

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

Minutes of the 75th meeting of PABIAC
 At KAPPA SSK Ltd, Birmingham on Thursday 10th February 2005

| PRESENT | FROM |
|---|-------------------------|
| Mr James Barrett | HSE (Chair) |
| Mr Graham King | HSE (Secretary) |
| Mrs Jacqui Dracup | HSE (Minutes Secretary) |
| Mr John Williams | SCA |
| Mr Martin Millar | SCA |
| Mr Chris Collier | SCA |
| Mr George Dews | SCA and Amicus-GPM |
| Mr Bud Hudspith | Amicus-GPM |
| Mr John Brazier | PICON |
| Mr Andrew Braund | CPI |
| Mr Roger de Toney | CPI |
| Mr Mike Limb | IWPPA |
| Mr Alan Harvey | Amicus-GPM |
| Mr Paul Fenner | Georgia Pacific |
| Mr Andrew Wooler | M -Real |
| Mr Colin Griffiths | St Regis |
| Mr Chris Flint | HSE |
| Mr Philip Green | HSE |
| APOLOGIES | |
| Stuart Begg Martin Oldman Paul Planet Owen Coop Malcolm Bonnett | |

| ITEM | DISCUSSED | ACTION TAKEN/AGREED | BY WHOM? | BY WHEN? |
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| 1. | <p>INTRODUCTIONS</p> <p>Chris Flint opened the meeting as chair pending arrival of James Barrett and thanked Kappa for their hospitality. Welcomed Paul Fenner and Andrew Wooler as observers to this meeting.</p> | N/A | N/A | N/A |
| 2. | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies from – Stuart Begg, Martin Oldman, Paul Planet, Owen Coop, Malcolm Bonnett.</p> | Apologies noted | N/A | N/A |
| 3. | <p>MINUTES OF 74th MEETING 1st July 2004.</p> | Minutes agreed as true record. | N/A | N/A |
| 4. | <p>MATTERS ARISING</p> | | | |
| 4.1 | <p>Min 4.1 Business case for reconstitution of PABIAC. Chair reported that the business case is in the queue with other the business cases for consideration by the Executive. The business case for reconstitution of PIAC had prompted a request from the Executive for pen pictures of PIAC members.</p> | PABIAC members to supply secretary with pen pictures (brief description of their background, organisation they work for and current position etc) | Secretary to ask members for pen pictures. Members to provide pen pictures. | March 15th 2005 March 31 st 2005 |
| 4.2 | <p>Min 4.2 Reelers/Slitters Working Group</p> | To be taken at agenda item 5 | | |
| 4.3 | <p>Min 4.4 – Safety related control systems. Chair reported he had received progress report from the specialist inspectors on mills visited so far. Chair also reported that, following consultation with PABIAC members, the ring binder of separately purchasable items of PABIAC guidance are being replaced as a composite single volume and that the guidance on control systems that had been published as a PABIAC bulletin will be incorporated.</p> | Remaining mill visits by HSE specialist to be completed. Overall findings will be circulated to PABIAC members for comment. | Chris Flint to chase progress. | |
| 4.4 | <p>Min 4.8 Progress with Occupational Health.</p> | To be taken at agenda item 5 | | |
| 4.5 | <p>Min 4.9 – Ergonomics Meeting. Expecting more talks with Sweden who have asked for a delay.</p> | Bud Hudspith has agreed to the delay and will continue as PABIAC's contact. | Amicus GPM (Bud Hudspith) | N/A |
| 4.6 | <p>Min 6.2 Recover Paper Safely</p> | To be taken at agenda item 5 | | |

