

**Quarries National Joint Advisory Committee**

Minutes of the 33<sup>rd</sup> meeting of the Quarries National Joint Advisory Committee held on Wednesday 11<sup>th</sup> March 2009 at 10.30am in HSE's London Office, Rose Court

<b>Present</b>	<b>Representing</b>
Mr S Biddle	Road Haulage Association
Mr G Cox	HSE – Chair
Mr P Foster	IMM
Mr I Glendinning	British Aggregates Association
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 M Mellow	T & G Section – Unite
Ms S Murray	T & G Section – Unite
Mr J Myers	Stone Federation
Ms T Oliva	HSE – Minute Secretary
Bill Osborne	Construction Equipment Association
Mr A Price	KABCA
Mr N Reynolds	GMB
Mr B Rostron	COALPRO
Mr L Russell	MPA
Dr P Smith	HSE – Secretary
Mrs L Weston	HSE

<b>Apologies</b>	<b>Representing</b>
Mr R Bush	HSE
Ms L Chase-Gardener	SMEs
Mr S Cole	SMEs
Mr M Downey	HSE NI
Mr H Ehnes	StBG
Mr T Faithfull	Construction Equipment Association
Mr P Griffin	HAS (Ireland)
Mr J Lewis	Geological Society
Mr F Morrall	British Ceramic Confederation
Mr M Phillips	IoQ
Mr A Shakeshaft	E & JW Glendinning Ltd

Number	Item	Details	Actions	
<b>Item 1</b>	<b>Welcome</b>			
1.	1.0	Welcome	The Chair welcomed members to the 33 <sup>rd</sup> meeting of the Quarries National Joint Advisory Committee (QNJAC)	-
<b>Item 2</b>	<b>Matters Arising from the previous minutes – 22 October 2008</b>			
2.	2.0	Geotechnical Assessments	Mr Bush agreed to gather, by December, information on concerns that HSE currently have regarding geotechnical assessments, this information will be anonymized. The information will be circulated to members for comment, if approved this information will then be forwarded to the Institution (IMMM).  Update: Mr Bush has contacted both HSE Inspectors and Industry for their comments, information will be collated and circulated to members for comment by the end of April 2009.	<b>On-going Mr Bush</b>
	2.1	Target Zero Progress Report	(i) Members comments on the proposed Target Zero (TZ) Objectives wording to be sent to Dr Smith (latest version of plan on QNJAC Community website)  <b>Update:</b> No comments received. The TZ objectives have been published in the January 2009 edition of Quarry Fact File.	Discharged
			(ii) Members to let Dr Smith know if they are content for a letter to be sent out to senior quarry management alerting them to the TZ launch and for the HSE Chair to be invited as keynote speaker for the launch planned for the 1 <sup>st</sup> day of Hillhead 2009. If agreed Dr Smith to approach The HSE Chair, Mrs Judith Hackett. <b>Update:</b> The TZ launch is postponed until 2010. No further action at present.	Discharged
			(iii) Comments on the Vision Statement tabled at the meeting to be sent to Dr Smith. <b>Update:</b> Thanks to those who provided comments, the modifications including space for companies to insert their details have been taken into consideration.	Discharged
			(iv) Comments on the tool box talk, 'positioning a shot firing shelter' to be sent to Dr Smith. A copy will be placed on safequarry.com following clearance by HSE Senior Civil Service representative. <b>Update:</b> No comments received. Mr Isles has placed the toolbox talk on <a href="http://SafeQuarry.com">Safe Quarry.com</a>	Discharged

