

MIB Health and Safety Meeting

**Room 2.048, Manchester Institute of Biotechnology
2pm, Tuesday 12th February 2013**

Attendees

Nigel Scrutton (NS)
Tanya Aspinall (TA)
Janet England (JE)
Patrick Seechurn (PS)
Steve Marsden (SM)
John Gardiner (JG)
Karl Fisher (KF)
Christopher Blanford (CB)
Stephen Rigby (SR)
Xue-Feng Yuan (XY)
Aline Miller (AM)
Alan Kniveton (AK)

Representing

Chair
MIB Safety and Risk Manager/Deputy Chair
MIB Safety Advisor
University Safety Coordinator
Laser and UV Safety Advisor
MIB Academic Advisor – Chemical Safety
MIB H&S Forum Representative
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator
MIB Core Facilities & Trade Union Representative

Apologies

Lesley-Ann Miller (LM)
John Hughes (JH)

Display Screen Equipment Assessor
MIB Radiation Protection Officer and Radiation Protection
Supervisor

Non-attendees

Clare Booth (CIB)
Ewan Blanch (EB)

Food on campus operations manager
MIB Academic Floor Coordinator

Item	Description	Action
1.0	<u>Minutes and Action Points from 19/10/12</u>	
1.1	[3.1] TA reported that the development of training courses for specific chemicals and techniques in the School of Chemistry is on-going. NS has e-mailed everyone at MIB regarding the importance of following health and safety policies. TA will use the PI refresher training sessions on the 18 th and 26 th February to remind PIs that they should lead by example and wear lab coats when visiting their labs.	TA
1.2	[3.2] TA will also cover good lab book practice at the PI training sessions.	TA
1.3	[3.3] TA has sent out an e-mail reminding everyone that lockers are for personal effects only. TA said that a group exit document for the MIB is available but individual leaver's documents have not being completed owing to problems with the intranet.	
1.4	[4.2] PS said that this point should be corrected as it was an independent auditor who looked at the MIB biological waste	

	streams and not the Environment Agency.	
1.5	[6.7] JE reported that the excess solvents in the Mass Spec prep lab have now been removed.	
1.6	[6.8] TA said that specific face-shields are not required for use with liquid nitrogen and that they are only required to be splash resistant. To avoid confusion the face-shields in the liquid nitrogen store have been labelled as 'Not for use with UV'.	
1.7	[6.9] JE has talked to the SIMS group about eating in the lab and there have been no further problems since.	
1.8	[6.10] A new emergency exit from the NMR suite has been fitted. AK said that the fire officer will come to check the exit although he is not obliged to do this.	
1.9	[8.3] TA said that a 2 nd stepladder training course has been carried out.	
1.10	[8.5] TA stated that PI refresher training will take place on the 18 th and 26 th of February 2013.	
1.11	[9.1] TA reported that SDS powder has been systematically replaced with SDS pellets in MIB labs and subsequent inspections have not found any powdered SDS	
1.12	[10.1] TA has rewritten the MIB H&S policy to reflect changes in the University H&S policy. NS has signed the new MIB H&S policy, and a copy has been sent to all staff/students in MIB. A reminder about compliance has also been sent out.	
1.13	[11.1] JE said that the work on Cat II labs (downgraded from CatIII) is complete and that the labs are now occupied, but problems with leaks are still being looked at by Estates.	
2.0	<u>Radiation Safety</u>	
2.1	TA reported that JH has no radiation safety issues to report and that the only current users are Hui Lu and Jason Micklefield's groups (who use 35-S, 32-P and 55-Fe)	
3.0	<u>Chemical Safety</u>	
3.1	TA reported that Elaine Armstrong at School of Chemistry is currently producing guidance on safety goggles/glasses use in chemistry labs. TA will report back once a decision is made.	TA
4.0	<u>GM / Biohazard Safety</u>	
4.1	TA reported that letters of appointment need to be sent to BSOs and LSAs retrospectively in order to comply with the new University safety policy but there is currently no standard wording for these letters like there is for Radiation Safety Officers. PS suggested that the letter for radiation safety could be adapted for other roles, basing the role requirements on those described in the University H&S policy. JE asked if School Safety Advisors would also require a letter. TA replied that she would look into this.	TA

