

**Quarries National Joint Advisory Committee TRIM 2009/426986**

Minutes of the 34th meeting of the Quarries National Joint Advisory Committee held on Wednesday 7<sup>th</sup> October 2009 at 10.30am at the Emmanuel Centre, Marsham St, London.

<b>Present</b>	<b>Representing</b>
Mr J Baxter	British Aggregates Association
Mr C Bell	HSE
Mr R Bush	HSE
Ms L Chase-Gardener	SME's
Mr R Engley	Road Haulage Association
Mr G Cox	HSE – Chair
Mr P Fothergill	British Aggregates Association
Mr P Foster	IMM
Mr R Graham	Atlantic Alliance
Mrs R Hayward	MPQC
Mr M Isles	MPA
Mr I Ivanovic	British Slate Quarries Association
Mr B James	SAMSA
Mr S Jones	MPA
Mr J Lewis	Geological Society
Mr M Mellow	T & G Section – Unite
Mr D Morgan	Unite
Mr C Mew	HSE
Mr D Pascoe	HSE
Mr A Price	KABCA
Mr N Reynolds	GMB
Mr B Rostron	COALPRO
Mr L Russell	MPA
Dr P Smith	HSE – Secretary
Ms M Warburton	HSE

<b>Apologies</b>	<b>Representing</b>
Mr S Cole	BAA
Mr M Downey	HSE NI
Mr H Ehnes	StBG
Mr T Faithfull	Construction Equipment Association
Mr P Griffin	HSA (Ireland)
Mr M Phillips	IoQ

Number	Item	Details	Actions	
<b>Item 1</b>	<b>Welcome</b>			
1.	1.0	Welcome	<p>The Chair welcomed members to the 34th meeting of the Quarries National Joint Advisory Committee (QNJAC).</p> <p>New members were welcomed: David Morgan (Unite), John Baxter (BAA), Paul Fothergill (replacing Ian Glendinning as BAA representative), Ray Engley (replacing Steve Biddle as RHA representative).</p> <p>Thanks were given to Tracey Oliva (HSE) for her work with QNJAC; members were informed of her promotion.</p> <p>The Secretary to write to retiring members expressing gratitude for their work and support for the Committee</p> <p>The minutes from the 11 March 2009 were agreed as an accurate record.</p>	<b>P Smith</b>
<b>Item 2</b>	<b>Matters Arising from the previous minutes – 10 March 2009</b>			
2.	2.0	Geotechnical Assessments	<p>Information on concerns HSE have with the content of geotechnical assessments had been requested by members; this was in the context of the Faces guidance now published following the E-QNJAC on 22 June 2009. Members were advised that HSE has now commissioned a research project into High Hazard/Low Probability events which it is hoped will address this issue. Members will be kept informed on the project as it progresses. John Lewis commented that there will be much professional interest and it is timely in view of the review of professional qualifications being undertaken.</p>	Discharged
2.	2.1	Target Zero Progress Report	<p>There is a difficulty in drilling down into HSE-held RIDDOR data to identify subsectors/activities upon which to focus attention due to the success of the industry in driving down injuries. The main injury types continue to be falls from height, slips &amp; trips, workplace transport and MSD. In view of the low numbers of RIDDORS it may be more fruitful to look at LTIs, which are not reported to HSE. This will require the co-operation of trade associations. MPA have been helpful in providing figures on their members. BAA were asked if it is possible to collect LTI information from their members.</p>	<b>J Baxter</b>
	2.2	Occupational Health Toolkit	<p>There had been difficulties reported with committee meetings but recently some progress has been achieved. QPA (MPA) guidance has been reviewed with the intention of merging information from this and other sources to produce QNJAC guidance. It is hoped this will be ready for March 2010.</p>	<b>M Mellow</b>

