

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)
Draft Minutes of the 91st Meeting of PABIAC
Held on November 18th 2010 at SCA, Prudhoe Mill, Princess Way, Prudhoe,
Northumberland NE42 6HE

PRESENT	FROM/APPOINTED BY
Geoff Cox	HSE (Chair)
Andy Braund	CPI
Derek Simpson	Unite
Peter Seggie	CPI
Bud Hudspith	Unite
George Dews	Unite
Kevin Johnston	GMB
Kirsty Welsh	HSE Secretary
Stewart Begg	CPI
Trevor Dean	IWPPA
OBSERVERS IN ATTENDANCE	APOLOGIES
Roger de Toney	Bob McLellan
	David Symmers
	David Watts
	Gary Seager
	Peter Ellis
	David Workman

Summary of Agreed Actions

Item	Agreed Action	By Whom	By when
1.1	Write to Simon Weston and George Dews to thank them on behalf of the committee for their support and service over the years.	Chair	Complete
4.1	Secretary to try and obtain a copy of the finalised HSE/VOSA roadside checks pilot report and circulate round.	Secretary	ASAP
6.1	Working party to draft the end of strategy report.	Working Party	Jan 2011
6.3	Any editorial amendments to the terms of reference should be forwarded to the secretary as soon as possible.	All Members	14 Jan 2011
6.3	Names of person to be contacted to request nominations to new model PABIAC should be forwarded to the Secretary,	CPI, GMB, UNITE	14 Jan 2011

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	WELCOME & INTRODUCTIONS			
1.1	The Chair welcomed everyone to the meeting and thanked SCA for kindly hosting the meeting. Resignations had been received from Simon Weston and George Dews. The committee thanked them for their help and support over the years. The Chair would formally write to them to thank them.	Write to Simon Weston and George Dews to thank them on behalf of the committee for their support and service over the years.	Chair	-
2	APOLOGIES FOR ABSENCE			
2.1	Apologies received from:- Bob McLellan, David Symmers, David Watts, Gary Seager, Peter Ellis, David Workman.	-	-	-
3	MINUTES OF THE MEETING OF 15 JULY 2010			
3.1	The minutes of the previous meeting were agreed.	-	-	-
4	MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 15 JULY 2010			
4.1	(min 4.4) The secretary to check progress to see if this list of items to be reportable under the transport initiative is finalised and if it can be circulated. It was asked if the report following the pilot of roadside checks could be circulated	The secretary had made enquiries if the criteria for reporting from VOSA could be circulated. With the changing priorities in government the reporting criteria was still to be finalised and therefore could not be released. Secretary to try and obtain a copy of finalised document and circulate round.	-	-
4.2	(min 4.4) – The secretary to try and obtain further information on the German roadside checks initiatives.	The secretary had tried to obtain this information without success.	-	-
4.3	(min 6.3) – The Chair and Secretary to put together a future basic model for PABIAC and circulate it to members for comment.	Completed		
5	MAKING A DIFFERENCE 2008-2011 – PROGRESS REPORTS			
5.1	Objective 1 – Accident Rates The meeting was updated on current accident rates in each of the sectors. It was shown the figure for the paper sector had reached a plateau and it was difficult to consistently break through the 1000 rate figure.	-	-	-
5.2	Objective 2 – Benchmarking Safety Management Systems	-	-	-

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	Updates were still being received from industry. It had become apparent that some companies who didn't regularly report had been using the PABIAC tools so it was thought the impact of this and objective 3 was wider than previously thought.			
5.3	Objective 3 - Benchmarking Health and Safety Climate The update here was the same as for Objective 2.	-	-	-
5.4	Objective 4 – Occupation Health CPI had nothing to report further to last meeting however, examples of good practice are still being sought.	-	-	-
5.6	Objective 5 – Placing and Securing Loads on Lorries. The work in relation to load safety had now been superseded by some cross sector guidance being produced through HSL. Mr Braund is on the working group for this to ensure there is knowledge transference of the standards/ issues addressed within the paper sector to this guidance. Mr Braund updated the committee that a solution had been found to deal with the issues of “rider bales” and that a simple information sheet with possible solutions will be issued by CPI imminently. Discussion surrounding reporting, data collection and Lord Youngs review ensued.	-	-	-
5.7	The Chair thanked Mr Braund for his progress report and asked if he thought PABIAC was on course to reach its objectives – Mr Brand thought broadly they were but he would be able to get a better idea towards the end of the year.	-	-	-
5.8	Bud Hudspith (UNITE) – The say yes/ say no campaign is continuing. Distribution issues have been identified and they are working to rectify these. The United Steel Workers (USW) report was circulated round prior to the meeting. UNITE felt that there were some similarities between the UK and US industries so Unite would be working with them on a behavioural safety campaign – “Fix the Hazard – Don't	-	-	-

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	blame the Worker”.			
5.9	<p>Trevor Dean (Recycling Association) Accident reporting from the recycling industry was continuing and the statistics continued to be fed back to the CPI. They are looking at how they can support their members better and possibly offering accreditation services.</p> <p>It was reported that David Symmers would be retiring at the end of 2010 and at present it wasn't known who his successor at PABIAC would be.</p>	-	-	-
6	FUTURE WORK PROGRAMME			
6.1	<p>End of 2008 – 2010 Strategy Discussion took place about the end of strategy report to be completed for the 2008-2011 strategy. The commencement date for the report will be from Jan 2008-Jan 2011. CPI will provide summaries of the main activity for this period by January 2011 so a draft report can be compiled. The draft will be compiled by a working party of PABIAC members in January.</p> <p>This will be circulated and agreed via email.</p> <p>It was asked that HSE send out a press release once the end of strategy report was completed and agreed. The Chair agreed this was a good idea.</p>	Working party to draft the end of strategy report.	Working party	January 2011
6.2	<p>2011 Strategy Objective format The future strategic objective format was discussed and it was generally agreed that the best format would be to have high level objectives that allowed the industry committees flexibility in translating that into action.</p> <p>The new objectives would be finalised by the new committee.</p>		-	-
6.3	<p>Draft Terms of Reference & Future format of PABIAC The draft terms of reference circulated prior to this meeting were discussed. These were accepted but a few of editorial points needed addressing. Any amendments needing to be made should</p>	Any editorial amendments to the terms of reference should be forwarded to the secretary as soon as possible.	All Members	ASAP

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	<p>be forwarded to the secretary as soon as possible so the document can be finalised.</p> <p>Nominations for the new format PABIAC would be required. Each of the parties involved should send the secretary the name of the person who should be contacted to request nominations in line with the new model.</p> <p>The new basic PABIAC model was accepted and all members agreed that the next PABIAC meeting should be of the new members of PABIAC.</p>	Names of person to be contacted to request nominations to new model PABIAC should be forwarded to the Secretary,	CPI, GMB and UNITE	ASAP
7	DATE, TIME AND VENUE OF NEXT MEETING FOR NEW NOMINATED MEMBERS	March 3 rd 2011. Venue to be agreed	-	-