5.0	<u>Laser / UV safety</u>	
5.1	SM said that there are no laser safety issues to report in the MIB. SM will carry out a laser safety audit in south campus FLS buildings on 28 th February but the MIB will be audited separately later in the year.	
5.2	SM reported that a University approved laser safety visor (the "Bolle Sphere") has now been chosen. This visor is CE marked and has the appropriate EN number. Katharine Sullivan will test each new visor and assign it a UV safety batch number before they are distributed. The MIB's UVP-Oberon UV visors will be replaced with the new Bolle Sphere visors as soon as possible but Katharine will replace the old faulty Bolle visors in other buildings first as the UVP visors are safe to use in the meantime.	
5.3	SM said that Katharine Sullivan will run another UV safety awareness session in the MIB lecture theatre on 13 th February. SM has sent out an e-mail of the date/time.	
5.4	SM and KS will test the UV output from a hand held UV lamp found in the MIB and will also test for UV leakage through the cracked plastic shield of the PCR cabinet on the 3 rd floor.	SM
5.5	SM now attends quarterly Non-ionising radiation technical group meetings and will report back anything relevant to this committee. The first meeting was held on 23 rd November and covered the UV transilluminator accident and the possible replacements for the faulty Bolle faceshield.	
6.0	<u>Floor Coordinator Issues</u> General lab inspection reports.	
6.1	SR reported that the LG floor annual general inspection was carried out on 24 th January. Only minor problems were identified, and housekeeping is generally improving. SM and SR carried out a follow up inspection on 8 th February and most of the action points for immediate attention have been resolved.	
6.2	XY reported that two walk around inspections and floor meetings have taken place on the ground floor since the previous H&S committee meeting. XY said that there has been a big improvement in H&S and that there are no major concerns. JE added that only minor housekeeping issues were identified in the floor inspection.	
6.3	AM reported that the monthly 1 st floor walkround has taken place and only minor housekeeping issues were identified. AM also found one person wearing earphones in the lab and warned them not to do so in future.	
6.4	Neither EB nor Ron Burke were present at the meeting to give a 2 nd floor report but JE said that EB and Ron had accompanied her and TA on an inspection of the floor and that there were no major problems.	
6.5	CB reported that a 3 rd floor walkthrough was carried out recently and that the general annual inspection will take place on the 13 th	

