

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE  
MINUTES OF THE 73<sup>RD</sup> MEETING HELD ON 5<sup>TH</sup> FEBRUARY 2004**

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1.	<b>INTRODUCTIONS</b>	Secretary welcomed James Barrett as Chair. Chair opened meeting and welcomed everyone especially first time attendees Wayne Davies, John Brazier, George Dews and John Williams.	N/A	N/A
2.	<b>APOLOGIES FOR ABSENCE</b>	Apologies noted.	N/A	N/A
3.	<b>MINUTES OF 72<sup>ND</sup> MEETING OF 3 NOV 2003.</b>	New format for minutes noted. Corrections: Date of next meeting 1 <sup>st</sup> July 2004. Addition of one attendee. Corrected minutes then agreed.	N/A	N/A
4.	<b>MATTERS ARISING</b>	Agreed items 3.1, 3.5, 5.1, 6.1 – Temperature Check and Progress reports- to be taken on main agenda.	N/A	N/A
5.	<b>PROGRESS WITH RECONSTITUTION</b>			
5.1	Chris Flint introduced draft business case for reconstitution prepared by Mike Wilcock.			
5.2	Strong arguments were put forward in favour of reconstitution of PABIAC. Members wanted to see continuing commitment to the industry from HSE.	Secretary made notes of all points and arguments in favour of reconstitution put forward at the meeting. <b>These to be included in the business case.</b>	<b>C Flint</b>	<b>Mid April 2004</b>
5.3	Members were asked to forward any further arguments/issues for inclusion in the business case to the Secretary.	<b>Send any further arguments for inclusion in the business case to Secretary.</b>	<b>All members</b>	<b>End March 2004</b>
5.4	To help members understand the reconstitution criteria they need to read HSC/HSE instruction "GAP2".	<b>Secretary to send members a copy of GAP 2 electronically.</b>	<b>Secretary</b>	<b>Week commencing 9 Feb 2004</b>
5.5	Next steps with the business case.	<b>Points and arguments put forward at the meeting and any further items received after the meeting to be included in the business case which will then be circulated to members for final comment before submission to the Commission.</b>	<b>C Flint</b>	<b>Mid April 2004</b>
6.	<b>PROGRESS FROM REELER/SLITTER WG</b>			
6.1	Old pink document to be updated. To include coverage of the human element which has not been the case in the past. Hope to reach as many people as possible by electronic means. Needs HSC stamp to give it authority.	<b>Complete the guidance.</b>	<b>Reelers/Slitters WG</b>	<b>6 months (August 2004)</b>

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
6.2	It is recognised that publication of guidance is just the beginning. Appropriate implementation and follow up is essential.	<b>Working group to look at possible target dates and milestones e.g. for mills to assess themselves against the guidance and then achieve compliance with the guidance. WG to present suggested implementation objectives for consideration by PABIAC at its next meeting.</b>	Reeler/Slitters WG	Next PABIAC meeting ( 1 July 2004)
7.	<b>SAFETY RELATED CONTROL SYSTEMS ON PAPERMAKING</b>			
7.1	It was pointed out that there are dangers in setting too tight a deadline for achieving compliance with the new standards covering safety-related control systems. HSE had received a complaint alleging that some mills are putting in control systems that do not meet the new standards. If the complaints turn out to be justified money is being wasted.	<b>Visits suggested by HSE Specialist to look at Mills that have done work on this part of MPS and share the findings with the rest of the industry.</b>	<b>J Brazier to liaise with C Flint to identify mills that can help in this work.</b>	<b>Names of Mills February 2004. Visit programme April 2004 onwards.</b>
8a	<b>PROGRESS WITH CPI AUDIT TRIALS</b>			
8a(i)	Software now ready to release to industry. Sophisticated package based on HSG 65 principles. Several mills are using it. Now needs promotion. Cost will be around £1500. CPI looking for ABI accreditation for a portfolio of schemes including the audit and temperature check tool.	<b>Presentation on the audit package and progress with the trials to be made at next PABIAC meeting.</b>	A Braund	Next PABIAC meeting (1 July 2004)
8b	<b>PROGRESS WITH TEMPERATURE CHECK TOOL</b>			
8b(i)	This now developed into a 5-page document. 8 mills are piloting the tool. Corrugating companies could also be involved in piloting the tool.	<b>Results of pilot trials to be presented at next PABIAC meeting.</b>	T Watts/A Braund	Next PABIAC meeting (1 July 2004)
8c	<b>PROGRESS WITH WORK INSIDE GUARD ENCLOSURES</b>			
8c(i)	Secretary presented a discussion document and invited comments from members on it. The document outlines a suggested approach for tackling the problem of working inside guard enclosures and this included the use of task analysis and predictive human error analysis.	<b>(a) Members to send comments on the discussion document to secretary.</b>  <b>(b) Use of task analysis and predictive human error analysis to be trialled at SCA New Hythe (volunteered by M Millar).</b>	<b>All members</b>  <b>Secretary/M Millar</b>	<b>Comments on discussion document by end March 2004.</b>  <b>Trial in March 2004. Report results to next PABIAC meeting (1 July 2004)</b>

