

Quarries National Joint Advisory Committee

Minutes of the 32nd meeting of the Quarries National Joint Advisory Committee held on Wednesday 22nd October 2008 at 10.30am in HSE's Birmingham Office

Present	Representing
Mr G Cox	HSE - Chair
Dr P Smith	HSE – Secretary
Mr R Bush	HSE
Mrs L Weston	HSE - Minute Secretary
Mr M Isles	QPA
Mr P Griffin	Health & Safety Authority
Mr M Downey	HSE NI
Mr N Reynolds	GMB
Mr S Jones	QPA
Mrs R Hayward	EPIC/EMP
Mr I Glendinning	British Aggregates Association
Mr I Ivanovic	British Slate Quarries Association
Mr B Rostron	COALPRO
Mr S Biddle	Road Haulage Association
Mr J Lewis	Geological Society
Ms S Murray	T & G Section – Unite
Mr M Mellow	T & G Section – Unite
Mr F Morrall	British Ceramic Confederation
Mr L Russell	QPA
Mr S Cole	SME's
Mr R Graham	Atlantic Alliance
Mr J Myers	Stone Federation
Mr M Brown	KABCA & SAMSA
Mrs E Streets	Roy Castle Foundation (Speaker)
Mrs T Oliva	HSE (Speaker)
Mr P Rushton	HSE (Speaker)

Apologies	Representing
Mr B James	SAMSA
Mr H Ehnes	StBG
Mr P Foster	IMM
Ms L Chase-Gardener	SME's
Mr T Faithfull	Construction Equipment Association
Mr M Phillips	Institute of Quarrying

1.	<p>WELCOME, MEMBERSHIP, CHANGES, APOLOGIES, ETC</p> <p>The Chair introduced himself to the committee and welcomed speakers: Paul Ruston, HSE Explosives Inspectorate; Eileen Streets, Roy Castle Lung Cancer Foundation and Tracey Oliva, HSE Manufacturing Sector.</p> <p>Deputies: Mike Brown representing KABCA in place of Andy Price and also representing SAMSA.</p> <p>New Members: Roseanne Hayward, representing EMP Awarding Body and EPIC training body replacing Clive Webb.</p> <p>Rory Graham, Director of IM & S Solutions representing the Atlantic Alliance.</p> <p>Lex Russell, Vice President for Aggregates and Asphalt, CEMEX UK, representing Quarry Products Association.</p>
	<p>PREVIOUS MINUTES AND MATTERS ARISING FROM QNJAC HELD ON MARCH 12th 2008</p>
	<p>The minutes were agreed as a true and accurate record.</p>
	<p>Matters arising from the previous meeting:-</p> <p>Item 9: Geotechnical Assessments</p>
Agreed Action:	<p>Roy Bush agreed to gather 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) via the Geotechnical Committee.</p>
2.	<p>Target Zero Progress Report</p>
	<p>The Committee were asked if they were content for a letter to be sent out to senior management of quarry operators alerting them to the TZ launch and for HSE Chair to be invited as keynote speaker for the launch planned for the 1st day of the Hillhead Exhibition 09.</p>
Agreed Action:	<p>Members to let Phil Smith know if they are happy with the proposal by 7th November 08.</p>
	<p>Members were asked to comment on the Vision Statement paper tabled at the meeting. Thanks were given to Jon Bennett for producing the paper.</p>
Agreed Action:	<p>Members comments to be sent to Phil Smith by 31st October 08.</p>
	<p>The Drilling & Blasting WG toolbox talk (positioning a shot firing shelter), one of a number under development, was presented to the committee. Thanks were given to Rob Farnfield and the Drilling & Blasting WG for producing the toolbox talk. Subject to comments from the Committee this would be made available as soon as possible (see below).</p>
Agreed Action:	<p>Members were asked to send comments on the content to Phil Smith by 31st October 08.</p>

