11/04/06

Inspection Team: SLS H&S Working Group

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	Yes	OK	No
Gloves	Yes	Yes	Yes
Safety Glasses	Yes	Yes	Not at time of inspection

- Type of gloves in use? Latex / Nitrile / Both
 - If both, estimate split: Mostly latex.
- Notes:
- Recommendations:
 - Policy on wearing of lab coats must be agreed and enforced. [H&S Management Committee; next meeting]
 - According to Safety Services' policy, use of latex gloves must be justified by risk assessment. Ensure personnel are aware of this. Encourage use of nitrile. Raise awareness of glove related reactions. [H&SWG; end May 2006]
 - Remind personnel to wear safety glasses whenever there is a chance of spraying, splashing or aerosol formation and to consider the activities of those round about them. [H&SWG; summer 2006]

2. Safety Notice Board

- Does it exist? Yes / No ✓
- Is the information up to date? Yes / No ✗
- Is the H&S Portfolio on display? Yes / No ✗
- Is a list of First Aiders on display? Yes, but out of date Yes / No ✗
- Are certificates of Authorisation & Registration on display? Yes / No ✓
- Notes:
 - Policy doc was on display but out of date.
 - H&S items were mixed with non-H&S items.
 - Good electrical safety guidance on display.
- Recommendations:
 - Remove all out of date material, put copy of Portfolio on display and relocate non-H&S items. [Lab Manager; ASAP]
 - Issue guidance on what should be on an H&S notice board. [H&SWG; May 2006]
 - Use electrical safety guidance in SLS policy/procedure. [LG; summer 2006]

3. Safety Signage/Information Notices

- Up to date? Yes / No ✓
- In good condition? Yes / No ✓

- Clearly visible? Yes / ~~No~~ ✓
 - Are there any unnecessary or outdated signs/notices? Yes / ~~No~~ ✗
 - Notes:
 - o Old safety signs are posted to the left of the door leading from the equipment room to the north side lab.
 - Recommendations:
 - o Remove out of date signs in equipment room. [Lab Manager; ASAP]
 - o Check latest version of microwave oven SOP is on display.
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4. Housekeeping

- Is the area generally clean & tidy? Yes / ~~No~~ ✓
 - Are there any obvious slip or trip hazards? ~~Yes~~ / No ✓
 - Notes:
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5. Spill Trolley

- Easily located? Yes / ~~No~~ ✓
 - Fully stocked? Yes / ~~No~~ ✓
 - Are there any old items that need replacing? ~~Yes~~ / No ✓
 - Notes:
 - Recommendations:
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6. First Aid Kit

- Easily located? Yes / ~~No~~ ✓
 - Up to date list of First Aiders in lid? Yes / ~~No~~ ✓
 - Fully stocked? Yes / ~~No~~ ✓
 - Are there any old items that need replacing? ~~Yes~~ / No ✓
 - Notes:
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7. Fire

- Are fire exits clear of obstruction? Yes / ~~No~~ ✓
 - Are fire blankets/extinguishers prominently placed and easily accessed? Yes / ~~No~~ ✓
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? ~~Yes~~ / No ✓
 - Notes:
 - Recommendations:
 - o Remind all personnel about the dangers of using ignition sources close to flammable solvents, shelves covered in post-it notes, stacks of paper, etc. [H&SWG; summer 2006]
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8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Reasonably Yes / ~~No~~ ✓
 - Are the eyewash showers fully functional? Yes / ~~No~~ ✓
 - If there are no eyewash showers is there a suitable alternative? N/A
 - Is there an emergency shower in the area? Yes / ~~No~~ ✓
 - Is the emergency shower fully functional? Cannot test ✗
 - Notes:
 - Eyewash showers are regularly flushed but dust still evident in the rubber cups.
 - Emergency shower is very badly site. Testing it would flood the middle of the main walkway on the south side and get electrical equipment wet.
 - Recommendations:
 - Ask Above Floor Cleaner to take on duty of cleaning/flushing eyewash showers once per week. [H&SWG; ASAP]
 - Instruct personnel to use emergency shower only as an absolute last resort and to use shower off atrium or eyewash shower instead. [H&SWG; summer 2006]
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9. Safe Storage