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>8d</b>	<b>PROGRESS WITH OCCUPATIONAL HEALTH WG</b>			
8d(i)	<p>Graham King reported. WG had drafted suggested Occ Health related objectives for the industry. Comments had been requested from members at the last meeting of PABIAC. Comments had been received from CPI – Corrugating Section.</p> <p>A small team led by C Griffiths were also analysing the reasons for sickness absence and preparing a guide on occ health policies.</p>	<p><b>Modify those draft occ health-related objectives that relate to manual handling assessment to avoid prescribing use of the MAC tool ( replace “MAC tool”with “MAC tool, L23or equivalent”)</b></p> <p><b>Draft occ health related objectives to be presented to forthcoming CPI Council meeting for discussion and for CPI to reach consensus on wording and timescales for compliance. The resulting objectives to be presented to next meeting of PABIAC for discussion and adoption.</b></p>	<p><b>Secretary</b></p> <p><b>T Watts</b></p>	<p><b>Immediately</b></p> <p><b>At forthcoming CPI Council meeting on 11 February then to PABIAC for agreement on 1st July 2004.</b></p>
8d(ii)	C Flint asked for feedback on a paper he had circulated by e-mail the prevalence of asthma in certain industries including the paper industry.	<b>All members to consider and send any comments to Secretary.</b>	<b>All members</b>	<b>End April 2004</b>
<b>9</b>	<b>ANY OTHER BUSINESS</b>			
9.1	Draft programme for the CPI (Papermaking) CEO Day was tabled for information. External presenter to be confirmed. The plan is to use the day to encourage the CEOs to sign up to taking follow up action. The usual question and answer session will be replaced with an “activity in action” workshop.	Programme reinforces “Beyond Simple Compliance” messages.	<b>CPI- Papermaking</b>	<b>28<sup>th</sup> April 2004</b>
9.2	Ergonomics meeting at Stockholm to discuss European Tec Committee 198 Nos 16 and 17. B Hudspith said that they would welcome any UK representatives as ergonomic issues had failed to be engineered out.	John Brazier could send a representative, video conferencing could facilitate some extra UK input.	Bud Hudspith, John Williams, Martin Millar and John Brazier to discuss	<b>Video conference will be 12 March.</b>
9.3	J Hardy explained about the Recovered Paper Event she was running to launch the latest guidance.	All would be welcome. A press release was going out.	<b>J Hardy</b>	<b>Coventry on February 25<sup>th</sup>.</b>
9.4	John Brazier said he was interested in driving forward the contractor passport scheme. Interest parties welcome.			
9.5	Draft Control of Vibration Regs out for comment.	<b>Any members wishing to comment on the draft</b>	<b>Any member</b>	<b>Closing date 31<sup>st</sup></b>

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
		Consultative Document may do so.		March 2004
10	DATE OF NEXT MEETING			
	1 <sup>st</sup> July 2004. Leeds HSE Office.			