

Extraordinary Meeting of Quarries National Joint Advisory Committee (EQNJAC)

**Minutes of the 38th meeting of the Quarries National Joint Advisory Committee held on
Wednesday 1st June 2011 – HSE Office, 1 Hagley Road, Birmingham, B16 8HS**

Present:

Mr P Woolgar
Dr P Smith
Mr R Bush
Mr C Mew
Mr M Isles
Mr L Russell
Mr V Russell
Ms R Hayward
Mr R Shore
Mr S Cole
Mr J Baxter
Mr M Alston
Mr B Rostron
Mr M Mellow
Mr D Morgan
Dr J Bennett
Mr M Phillips
Mr J Lewis
Mr A Price
Mr J Myers
Mr S Vale
Mr A Rotherham
Ms C Flannigan

Representing:

HSE (Chair)
HSE
HSE
HSE
Mineral Products Association (MPA)
Mineral Products Association (MPA)
Mineral Products Association (MPA)
Mineral Products Qualifications Council (MPQC)
Aggregate Industries
British Aggregates Association (BAA)
British Aggregates Association (BAA)
British Aggregates Association (BAA)
Coalpro
Unite
Unite
Camborne School of Mines (CSM)
Institute of Quarrying (IoQ)
Geological Society
KABCA
Stone Federation
Imerys Minerals Ltd (Observer)
Proskills (Observer)
HSE (Minutes)

Apologies:

Mr I Ivanovic
Mr R Graham
Mr P Fothergill
Ms L Chase Gardener
Mr R Engley
Mr D Jones

Representing:

British Slate Quarries Association
Atlantic Alliance
British Aggregates Association
SME
Road Haulage Association (RHA)
Response Engineering Solutions

1. Welcome, Apologies & Previous Minutes.

- 1.1 Chair welcomed everyone to the meeting. Apologies as listed.
- 1.2 The previous minutes required an amendment on the first page. Viv Russell represents MPA and not Tarmac. The minutes were otherwise agreed.

2. Matters Arising.

- (6.4) TUC Safety Rep course. Publicity had been given via *safequarry.com*.

Discharged

- (4.1) Occupational Health guidance sheets. Main agenda item. (Version number and date had now been inserted in the guidance sheets).

Future chairing of this committee.

Action: To be carried forward

The Winter Working Tool Box Talk had been cleared by HSE.

Discharged

Update: The TBT was now available at *safequarry.com*.
<http://www.safequarry.com/toolbox/WinterWorking.ppt>

- (6.1) Quarries Sector Strategy. Main agenda item.

The QNJAC constitution had now been amended.

Discharged

- (8.1) Information sheet 2 – Excavation & Tip Rules had been cleared by HSE and would be available at *safequarry.com*.

Discharged

Update: The information sheet was now available at *safequarry.com*.
<http://www.safequarry.com/hotTopics/QNJAC%20GF&S%20Info%20Sheet%20%20-%20HSE%20PGG%20approved%2026%20May%202011.pdf>

- (8.4) HSE had agreed to follow up on the proposal to form a Target Zero working group for Communications. The new WG was now set up under the Chair of Mr Phillips, IoQ. The first meeting was scheduled take place after the EQNJAC meeting.

Discharged

- (8.6) Continual Professional Development (CPD). Main agenda item.

- (10.1) Reg 16 information sheet. Main agenda item.

- (10.3) Reg 22 information sheet. Main agenda item.
- (11.) Competency. Main agenda item.
- (13.) International developments on mobile plant. Main agenda item.
- (14.) L118 Quarries ACoP revisions. There was nothing new to report.
- (15.3) Dr Smith had sent a letter of good wishes from all to Mr Mellow.

Discharged

3. International Development on Mobile Plant.

- 3.1 A presentation was given to members informing them of safety issues/root cause analysis of accidents among employees and contractors due to poor mobile plant design.

Design challenges included:-

- ◆ safe access to inspection points
- ◆ refueling/checking fluid levels
- ◆ sloping, slippery surfaces
- ◆ absence of edge protection.

The presentation provided information on:-

- ◆ the “Safer by Design” project and its objectives
- ◆ plant categories
- ◆ examples of best practice, benefits/gains for the industry
- ◆ issues surrounding retro-fit devices
- ◆ UEPG meeting in Brussels
- ◆ DG Employment: recommendations

Members discussed design issues and queried what reaction there had been from manufacturers regarding this best practice guidance. Mr Isles reported that most were positive although some were said to be less enthusiastic than others. Mr Shore agreed to raise design issues with Volvo at the next Plant WG meeting.

Action: R Shore

4. Documents Mapping Exercise.

- 4.1 The spreadsheet document map was tabled. It charts on-going progress with guidance being produced by QNJAC’s sub-committees. It would be updated following working group meetings and QNJAC meetings.

The L118 Quarries ACoP revisions had been deferred. There was uncertainty whether it would proceed to publication under the current “one in” – “one out” rules.

