

MIB Health and Safety Meeting

**Room 1.049, Manchester Institute of Biotechnology
2pm, Wednesday 22nd May 2013**

Attendees

Nigel Scrutton (NS)
Tanya Aspinall (TA)
Janet England (JE)
Patrick Seechurn (PS)
Steve Marsden (SM)
John Hughes (JH)
John Gardiner (JG)
Karl Fisher (KF)
Christopher Blanford (CB)
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 Radiation Protection Supervisor
MIB Academic Advisor – Chemical Safety
MIB H&S Forum Representative
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator
MIB Core Facilities & Trade Union Representative

Apologies

Lesley-Ann Miller (LM)
Ewan Blanch (EB)
Stephen Rigby (SR)
Xue-Feng Yuan (XY)

Display Screen Equipment Assessor
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator
MIB Academic Floor Coordinator

Non-attendees

Clare Booth (CIB)

Food on campus operations manager

Item	Description	Action
1.0	<u>Minutes and Action Points from 22/05/13</u>	
1.1	[1.1], TA reminded PIs at the H&S refresher training that they should set a good example by wearing lab coats when visiting labs. Good lab book practice was also covered.	
1.2	[3.1] TA reported that progress has been made on the development of guidance for safety goggle use and this is on-going.	
1.3	[4.1] TA reported that School Safety Advisors do not require an appointment letter the role is covered by their job description. Laser and Biological Safety Advisers do require a letter of appointment and TA will draft these letters using wording from the official policy.	TA
1.4	[5.4] SM reported that Katharine Sullivan tested the hand held UV lamp found in MIB, and no UV output was detected. The lamp has been disposed of.	
1.5	KS also tested the UV bulb in a PCR cabinet on the MIB 3 rd floor. The bulb was working and no leakage was detected through the crazed area of the shielding.	

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1.6	[8.5] TA has arranged for MIB induction forms to be sent to FLS so that both FLS and MIB induction forms do not have to be completed by FLS members in the MIB.	
1.7	[13.1] CB, SM and MR reported that safety reps have not been appointed in groups on their floors.	
1.8	TA replied that the list of contacts should be up to date. JE advised that PIs appoint a contact for their group to work with the floor coordinators and suggested that these contacts could also be the safety reps? NS suggested a positive, informal meeting is needed to discuss this issue with the group contacts to let them know what the safety rep role involves. TA and JE will arrange this meeting.	TA/JE
2.0	TA has sent out an e-mail to MIB about communal safety glasses.	
2.1	Radiation Safety JH had nothing to report. No incidents or issues and there is only a small amount of radioisotope work being carried out at the moment (55-Fe work by Hui Lu).	
3.0	[JH was excused from the rest of the meeting]	
3.1	Chemical Safety TA reported the School of Chemistry H&S Committee had discussed the Dangerous Substances and Explosive Atmospheres 2002 (DSEAR) regulations relating to solvent storage. They now follow good practice using & storing 50L of solvents for each 6 fume cupboard area. TA has agreed to these measures. However as MIB fume cupboards are larger, 100L will be allowed per Chemistry lab (100L is the maximum allowed per lab in the UK). Solvent waste bottles will be reduced from 25L to 10 & 5L in MIB Stores. This will require good communication between PIs who share lab space and waste disposal will have to be policed. Random spot checks to ensure smaller waste storage bottles are used and the labs are compliant was suggested but as solvent storage and disposal is the PIs responsibility controlling solvent orders placed on the i-proc system should help self-regulate the accumulation of solvents in the labs. The floor coordinators can also be asked to check for compliance particularly the incompatible storage of small chemical bottles next to small solvent bottles during their walk rounds and an additional section to include solvent storage could be added to the annual general inspections. <u>Out of hours access to MIB Stores, the requirement for a "solvent vending machine" to include the 6 most common solvents that account for 90% of all solvents used, were discussed along with other measure to help the chemists make this change in their working practice.</u>	
3.2	TA will meet with Chemistry PIs, JG, CB and JE to discuss this further and then report back to the H&S committee.	TA
3.3	[AM arrived at the meeting at this point]	