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2.3	Contractors Working Group	This now has a new chairman, (David Jones – Response Engineering). There have been 2 meetings which have resulted in the objectives being revised, and products reviewed. New performance measures are being developed.	Discharged
2.4	Target Zero Launch Committee	Dr Smith reported that the launch brochure is to be updated. A new invitation list to be produced in time for invitations to go out early 2010. Trade associations will be asked to update their invitation list and confirm speakers are still available (including HSE Chair)	<b>P Smith</b> <b>M Isles</b> <b>J Baxter</b> <b>B Rostron</b>
2.5	Revisions to L118 Quarries ACOP	Draft revisions had been circulated to QNJAC members and comments received which had been discussed by the ACOP Working Group. <b>Main agenda item</b>	Discharged
2.6	Control of Face & Stockpile Operations	The Information Sheet, discussed at the E-QNJAC meeting on 22 June 2009, had now been published and was available at <a href="http://www.safequarry.com">www.safequarry.com</a> . The information sheet had been published in full in the latest edition of Quarry Fact File. HSE was also contributing funding to the MPA/HSE jointly organised regional workshops. <b>Main agenda item</b>	Discharged
2.7	RPE Project	Ivan Ivanovic/Andy Price reported positively on the visits and that they had received useful advice. The Chair thanked them for volunteering to support this project	Discharged
2.8	Worker Involvement Training Course	MPQC had provided information on the joint management/employee rep training course which was now included in their prospectus. <b>Main agenda item</b>	Discharged
2.9	Drilling & Blasting Toolkits	These had been circulated to members and comments fed back to Rob Farnfield. Revised versions had been circulated prior to this meeting. <b>Main agenda item</b>	Discharged
2.10	Quarries National Inspection Team	Colin Mew (QI National Team Leader) confirmed that the team is now operational and will cover all quarries (except sand & gravel) throughout GB (except HSE's ESE Division, where nominated inspectors will inspect quarries, supported by national team) along with associated premises (eg premix concrete, asphalt, block production etc).  In response to a request from members, the geographical responsibilities of individual QI's will be published on the HSE's website quarries pages. Members will be alerted via the QNJAC community when this has been done.	Discharged  <b>P Smith</b>

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<b>Item 3</b>	<b>CD225 Consultation on transposition of EU Dir. on Identification &amp; Traceability of Explosives for civil use</b>			
3.	3.0	CD 225 consultation exercise	<p>David Pascoe (HSE M,Q&amp;E Policy) alerted members to a consultation document on the above which will have a significant impact on quarrying industry. Mr Pascoe outlined the proposed legislation: there will be requirements for identification and tracing with records capable of being accessed for a period of 10 years on the movement of explosives. Unpackaged explosives/explosives produced on-site are not covered. The consultation exercise will end on <b>2 November 2009</b>.</p> <p>David is proposing an HSE review of all legislation relating to explosives commencing Jan '10 – a steering group will be set up and all major stakeholders including trade associations will be invited to participate. The above Directive requirements are due to come into force in April 2012 and it is hoped that any changes arising from the review will also come into operation at the same time.</p> <p>In response to a question relating to acquire and keep licences:  <b>Acquire and keep licence</b> is issued on a site by site basis and is issued by local Police Force  <b>Acquire only licence</b> is issued to company head office by its local Police Force. Individual sites do not require additional licences.</p>	
<b>Action points</b>	3.1	Nominations for Steering Group membership to be sent to Phil Smith by end Nov 2009	<b>All/P Smith</b>	
<b>Item 4</b>	<b>Revisions to L118 Quarries ACOP</b>			
4.	4.0	Revisions to L118 Quarries ACOP	<p>There were no further observations from Committee members on the 'technical changes' to L118 regarding updating of legal and other references.</p> <p>The final version of amendments to paragraphs 62, 174, 176, 265 circulated to members before the meeting were those which the ACOP Working Group had agreed at its meeting on 28 September 2009. The Secretary explained that the intention was to seek agreement from QNJAC at this meeting for these revisions to be put out for public consultation. A number of points of both detail and principle were discussed. There needed to be consistency between guidance and HSE instructions to Inspectors and it was agreed that further delay could be counterproductive in securing this consistency. Members were advised that an Information Sheet was in preparation which would give further guidance on Regulation 8 Appointments. Members were advised that they could still comment under the public consultation exercise which will be handled by Mines, Quarries &amp; Explosives Policy, Members agreed the revisions</p>	Approved

