

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

Proceedings

Meeting called to order at 11.00am on 25 February 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.

Reports from Safety Office – Biological, Fire and Electrical

- Professor Steve Hyde reported that the biological safety returns were due imminently.
- Professor Alison Banham stepped down as Deputy Biological safety officer and was replaced by Dr Hamid Dolatshad.

DL Fire Officer - Fire Safety Training

- Dr Demin Li has made arrangements to have the fire safety lecture scheduled for NDCLS staff in the seminar room. Date to be confirmed with Dr Graham Ross.

Electrical testing report

- Dr Andrew Graham has contacted an external testing company, Janus Ltd , for onsite testing sometime in May 2016

New Circulars from Safety office

Transport of dangerous goods S1/15

- The movement of material between University buildings on foot is not subject to the requirements of dangerous goods legislation; it must comply with the University dangerous goods laws. Biological chemicals are covered by other legislation. Dangerous goods must not be carried on any type of public transport; it is preferable to get the suppliers to send goods to the end user.
- The University has appointed a Dangerous Goods Safety Adviser (DGSA).

Memoranda

M6/15 Safety training Syllabus Michaelmas Term 2015

- Dr Andrew Graham circulated the training programme and supervisors were asked to encourage their staff to attend.

NDCLS HASMAP Safety audit by University safety Office

- Dr Andrew Graham provided an outline to the members of the committee of areas that needed action, which were:
Risk Assessments, co-operation and communications between groups, reporting of accidents and incidents and training record keeping. The report categorises the attainment level of the health and safety processes. Level 3 is good practice, Level 2 reflects positive action. Professor Alison Banham commented that the audit was very thorough. Dr Andrew Graham handed round a summary of the audit report to the committee members.
The report suggested that the positive points were the induction, Occupational Health for new staff, committee structures in use, Cryostorage area, and access control.

Planned remedial measures (HASMAP Action Plan)

Risk assessment

- The ORB Group had model risk assessments and should be used as a template for the whole of NDCLS risk assessments.
- A working group is needed to comply with what we have been asked to do. Correct training and courses should be attended. There are two courses on 4th and 12th March.

Training and Recording

- All training should be documented and a working group set up to facilitate this procedure.

NDCLS-NHSBT arrangement

- Currently the relationship with NHSBT is unclear, the NHSBT do not regularly report to NDCLS.
- The NDCLS Safety Officer has limited access, although the university has a duty of care to their staff.
- A formal agreement is needed to outline clearly who is responsible for health and safety issues such as training provision, record keeping, accident reporting and inspections.
- In summary NDCLS must outline the specific actions that will be taken along with a proposed timescale for completion. The NDCLS safety forum should be consulted as part of this planning process and should be kept up to date with the progress of any agreed action. A copy of the documented action plan must be sent to the University Safety Office.
- Safety in the Division is the responsibility of the Head of Department, while executive responsibility to be given to supervisors, Grade 8 or above can be involved regarding training records.

Display screen assessment

- Lab reps must go on the training course provided.

Lab Inspections

- Lab inspections dates are being finalised by Dr Andrew Graham for 2015. The following points were emphasised as areas that often require remedial action:
- **Review of sharps disposal procedures** is required and monitoring of re-sheathing of needles.
- All chemical cabinets to be checked for mis-labelling or chemicals that need disposal.
- **Revision of signage** – all old information should be removed.

Liquid Nitrogen Cryostorage Facility Update-

- DL and AG are project managers. The Tissue Culture Room and Liquid Nitrogen will be separate.
- **Training for Cryogenic Tanks** mandatory training is needed to obtain a swipe card for the lab. GR will be asked to provide training courses for NDCLS.

NDCLS hot room

- The NDCLS hot room has been decommissioned; this was being used as chemical store, the contractors Grundon, disposed of all the contents (over 1,000 chemicals).
- Professor Alison Banham suggested that there needed to be a formal written process for people leaving reagents and research materials.
- Dr Graham Ross reported that there is a University written policy on this, the Division needs procedures in place and arrangements should be made now to get rid of future waste chemicals.

10. Accidents/Incidents

- One incident was reported of DMSO spillage in the Tissue Culture room Dr Andrew Graham reminded the committee that laboratory coats should be worn at all times.
- Dr Graham Ross reported that water came through the ceiling into the Library caused by a dripping tap in the Museum. The Division was reminded to review their emergency contact details and also details of door codes should be with Security not Estates.

11. Any Other Business

John Hewitt is retiring and on 16th March Julie Hamilton is coming back from maternity leave.

12. Date of next meeting – to be advised for Trinity Term 2015.