**Minutes**

Biological & Genetically Modified Organism Safety Meeting Date: April 5, 2011 at 10am

Apologies: Kate Dingle, Graham Ross and Andrew Thompson.

Not present: Michalis Papadakis, Simmons group representative and Hood group representative.

Present: Head of Department/Representative Katja Simon

 Departmental Safety Officer Karen Clifford

 Fire Officer Robin Sparkes

 Business Manager Jo Hovard

 Derrick Crook Group Representative Esther Robinson

 Level 5 Group representative Claire Pearson

 Level 7 Group Representative Uzi Gileadi

 Laboratory Manager Chris Jenkins

 Laboratory Manager David Griffiths

**Topics Discussed**

1. **Biological & GMO Safety Training**

 Training record introduced as part of induction

 Safety Office training: May 10 1030-1130 Banbury Road or 1430-1530 ORCRB (book in advance)

 <https://secure.admin.ox.ac.uk/safety/>

*DG and ER asked if long standing members need to attend. KC advised that all lab workers should attend but attendance is critical for new starters.*

1. **Risk assessments/COSHH/GMO assessments**

 Should be located in binder held in main laboratory

 Review of all documents beginning April 18th

 *No comments*

1. **Personal Protective Equipment**

 Reminder to wear safety glasses when undertaking wet work

 One Glove Policy

 *RS asked members to police the wearing of safety glasses to the other members of the groups*

1. **General H&S**

 Accident & Incident reporting

 Occupational Health/ DSE assessment

 Visitors

 Harassment/Stress

 Fire Safety Training – mandatory attendance once/year

 New Staff Handbook

*UG asked if some doors could be propped open during certain times of the day for easier access when carrying things. RS and KC will discuss but mentioned that the corridors are open to public and some may be fire doors that need to remain closed.*

1. **Other items**

Forum for laboratory services feedback

*DG inquired about waste disposal and chemical disposal. RS is going to canvass groups in department and schedule chemical disposal. RS asked individuals to be mindful of the quantity that is ordered as specialized disposal is costly and to clearly label any aliquoted chemicals.*

*KS mentioned if there was a current need for mycoplasma testing service in the JR. CP mentioned that they use Dunn School services as that is where their cell bank is located. KS mentioned that it may be something to look into for here along with setting up a local cell bank.*

**Next meeting date set for June 15th at 1000**