

University of Aberdeen – IMS Safety Committee		
<b>Wednesday 17<sup>th</sup> November 2021</b>	Time:	<b>2.00 pm</b>
<b>Via Microsoft Teams</b>		
<p><b>Present:</b> Ari Lionikas <b>AR</b> Iain McEwan <b>IMc</b>(Chair), Allan Petrie <b>AP</b>, Janice Forsyth <b>JF</b>(Clerk), Guy Bewick <b>GB</b>, Dana Wilson <b>DWils</b>, Sam Miller <b>SM</b>, Debbie Wilkinson <b>DW</b>, Charlie Harrington <b>CH</b>, Segio Dall’Angelo <b>SD</b>, George Cameron <b>GC</b>, Wendy Pickford <b>WP</b>, Lesley Cheyne <b>LC</b>, Denise Tosh <b>DT</b>, Iain Cunningham <b>IC</b>, Jiabao He <b>JE</b></p> <p>Apologies: Paul Fowler <b>PF</b>, Isabel Crane <b>IJC</b>, Lynne Lumsden <b>LL</b>, Siladitya Bhattacharya, <b>SB</b> Kevin MacKenzie, <b>KM</b> Andrew Brown, <b>AB</b></p>		
Agenda Item	Comments	Agreed Actions
2.	<b>Minute of meeting of 8<sup>th</sup> September 2021</b>	
	The minute of the meeting held on 8 <sup>th</sup> September 2021 was submitted and accepted.	<b>JF</b>
3.	<b>Matters arising from minute of 8<sup>th</sup> September 2021</b>	
	No matters arising that are not listed on the agenda.	
4.	<b>Committee/Committee Membership &amp; Central H&amp;S committee update</b>	
	<p>New members Dana Wilson &amp; Claire Walker were welcomed to the committee</p> <p>Update from <b>IMc</b> Central Health&amp; Safety meeting held on Nov 2<sup>nd</sup>. . BeOnline training is to be reinstated with the Health and Safety and Introduction to Fire Safety modules to be introduced immediately. It was agreed that a delay until after Christmas for Workstation Assessments. <b>IMc</b> asked for trained workstation assessors to let himself or <b>JF</b> know so names can be passed to Central. More assessors may be needed.</p> <p>Compliance of BeOnline training: Names of those who have not completed mandatory training will be sent to Heads of School. Eighty-three members of SMMSN were assigned training between July &amp; September 2021 and as of 2<sup>nd</sup> November the completion rate for SMMSN was only 25% On average across the university compliance was around 25-40% <b>SM</b> queried whether this was new or refresher training and were reminders sent. <b>AP</b> confirmed that it is a 3 yearly reminder. New training or refresher training was suspended due to the pandemic.</p> <p>At the Central Committee meeting there was a discussion whether Wellbeing came under Health &amp; Safety or should be a separate committee. Consensus was that it should be part of Health &amp; Safety. The IMS committee agreed that Wellbeing should be a standing item on the agenda.</p>	<b>IMc/AP</b>

5	<b>Merging GM inspections at class 1 activity with general H&amp;S inspections</b>	
	<p><b>LL</b> suggested that the class 1 GM activity could be combined with the general H&amp;S inspections. After a lengthy discussion the committee decided that a sub group with members <b>AP</b>, <b>WP</b>, <b>GB</b>, <b>LL</b>, <b>DT</b> should be formed to discuss this item further and report back to the next meeting.</p>	<b>AP</b>
6	<b>Floor Checking</b>	
	<p>The reason for the current regime of signing in and out of the IMS is that there are currently not enough floor checkers in the building to ensure safe evacuation in the event of an incident. <b>WP</b> proposed changes to the current floor checking system. As floor checkers are not always in their designated area during an alarm, she suggested that instead of each individual floor checker having an orange jacket, that four labelled jackets are placed in strategic places on each floor and are assigned to an area. <b>LL</b> has a suitable poster that can be used to display which area should be checked with each jacket. <b>WP</b> has an updated list of floor checkers and will pass this on to <b>AP</b>. He will also give <b>WP</b> the list of who has completed the BeOnline Fire Warden training in the SMMSN. <b>AP</b> mentioned that the proposed system works well in another building. Can be implemented once enough floor checkers are recruited and trained.</p>	<b>WP</b>
7	<b>Current Safety Inspections</b>	<b>GB</b>
	<p>In progress. As of today they are around halfway through <b>JF</b> will send the inspection notices to the labs.</p>	<b>IMc</b>

