

23 January 2018, 1400 in the Cairo Seminar Room, Greenwich House.

Present: Dr M Glendenning (Chair).
Ms S Alai, Mrs A Eccles, Mr M Elsdon, Mr J Hulme (Secretary), Dr G Martell,
Dr J Skidmore, Dr K Tibbles, Dr L Tiley, Dr M Vinnell and Mrs R Williams Jones.
In attendance: Mrs S Boggie.

1. Apologies and Introductions

Apologies received from: Professor Erwin Reisner the new representative for the School of Physical Sciences.

2. Minutes of the Sub-committee meeting held 4 April 2017

Agreed and signed.

3. Matters arising from the minutes

Minute 4, HSE Updates – The Director of Health & Safety confirmed in his presentation that he has reinforced PI responsibilities roles regarding supervision.

Minute 12, Occupational Health Report – websites have been updated which provide easier access to educational posters.

4. Remit

Agreed, it was noted that changes will be needed in Michaelmas 2018.

5. Chairman's Items

Draft Formaldehyde – user guidance, circulated with the papers. A few comments were made at the meeting, information relating to paraformaldehyde will be added, the section labelled Health Surveillance will be retitled to Health Awareness and Ms Alai had a few comments which she will track (Ms Alai to be sent word version of document). The sub-committee's discussions included the health record, accordingly the Secretary and Occupational Health to review the health record and note some FAQs.

ACTION: Secretary to update the guidance document including inputs from others.

6. Asbestos

Dr Glendenning noted that she was undertaking the role of University Asbestos Manager. She is currently reviewing the processes and will be seeking to hold regular Asbestos Working Group meetings which will report into this sub-committee. Dr Glendenning thanked those present who had agreed to be members of the Working Group (Mr Hulme, Mrs Eccles, Ms Alai) with a few membership spaces still to be confirmed.

Mr Elsdon noted that there has been a potential exposure in a department within his school, a report is being sought by the department.

ACTION: Chair to follow up report.

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7. Building Projects

The Design Guide has been issued. Mrs Eccles will ask EM if it can be distributed to committee members and those of the Physical Safety Sub-committee.

ACTION: Mrs Eccles to follow-up with EM re circulation.

8. Chemical Inventories

The Secretary reported that the roll-out is continuing, there has been a few minor snags however in the main it is being well received and a useful tool.

9. Chemical Audit question sets

Last year the Secretary distributed the question sets for comments. The questions sets are available on the website, any further comments please contact the Secretary.

<https://www.safety.admin.cam.ac.uk/audits/audit-question-sets>

10. Cryogen derived house gases

The Secretary reported that the small group that undertook the audit had yet to meet. It was agreed that the original report would be provided to the Sub-committee noting the actions that had been completed. Some actions were easier to undertake than others: CRUK CI had been exemplary, replacing their plastic gas pipes with metal; Biochemistry have had a survey undertaken and are receiving quotes (approx. £60k per building). The Secretary proposed the drafting of a chemical guidance leaflet on carbon dioxide gas with particular reference to bulk supply tanks.

ACTION: Secretary to distribute report with actions completed

11. Hazardous Waste

The Secretary reported that the new contract with Biffa specifies 2 contractors and vehicles.

12. Environmental Monitoring

The Secretary is receiving the mercury reading reports, there are levels at ground level when/where building/maintenance work is being undertaken, the levels at head-height are minimal and below the WEL. If health surveillance is required Occupational Health can provide this service.

13. Occupational Health Report

Dr Martell reported on the monitoring that Occupational Health had recently undertaken.

14. Training

The Secretary reported that the chemical safety training program is well received and will continue in the current format.

15. Fire Safety

Dr Glendenning noted there were no chemical related fire incidents/information to report.

16. Accidents and Incidents

The Secretary noted the number of eye incidents (6) and the committee discussed having more safety promotions within departments. Supplier(s) will be invited to the DSO event in March to promote the issue. The sub-committee proposes that where eye injuries occur in the Schools that have full-time safety officers, they and the local DSO should investigate the incidents and report back to the sub-committee. In other areas, the DSO will be requested to investigate in depth, with assistance from the Safety Office where required and where necessary the secretary will report to the sub-committee. Dr Vinnell reminded the sub-committee of the agreement with HSEC with respect to the potential for disciplinary measures to be taken if eye protection identified in a risk assessment is not used and where necessary he will contact the HoD to follow this up.

*Post meeting: see note below, taken from the HSEC meeting 15th December 2016:
"Safety spectacles – this Committee {HSEC} has previously discussed the wearing of safety spectacles for those working in a laboratory, and it was agreed that, if a risk assessment states that safety spectacles must be worn, then the wearing of the safety spectacles is mandatory. Should an individual ignore this requirement then, disciplinary action should be considered."*

17. Any other Business

Mrs Williams Jones raised the issue of multi-disciplinary working and the potential for individual disciplines to not always understand all the hazards of what they are trying to do. Some activities may require a greater safety understanding across disciplines than may be present locally in a single team. It was suggested that internal departmental audit/inspection be undertaken to identify and address this issue.

18. Dates of Next Meeting

27 March 2018, 1400 at Greenwich House.