

THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE

**MINUTES OF THE SIXTY NINTH MEETING OF THE PAPER AND BOARD
INDUSTRY ADVISORY COMMITTEE ON 30TH OCTOBER 2002**

Present

Mr A Porter
Mr M Wilcock
Mr I Hobson
Mr B Hudspith
Mr C Griffiths
Mr M Eede
Mrs T Stonley

Representing

HSE Chairman
HSE Secretary
HSE
GPMU
Paper Federation
TGWU
HSE Minute Secretary

Apologies

Dr A Erlam
Mrs S Peace
Mr A Harvey
Mr M Bonnett
Mr P Planet
Mr C Collier

Observers

Mr T Watts
Mr J Lane
Mr S Begg
Mr M Millar

Summary of Action Agreed

1. (Min 1.3) The Chairman to write to the person carrying out the review of Sectors raising the concerns of PABIAC

ACTION Mr Porter/ Mr Wilcock

2. (Min 4.3) Forward any comments on the draft Tissue Dust Bulletin to the Sector Group within 2 weeks of the meeting.

ACTION All Members

1. INTRODUCTION AND APOLOGIES

1.1 The Chairman welcomed everyone to the meeting and noted that this would be his last meeting as he was retiring from HSE at the end of the week. He thanked everybody for their help and support during his six years as Chairman of the Committee. He went on to say that Mr Wilcock would temporarily be taking on the role of Head of Sector.

1.2 The Chairman told the committee that Mrs Peace had made a successful application for promotion to Principal Inspector so would be leaving the Sector group in the near future. This combination of events means that the Sector would be short staffed for the next few months. Members questioned how long this would last and the effect it would have on their activities. The Chairman indicated that he hoped that the matter would be resolved early in the New Year following a review of Sectors within HSE.

1.3 Members then asked if all Sectors were being reviewed, whether the effect on IAC's had been considered and whether or not they were to be consulted. Mr Porter promised to raise this point with those carrying out the review within HSE and encouraged members to make their views known.

1.4 The Chairman reported the sudden death of Mr Ray Watson who had represented the British Recovered Paper Association on this committee. He noted Ray's contribution to the work of the Committee and that he would be sadly missed.

1.5 Apologies were noted.

2. MINUTES OF THE LAST MEETING

The Minutes were agreed.

3. MATTERS ARISING

3.1 (Min 4.7.1) Prepare a press release to coincide with the publication of The Greenstreet Bermann report on the HSE Web Site. This was done and trade press in this country and in Europe picked up the issue.

Item discharged.

3.2 (Min 4.7.2) Produce a two page summary of the Greenstreet Bermann report emphasizing the main conclusions and recommendations to form the basis of a letter to CEO's. This was done and been circulated as a PABIAC bulletin.

Item discharged

3.3 (Min 9.5) Draft the PABIAC Plan of Work and Reconstitution Paper based on the Hard Targets Paper and The Paper Safety Council Plan of Work. This has been done and was discussed at the Open Meeting, which took place before this one.

Item discharged

4. REPORT FROM THE HEALTH SUB COMMITTEE

4.1 The sub committee last met on 1st October 2002.

4.2.1 The sub committee discussed the new HSE generic Noise Information Sheet. They felt that it provided all the generic advice employers needed. The sub committee agreed that it should be promoted within the industry and undertook to do so.

4.2.2 The main topic for discussion at the sub committee meeting was Practical Noise Reduction in the Paper Industry. The sub committee discussed and agreed the content of a proposed PABIAC Bulletin, which outlined the findings of the feasibility study on Active Noise Control at the Couch Roll. The sub-committee therefore concluded that at the present time active noise control does not provide a practical noise reduction solution. PABIAC were asked to approve this Bulletin which following a short discussion they did.

4.2.2 The sub committee discussed and agreed to look at other possible solutions and undertook to examine the effectiveness of using a canopy over the wet end of the machine and Couch rolls. The sub committee agreed that the Paper Federation would try to find volunteer mills for this work.