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| 4.7 | Min 7.2 – Safe Interventions at Machinery. Chair gave brief report on HSE safe interventions enforcement initiative. Covers various manufacturing industries including paper. Will run for 3 years. So far has mostly covered recovered paper sector. Much interest from media, hopefully impact will increase. | Returned proformas for year 1 (ends 31 March 05) will be analysed and results reported in the usual way. | HSE (Chris Flint) | 30 April 2005 |
| 4.8 | Min 8 - Audit Trials and Temperature Check in Paper Mills | To be taken at agenda item 5 | | |
| 4.9 | Min 9 – Contractor passport Scheme | To be taken at agenda item 5 | | |
| 4.10 | Min 10 – November Open Meeting | Secretary had circulated analysis of open meeting evaluation questionnaires returned by delegates. Discharged. | N/A | N/A |
| 5 | INDUSTRY BODY PROGRESS REPORTS | | | |
| 5.1 | <p>Paper and Tissue Making Sector</p> <ul style="list-style-type: none"> • Andy Braund for CPI summarised latest accident stats. These have improved over last year. • It has been decided to substitute one of the South East Group’s regional meetings with a visit to a smaller company within CPI offering the services of a safety advisors for the day, mini inspection, help with action plan, mentoring etc. • The Biennial safety conference is to be held in October, a one-half day event. This will be a CPI event covering all sectors. • The Reeler and Slitter guidance has been edited and put out to members of the team for comments. It is now with HSE Communications Directorate for final checking. • A questionnaire went out to the industry in December to obtain information about reasons for employee absence. Information is still being gathered and the findings will be used to inform each sector’s action plan in delivering against the PABIAC strategy. • Transporting Paper guidance was promoted during the European Safety week. Unions fully support the transport inspection issue and there was | CPI (paper and tissue) to progress 5.1 issues according to CPI timetable. | CPI | To CPI timetable |

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| | <p>agreement that this was an ongoing issue. Latest HSE transport checklist with Risk Control Indicators to be sent to CPI members with request for members to benchmark themselves now and again in 6 months.</p> <ul style="list-style-type: none"> • There was discussion regarding the Temperature Check. This is on the CPI website for use by member companies but there has been little take up. • Colin Griffiths reported on the value of the work carried out by an HSE Inspector on secondment to his company for 6 months and offered to share the lessons with other companies and sectors. | <p>Martin Millar and Andy Braund to check it is all still relevant to new PABIAC strategy goals. If appropriate relaunch at CEO event.</p> | <p>CPI (Paper and tissue)</p> | <p>20 April 05</p> |
| <p>5.2</p> | <p>Corrugated Sector</p> <ul style="list-style-type: none"> • Roger Detoney reported that corrugator guarding is still a key objective. The checklist guide is being updated and photographs added. Target for whole industry to be in full compliance with the checklist guidance is end of 2005. • Multipoint Gluer Project. Draft guidance is currently out for consultation. Target for issuing guidance end March 2005. • Stats show significant reduction in MSD injuries. Survey conducted to follow up presentation of MAC tool at last Sector CEO event. Of those employers who have used the MAC tool the feedback has been good. • Future Objectives. The sector H&S committee is working on establishing a project proposal format that would be used to set up future project teams, clearly identifying resource requirements, costs, timescales and targeted outcomes The project currently under consideration using this model is materials handling. • Accident statistics show that the RIDDOR reported incident rate shows a reduction of 20% over same period last year. There was discussion regarding the machinery accidents and their severity. In 2005 focus is being put on interventions at machinery as this is when the main serious | <p>CPI (Corrugated) to progress 5.2 issues according to their timetable.</p> | <p>CPI (Corrugated)</p> | <p>To CPI timetable</p> |

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| | accidents occur. Serious accidents are still there and behaviours need to be addressed. | | | |
| 5.3 | <p>Recovered Paper Sector</p> <ul style="list-style-type: none"> Chris Collier reported that the sector’s H&S action plan for 2005 has been approved by CPI Council. CPI are establishing regional sector H&S committee meetings. Some teething problems being worked through. Too early to reach conclusions about success of regional committees. Statistics show a worsening overall trend but this is thought to be due to increased reporting of accidents due to raised awareness of reporting requirements. The CPI baling press project. Would appreciate help and support from HSE. There had been some confusion regarding isolation standards for different types of work but this is being discussed and resolved. CPI has developed an IOSH accredited training course for recovered paper. This is rolling out through regional meetings. At present it is aimed a supervisor level but could be extended to operators later. There is a report about slips and trips in the printing industry going onto the PIAC website. It was agreed that this could be useful to the paper industry too. HSE representatives cleared up a misunderstanding that had occurred at an earlier meeting of the CPI Recovered Paper H&S Committee. HSE is moving towards using central approaches, at corporate level, with large multi-site employers. These would involve a nominated “Lead Inspector” to coordinate HSE’s dealings with each large employer across the UK. This approach will not have a negative impact on HSE’s efforts to achieve compliance in small firms. | <p>CPI (Recovered Paper) and IWPPA to progress 5.3 items according to their timetable</p> <p>HSE (C Flint) to investigate if HSE specialists can offer advice.</p> <p>It was agreed that web links be made so that it is available to all.</p> | <p>CPI (Recovered Paper) and IWPPA</p> <p>HSE (C Flint)</p> <p>HSE</p> | <p>To their timetable</p> <p>March 2005</p> <p>April 2005</p> |
| 6. | TRADE UNION REPORT | | | |