	Members were asked for comments on the proposed wording on the Target Zero Objectives, which had already been circulated to members and were also tabled at the meeting. If agreed these TZ Objectives will be published in December's edition of Quarry Fact file. Members were reassured that only the Objectives would be published, and not the performance measures as further work was still required on these indicators.
Action Agreed:	Member's comments on the proposed Target Zero Objectives wording to be sent to Phil Smith by 7 th November 08. The latest version of the plan can be viewed on the QNJAC Community website.
	Members were asked for their views as to where best placed the Target Zero guidance would be. It has been proposed that the QPA offer for <i>safequarry.com</i> website to act as host for publications, would be a useful site for such information to be made available, with links from other sites eg HSE website, to it.
Action Agreed:	Members agreed for the Target Zero guidance and toolbox talks to be placed on the <i>safequarry.com</i> website. Martin Isles was thanked by the committee for his help on this matter.
	TUC Courses on Safety Reps: Neal Reynolds advised members as to the current problems he has encountered whilst trying to find out how many people have already attended the course. Steve Jones confirmed that he had similar problems.
Action Agreed	Susan Murray agreed to try and find out and inform Neal Reynolds with the outcome.
3.	Revisions to L118 Quarries AcOP
	Roy Bush advised members that limited feedback from the consultation exercise on revisions to paras 62,175/175/177, 265 had been received. The proposed changes have to be submitted to HSE Board/Minister and there will be a limited formal consultation exercise based on the QNJAC agreed wording as part of this process. It was agreed that further work was required concerning the phrase 'readily available' under Reg 8 'Appointments', therefore it was proposed that a small working group be set up to produce some new form of wording. The proposed amendments will then be circulated around to members for their comments.
Agreed Action:	Nominations for the Working Group to be sent to Phil Smith by 3 rd November 08.
4.	National Vocational Qualifications NVQ's
	Roseanne Hayward advised members of the new Qualification & Credits Framework (QCF). The framework is a new way of recognising skills and qualifications. It does this by awarding credit for qualifications and units (small steps of learning). It enables people to gain qualifications at their own pace along flexible routes. The QCF will cover England, Wales and Northern Ireland. The advantages of QCF: Simple and rational organising structure; new way of recognising achievement via credits; provides flexible routes to gaining full qualifications; enables qualifications to be achieved in small steps; QCF units can be skills, knowledge or competence based; Companies own in-house training can be used.

Points Raised:	Will industry have a say in how these are taken forward? Yes. by working closely with employers, providers, employer groups and sector skills councils. The qualifications will fully reflect the needs of those who want to use them.
Way forward:	Contact Roseanne Hayward for further advice, or for further information visit: http://www.qca.uk/qca_8150.aspx
5.	Best Practice in Keeping Records of Explosives
	The draft guidance document was presented by Paul Rushton. The aim of the guidance being to promote improved standards of record keeping, promote consistency and to enable easier traceability. Paul advised that he would like the guidance to be published in trade journals. Members felt it most appropriate for the article to be placed in the Quarry Management journal.
Agreed Action:	Members comments to be sent to paul.rushton@hse.gsi.gov.uk by 28 th November 08.
6.	Mobile Plant Standards
	Rory Graham gave an update on where negotiations have reached with international plant standards. Notable improvements: excellent section on moveable access systems (which cater for future development, but probably on large machines only); good section on enclosure openings; clear definitions and tables on dimensions for platforms, walkways, guardrails, steps, handrails, handholds. However, plant users have not got what they asked for on step design. Because it takes up to 5 years for ISO-standard changes to be reflected in plant design it is necessary to negotiate for improvements ahead of the standards process.
Way Forward:	Rory Graham (representing QPA) has already approached a manufacturer, looking for a partnership approach. Rory happy to work with this committee to draw up a list of safety recommendations beyond what the ISO standard specifies. An article is due to appear in November 08 editions of Quarry Management.
7.	Control of Face and Stockpile Operations
	Paper presented by Steve Jones outlining the aim of the guidance being primarily to those who have overall control of working the quarry, the Quarry Operator, who has responsibility for managing and running the quarry. It will also be of interest to others involved in quarrying activities, including contractors, managers, supervisors, health and safety specialists, workers and their representatives.
Points raised	Steve Cole raised his concerns that notwithstanding that Case Study 1 is a sand quarry, the focus of the text is about rock faces and blasting issues. It needs to be made clear that the guidance relates to all types of quarries. Steve also thanked the committee for their hard work in producing this guidance. Steve Jones confirmed that steps had been taken to address this concern. It was suggested that perhaps a photo on the front cover of the guidance showing sand & gravel/hard rock quarry should be considered, together with