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2.	2.1	Target Zero Progress Report (continued)	(v) Ms Murray agreed to try to find out how many delegates have already attended the TUC Course on Safety Reps and to pass this information to Mr Reynolds.	On-agenda Item 9
	2.2	Revisions to L118 Quarries ACOP	It was agreed a small working group would be formed to review further the work concerning wording in the ACoP together with the phrase 'readily available' under Regulation 8 'Appointments. Nominations for the WG to be sent to Dr Smith.	On-agenda Item 4
	2.3	Best Practice in keeping records of explosives	Member's comments on the paper tabled at the meeting to be sent to <a href="mailto:paul.rushton@hse.gsi.gov.uk">paul.rushton@hse.gsi.gov.uk</a> <b>Update:</b> No comments received. 'Explosives Engineering Journal', March 2009, features an article on this topic. The information provided can be reproduced as long as credit is given to its origin.	Discharged
	2.4	Control of Face and Stockpile Operations	Member's comments on the paper tabled at the meeting to be sent to <a href="mailto:steve.jones@tarmac.co.uk">steve.jones@tarmac.co.uk</a> .	On-agenda Item 5
<b>Item 3</b>	<b>Target Zero progress report</b>			
3.	3.0	TZ progress report	Ms Oliva provided the committee with an overview of the industries accident performance over an 8-year period, with a more detailed analysis of the Incident Contact Centre (ICC) RIDDOR 2007/08 provisional data. Reportable incidents for 2007/08 have reduced by 60% in comparison to the 2000 baseline. Employment over the same period has reduced by 22% (Office of National Statistics) The main kinds of injury are: <ul style="list-style-type: none"> <li>• Handling</li> <li>• Slip or fall</li> <li>• Hit by a moving, falling object</li> </ul>	
<b>Action points</b>	3.1	HSE to consult with their statisticians to explore the possibilities of: <ul style="list-style-type: none"> <li>• drilling down available data to identify sectors and activities requiring attention</li> <li>• segregating incidents occurring to non-workers</li> <li>• obtaining improved ill-health data</li> </ul>	<b>Dr Smith</b>	
	3.2	Trade Associations will be contacted by HSE and asked if they can provide the incident data, they collate, with a view to assisting QNJAC to prioritise targeting.	<b>Ms Oliva</b>	

Number		Item	Details	Actions
3.	3.3	Occupational Health Toolkit	Dr Smith informed the committee that the Occupational Health Toolkit being developed by the British Ceramics Confederation should be available for QNJAC members to review by May / June 2009	
<b>Action points</b>		3.4	To be circulated to QNJAC for comment prior to the October meeting, if available.	<b>Dr Smith</b>
	3.5	Contractors Working Group	The Contractors working group has been suspended pending the appointment of a new Chair.	
<b>Action points</b>		3.6	Volunteers to Chair this group to Dr Smith	<b>All</b>
	3.7	TZ Launch	The launch of TZ has been postponed for 12 months. The event will now take place on 22 June 2010, the first day of 'Hillhead', with a supplementary launch at the Institute of Quarrying (IoQ) Annual Conference 2010, where the theme will be "Health and Safety".	
<b>Action points</b>		3.8	Working group to convene later in the year	<b>Mr Isles</b>
<b>Item 4</b>	<b>Revisions to L118 Quarries ACOP</b>			
4.	4.0	Revisions to L118 Quarries ACOP	<p>The working group convened in March to discuss Regulation 8 'Management Structure' and the revisions to paragraphs 62, 175 &amp; 265 of L118 'Health and safety at quarries' Approved Code of Practice.</p> <p>Progress was made with the group suggesting some slight modifications to the original revisions circulated to QNJAC members for comment late last year.</p> <p>The next meeting of the working group is scheduled for the 6 May 2009.</p>	
<b>Action points</b>		4.1	Revisions to be circulated to QNJAC committee members for comment following the May ACOP Working Group meeting	<b>Dr Smith</b>
		4.2	QNJAC members to respond to the consultation electronically (date to be advised)	<b>All</b>
		4.3	Revisions to be taken to the HSE Board for approval in due course	<b>Dr Smith</b>