8	<b>Safety Manual Update</b>	
	<p><b>GB, JF WP, DT</b> and <b>LL</b> continue to work through the Safety Summary and Manual. <b>IMc</b>. Indicated that changes to the rules for visitors to the IMS are not incorporated in the Safety Manual. An email had been circulated in the past to reduce the number of visitors allowed in laboratories. This should be added to the Safety Manual. The staff list should be a separate Word document to enable easy updating.</p>	
9	<b>Accident/Near Miss Reports/Memos</b>	
	<p>With regard to chemicals being left in the cages outside stores <b>WP</b> circulated an email advising of the correct disposal procedure along with notice at the cages.</p> <p>Accident/Near Miss Follow up should be recorded by safety advisers on the Accident Log filed on the IMS H&amp;S Team site.</p> <p><b>GB</b> mentioned that <b>WP</b> has marked autoclaves to assist in ensuring that the lids are fitted correctly. <b>IMc</b> suggested that images of autoclaves and CO2 monitors from a previous agenda appendix could be incorporated into the Safety Manual for examples of what to look out for and this was agreed.</p> <p><b>AP</b> to look for accident report on the incident on 8<sup>th</sup> September.</p> <p><b>DT</b> mentioned that it had been brought to her attention that some lab users were seen to be wearing gloves when using Bunsen burners and asked if a memo should be circulated highlighted the dangers of this along with a video showing the dangers. Also to remind users about the use of headphones, masks and mobile phones in labs. <b>WP &amp; DT</b> to compose email to be circulated on behalf of the Committee</p>	
10	<b>Items for the Newsletter</b>	<b>SM</b>
	<p>Newsletter in draft but waiting for comments. <b>IMc</b> suggested that the incident regarding gloves and Bunsen burners mentioned earlier by <b>DT</b> be added. The Newsletter should be circulated via email at the moment but printed copies can be displayed on noticeboards near MFDs.</p>	

11	<p><b>AOCB</b></p> <p>Re autoclaves – making sure lids are on correctly Could they be included in safety manual</p> <p><b>GB</b> has spoken to all new PIs and given them safety induction outlining their responsibilities.</p> <p>Expanded list future will include more members to do inspections to share the workload and inspectors/labs matched according to expertise.</p> <p><b>AP</b> Queried if the IMS Risk register had been sent to the School. <b>JF</b> confirmed that there is a Risk Register dated 2010 and she will upload to the Teams page.</p> <p>Saf-Tpak. <b>DT</b> that the list on the website requires updating. <b>AP</b> will send a list of trained staff to <b>DT</b></p> <p>The GM committee have devised a generic set of local rules and <b>LL</b> asked for this to be brought to the attention of the committee. <b>DT</b> will upload a copy to the Teams site for discussion at the next meeting.</p> <p>Fire safety audit:. It is being worked through and there are some issues which are being addressed. Will be further discussed at the next meeting.</p> <p><b>JF</b> informed the committee that the First Aid lists have been updated and posted around the IMS along with an email copy sent to staff.</p> <p>Although absent from this meeting this is Kevin MacKenzie's last meeting before his retirement at the end of the year and <b>IMc</b> thanked Kevin on behalf of the Committee for the more than 10 years he served on the Committee</p> <p><b>IMc</b> asked whether we should meet in person for the next meeting. Agreed that the next meeting should be via Team and discuss whether the April meeting can be in person.</p>	
14	<p><b>Date of next meetings</b></p>	
	<p>9<sup>th</sup> February 2022  20<sup>th</sup> April 2022  31<sup>st</sup> August 2022  16<sup>th</sup> November 2022  8<sup>th</sup> February 2023</p>	