

20 October 2015, 1415 in the Seminar Room, Safety Office at 16 Mill Lane.

Present: Dr M Glendenning (Chair)
Mr M Elsdon, Dr P Grime, Mr W Hudson (Acting Secretary), Dr M Maunders,
Dr K Tibbles, Dr L Tiley, Dr M Vinnell and Ms R Williams.
Observer: Mr A Hardwick, University Assistant Radiation Protection Officer

In attendance: Mrs S Boggie

1. Apologies and Introductions

Apologies received from: Mr J Hulme and Mr H Percival.

2. Minutes of the Sub-committee meeting held 14 April 2015

The minutes were agreed and signed.

3. Matters arising from the minutes

21/10/14, Minute 7 – Asbestos & Mercury Working Group – Duty of Care visits to external asbestos contractors are ongoing. This has included the New Museums Site contractor Rhodar; with other visits still to be undertaken. Mr Hudson to produce a report when all the visits have been completed, however, he gave a verbal report on the visit undertaken.

Action – Mr Hudson to produce report.

20/01/15, Minute 8 Occupational Health Report – LEV Working Group – the Chair and Secretary will follow up on the information received. The group to meet before the next Sub-Committee meeting.

Action – the Secretary to arrange a meeting of the LEV Working Group.

16/04/13, Minute 14 AOB, New & Expectant Mothers – The Chair will contact Dr Blunt to confirm what information is available and will take this forward.

Action – Chair to contact Dr Blunt and progress.

4. Remit

There are no changes to the remit. A new representative is required for the School of Physical Sciences, the Safety Office to contact the School office.

5. Chairman's Items

No items to report.

6. Hazardous Waste

Mr Hudson reported on the contract with Enviroco which had been extended for a further 12 months. After renewing Enviroco announced it has sold off its waste side of the company and vacant positions remain unfilled. The service will be monitored, in particular when normal personnel take annual leave. Waste levels remain steady with the occasional rise when departments clear/move laboratories.

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7. Asbestos & Mercury Working Group

The Chair tabled an asbestos report and updated members of the Committee. Also included was the Asbestos E-bulletin, as a number of Committee members hadn't received this communication, the Chair will confirm with the Asbestos Team who is expected to receive the bulletin – and report back.

Action – Chair to confirm recipients of E-bulletin.

Mr Hudson reported on the current mercury monitoring being undertaken on the New Museums Site. Monitoring is being undertaken most days of the week, there have been no reports of issues from departments on the site.

Mr Hudson reported to the Committee that he will contact Mr Percival with a view to undertaking audits on 'how departments manage asbestos risks', which he will be undertaking in 2015/16.

8. Occupational Health Report

No items to report.

9. Acetylene Gas Responses

Dr Vinnell reported: on previous returns 15 positive returns had been received, on this current request for information, 9 positive responses have been received but 6 have not returned any information, Dr Vinnell will follow these up with the DSO/Head of Department.

Action – Dr Vinnell to follow up with certain departments.

10. Training

The Safety Office training and the training provided by the Department of Chemistry were well attended, no feedback received yet.

11. Fire Safety

The Chair noted a few chemical fires which were contained within fume-cupboards.

12. Accidents and Incidents

There was a discussion regarding a number of issues:

Reporting by departments (delays)

One report seemed minor, extra information supplied as report did not include a nitrogen cylinder in area concerned.

Reporting near misses and how to score/class these for reporting to Sub-committee was discussed.

Incident at Physics, full report undertaken by contractor and systems put in place.

The number of eye incidents was raised and the Safety Office is looking at introducing Compliance Assurance Method which can be run as a HR process or Competency HR process dependent on the hazard and risk.

Dr Vinnell to discuss with the Safety Office team which deals with accidents/incidents.

Action – Dr Vinnell to discuss with Safety Office colleagues.

13. Any other Business

There are some staff/students who do not have a good grasp of English, the national statistics show skills decline about 12 months after passing tests. Mr Hudson has experienced staff being refused entry onto a building site as they had not understood the basic site training that had been delivered.

Training for ancillary staff, as turnover can be high ensuring staff are trained can be difficult, however good companies visit their staff and provide on-site training.

Mr Hudson reported on a number of publications:

HSE – Safe Use of Handling of Flammable Liquids, HSG140

HSE – Storage of Flammable Liquids in Containers, HSG51

HSE – Health Surveillance for those exposed to Respirable Crystalline Silica (RCS)

Information to be sent electronically to Committee members, Croner's Lab Manager –

Worker exposure to nanomaterials

14. Date of next Meetings

19 January and 12 April 2016, these will be held at the new accommodation, Greenwich House, Madingley Rise.