Number	Item	Details	Actions
<b>Item 5</b>	<b>Control of Face and Stockpile Operations</b>		
5.	5.0 Control of Face and Stockpile Operations	<p>It was agreed by the committee that this discussion would be postponed pending agreement from all parties involved on the contents of DRAFT 14 (<a href="#">Appendix A</a>).</p> <p><b>Background</b> – Originally discussed by the committee on 22<sup>nd</sup> March 2005 (min 10.1) it was agreed a tripartite working group would be formed to develop guidance for the industry. The working group was formed on the 21<sup>st</sup> April 2005.</p> <p>The generic, two part guidance (risk assessment and worked examples), aimed to:</p> <ul style="list-style-type: none"> <li>• address the need to properly plan the excavation design of a quarry;</li> <li>• convey the importance of conducting thorough risk assessments when working on face and stockpiles to prevent injury to people and damage to equipment;</li> <li>• to reiterate the importance of appointing a competent person; and</li> <li>• the value of good communication throughout the workforce.</li> </ul> <p><b>Status</b> – HSE and the Trade Unions expressed reservations at approving DRAFT 14 with its current content.</p> <p>The TU, in a note to the working group dated 17 November 2008, articulated their concerns. The industry responded to this on 28 February 2009 (<a href="#">Appendix B</a>) It was agreed HSE would fully outline, post meeting, the specific details of their reservations.</p> <p>Following receipt of these, the working group would meet to discuss, before presenting a final draft for consensus at an extraordinary meeting of QNJAC to discuss this sole topic.</p>	
<b>Action points</b>	5.1	HSE to forward explicit detail of its reservations by the end of April 2009	<b>Mr Bush</b>
	5.2	TUs to nominate representatives to attend the working group	<b>Mrs Murray</b>
	5.3	Working group to convene in early May	<b>Mr Jones</b>
	5.4	Extraordinary meeting of the QNJAC to be convened in June	<b>Ms Oliva</b>

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<b>Item 6</b>	<b>Silica, HSL Silica Baseline Report / Nepsi SDA Update</b>		
6.	6.0 Silica, HSL Silica Baseline Report / Nepsi SDA Update	<p><b>Background</b> - NePSi is the bi-partite body set up to administer the EU “Silica” Social Dialogue Agreement (SDA). The NePSi Employers contingent met on 19 January 2009, in Brussels. Items discussed included:</p> <ul style="list-style-type: none"> <li>• The request of the two European Trades Union SDA signatories (EMF &amp; EMCEF) that the Employers prepare NePSi data at national level and industry-by-industry. The purpose being to focus on where help is needed most. Corporate confidentiality requires to be preserved, hence this work would be applied in circumstances where four or more NePSi-contributor companies operate in a particular country or industry.</li> <li>• The Edinburgh-based ‘Institute of Occupational Medicine’ (IOM) has been selected to carry out a 14 month impact assessment of possible amendments to the ‘Carcinogens’ Directive. Twenty-five substances are to be evaluated – including Respirable Crystalline Silica (RCS), Chromium VI, and Diesel Engine Exhaust Emissions. Work is anticipated to commence in April 2009.</li> <li>• Reference was made to HSE Research Report <a href="#">RR595 “Burden of Occupational Cancer in Great Britain”</a> and, in particular, Annex 6: “Lung Cancer”. This Annex states, inter alia, that 76% of workers exposed to RCS are in “construction”. However, the Construction Industry had been barred from joining the SDA because their Social Partner, the European Federation of Building and Wood Workers (EFBWW) holds the view that RCS belongs in the ‘Carcinogens’ Directive. The NePSi Employers consider the EFBWW action to be against the interests of workers in the Construction Industry, especially as they comprise the overwhelming proportion of European workers exposed to RCS.</li> <li>• On the positive side, the European Construction Industry Federation (FIEC) has volunteered to contribute a batch of ‘construction’ Task Sheets, as a goodwill gesture to NePSi.</li> <li>• Mr Isles concluded by noting that, very recently, the European Aggregates Association (UEPG) has been accepted as a formal Social Partner, by the European Commission.</li> </ul> <p>Dr Smith made the committee aware of the recently published research report <a href="#">RR689 ‘Silica baseline survey’</a></p>	Discharged