5. Plant Working Group – Vehicle Safety Guidance.

5.1 Subject to minor amendment, it was agreed to progress through to publication.

Discharged

6. Plant Working Group – Mobile Plant Daily Inspection.

6.1 All were content to progress through to publication.

Discharged

7. Occupational Health Working Group – Pre & Post Employment Medicals.

7.1 First page, third para, additional text was required to be inserted.

NOTE 1:

- “QPA” to be changed to “MPA”
- “passport” scheme to be removed

NOTE 2:

- “advised” to be changed to “required”
- “will” to be changed to “may”
- “competent occupational health professionals” **or** “GP” – Dr Smith to check with Corporate Medical Unit.

Action: Dr Smith

USEFUL CONTACTS:

- QPA Website address to be changed to MPA Website address.

Action: Dr Smith

Subject to the minor amendments, all were content for the guidance to progress through to publication.

8. Occupational Health Working Group – Health Surveillance.

8.1 As above – amendment required at Note 1, Note 2 and Useful Contacts.

Action: Dr Smith

All were content to progress through to publication.

9. Occupational Health Working Group – Noise (minor amendments).

9.1 PGG had been advised of the minor amendments in red text. It was queried whether “dB” should be changed to “dBA” – Dr Smith to check with noise specialist; otherwise all were content to proceed to publication.

Action: Dr Smith

Update: The information sheet is available at:

<http://www.safequarry.com/hotTopics/QNJAC%20OH%20Info%20Sheet%203%20-%20NOISE%20-%20HSE%20PGG%20approved%201Mar11.pdf>

10. Occupational Health Working Group – Dermatitis (minor amendments).

- 10.1 PGG had been advised of the minor amendments in red text. All were content to proceed to publication.

Update: The information sheet is available at:

<http://www.safequarry.com/hotTopics/QNJAC%20OH%20Info%20Sheet%206%20-%20DERMATITIS%20-%20HSE%20PGG%20approved%201Jun11.pdf>

- 10.2 Occupational Health information sheets in progress are:-

- ◆ Stress
- ◆ Legionella
- ◆ Rehabilitation
- ◆ Drugs & Alcohol
- ◆ Asbestosis
- ◆ Hygiene Monitoring
- ◆ Snake Bites

- 10.3 Draft Documents: Dr Smith to inform Chairs of WGs that all draft documents should contain the “DRAFT” watermark.

Action: Dr Smith

11. Drilling & Blasting Working Group – TBT 8: Post Blast Inspections (minor amendments).

- 11.1 The minor amendment that had been requested at Page 3, Fumes and Dust, had now been incorporated. The TBT is available at <http://www.safequarry.com/toolbox/Post-BlastInspection.pps>

12. ACoP Working Group – Reg 16 Information Sheet.

- 12.1 HSE agreed to reproduce the content of HELA as an appendix.

Action: R Bush

13. ACoP Working Group – Reg 22 Information Sheet.

- 13.1 Previously requested amendments had now been incorporated. Some further additions/amendments were required; ie consider how to get out of lagoon, remove car from photo.

Action: R Bush

14. ACoP Working Group – Competency Assurance Information Sheet / CPD.

- 14.1 Members had requested a definition of the term “fully competence assured” and clarification of the role of workers en route to achieving competence.

A second draft of the information sheet “*Guidance on Competence Assurance in the Quarrying Industry*” was tabled. The following amendments were suggested:-

- Para 6, second line, “relevant” to be inserted before “National Occupational Standards”.
- Link to SIM 03/2005/15 to be inserted at third para of Key Issues.

HSE would report members’ comments back to the working group.

Action: R Bush

15. SIM 03/2005/15 revised – Competence under Quarries Regulations 1999.

- 15.1 - Page 1, para 1 – remove second sentence as this is covered in para 15.
 - Page 2, para 8 – remove section in brackets.
 - Page 3, para 12 – remove sentence “Achievement of (NB refer to loQ for latest)”

Action: R Bush

16. SIM 03/2007/10 revised – Competence of Shot Firers and Explosives Supervisors.

- 16.1 - Page 2, para 6 – remove text in bold.
 - Page 2, para 18 suggests MPQC is the only route – make specific that it is the only route.

Action: R Bush

17. Quarries Sector Strategy – Comments and Survey Tool.

- 17.1 The Strategy was presented at the March meeting. Two comments had been received. Some amendments were required to be made. The Strategy is a “living” document and would be amended periodically.

- 17.2 Further discussion on the Strategy followed and the issue of SME access to quarry industry expertise was raised as it was said there were few health and safety consultants who were competent within the quarrying industry. HSE would raise the matter with the ACoP working group.

Action: R Bush

- 17.3 Members were invited to submit any further comments on the Strategy to Dr Smith by end of July.

Action: Members

- 17.4 Members were also informed how to use the survey tool and were invited to submit their completed survey by end of July for analysis by HSE.

Action: Members

18. AOB.

- 18.1 Dr Smith agreed to circulate to members, the information sheet and TBT that had been produced by Malcolm Mellow on worker involvement. These would need to go through the HSE clearance process before being uploaded onto *safequarry.com*

Action: Dr Smith

- 18.2 Proskills informed members of a five-year apprenticeship in a tunneling environment for health & safety advisors as part of pan-sector health and safety work.
- 18.3 John Baxter, BAA, was retiring from QNJAC and its associated sub-committees. Chair wished him well for the future and thanked him for his valuable contribution over the years.

19. Date of Next Meeting.

- 19.1 Wednesday 2 November 2011 – HSE office, Birmingham.