

18 October 2016, 1415 in the Cairo Seminar Room, Greenwich House.

Present: Dr M Glendenning (Chair).
Ms S Alai, Ms S Crowe, Mr W Hudson, Mr J Hulme (Secretary), Dr G Martell,
Dr K Tibbles, Dr L Tiley, Dr R Turner, Ms R Williams and Professor D Wright.
In attendance: Mrs S Boggie.

1. Apologies and Introductions

Apologies received from: Mr M Elsdon and Dr M Vinnell.

2. Minutes of the Sub-committee meeting held 12 April 2016

The minutes were agreed and signed.

3. Matters arising from the minutes

Minute 9 Training

Face fit test training - there are two machines, one that can be borrowed and transported around the estate, and one that remains at 16ML. Mr Hulme explained the calibration system. The staff that have received training have received the information on how to book the equipment, etc.

Minute 11 Accidents and Incidents

The Secretary has seen a copy of the risk assessment for work involving chromic acid.

Dr Tibbles reported on the number of departments working with drosophila, currently 3 with another 1 to be added soon. Dr Tibbles reported that the work being undertaken for those departments at the Clinical School had appropriate procedures in place, with appropriate risk assessment and fixed monitoring

ACTION: Mr Elsdon to report on drosophila work in School of Biological Sciences at the next meeting.

4. Remit

5. Chairman's Items

These two items were taken together and there was a discussion relating to making the committee more effective and proactive. There was a lot of discussion regarding building works (new and refurbishments) and lessons not being learnt with similar issues arising project after project. Users not being consulted or if they are, they have more knowledge than the consultants. Ms Alai has heard that the latest thinking on new builds is: 'let the building be built', then when completed tell the builders/project team what the issues are which will form part of the snagging list. Building

Projects to be added as a future agenda item.

ACTION: The Chair to input information into the EM Design Guide which is currently being revised/updated.

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The remit will be revised and circulated to include input relating to building works.

ACTION: The Chair and Secretary to revise and circulate the remit.

The committee work-plan for the academic year will include:

Publications lists, accident trends, gas monitoring (N2 piped gases) and training.

ACTION: The Secretary to ask the Director of Health & Safety regarding alignment of all Sub-committee agendas/remits for commonalities.

6. Chemical Inventories

The Secretary reported on the paper that had been circulated. The Committee endorsed the paper which would involve the University (centrally) purchasing an electronic chemical inventory from a company called ChemInventory.

All departments that hold chemicals will be asked to use this or a similar inventory by a given date and auditing will be undertaken to ensure a system in every department has been implemented.

ChemInventory has been developed by researchers and the only information that is required to be input is the CAS number – from this a bar code label is produced and it can help manage chemicals including new stock / current stock / recycling of stock and stock for disposal.

ACTION: paper to be sent to CCFS and HSEC for approval.

7. Hazardous Waste

The hazard waste contract has been extended for a further 6 months and the contract will go out for tender next year, by March 2017. Following the departure of one of the two contractor operatives earlier this year we now have a new 'full' time operative starting. The second operative, Edward Jones, will work with Peter Clift. This should ease the work load on Peter, allow independent work where appropriate and most particularly remove the safety issues of lone working in those areas designated by BIFFA as inappropriate for lone working, namely The Department of Chemistry and the Clinical School waste stores.

Desensitised explosives all the historic stocks have been or are being disposed of, however the chemical inventory may unearth some remaining items for disposal.

8. Asbestos & Mercury Working Group

This group has not met since the last meeting, however with the building project being undertaken on the New Museums Site, 80% of the Environmental Monitoring Technician's time is being spent undertaking mercury monitoring.

The Chair suggested that this agenda item be split into two: Asbestos, and Environmental Monitoring: to include mercury and all other monitoring undertaken by the Safety Office Technician.

9. Occupational Health Report

Dr Martell reported that health surveillance is continuing to be undertaken, there are concerns that staff undertaking new work aren't being picked up for health surveillance unlike new members of staff, administrators to be asked to provide up-to-date information. .

Staff in the Herbarium continue to have monitoring.

The risk assessment for new and expectant mothers has been updated and published.

10. Acetylene Gas Responses

It was reported that the final departments were contacted and responses were received. A new request will be sent to those departments who responded positively to obtain up-to date information.

ACTION: Director of Health & Safety to receive data and report at the next meeting.

11. Training

The Secretary reported that the chemical safety training program is proceeding both at Maddingley Rise and in Departments, including the training for Chemistry post-graduate students.

The Committee discussed making attendees take a test, however this could be problematic and time consuming and might give the Safety Office a conflict regarding provision of course attendance certificates.

As some on-line training programs are known to provide a certificate after successfully completing questions; Ms Alai and the Secretary will look at Moodle and Survey Monkey..

ACTION: the Secretary and Ms Alai to look into course quiz / questions.

12. Fire Safety

No items to report in relation to chemicals.

13. Accidents and Incidents

Eye incidents for the period 2013 to 2016

The Secretary reported on trends and the information provided on all eye injuries was discussed, with a number of members noting that not all eye injuries reported in the summary were chemically related. The secretary pointed out that noting all eye injuries by cause, as reported, allowed the chemically related ones to be put into perspective. The committee felt that it would be useful to have a breakdown of the chemically related incidents in more detail, including information on whether eye protection was indicated in the risk assessment and whether it was being used at the time of the incident. For this to be meaningful a much more detailed analysis of the actual risk assessments would be required for each incident.

ACTION: The Chair and Secretary to discuss what info / trends will be provided.

General report

A number of incidents were discussed, the committee noting that a reduction in the number of emergency drench showers should be closely monitored by Departments on a risk by risk basis. Some have been removed or taken out of service because of potential legionella, and drainage issues, however the provision should be driven by risk assessment of the work being undertaken and suitable management strategies employed where they are needed.

Mr Hudson reported that the First Aid Conference on 27 June 2017 (dated tbc) will include a session on eye injuries.

14. Any other Business

None.

15. Date of the Next Meeting

24 January 2017 1400 at Greenwich House.