4.3 At the previous meeting of the sub committee they discussed the findings of the Tissue Dust surveys. Following this discussion the sub committee agreed that a PABIAC bulletin should be produced which summarized the main findings of the research and identified control measures. This bulletin was tabled at the last sub committee meeting where it was discussed in detail. The sub committee agreed that the bulletin should serve to raise awareness of the issue and encourage mills to review their arrangements. It was also agreed that the Bulletin should provide employers with an action checklist to complete. PABIAC were asked for any comments on the bulletin to be forwarded to the Sector

Group within two weeks of the meeting. At the end of this two week period amendments would be made and the Bulletin issued.

4.4 The sub committee discussed Revitalizing Health and Safety and examined the paper industry accident statistics in relation to this topic and has found that apart from slips trips and falls, Musculoskeletal Disorder is a primary cause of ill health within the industry. Following discussion the sub committee agreed to work up an action plan to tackle this problem for discussion at the next sub committee meeting. The sub committee also agreed to look at the new HSE MSD tool MAC or Manual Handling Charts which have been designed to provide a quick and simple tool to help Inspectors and Employers identify and assess Manual Handling Activities within the workplace. The sub committee noted that the tool would be available to HSE and LA Inspectors from 5th November 2002 and by mid 2003 for employers.

4.5 The sub committee was informed that HSE was working on new generic guidance on heat stress. The sub committee agreed to revisit this issue when the new guidance has been published.

5. REPORT FROM THE SAFETY AND HUMAN FACTORS SUB COMMITTEE

5.1 The sub committee last met on 31st July 2002. The recent meeting of this sub committee had to be cancelled due to staff sickness within the Sector Group.

5.2 1 The sub committee were informed of a project on Risk Assessment and joint supervisor and safety representative training which is being run by a Working Party within the Paper Federation. The Paper Federation representative at the PABIAC meeting said that the first course had recently been run and had been very successful with all delegates saying that they felt that involvement, at all levels, in the Risk Assessment process was the key to success.

5.2.2 The sub committee agreed amendments to the PABIAC Bulletin on Risk Assessment following their discussions. The amended Bulletin has now been issued.

5.3 The Paper Federation updated the sub committee on progress with the development of their audit package.

5.4 The sub committee discussed the development of the new PABIAC Plan of Work. Their views and ideas were incorporated into the Plan of Work, which was discussed at The PABIAC Annual Review Meeting.

6. REPORT FROM THE TRANSPORT WORKING GROUP

6.1 The Working Group last met on 10th October and discussed in detail the proposed guidance. Work to amend the guidance in the light of these discussions is now underway and the Working Group should be able to present PABIAC with the final text for approval at its' next meeting.

7. DISCUSSION OF OPEN MEETING

7.1 The Chairman asked members for their views on the format and content of the Open meeting. Members felt that both format and content had been very successful. Members said that the syndicate groups had worked particularly well because everybody contributed something to the discussion. Members felt that this or a similar format should be continued in the future and agreed that the next event should be held in Scotland.

7.2 The committee felt that the discussions on the Plan of work had been very useful and the Secretary said that the deadline for further comment was 18th November 2002 as he had to prepare the Reconstitution and Raison d'Etre Papers for presentation to the HSC by the end of December 2002.

8. ANY OTHER BUSINESS

8.1 Members were informed that a Consultation document on the reform of the Fire Safety Legislation was now available:
(<http://www.safety.odpm.gov.uk/fire/consult/legislate/pdf/firesafe.pdf>).

8.2 A Paper giving details of a proposal for harmonization of the Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996 was distributed to members. Any comments should be forwarded to the named contact on the paper.

8.3 Members were told that Nick Brown was now the Minister with DWP with responsibility for HSC/E.

8.4 Members were informed that the draft of the HSC/E Strategic Research Outlook had been placed on the HSE Web site at www.hse.gov.uk/research and comments were invited.

9. DATES AND VENUES OF FUTURE MEETINGS

11th February 2003 East Grinstead

1st July 2003 SCA New Hythe

4th November 2003 Edinburgh (Annual Review Meeting) – venue to be confirmed