

Executive Summary Minutes of the Nuffield Division of Clinical Laboratory Science Departmental Safety Committee

Proceedings

Meeting called to order at 11.00am on 20 May 2015, (held in the NDCLS Seminar Room Level 4 Academic block) by chair Dr Andrew Graham.

Minutes from the previous meeting were reviewed and approved with no substantive changes.

Biological Safety Report

- Dr Hamid Dolatshad has taken over from Professor Alison Banham as Deputy Biological Safety Officer.
- Professor Steve Hyde had been informed that Category 3 work is taking place by Professor David Robert's group in the Weatherall Institute of Molecular Medicine (WIMM). Concern was raised surrounding the health and safety of University staff working in non- University premises as we have a duty of care to them. This item will be reviewed again in the next meeting.

Fire Safety Report

- Dr Demin Li has replaced Dr Kingsley Micklem as Fire Officer and Dr Andrew Graham is now the Deputy Fire Officer.
- Dr Demin Li reported a mass of various effects had been left on the stairwell by level three and is a fire hazard. He also reported some staff will require fire safety training.

Laser Report

- Dr Andrew Graham has replaced Dr Kingsley Micklem as Laser Officer.
- Dr Graham Ross reminded the committee that a laser record should be kept and if laser training was required he would facilitate this.

Electric testing Report

- Dr Andrew Graham reported that PAT testers would be in the department on 21st and 22nd May 2015.

New Circulars from Safety office

- Safety policies on nanomaterials have not yet been published.
- Dr Andrew Graham has distributed appropriate safety training courses to all members of staff.

NDCLS HASMAP

- There were eighteen recommendations and they were arranged in order of urgency. The recommendations are grouped together in sections and the first section was risk assessments

Risk assessment

- The risk assessment (RA) sub-committee will meet on 27 May 2015 and items for discussion will be: review of current RAs, decide on future formats, identify shortcomings of RAs and delegation of responsibilities for new assessments

Safety Training Records:

- It was raised that a safety training record card should be kept by staff members and perhaps linked to the HR function to retain records. A separate meeting between members of HR and the Safety committee is in the process of being arranged surrounding this.

Lab inspection

- Lab inspections were undertaken by Dr Andrew Graham and Dr Amanda Anderson of the 5501 laboratory on Friday 1 May 2015. Dr Amanda Anderson recommended that red gel be used as a safer alternative to ethidium bromide.

Liquid Nitrogen Cryostorage Facility Update

- Dr Demin Li reported that the management of the new Nitrogen room has been assigned to Dr Duncan Gasgoyne.
- Dr Graham Ross stated an induction and regulations would need to be implemented once the room is fully completed.

Out of hours working –resultant security issue (level 4A area)

- Stacey Da Silva reported that after hours the main access door was left open and the lab door to 4A17 was left on latch.
- Erin Gordon requested that her email response be read at the meeting by Dr Andrew Graham, which highlighted her concern around safety of staff and following formal disciplinary procedures should this continue.

Accidents/incidents and near miss reporting

- All accidents should be reported to the NHS and the NDCLS.

Any other business

- Dr Andrew Graham and Dr Graham Ross to assess cold room, which has a new refrigerator.
- Dr Graham Ross requested that the minutes of the safety committee also be circulated to the Safety Office.
- John Hewitt has been replaced by Kevin Kerr as OUHT Fire Officer.

Next meeting – Michaelmas term, Wednesday 14 October 2015, 11.00am