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<b>Item 7</b>	<b>RPE Project – behaviour study</b>		
7.	7.0	<p>RPE project – behavioural study</p> <p>Dr Smith informed the committee of a 3-year HSE project focusing on respiratory personal equipment (RPE) aimed at helping to reduce respiratory disease by securing good practice in the selection, maintenance, supervision and training of RPE across industry.</p> <p>To achieve this aim the project requires sound research evidence on RPE equipment and user behaviour. The research team is interested in volunteers to participate from the following industries:</p> <ul style="list-style-type: none"> <li>• Stonemasons (preferably 6 sites)</li> <li>• Quarries (preferably 4 sites)</li> </ul>	
<b>Action points</b>	7.1	Members to forward details of volunteers to Dr Smith	<b>All</b>
	7.2	Mr Myers to speak with the Stone Federation and forward any information to Dr Smith	<b>Mr Myers</b>
<b>Item 9</b>	<b>Worker Involvement – Training course update</b>		
9.	9.0	<p>Worker Involvement – Training course update</p> <p>Mr Mellow and Mr Reynolds provided the committee with an update of the worker involvement courses:</p> <ul style="list-style-type: none"> <li>• Worker representative course – This is a 4-day course aimed at safety representatives in the Quarry Industry. Three hundred have attended so far. The course is available to non-members. A meeting is planned for later in the year to cover the required updates.</li> <li>• Joint Management / Employee Representative Training, Regulation 8 course – This is a new 1-day course costing £200 per delegate, a minimum of 12 are required. The course is to be piloted at the Hanson site in Sheffield, volunteers are sought to take part.</li> </ul>	
<b>Action points</b>	9.1	Members to forward details of volunteers to attend the pilot to Mr Reynolds	<b>All</b>
	9.2	<p>Mrs Hayward to provide course descriptor to Union representatives.</p> <p>Mr Reynolds / Mr Mellow to send to Ms Oliva</p>	<b>Mrs Hayward / Mr Reynolds / Mr Mellow</b>
	9.3	Ms Oliva to circulate this information to committee members inviting them to publicise and seek volunteers	<b>Ms Oliva</b>
	9.4	Mr Isles to circulate to MPA members	<b>Mr Isles</b>

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<b>Item 10</b>	<b>Drilling &amp; Blasting Toolkit</b>			
10.	10.0	Drilling & Blasting Toolkit	Mr Rostron spoke very briefly of the recently developed 'Loading / unloading of drilling rigs' and 'Blast site edge protection' toolkits. The toolkits are to be circulated to members for comment.	
<b>Action points</b>	10.1	Toolkits to be sent to Dr Smith	<b>Mr Rostron</b>	
	10.2	Dr Smith to circulate to members for comment. Following QNJAC agreement, Martin Isles to upload onto <a href="http://Safequarry.com">Safequarry.com</a>	<b>Dr Smith / Mr Isles</b>	
<b>Item 11</b>	<b>FOD Operational Inspection plan 2009-2010</b>			
11.	11.0	FOD Operational Inspection plan 2009-2010	<ul style="list-style-type: none"> <li>Sector Information Minute (SIM) <a href="#">03/2008/04 – 'Quarry health and safety inspection'</a> – revisions which come into effect on 1st April 2009 have been made to Appendix 3 'Quarry Management' and Appendix 4 'Silica Project'</li> <li>With effect from October 2009, there will be a dedicated team of Quarry Inspectors in HSE.</li> </ul>	Discharged
<b>Item 12</b>	<b>Safer by Design project</b>			
12.	12.0	Safer by Design project	Circulated with these minutes, for information, is a copy of the presentation Mr Isles (MPA) delivered to the committee on the industry initiative relating to the design of mobile plant. (Appendix C)	Discharged
<b>Date and location of next meeting</b>				
Wednesday 7 <sup>th</sup> October 2009, HSE Office London, Rose Court (alternatively HSE Office Birmingham)				