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| 6.1 | <ul style="list-style-type: none"> • Bud Hudspith reported for Amicus GPM that sessions had been held with unions together with safety reps and supervisors at one company to discuss what is and is not done well in H&S. The results of these were then taken to senior management of the company and were well received. • On 16th March a European papermaking conference is being run by trade unions – there are 10 places for UK delegates. Will provide an opportunity to get comparisons of accident and ill health stats between the UK paper industry and the paper industry in other European countries. It is believed that accident rates in the rest of Europe are higher than the UK and this could be a way of pressing the rest of Europe to do better. • 64 courses in 2005 relating to health and safety, these are all either IOSH, ROSPA or NEBOSH accredited. • Alan Harvey reported that in view of the workload on full time officers of Amicus GPM it was likely that more lay members would be asked to represent the union on IACs. | | | |
| 7. | PABIAC STRATEGY FOR 2005 TO 2008 | | | |
| 7.1 | <ul style="list-style-type: none"> • The discussion draft of the PABIAC strategy for 2005 to 2008 had been circulated to PABIAC members who, in turn, had consulted widely with the constituencies they represent. The comments received had been circulated to PABIAC members. There was widespread support for the strategic direction statement. The meeting discussed and agreed the wording of the strategy goals for 2005 to 2008 in the light of the comments that had been received. • Documents describing how PABIAC strategy is developed, agreed and implemented and how the PABIAC partners work were discussed and agreed. • Strategy to be published on HSE/PABIAC website with links from partners websites. Strategy to be launched following discussion and sign up by CEOs at CPI CEO safety event to be held on 20th April 2005. Format for this event discussed. Publicity for strategy via press releases etc will follow this event. | <p>Strategy document with strategic goals to be finalised week commencing 14th February 2005 and circulated to PABIAC members for approval.</p> <p>These documents to be included in the strategy document as informative appendices.</p> <p>CPI to progress arrangements for CEO event with support from PABIAC partners.</p> | <p>Secretary</p> <p>Secretary</p> <p>CPI</p> | <p>Week commencing 14th February</p> <p>Ditto</p> <p>For 20th April 2005</p> |

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| | <ul style="list-style-type: none"> Quality, format and style of the strategy document were discussed. Agreed that it should be a quality document with photographs etc to make it something that people want to pick up and read. Assistance with design and printing requested. Next PABIAC open meeting discussed. Need to select target audience and content for the meeting aimed at achieving outcomes that will contribute towards delivery of PABIAC strategy. Venue needs to be large enough to avoid turning people away. | <p>John Williams volunteered his company to assist with design and printing.</p> <p>Informal group to plan next open meeting. Agreed group should include Secretary, A Braund (CPI), R Detoney (CPI) and B Hudspith (Amicus GPM)</p> | <p>Secretary to forward final draft to John Williams.</p> <p>Secretary to convene planning meeting of this group.</p> | <p>March 2005</p> <p>Date to be agreed between group members.</p> |
| 8 | ANY OTHER BUSINESS | | | |
| 8.1 | The question of H&S in paper distribution was raised. Movement of paper from and to warehouses is enforced by Local Authorities rather than HSE but the H&S risks are the same as some of those discussed at both PIAC and PABIAC. Should the paper distribution industry be represented at an IAC and, if so, which? | Any views to please be passed to Secretary. | All members | End March 2005 |
| 9 | DATE AND TIME OF NEXT MEETING | | | |
| 9.1 | 7 TH July 2005 – 10.30 start at SCA Recycling, Kent | | | |
| | Date for next open meeting will be 9 TH November 2005, venue to be announced. | | | |