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	<p>TA reported that the School of Chemistry H&S Committee also discussed whether non-PI should be allowed to sign off COSHH/CRA forms and it concluded this should not be allowed under any circumstances.</p>	<p>TA</p>
<p>4.0 4.1</p>	<p>TA also reported the School of Chemistry are considering only buying solvents from suppliers (Sigma, Fisher) who used Sure Safe bottles They are recommending any solvent with a boiling point below 85°C should be in a Sure Safe bottle but these are expensive and Elaine Armstrong has been asked to get the price reduced and/or source cheaper options. If a suitable supplier is found MIB Stores will start to stock solvents in Sure Safe</p>	<p>TA</p>
<p>5.0 5.1</p>	<p><u>GM / Biohazard Safety</u> TA reported a complete review of all biological projects at the university will be completed by the end of 2013. All MIB projects except those for one group had been reviewed.</p>	<p>TA</p>
<p>5.2</p>	<p>There are currently 20 biohazard and 35 GM projects in MIB.</p> <p><u>Laser / UV safety</u> SM reported that Robert Beresford (a PhD student in Nick Goddard's group) will be building a fluorescence detection system that employs a 405nm Class 3B laser. Robert will undergo full laser training and medical screening and will complete the appropriate laser safety paperwork for both the construction of the system and for the final product</p>	<p>TA</p>
<p>5.3</p>	<p>SM was aware that a new post doc in the SIMS lab will start working with the laser attached to the Bio-Tof-SIMS system. He will upgrade the enclosures and update the risk assessments and local rules as he was concerned about leakages at the end of the laser path and about the lab stools being the same height as the laser.</p>	<p>SM</p>
<p>5.4 5.5</p>	<p>SM was concerned the laser source compartment of Nick Goddard's Laser script system was still not locked and the risk assessments and local rules could not be found by the laser. SM will ask Nick for electronic copies of the laser safety paperwork and will advise that a lock or interlock should be fitted to the system as soon as possible. SM added that all users of the system have undergone full laser safety training and medical screening.</p>	<p>SM</p>
<p>5.6</p>	<p>SM announced that he has now extended his role of MIB UV safety adviser to cover all of FLS and has recently been performing audits of UV equipment in South Campus Buildings. MIB would be inspected separately later in the year.</p>	<p>SM</p>
<p>5.7</p>	<p>SM advised that Katharine Sullivan (KS) ran the UV safety training for new starters and those that missed the October session on 13th February. Eight people attended and now everybody in the MIB who needs this training should have received it.</p> <p>SM reported that Katherine Sullivan intends to carry out UV safety inspections on all University areas over a rolling 18 month period (including measurement of UV output from transilluminators). MIB had a full UV audit last year and all UV transilluminators were tested. SM also advised that UV training will no longer be required</p>	<p>SM</p>

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5.8	<p>for low power open UV sources (e.g. TLC plate readers). A change from the past when using any open UV source required training.</p>	
6.0	<p>KS has also requested that “one off inspections” are carried out when new high power UV equipment is brought into the University SM confirmed that this is already happens in the MIB.</p>	
6.1	<p>All UVP visors at the University will be replaced with Bolle Sphere UV safety visor by 2014, after which they will be the only UV safety visor present. All UV safety visors are to be ordered via KS who will test them and engrave them with a unique number. SM is currently waiting for Katherine Sullivan to replace the MIB’s UVP Oberon UV safety visors with Bolle Sphere visors; however this is not urgent as the UVP visors are safe to use in the meantime. .</p>	
6.2	<p>KS has asked for a full list of open UV sources from each university area. SM said that the MIB UV equipment database is up to date and that a copy has been sent to KS.</p> <p><u>Floor Coordinator Issues</u> <u>3rd floor</u> CB reported that spot checks on the 3rd floor had caught some people out and people are wearing lab coats. CB will continue to monitor.</p>	<p>Deleted: ¶ ¶ ¶ ¶</p>
6.3	<p>CB re-inspected Sabine Flitch’s lab area after a clean-up and this area is much improved.</p>	<p>Deleted: ¶ ¶ ¶ ¶</p>
6.4	<p>CB had observed the fume cupboard space in 3.050 was under used and there was discussion that this could be used as an “out of hours” solvent store for the chemists.</p> <p>There was nobody present to report on the <u>2nd floor</u>.</p> <p><u>1st Floor</u></p>	
6.5	<p>AM reported no major issues a walk round inspection was carried out 10 days ago, even the sink areas were tidy this time. KF pointed out that the fish tank in Nick Goddard’s area looks disgusting but TA replied that the water is clean and that the algae around the side of the tank is part of an on going experiment.</p>	
7.0	<p><u>Ground Floor</u> MR reported that a stockpile of chemicals from groups that have left the building were found on the ground floor. JE replied that some people have mistaken this area for a communal chemical store and they will be offered out to the building or destroyed.</p> <p><u>Lower Ground Floor</u> SM reported that two monthly walk rounds have taken place on the lower ground floor since the previous meeting and that while the standard of housekeeping had slipped last month (particularly in the Nick Goddard work shop) it has improved again this month. There are still the usual problems with solvents being stored in fume cupboards and on benches rather than in solvent cupboards.</p>	
7.1	<p><i>There will be a floor coordinator meeting on the 4th of June.</i></p>	