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		could go forward into a Consultative Document for public consultation	
<b>Action points</b>	4.1	Feedback to be given to those comments already received	<b>J Baxter/ M Isles/ P Smith</b>
	4.2	HSE to review Quarries SIMs to ensure alignment with revised ACOP	<b>R Bush</b>
	4.3	Revision to be forwarded to M,Q& E Policy to progress Con Doc	<b>P Smith</b>
<b>Item 5</b>	<b>MPQC Worker Involvement Course</b>		
5.	5.0	<p>MPQC Worker Involvement Course</p> <p>Neal Reynolds reported that the pilot management/employee rep joint training course had been well received, but some editing had been undertaken as it was considered too long for a one-day course (completed). The syllabus and format were outlined.</p> <p>Dr Smith reported that this course had been put forward to HSE Worker Involvement Group as an exemplar case study for the HSE Strategy.</p> <p>Roseanne Hayward advised that this course was now available from MPQC and in their current prospectus. It needed promoting/publicity. Proskills are working on 'worker involvement' courses as part of an HSE-funded project for which money will also be made available for people to be trained.</p> <p>Members agreed that this could be badged as a QNJAC- endorsed course.</p>	Approved
<b>Action points</b>	5.1	HSE to publicise course through Quarry Fact File No.42	<b>R Bush</b>
	5.2	All members to promote the course as widely as possible through their respective organisations/associations	<b>All</b>
<b>Item 6</b>	<b>TUC Safety Reps in Quarries Course</b>		
6.	6.0	TUC Safety Reps in Quarries Course	This course is a QNJAC course provided via the TUC. Malcolm Mellow reported there was limited information available on numbers attending courses in past, estimated at between 2.5-2.8K. Current course remains in use, updated course almost ready for QNJAC approval; requires updated information on legal content and incident statistics. When re-launched there will be a means to record numbers attending.
<b>Action Points</b>	6.1	Malcolm to be provided with updated HSE information	<b>R Bush</b>
	6.2	Course syllabus to be circulated by WG prior to next QNJAC , for approval at next QNJAC	<b>M Mellow</b>
	6.3	HSE to publicise course through Quarry Fact File No.42	<b>R Bush</b>

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	6.4	Publicity to be provided through <i>safequarry.com</i>	<b>M Isles</b>
<b>Item 7</b>	<b>Target Zero monitoring – revisions to 2015 target</b>		
7.	7.0	<p>Target Zero Monitoring, revisions to 2015 target</p> <p>Industry considers that zero reportables may not be achieved by 2015. Martin Isles proposed that the 2015 date is dropped from the initiative. There is a danger that those who achieve the target ahead of the date may remove pressure to continue to improve eg on LTIs whereas what is required is a mechanism for maintaining the standard for those who achieve it and encouraging attainment for those who do not. QNJAC agreed to dropping the 2015 target date with the proviso that there is an agreed annual target, such as a 10% year-on-year reduction leading to Target Zero. The phased annual target to be further discussed by the Target Zero SG and referred back to QNJAC for agreement.</p> <p>A suggestion was made that there should be some form of recognition for those achieving zero RIDDOR reportable accidents. This to be discussed by the Target Zero SG</p>	Approved
<b>Action points</b>	7.1	Proposal for year-on-year target for Target Zero by next QNJAC meeting	<b>P Smith</b>
	7.2	Proposal for some type of recognition of achievement for those reaching Aero	<b>P Smith</b>
<b>Item 8</b>	<b>Face Maintenance seminars</b>		
	8.0	<p>Seminars</p> <p>Martin Isles reported that 4 regional seminars were planned (Bristol, London, Sheffield, Newcastle upon Tyne) which would cover the recently launched face working information sheet, silica, HSE Dust Initiative, and the Social Dialogue Agreement. HSE has promised funding in support of the silica strand. Although organised by MPA they would be open to all</p>	Discharged
<b>Item 9</b>	<b>Geotechnical Information Sheets</b>		
9.	9.0	<p>Geotechnical Information Sheets</p> <p>Steve Jones laid out the background to where we are now. He proposed that guidance sheet topics should be as per those in the QNJAC agenda and will take guidance from the HSE as to the order of priority of addressing the subjects. Mr Jones confirmed that he would be willing to remain chairman of the geotechnical sub-committee and this was welcomed.</p> <p>Mr Jones proposed that a member of the HSE National QI team is invited to join the committee.</p> <p>Mr Jones along with John Lewis agreed to review the Quarries ACOP appendix relating to</p>	

