

**University *of*****Limerick**

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | Teams Meeting |
|  | **Date** | : | 12th of November 2020 |
|  | **Time** | :  | 15h00 – 16h30 |
|  | **Attendance****Recording Secretary**  | :: | P Thornton (Chair), A Dormer, A Moloney, G Armstrong, J Kennedy, L O’Shea, M Hayes, M Toomey, S Clothier, S Murphy, T Considine, T IrwinM Byrnes  |
|  | **Apologies** | : | P Davern, M Finucane, E Storan |

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| **1.**1.11.2**2.**2.1**3.****4.****5.****6.** | **Welcome**NOTED P Thornton welcomed all present to the Committee meeting.**Apologies**NOTED P Davern, M Finucane, E Storan**Minutes of previous meeting**NOTED Minutes of previous meeting – 15October 2020 were approved.**Safe Access to Laboratories & Workshops by B&E Staff;**Update T Considine confirmed that originally they had sketched out a solution to this problem back in February. Currently B&E staff not to go into labs unless they have been given permission to do so from an authorised person. Failing to get authorisation, they don’t know if they are putting themselves in severe risk, or of the potential hazards. The method agreed previously was that because it’s difficult for B&E staff to know if a lab is dangerous or not, the owners of the labs should identify if a lab is hazardous or not and maybe to put a red tag on the door. The philosophy is that only you know what labs are hazardous. B&E are looking for suggestions that are robust and simple.Noted J Kennedy stated that It’s a good idea to have a flagging system or colour code. Some days the labs can be more harmful some days then other days and that would need to be identified. Maybe the lab should always be tagged with a hazardous label.Noted T Considine agreed with Jackie and confirmed that its best to leave it completely to the people controlling the labs. It’s a very small percentage of labs that are a threat. Noted P Thornton raised concerns that If you label a lab to be hazardous, emergency services might be less likely to respond to an emergency.Update G Armstrong confirmed that there used to be a practise where if people were leaving something running they would leave an unattended experiment notice displayed at the front of the lab. There was a reluctance on buildings to have signs on the doors. Would there be value in putting a general notice on the door.UPDATE T Considine confirmed that buildings want to tease this solution out with lab controllers. In relation to signage B&E don’t want random signs tapped to doors. B&E can fit plates to the doors that would contain a key word to notify Buildings staff.Update A Dormer raised the concept of using the QR code, they could scan it and it could be updated live by technicians and there would be no need to write anything on the door and staff would scan the code to be provided information on the lab. Noted T Considine queried If we take a particular lab and the status was to change then they could go on a website and change the status. Update A Dormer confirmed that was the case and that he used them all the time.Action T Considine confirmed he would go back to his colleagues with this suggestion as some of them have handled QR codes and we can explore that.Noted M Hayes confirmed It might not comply with the signs regulations. These suggestions are all people dependant which could be open to error and although the QR is a good idea it was raised if it is easy to useUpdate A Dormer confirmed it is easy to use and they would need to contact ITD but it’s easy to set up. Update T Considine suggested that we deal with signage separately and that all B&E want to know is if this is green or red and that they would prefer to put a positive indicator to tell you if it is safe.Noted J Kennedy stated that she was not familiar with the QR code.Update T Considine confirmed its a barcode that links you to a website which would notify you if it’s safe or notNoted M Toomey raised concerns that Its more what is dangerous then how to flag it.Action T Considine confirmed that he would go back to his colleagues and have a conversation with them tomorrow at their meeting. Some may have experience in this. Some of the technical officers might have a similar conversation and tie in with his B&E colleagues.Noted J Kennedy confirmed she liked the standard plate on the lab, the QR code may hold all the information but someone may forget to update the web page. She was thinking of lab personal and how they work.Noted T Considine raised concerns in relation to notices on doors is that unauthorised people can interfere with the physical sign.Noted M Hayes displayed a QR code and queried Tony if the service teams could accommodate this systemUpdate T Considine confirmed that they could.Noted M Hayes stated that they would need feedback from the departments in what deciphers entry and non-entry.Noted T Considine confirmed that they would need to do a pilot on a particular lab and trial it.Noted M Hayes suggested that we trial it in labs controlled by researchers as they may have more control over the labelling of the labs.Noted T Considine queried how can we be confident that we picked up all the dangerous labs.Noted P Thornton confirmed it would be the manager in charge in respect of safety. Whoever has management control over that would have to comply with any procedure we put in place.Noted M Hayes confirmed Its important to float this idea with the technical officers, we should get together with the CTO’S and they may have an idea we haven’t thought about.Update P Thornton raised that in previous discussions on this topic brought about agreement that some labs are more hazardous than others and using one particular area for hazardous activities and using other areas for what they would regard as less hazardous activities.Noted J Kennedy confirmed that CTO’S meet regularly and it might be worthwhile for Maggie to attend a CTO meeting to discuss this further and get feedback and maybe if Tony follows up with his colleagues we could run a trial.Update M Hayes confirmed its important that B&E work on the possible of this idea and it be brought up in a CTO meeting. We might work parallel in the interim and if a runner for B&E then present it to the CTO’sUpdate T Considine confirmed that QR codes may not be the answer. All B&E need to know is if its red or green. Let me take it back to my colleagues and see what they think.Update T Considine confirmed that techs need to be part of the solution.Noted T Thornton queried what should we expect by the December meeting.Action T Considine confirmed that he would liaise with his colleagues and try and come up with workable solutions and maybe the techs have a talk in the meantime.Noted P Thornton queried if Margaret or Jackie could take this on and discuss it with the CTOs.Action J Kennedy confirmed that she would.**Accidents & Dangerous Occurrences**- **for the period 01.11.2020-12.11.2020****Since the last report, the following accidents were reported in respect of staff:****The following accidents were reported in respect of STUDENTS:*** IWAMD: Student dislocated their shoulder during a lab warm up. Student relocated their own shoulder. No medical aid was required.
* Cappavilla Student Accommodation: Student sustained a cut to their thumb when using a knife while preparing food. First aid was administered.

No accidents were reported in respect of staff, service providers or visitors. No dangerous occurrences were reported during the reporting period. NOTED P Thornton queried if there were any questions on accidents and incidents**Any Other Business**Noted P Thornton queries if there was any other business.Update J Kennedy raised concerns re the cleaning schedule that buildings brought in, its causing difficulty for what is needed for clean down between sessions. We have to clean a lab between sessions within 30 minutes. Scheduling have now told us that because buildings have this cleaning programme, that we don’t need that time to clean down and those were the instructions given to scheduling re sanitisation & deep cleaning, it’s a little bit confusing.Update T Considine raised the point that if we go back 6 weeks, decisions were made at Government level stating classrooms should be cleaned between every session. It was relaxed to the point where it was abandoned. It was left to the individuals going into the rooms to sanitize it themselves. I will need to check with my colleague on this programme. I was unaware labs had to clean between sessions.Update J Kennedy confirmed they have to clean between sessions and queried if Buildings have brought in some product that lasts a monthUpdate T Considine confirmed they do have the sterilising machine and queried how long of a turnaround do they need.Update J Kennedy confirmed It was an hour but now it’s been reduced to 30 minutes and that they are concerned about the information going to scheduling.Action T Considine confirmed he would talk to Pat McMahon the next morning and one of them will contact Jackie directly. He queried if Jackie had anything in writing.Action Jackie confirmed she had something from scheduling and could send Tony the correspondence.**Next Meeting**Update P Thornton confirmed we would meet again in 4 weeks’ time.  | **TC****TC****TC****JC****TC****JK** |