<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>9.0</p> <p>9.1</p>	<p>February.</p> <p>CB has also noticed an improvement in H&S. CB has threatened to take photographs of people not wearing lab coats in the labs and this situation has improved. CB announced that he has been clamping down on the storage of flammable canisters and cylinders and that the third floor groups are now compliant regarding this issue.</p> <p><u>Accidents and Incident</u></p> <p>TA reported the following minor accidents/incidents:</p> <p>Accident: Someone slipped down stairs and sprained hand/finger while breaking fall; accident owed to person being distracted rather than stairs being slippery, etc.</p> <p>Near miss: Airflow fault detected in 2nd floor ex-cat 3 labs. Investigated and repaired by Estates.</p> <p>Near miss: glass probes shattered when they fell off a shelf; remaining probes moved to a more secure storage location.</p> <p>Near miss: accidental inclusion of a magnetic stirrer in French press prep; caused overpressure and damage to the French press column (which has been removed from service).</p> <p><u>Training</u></p> <p>TA reported that postgrad and undergrad induction training took place at the end of January. Approx. 40PGs and 25UGs attended.</p> <p>TA said that gas safety training took place in December 2012 and that this covered use of gas cylinders, cryogenic safety and practical training in fitting of gas regulators.</p> <p>TA said that PI refresher training will take place on the 18th and 26th February and that any PI who cannot attend one of the two sessions will receive a one-to-one session from Tanya/Janet.</p> <p>TA reported that face fit testing and refresher training for the chemical response team took place in December 2012. TA added that several face masks were sent for annual testing (which is recommended but not a legal requirement). Andrew Morris (University Safety Services) was not happy with the service and advised TA not to send the other masks for testing. He will advise TA as to how to proceed with the remaining masks.</p> <p>SR reported that FLS have requested that MIB PIs complete an FLS induction form for all UG project students. As the MIB already has its own induction form (which is similar to the FLS one) this is causing confusion and duplication of effort. TA agreed to contact FLS to resolve the issue, and will suggest sending copies of the MIB induction form to the FLS office.</p> <p><u>General Safety</u></p> <p>TA has completed the annual MIB monitoring report that sets out the H&S goals for the coming year.</p> <p>The goals are as follows:</p>	<p>TA</p>
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9.2	<ol style="list-style-type: none"> 1. Set up a second communal tissue culture facility, which will enable us to separate HG1/GM class 1 work from HG2 work. 2. Conduct compulsory PI safety refresher training 3. Use the University's safety climate tool to identify areas of concern, and make any necessary improvements needed as a result of the survey. 4. To perform well in the upcoming phase 2 HasMAP audit, and formulate/implement new procedures/policies to address any potential shortcomings identified in the audit process. 5. To recruit and train 3-4 first aiders 6. Complete the review of all biological projects by the end of 2013 7. To replace powdered SDS with pelleted SDS throughout the Institute (in accordance with the COSHH hierarchy of control). 	
9.3	<p>TA suggested adding the monitoring report as an agenda item for the meeting from now on so that progress towards these goals can be discussed.</p>	
9.4	<p>TA said that a safety climate survey may be used to gauge people's attitudes towards H&S. The survey was designed as a corporate tool and so some of the questions are not relevant to a laboratory environment but that it is good to get feedback about H&S policy. TA added that there is no way to modify the survey and so it will be used in its entirety or not at all. The committee agreed to run the survey.</p>	
9.5	<p>TA announced that there will be a H&S fortnight at the University starting on the 11th March and that the MIB will have its own H&S event on the 12th March.</p> <p>The MIB event will include suppliers of PPE coming into the MIB to showcase specialist gloves (e.g. cold/cut resistant gloves) and safety goggles / eyewear. People will get the chance to vote for which eyewear they would like to be stocked in MIB stores and this should encourage eye PPE to be worn more frequently in labs.</p> <p>TA said that there may be two fifteen minute H&S presentations but that this is yet to be confirmed.</p> <p>The event will also host an ergonomics stand where a chair, desk and computer will be put out and experts will be on hand to give advice on how to sit and work in a healthy way.</p>	
10.0 10.1	<p>CB asked if prescription safety glasses would be demoed at the event. TA replied that information on how to obtain prescription safety glasses would be available.</p> <p>TA reported that the new University H&S policy has been approved by the central University H&S committee. The University has spent the last year rewriting the policy and it is now much clearer. The PIs will be shown this resource during the refresher training and a link will be placed on the MIB intranet once the on-going intranet issues are resolved.</p> <p>CB asked if the MIB intranet is any closer to being repaired. NS said that IT are trying to repair it and that they are treating it as a priority. NS added that a working intranet is essential for the distribution of H&S information.</p>	
	<p>HasMAP</p>	

Prof. Martin Humphries (Faculty of Life sciences)

Prof. Ian Jacobs (Faculty of Medical and Human Sciences)

Heads of Schools in MIB

Prof. Mike Sutcliffe (School of Chemical Engineering and Analytical Sciences)

Prof. Chris Whitehead (School of Chemistry)

Prof. Jim Miles (School of Computer Science)

Prof. Paul O'Brien (School of Materials)

Prof. Ashley Woodcock (Institute of Inflammation and Repair)

Health and Safety Committee Chairs

Dr. Simon Merrywest (Faculty of Life Sciences)

Dr. Linda Green (Faculty of Life Sciences)

Dr. Elaine Armstrong (SSA for the School of Chemistry)