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			appointment of geotechnical specialist and carry out e-consultation with the Geotechnical Sub-committee. This is particularly timely since the Geological Society is reviewing its membership requirements. . Mr Lewis also observed that further guidance on the content of geotechnical assessment above that given in Schedule 1 to the ACOP would also be very useful.	
<b>Action points</b>	9.1		HSE to identify QI to join committee	<b>C Mew</b>
	9.2		Steve Jones and John Lewis to liaise over guidance on appointment of geotechnical specialists/geotechnical assessments and provide a paper for Sub-committee	<b>S Jones/J Lewis</b>
<b>Item 10</b>	<b>Dust Initiative/RPE Project</b>			
10.	10.0	Dust Initiative/RPE Project	<p>Craig Bell, (HSE, Long Latency Health Risks Division) detailed the aims and objectives of the Dust Initiative (DI), explaining that quarries were one of the 5 industry –specific strands for which a partnership team would be set up to identify key messages/target audiences and delivery mechanisms. Craig also explained how the LEV and RPE projects fitted in with the DI strategy and identified some of the expected outcomes.</p> <p>Craig introduced Marie Warburton who is the project manager for the Quarries strand, and invited nominations for the partnership team for quarries from QNJAC members; MPA have already identified 3.</p>	
<b>Action points</b>	10.1		Martin Isles requested that HSE make representations through CONIAC to get the construction industry trade unions to review whether they should join SDA on silica. Geoff Cox agreed to do this on behalf of QNJAC and report at next QNJAC.	<b>G Cox</b>
	10.2		Members to nominate representatives for the partnership team and send contact details to Phil Smith	<b>All</b>
<b>Item 11</b>	<b>Drilling and Blasting Toolbox Talks</b>			
11.	11.0	Drilling and Blasting Toolbox Talks	<p>Brian Rostron outlined the two TBT's submitted for QNJAC approval (Nos. 2 &amp; 3 in the series). Minor amendments proposed:</p> <ul style="list-style-type: none"> <li>- TBT02 Loading and unloading of drill rigs: positioning of low loader to be amended.</li> <li>- TBT03 Blast site Edge Protection: change definition on slide 13, Phil Smith to advise.</li> </ul>	
<b>Action</b>	11.1		Amend as above and circulate to QNJAC members electronically via Phil Smith. Subject to	<b>B Rostron</b>

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Points			QNJAC agreement to amendments, approval is given for these to be uploaded onto safequarry.com	
<b>Item 12</b>	<b>Safer by Design project</b>			
12.	12.0	Safer by Design project	MPA 'Safer by Design' video shown for information on progress with initiative. This Government-funded initiative was launched at the MPA H&S Awards on 6 October 2009. Martin Isles emphasised that it comprised 'best practice guidance' and is entirely voluntary. The guidance has been devised with the co-operation of users, manufacturers and employee representatives. (see <a href="http://www.safequarry.com/safer_by_design.aspx">http://www.safequarry.com/safer_by_design.aspx</a> )	Discharged
<b>Date and location of next meetings</b>				
Wednesday 10 March 2010, HSE Offices, Birmingham Tuesday 9 November 2010, HSE Offices, Birmingham				