UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-committee for Chemical Safety

Our Ref: S/ChemS/22/01/19

22 January 2019, 1400 in the Cairo Seminar Room, Greenwich House.

Present: Dr M Vinnell (Acting Chair).
Ms S Alai, Mrs A Eccles, Mr M Elsdon, Mr J Hulme (Secretary), Ms G Jennings (representing Dr Turner), Mr T Jones, Dr G Martell, Dr J Skidmore, Dr K Tibbles, Dr L Tiley, and Ms R Williams.
Observing: Mrs A Gower and Ms A Howe.
In attendance: Mrs S Boggie.

1. Apologies and Introductions
Apologies received from: Dr M Glendenning, Professor E Reisner and Dr R Turner.

2. Minutes of the Sub-committee meeting held 16 October 2018
Agreed and signed.

3. Matters arising from the minutes
Minute 7 Building Projects – Ms Alai asked for clarification regarding information/attendance at the Project Engagement Meetings (PEMs), it was confirmed that Mrs Eccles attends on behalf of the Safety Office and Mr Elsdon attends on behalf of the School of Biological Sciences as there are a number of ongoing projects.
Minute 14 Fire Safety – the Acting-Chair confirmed that fire safety and asbestos are two of a number of issues that will be reporting to a new Sub-committee that is being formed on Estate Safety.

4. Chairman's Items
None.

5. Asbestos
Mr Jones reported that Mr MacDonald's report would be circulated to members of this meeting, and that extra resources are currently being discussed. MiCad is the system being used for logging data regarding asbestos. Two inspections that have recently been undertaken (each inspection is tendered for separately) they are of the University Library and the History Faculty; and the Fitzwilliam Museum is currently being tendered. EM are currently preparing a framework of suitable contractor(s) to use for these inspections.
There are a few legislation related changes that are currently being implemented which involve having different timescale checks for different items in a building (eg ceiling tiles) this information can be entered on MiCad.
Mr Jones also noted that a number of their checks were re-active as requests made when building work/repairs are due to start, very little notice provided.

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6. Building Projects

Mrs Eccles reported on the EM projects:
Major projects: Capella, Bellatrix, Hadar and Cavendish III
Minor projects: Clinical Schools, Chemistry Whiffen, Craik Marshall, Pathology, Medicine, Chemistry. It was agreed for future meetings that these projects will be listed on the agenda.
The Sub-committee was informed that the PEMs had improved the engagement by EM although there are still some issues.
Mr Jones reported that the client CDM was being undertaken and additional resources are being addressed to reinforce the existing structures.
The Acting-Chair noted that a new section in the Division of Health, Safety & Regulated Facilities is being formed that will focus on compliance and auditing.
For information: John Neve is involved in the Project Delivery Manual and the Design & Standards Briefing, the latter is currently having the safety section updated.

7. Chemical Inventories

There has been good feedback on the use of the inventory and for those departments that are keeping records up-to-date, the chemical returns can be easily completed. Ms Williams noted that Chemical Engineering & Biotechnology used the inventory to track their gas cylinders, entries prefixed with a ‘G’.
As departments have had an adequate timeframe in which to implement the chemical inventory, John Hulme will write to Departmental Safety Officers to confirm departmental details of the inventory.
Action: the Secretary to contact DSOs.

8. Cryogen derived house gases

Mrs Eccles reported on the returns she has received regarding pipework. There is one department that has had three incidents due to plastic pipework in the last 2 years. Due to the nature of these incidents it is priority that the pipework is replaced in both buildings. The department is requesting funding from EM however as the gases are medical/research these are not automatically upgraded by EM. Due to the seriousness of the issue, the Acting-Chair will write to the Head of Department asking for clarification on actions and timescales to be reported at the next meeting.
Action: the Acting-Chair to contact HoD.

9. Hazardous Waste

There was a discussion about the waste contract, the amount of contractor personnel time and the issues regarding possible build up of waste. The concerns have been noted and the contractor is providing additional support as appointing to the role has proved challenging. The Secretary has regular meetings with the contractor and will monitor.
Post-meeting note: Biffa has secured another member of staff to fulfill the waste contract, the new staff member is in post.

10. Environmental Monitoring

Mrs Eccles reported that regular monitoring is continuing on New Museums Site.

11. Occupational Health Report

Dr Martell provided a brief summary of the support from Occupational Health.

12. **Training**
The Secretary reported that the regular and extra courses on Chemical Safety continue to be well attended.

13. **Fire Safety**
No items to report.

14. **Accidents and Incidents**
The Committee noted 2 eye incidents, in both of these incidents the IP was wearing safety goggles/spectacles, there was a brief discussion regarding safety goggles.
The new accident/incident reporting system will be available soon.

15. **Any other Business**.
15.1 Use of personal mobile phones in laboratories
The Secretary has been asked if there is a policy regarding use of mobile phones in laboratories, the acting chair confirmed that there is no University policy, departments can introduce local rules or labs could be risk assessed and staff reminded of contamination risks.
15.2 Oxygen depletion monitoring in cryogenic storage facilities
Dr Tiley made the Sub-committee aware that during an external inspection it was noted that their O2 monitors were not working (batteries needed replacing). This has now been added to the regular maintenance checklist but it may be an issue for further dissemination.
15.3 Contingency plans
With the country having to make contingency plans, there was concern expressed over the maintenance of cryogenic gas supplies in the event of shortages

16. **Date of the next meeting**
2 April 2019, 1400-1530 at Greenwich House.