



21 October 2014, 1415 in the Seminar Room, Safety Office at 16 Mill Lane.

Present: Mr W Hudson (Acting Chair and Secretary)
Dr F J Blunt, Ms S Crowe, Mr M Elsdon, Dr P Grime, Dr M Maunders,
Mr H Percival, Dr K Tibbles, Dr L Tiley, Ms R Williams and Professor D Wright.

In attendance: Mrs S Boggie

1. Apologies and Introductions

Apologies received from: Dr M Glendenning, Mr J Hulme, Mr N Paul, Mrs M-J Robinson and Dr M Vinnell.

2. Minutes of the Sub-committee meeting held 15 April 2014

There were two minor typos which were noted and then these minutes were agreed and signed.

3. Matters arising from the minutes

None.

4. Remit and Membership

Remit, agreed.

Membership – further to the retirement of Mr B Fuller who represented the Joint Unions Safety Committee, Ms Williams suggested that as she already attends this meeting she could represent JUSC; confirmation to be made by Will Smith to the Chair/Secretary.

5. Chairman's Items

None.

6. Hazardous Waste

Mr Hudson reported that the current contract with Enviroco was running very successfully; the Secretary has met with Procurement/Purchasing team and Enviroco and the contract has been extended for a further 2 years.

7. Asbestos & Mercury Working Group

Mr Percival reported that this Working Group although it has not met there have been a number of items to note:

Asbestos:

- The Policy and Guidance was accepted at the Consultative Committee for Safety.
- Duty of Care audits to external asbestos contractors, Mr Hudson has lead these (2 undertaken a further 2 scheduled), a report to be submitted at the next meeting.

Action WH

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Occupational Health and
Safety Service

- Mr Hulme has been providing Asbestos Awareness (and the Update) training; the training for Facilities Managers is still being developed.
- A number of asbestos removal programmes have been undertaken over the last few months (full details available from Mr Percival).

Mercury:

Mr Hudson reported that monitoring is on-going for those buildings/areas known with legacies.

Annual summary (calendar year) to be provide at the next meeting.

8. Toxic Gas Monitoring

Dr Tibbles reported that during a biological-related HSE inspection, the Inspector noticed the fixed CO2 monitors and verbally suggested that they should be checked monthly and records made; the department currently undertakes a check every 6 months and users expected to check the equipment every time it is used.

After discussion on this subject it was agreed that departments should:

- undertake checks as noted by the manufacturer,
- ensure there is a manufacturer's contract for the equipment
- ensure users check the equipment before they use it.

9. Occupational Health Report

Dr Grime reported that there is a meeting arranged to discuss LEV for Soldering work in Engineering.

Further to the meeting in January 2014 the health surveillance policy was discussed. The policy is currently being drafted and will be sent to members of the Sub-committee for comments.

Document to be discussed at the next meeting.

10. Training

Mr Hudson reported that Mr Hulme had provided lots of training:

- Asbestos Awareness – University staff and college staff
- Chemical Safety – Chemistry students and students attending the Graduate Safety Training
- Last year 1,200+ staff and students attended training provided by Mr Hulme which is up-to-date and relevant.

The Sub-committee noted their thanks to Mr Hulme for the training provided.

11. Fire Safety

Mr Hudson had been asked to draw the Sub-committee attention to a new HSE guidance 'Working Safety with Acetylene' <http://www.hse.gov.uk/pubns/indg327.htm>

12. Accidents and Incidents

The committee discussed a number of incidents (including a winchester that exploded pictures to be circulated, safety measures: the use of vented caps, creating vents by drilling of caps), further information was provided where appropriate and information to be shared by members of the committee.

13. Any other Business

Eye Protection

Mr Elsdon reported on the recent eye safety awareness campaigns in the School of Biological Sciences. Most departments have been very pro-active. For example:

- Review of the provision and use of eye protection with departments has been undertaken. This has included improvements to department safety policies, staff induction and lab/workshop inspections as well as the physical installation of a number of safety spec stations.
- Safety spec companies have visited a number of School departments; This has allowed staff and students to see and try out a wide range of comfortable, stylish, yet affordable protective eyewear.
- One department ran a safety week which focussed on a variety of safety topics, including eye safety. This was fully backed by the head of department and was very well attended throughout the week.
- One department has introduced a regular safety article into their monthly departmental news bulletin. The first article was related to the importance of protective eye wear and included links to web pages/other media.
- Several departments have produced their own internal eye safety awareness posters, flyers etc.
- Mr Elsdon shared the eye safety awareness posters that had been produced in association with ARCO/Uvex – *post-meeting*: posters forwarded to member of the Sub-committee.
- Most departments have an ongoing plan to keep the importance of eye safety in focus.

Corrosive glassware

Further to a chemical safety audit one department is purchasing plastic coated glass bottles, however it is not obvious on the i-proc system which items are suitable to store corrosives.

Action: Mr Hulme to discuss with Purchasing Office

14. Dates of future meetings.

20 January and 14 April 2015 at 1415 in the Safety Office, 16 Mill Lane.