	<p>a paragraph at the front of the guidance making clear the scope of the guidance.</p> <p>Susan Murray asked about representation on the Sub Committee, and was concerned that no employee representative was on the working group. Steve Jones advised that any exclusion had not been intentional and reassured and that all members' comments would be taken on board.</p>
Agreed Action	<p>Member's comments on the paper tabled at the meeting to be sent to steve.jones@tarmac.co.uk or to him at Tarmac Ltd, Colchester Quarry, Warren Lane, Stanway, Colchester, Essex CO3 0NN.</p> <p>Members and HSE's comments to be forwarded to Steve by 28th November 08</p>
8.	Look after your lungs programme
	<p>Eileen Streets advised members of the Roy Castle Lung Cancer Foundation and it being the only charity in the UK wholly dedicated to defeating lung cancer. The '<i>Look after your Lungs</i>' programme aims to target high risk groups (manual workers); there has been robust evaluation indicating the success of the initiative the Foundation also runs workplace stop smoking groups and can deliver signposting to local health initiatives in conjunction with the NHS. They can also include general health and wellbeing messages</p> <p>Members were also advised of the programme roll out (Train the Trainers) 2 day programme; evaluation support; expert knowledge.</p> <p>This is aimed at Health and Safety Officers and Occupational Health staff. Course will be available from January 2009.</p>
Points Raised:	Francis Morrall confirmed that this could be an issue that the Target Zero Occupational Health WG will take on board.
	<p>Eileen requested help from members in developing effective partnerships, getting information from industry particularly on cost-benefit analysis, and on workplace delivery.</p> <p>Eileen's contact details: Eileen.streets@roycastle.org</p>
9.	Greenstreet Bergman report on Targeted Initiatives
	<p>Paper presented by Tracey Oliva giving a brief summary of the 11 targeted initiatives. The outcome showed significant reductions in Incidence Rate; improvements in health and safety; superior health and safety management; managers and workers report more improvements in health and safety. The following statement was also included in the Research Report relating to the Hard Target/Target Zero initiative: "<i>The lead taken by the Quarries Sector has been noticeable. The Sector was one of the first to adopt a targeted approach and their early successes appear to have influenced other sectors</i>".</p>
Points raised:	Francis Morrall asked what HSE would be doing with the findings. Geoff Cox advised a paper will be presented to the HSE Board in February 09. He will keep the committee informed of progress.
	The report is available via: www.hse.gov.uk/research/rrhtm/rr620.htm

10.	Atlantic Alliance Conference 24th - 26th September 08 – progress report
	<p>Martin Isles gave feedback from this year's conference held in Washington DC in September. Main topics covered were H&S statistics (reviews, benchmarking, harmonisation); Safer by Design (mobile plant; process plant); Aggregates H&S in Europe; Contractor competence; Respirable Crystalline Silica and Diesel Particulate Matter.</p> <p>USA reported that their Silica problem has been "beaten" (MSHA), and that MSHA inspects every surface mine (quarry) in the USA twice a year; and every underground mine in the USA four times a year by law. Martin reported that HSE however has only 4 Quarry Inspectors to cover the whole of Great Britain.</p>
Points raised:	The question of beating the Silica problem was raised as to whether or not this was down to the litigation (compensation culture). Martin Isles confirmed that this was probably the case.
11.	Any Other Business
	<p>Members were advised of HSE's STEP slips & trips e-learning package. Members invited to pre-register to receive email alert when it becomes available a www.hse.gov.uk/slips/step/index,htm</p> <p>Members advised as part of Engineering Control initiative, HSE are running a number of trainer and advisor briefing days at Health and Safety Laboratory (HSL), Buxton, which is aimed at trainers who train on LEV.</p> <p>New HSE Enforcement Policy Statement available on HSE website and linked to this Health and Safety Offences Act 2008, which raises penalties from £5K to £20K for breach of H&S Regulations and extends range of offences for which an individual can be imprisoned.</p>
12.	Date and Venue for next meeting
	<p>Wednesday 11th March 2009 at HSE's Office (Rose Court), London</p> <p>Wednesday 7th October 2009, if still available in HSE's Office (Rose Court), London, otherwise in HSE's Birmingham Office</p>

Summary of Actions from meeting held on 22nd October 2008

1.	Matters arising from previous minutes Geotechnical Assessments	Roy Bush agreed to gather 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).	Action by 1st December.
2.	Target Zero Progress Report	<p>(i) Members comments on the proposed Target Zero Objectives wording to be sent to Phil Smith (latest version of plan on QNJAC Community website)</p> <p>(ii) Members to let Phil Smith know if they are content for a letter to be sent out to senior management of quarry operators alerting them to the TZ launch and for HSE Chair to be invited as keynote speaker for the launch planned for the 1st day of the Hillhead 2009. If agreed Phil Smith to approach Judith Hackett.</p> <p>(iii) Comments on the Vision Statement tabled at the meeting to be sent to Phil Smith</p> <p>(iv) Comments on the tool box (positioning a shot firing shelter) to be sent to Phil Smith. The toolbox talk will then be placed on the safequarry.com website following clearance by HSE Senior Civil Service representative.</p> <p>(v) Susan Murray agreed to try and find out how many delegates have already attended the TUC Course on Safety Reps. Susan to inform Neal Reynolds with information.</p>	<p>Action by 7th November</p> <p>Action by 7th November</p> <p>Action by 31st October</p> <p>Action by 31st October</p>
3.	Revisions to L118 Quarries AcOP	It was agreed that further work was required concerning wording	Action by 3rd November

		in the ACoP together with the phrase 'readily available' under Reg 8 'Appointments, and that a small working group should be set up. Nominations for the WG to be sent to Phil Smith	
5.	Best Practice in Keeping Records of Explosives	Member's comments on the paper tabled at the meeting to be sent to paul.rushton@hse.gsi.gov.uk	Action by 28th November
7.	Control of Face and Stockpile Operations	Member's comments on the paper tabled at the meeting to be sent to steve.jones@tarmac.co.uk .	Action by 28th November