<p>8.0 8.1</p>	<p><u>Accidents and Incident</u> TA reported the following minor accidents/incidents:</p> <p>Near miss: agar bottle exploded in microwave. Near miss: splash with mineral oil from rotary pump connected to Mass Spec. Near miss: shelf collapse due to failure of wall fittings/fixings. Near miss: lorry hit Stores recycling bins</p> <p>Accident: cut hand on blue tip in waste container</p> <p>SM asked if there was a warning sign placed on the microwave and TA replied that there was and that the PI had given the student training the week before.</p>	
<p>9.0 9.1</p>	<p><u>Training</u> TA reported:</p> <ul style="list-style-type: none"> • Post grad training took place on the 5th and 6th of February and 30 students attended. • Undergraduate training took place on the 29th January and 20 students attended. • PI refresher training took place on the 18th and 26th of February with one to one sessions (and training slides sent out) for those who could not attend. <p><u>General Safety</u> TA gave an update on progress towards the goals set out in the MIB monitoring report.</p> <p>The goals are as follows:</p> <ol style="list-style-type: none"> 1. <i>Set up a second communal tissue culture facility, which will enable us to separate HG1/GM class 1 work from HG2 work.</i> TA reported the tissue culture facility is now up and running. 2. <i>Conduct compulsory PI safety refresher training</i> TA confirmed that PI refresher training is complete. 3. <i>Use the University's safety climate tool to identify areas of concern, and make any necessary improvements needed as a result of the survey.</i> TA reported that 47 people responded to this survey and this is not sufficient data to draw conclusions. 4. <i>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.</i> The HasMAP audit is a separate agenda item. 5. <i>To recruit and train 3-4 first aiders</i> TA advised this is in progress with 2 new first aiders trained and 2 awaiting training. This will allow the MIB to exceed this goal. 	

9.2	<p>6. <i>Complete the review of all biological projects by the end of 2013.</i> TA confirmed that all MIB biological projects except for those in Roy Goodacre's lab have been reviewed.</p>	
9.3	<p>7. <i>To replace powdered SDS with pelleted SDS throughout the Institute (in accordance with the COSHH hierarchy of control).</i> TA confirmed that all powdered SDS in the MIB has been replaced by the pelleted version.</p>	
9.4	<p>TA reported on the University H&S week and the MIB safety event on Tuesday 12th March where specialists in PPE came to the MIB. TA advised that the over specs and goggles that were voted for at this event are now available in MIB stores. TA also added that communal specs have been placed next to some equipment (e.g. pH meters) along with clear signs to warn that they should be worn when using this equipment.</p>	
10.0	<p>TA said that MIB lab inspections are now complete and that Bio safety inspections will take place next month.</p>	
10.1	<p>TA reported that the MIB intranet is now back up and running and that she is hoping to get the content as complete as possible before she goes on maternity leave.</p>	
	<p><u>HasMAP</u> TA reported that stage 2 of the HasMAP audit coordinated by Andrew Morris was completed in April.</p>	<p>TA/JE</p>
	<p>NS advised that the MIB performed well in the audit but lost points because of problems around people not wearing lab coats. A culture change is required and PIs need to show a good example by wearing lab coats when visiting labs. Lab coat hooks will be installed and there will be a lab coat on a hook for each PI.</p>	<p>TA</p>
10.2	<p>TA said that a shuttle system could be used with lab coats on hooks at either side of the lab for when travelling through to attend meetings.</p>	
11.0	<p>TA and JE will discuss and report back to the committee.</p>	
11.1	<p>TA said that minor policy points needed to be tweaked following the HasMAP audit and that she would then put an action plan together and the committee can go through the full report at the next H&S meeting.</p>	
	<p><u>Building Issues</u> JE reported that unfortunately the new cat II labs have been taken out of use owing to airflow problems. Estates have been informed and a consultant has been in to have a look at the problem. PS asked what had caused the problem and JE advised that estates had carried out some of the work out of synchronisation and this had caused excess airflow on the 2nd floor labs but not on the 3rd floor</p>	<p>JE</p>
	<p>JE reported that an intruder had entered MIB out of hours triggering</p>	

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	<p>the alarm at the access gates. It would appear that due to the number of false alarms (50/wk) at the access gates security did not take the alarm seriously. The intruder was asked to leave by two members on MIB staff.</p>	
12.0 12.1	<p>False alarms on the access gates are caused by people not using the gates properly, and by accident (e.g. putting bags on top of gates or dropping objects into the beam path). JE advised that security will look into implementing a solution to this problem all possible solutions will be considered including 24hr security and turnstile gates.</p>	
13.0 13.1	<p><u>Safety Circulars</u> Safety Circular 2-2013 regarding changes to H&S policy chapters was discussed. TA said that the MIB policy links in with these changes.</p> <p>CB asked if the policy documents are available on the MIB intranet. TA replied that she will add a link to the policies.</p>	
13.2	<p><u>AOB</u> TA announced that she would be on maternity leave from 3rd August 2013 to 25th March 2014 and would then be using holidays to work 3 days a week for the following 4 weeks.</p>	
13.3	<p>Linda Green will be responsible for MIB safety in the meantime and others will be appointed to cover TA's day to day tasks in the MIB.</p>	TA
13.4	<p>PS informed the committee that in the event of a RIDDOR reportable accident. He will create a separate outward facing report that will be sent to external bodies and lawyers.</p> <p>PS advised Ryan Metcalf will take charge of regulatory compliance from 1st June a role that will cover coordination of dangerous goods and other statutory returns.</p>	
14.0 14.1	<p>KF suggested a new design for the COSHH/overnight form as the current one is not very informative to non-chemists or security staff who use overnight the form as their first port of call for information about hazards. TA suggested adding PI emergency contact information to the form.</p> <p><i>[KF distributed copies of the new form to the committee]</i></p> <p><u>Date of next Meeting</u> September 2013</p>	

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