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**Experimental Medicine Division**

**Departmental Health and Safety Committee Meeting**

29th January 2013

**Present:** Karen Clifford (KC), Brad Sutherland (BS), Jon Silk (JS), Jenny Middleton (JM), Sarah Morrish, Dai Griffiths (DG), Graham Ross (GR), Sharon Sanderson (SS).

**Apologies:** Fiona Powrie, Julie Hamilton, Robin Sparkes, Carolina Arancibia, Phillip Allen, Joy Bull, Kate Alford, Andrew Thomson, Jo Hovard, Donald Warden

*(Please note Derek Hood is no longer on committee as he has relocated).*

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| Minutes accepted from last meeting | **Action** |
| 1. **Outstanding items from last meeting**   1.1 Health and Safety Report – This has now been passed onto DSO (KC). There are only a few things that need to be addressed;   * Procedures working performing high risk activities should be reviewed by Supervisors. i.e. Liquid Nitrogen decanting and/or lone working arrangements. GR suggested that a list is drawn up of who is and isn’t trained to do this procedure which is then signed off by the supervisor. * Samples stored in freezers need to be in secondary packaging as they are from a containment level 2 environment (secondary packaging is either a sealed bag or box) * Ensure that sharps are not re-sheathed (evidence of sheath on needles in sharps bins and re-sheathed scalpels on shelves above benches) * UN signage on liquid nitrogen supply tanks * Phenol antidote required and phenol cards in first aid boxes located in areas where phenol is used. * Required documentation of cold room panic alarm testing * Waste bottles for vacuum pumps should be placed in secondary container to avoid spillage. | **End users/Supervisors**  **End users/ Supervisors**  **End users**  **Dept (KC/RS)**  **Dept (KC/RS)**  **Dept (KC/RS)**  **Dept (KC/RS)** |
| 1.2 GR had a discussion with Carillion regarding Limb bin collection on L7 and said cleaners should be collecting it from the labs. is If Carillion have not collected limb bins and rubbish from the labs then people can call KC/RS, who will then log a call with Carillion which will be issued with a reference number so the job is easy to trace. | **End users** |
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| 1. **Safety Office Memos/Policies**   **S1/13** – This policy is a reminder of policy for children coming for work experience and what procedures need to happen for certain age groups. This also covers people with child care problems and having to bring children into the work place. Dept requires visitors to be registered in advance  The Athena Swan assessment has highlighted the level 7 lunch area (room 7401) as a family friendly area. Jo and/or Fiona need to be notified if there is a problem.  **S2/13** – Safety Representatives from Trade Unions are allowed to come and do safety checks and sit on committees.  **M11/12** – Bio safety returns have been completed and returned to Safety Office. KC to follow up with GC and DG to confirm what schedule 5 pathogens and toxins have been declared.  Anyone ordering any toxins should be gaining approval from Head of Department  **M1/13** – Safety Office training schedule  **Amendment to S8/09 (DSE) Appendix 4** – Amendment regarding eyesight testing arrangements. A contribution might be required if the following statement is ticked on an optician’s report: *Spectacles are required for general use, incorporating a special prescription for VDU use(multifocal or varifocal prescription)*  If option is taken, refer directly to the Safety Office as use of varifocals may lead to other DSE related issues (adjustment of neck and head position during DSE use) | **KC/DG/GR**  **End users/Supervisors**  **End users/KC** |
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| 1. **Accident/Incident Reports**   No incidents to report. |  |
| 1. **Risk assessments/COSHH/GMO assessments**   KC retained signatures for several GMO assessments during the meeting.  GR mentioned that end users completing registration forms for COSHH Surveillance should ensure to circle the question “Is this in line with a current and valid COSHH assessment Y/N?” | **End users** |
| 1. **Laboratory Safety**   KC reported that PPE compliance is very good.  There have been a few missed OHS appointments. KC reminded everyone that anyone who continues to miss their appointments after several reminders from OHS and herself will have their lab access removed until the issue is resolved. | **End users** |
| 1. **Fire Safety**   We are still waiting to hear from the Trust about Fire Safety to confirm that we will be using their policy. |  |
| 1. **Other**   **7.1 Portable Appliance Testing** – MSD no longer employs an engineer to PAT equipment in labs. Going forward, organization and costs must be met by department. Safety Office recommends the use of Janus Safety Solutions which charge £0.90 per item or departments can borrow PAT equipment and complete themselves.  **7.2 Liquid Nitrogen Storage Incidents resulting in injuries** – In light of two incidents which occurred in December and January of exploding cryovials that were removed from liquid phase LN storage, the Safety Office (GR and AT) is recommending that groups review their risk assessments and procedures for retrieving samples and thawing samples from LN storage. Dept does not use liquid phase; only vapour phase however it is recommended that cryovials once removed from LN, should be placed immediately in secondary packaging so to contain the possible risk of cryovial explosion (could be falcon tube or lidded box). When thawing samples, a lidded water bath should be used to contain any possible explosion or the vial seal should be cracked (releasing the pressure) in an MSC before being placed in a water bath. | **Dept (KC/RS)**  **End users/ Supervisors** |
| * Lab Management Website Link: [www.expmedndm.ox.ac.uk/lab-management](http://www.expmedndm.ox.ac.uk/lab-management) | |
| * **Date of next meeting:** Tuesday 30th April, 11am | |