UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-committee for Chemical Safety

Our Ref: S/ChemS/27/03/18

27 March 2018, 1400 in the Cairo Seminar Room, Greenwich House.

Present: Dr M Glendenning (Chair), Mrs A Eccles, Mr M Elsdon, Dr K Tibbles, Dr L Tiley, Dr R Turner, Dr M Vinnell (Acting-Secretary) and Mrs R Williams Jones.
In attendance: Mrs S Boggie.

1. Apologies and Introductions
Apologies received from: Mr J Hulme, Professor E Reisner, Dr J Skidmore and Dr L Torrente.

2. Minutes of the Sub-committee meeting held 23 January 2018
Agreed and signed.

3. Matters arising from the minutes
Minute 5 Chairman's Items – the user guidance on Formaldehyde, the Secretary received comments and the document has been published.

Minute 6 Asbestos – the Chair reported on an incident within Microbiology following electrical upgrade works within the building in 2017. A bag of asbestos labelled waste had been left in the Basement at the time of the works. The Asbestos Frontline Technician attended site and identified the waste as a redundant distribution board that had been removed as part of the electrical upgrade. Whilst onsite, the Technician noticed suspect materials, namely asbestos residues (snots), within the Basement Plantroom areas, that did not appear to have been previously identified, and as a precaution, appropriate access restrictions were immediately implemented. Air monitoring was undertaken at the time and was found to be satisfactory. Additional air monitoring was also undertaken to replicate normal access/egress and historical movement within the Basement Plantroom areas of Microbiology. The results recorded values <0.010 f/ml, this being both the clearance indicator level and also the limit of detection for the test types. The figure of <0.010 f/ml is generally considered to be a satisfactory fibre concentration for airborne asbestos fibres however, as an extensive period of time had lapsed between discovery of the residue and the results of the air monitoring, due in part to the remedial works undertaken, members of the department were understandably concerned about their exposure. A number of individuals were advised to attend Occupational Health so any potential exposure could be recorded. It was recognised that the information provided to the department was delayed due to multiple areas being reported, however the length of the delay was considered to be unacceptable.

Minute 7 Building Projects – the Design Guide (full title – Design and Standards Brief) is available on the EM website (+ RAVEN) there is a form where feedback/comments can be made.
https://www.em.admin.cam.ac.uk/developing-estate/design-and-standards-brief

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Minute 10 Cryogen derived house gases – the Secretary had distributed this report to members of the Sub-committee.

4. Remit

Remit to be discussed at the Michaelmas meeting.

5. Chairman's Items

None.

6. Asbestos

A working group has been set up which was due to meet on 23 March, however due to a number of diary conflicts it had to be cancelled at the last minute. The EM Asbestos Team are currently scoping out the requirements of an Estate wide review to ensure the information noted on MiCAD is current and correct including an understanding of responsibilities under the terms of leases where applicable.

The Acting-Chair ask for clarification regarding the Asbestos Working Group and who it reported to; it was confirmed that the Working Group was originally the Asbestos and Mercury Working Group and this Sub-committee agreed in October 2016 to split the two subjects as mercury reporting was to be included under Environmental Monitoring. It is envisaged that the Asbestos Working Group will meet prior to the Sub-committee and report as appropriate.

7. Building Projects

The Design and Standards Briefing document is available (see minute 3 above).

Mrs Eccles asked what information the Committee wanted regarding building projects as safety input is made at the regular project meetings. It was agreed that the 'Projects Portfolio Reports' produced by EM would be circulated to members for information.

ACTION: Safety Office to distribute (*prior to the meeting*)

8. Chemical Inventories

The Committee discussed the issues regarding the inventory. CEB found the system invaluable when they relocated and have found it is easy to update with the barcodes. Some departments entered the information but were then unable to keep on top of the day to day management and would expect to update the inventory annually; they had undertaken the inventory as a tick box exercise rather than use it as a management tool. It was suggested that a short briefing update be arranged by the Secretary.

ACTION: Secretary to provide up-date session.

9. Chemical Audit question sets

Information available on the Safety Office webpages.

10. Cryogen derived house gases

The Committee discussed some of the issues relating to the report distributed by the Secretary after the last meeting. Bureau Veritas have visited the Department of Chemistry for advice and guidance relating to pipework, the report is expected imminently and advice and guidance will be distributed to departments. Labelling of pipework was discussed as some pipework has information relating to pressure but not in all cases and some labelling is misleading.

The Committee agreed that it would be helpful to have advice/guidance on all gases in due course.

11. Hazardous Waste
No new items to report.

12. Environmental Monitoring
Monitoring continues to be undertaken.

13. Occupational Health Report
No items to report.

14. Training
The Secretary continues to provide a number of training courses.

15. Fire Safety
There has been one incident noted with no significant damage, department is completing a report.

16. Accidents and Incidents
The Committee discussed the mechanism for any eye incidents reported. Copies of the risk assessment will be requested for any such incidents. The Secretary oversees the accidents for this Sub-committee.

17. Any other Business
MRC Toxicology joined the University as of 1 March 2018 and will continue to be based in Leicester with a physical move in approximately 2 years.

18. Dates for the next Academic Year
16 October 2018, 22 January 2019, 2 April 2019, 1400-1530 at Greenwich House.