

To Vice-Presidents/Deans, Heads of Schools and Research Institutes, HoFAs

From Dr Melanie Taylor

Date 15 March 2010

cc Prof M Case, Dr D Barker, Dr S Robson, School Safety Advisors, Safety Representatives

Reference Safety Circular 4/2010

Use of substances that are carcinogenic, mutagenic or reproductive toxins (CMRs)

Action: HOSs/Directors of Institutes are asked to note that there is a revised University procedure and updated guidance on CMRs, to note any implications for their schools/institutes, and to ensure this circular is distributed appropriately to staff and students currently working with (or likely to work with) CMRs. Procedure & Guidance at :
<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/cmr-p.doc>
<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/cmr-g.doc>

Health and Safety Services have been reviewing the University's procedure and guidance on CMRs which dates from May 2005. The relevant legislation is the Control of Substances Hazardous to Health (COSHH) Regulations 2002¹, and the HSE's approved code of practice².

Most schools compliant with the long-standing COSHH regulations should not need to make significant changes to existing laboratory practices although the revised procedure and guidance is a good opportunity to benchmark these.

The revised procedure and guidance documents have taken shape after targeted pilot work with the School of Materials, and a great deal of discussion at the University's Occupational Health, Safety & Training Advisory Group. One area of confusion in the past has been records retention - what records should be kept and the practical mechanisms for retention for 40 years. The new procedure addresses these points explicitly in the bulleted list in paragraph 5.

Please note that all "loss of containment" incidents should be reported on the University's near miss incident form (where no injury has occurred) or accident form (when injury has occurred). A loss of containment triggers the need for investigation and retention of COSHH assessments, risk assessments, methods of work and all other relevant documentation for 40 years, and for these records to be linked to the personal health records kept by Occupational Health. University Safety Co-ordinators will arrange for the collation of this information and its managed storage on the Livelink records management facility.

Dr Melanie Taylor
University Safety Advisor

¹ Control of Substances Hazardous to Health Regulations 2002 SI2002/2677, as amended in 2003 (SI 2003/978) and in 2004 (SI 2004/3386)

² Approved Code of Practice and guidance on the control of substances hazardous to health, 5th edition, HSE, L5.