- Are any items stored at height? Yes / ~~No~~
 - If yes, is storage appropriate? Mostly Yes / ~~No~~ ✓
 - If yes, is a step ladder available? Yes / ~~No~~ ✓
 - Is the main chemical storage area clean & tidy? Yes / ~~No~~ ✓
 - Are chemicals stored in the lab bays clearly labelled? Mostly Yes / ~~No~~ ✓
 - Are all flammables kept in a flame-proof cabinet? Main stocks Yes / ~~No~~ ✓
 - Are incompatibles kept separate? To some degree Yes / No ?
 - Are potent CMRs* & other toxins kept in a locked store? ~~Yes~~ / No ✗
(*CMRs: carcinogens, mutagens and reproductive toxins.)
 - Notes:
 - Some personnel are storing bottles of solutions on high shelves.
 - 10 litre containers of buffer etc are being stored on shelf above sink. Manual handling concern – see section 14.
 - Recommendations:
 - Remind personnel that it is safer to store bottles of solutions below eye level. [Lab Manager; ASAP]
 - Issue guidance on safe storage of incompatible chemicals and potent CMRs and other toxins . [H&SWG; summer 2006]
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10. Fume Hoods

- Are the “monthly check” stickers up to date? Yes / ~~No~~ ✓
- Are the hoods clean & tidy? ~~Yes~~ / No ✗
- Are the hoods used for essential storage only? Yes / ~~No~~ ✓
- Are the cabinets below the hoods clean & tidy? Yes / ~~No~~ ✓
- Are the cabinets below the hoods adequately ventilated? Yes / ~~No~~ ✓
- Are the cabinets below the hoods being used appropriately? Mostly Yes / ~~No~~ ✓
- Notes:

- o Fume hood in north side lab was less tidy than the others and a lot of white, crystalline powder had been spilled on and around the balance and over other items in the hood.
- Recommendations:
 - o Get north side hood cleaned and remind staff that leaving chemical spills for other people to deal with is not acceptable. [Lab Manager; ASAP]
 - o Review labelling of cabinets under the hoods. [Lab Manager; ASAP]
 - o Remind staff to lower sashes when hoods are not in use. [H&SWG; summer 2006]
 - o Get anemometer and establish proper monthly testing regime. [H&SWG; end 2006]

11. Waste Disposal

- Is there evidence of inappropriate use of:

o Trace chemical waste bins (blue bags)?	Yes / No ✓
o Sharps bins? In one area	Yes / No ✗
o Non-contaminated waste bins (black bag)?	Yes / No ✓
o Aspirators?	Yes / No ✓
o Solid autoclavable waste bins?	Yes / No ✗
o Disposable pipette bins?	Yes / No ✓
o Cardboard bins?	Yes / No ✓
o Waste catalogue sacks?	Yes / No ✓
o Recycling bins?	Yes / No ✓
- Notes:
 - o An overfull sharpsafe was found on in the south side lab.
 - o Chemical containers were present in one of the autoclavable waste bins.
 - o A glass aspirator was in use at a radioactive workstation.
 - o StagChlor appears to be in use – why?
- Recommendations:
 - o Remind personnel to adhere to correct waste disposal procedures and not to overfill sharps bins. [Lab Manager; ASAP]
 - o Check that there is a valid reason for using glass aspirator at the radioactive workstation. [Lab Manager; ASAP]
 - o Check that there is a valid reason for using StagChlor. [Lab Manager; ASAP]

12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? Yes / No ✓
- Is there evidence of eating/drinking in the writing rooms? Yes / No ✗
- Notes:
 - o Writing rooms are treated as non-laboratory areas in so much as you remove your lab coat/gloves and wash your hands before entering one, however, eating/drinking is not permitted.
- Recommendations:
 - o Remind all personnel that eating and drinking is not permitted in writing rooms. [H&SWG; ASAP]

13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Not all Yes/ No✗
 - If yes, state the retest date: 2002.✗
 - Are there any obvious examples of poor electrical safety/unsafe equipment? Yes/ No✓
 - Notes:
 - Some PAT labels are totally unreadable. New labels are already in use.
 - Recommendations:
 - PAT frequency must be increased. H&SWG to consider options and put forward proposals to Ian Leith. [H&SWG; summer 2006]
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14. Manual Handling

- Are any unusual manual handling hazards evident? Yes /No✗
 - If yes, are adequate controls in place? Yes / No?
 - Notes:
 - 10 litre containers of buffer etc are being stored on shelf above sink.
 - Recommendations
 - Check that 10 litre containers are being safely lifted on to and off of shelves – observe activity. [Lab Manager; ASAP]
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15. Other

- The Iodine 125 workstation in the CW area is not clearly demarcated/signed or well enough segregated from non-radioactive work. Also, there is no evidence of shielding being provided to protect the person on the opposite side of the island bench.
Recommendations:
 - Radioactive workstation must be clearly demarcated/signed and separated from other work areas as far as is reasonable practicable. [User; in time for next ¹²⁵I experiment]
 - Dose rate received by individual on opposite side of bench should be measured and, if found to be unacceptable, appropriate shielding employed. [RPS & Safety Services; during next ¹²⁵I experiment]
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Inspectors' Signatures

(Please sign & date.)

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Irene Blair		
Gail Alexander		
Monica Lacey		
Lisa Grayson		

Date of Next Inspection: April 2007