

		Action:
1.	Welcome, Apologies & Previous Minutes.	
1.1	The Chair welcomed everyone to the meeting and introduced Celia Flannigan as the Minute Secretary. Apologies as listed.	
1.2	Chair drew members' attention to additional information items on the meeting room tables. They were Quarry Fact File, Charge Towards the Future leaflet and a Load Safety DVD.	
1.3	The minutes of 7 October 2009 were agreed as an accurate record.	
2.	Matters Arising from the Previous Minutes.	
(1.0)	Letters of thanks to retiring members.	P Smith
(2.0)	Geotechnical assessments. Roy Bush updated members of the research project into High Hazard/Low Probability events. Scoping report to be available by early May 2010 and it was hoped the main project would completed by the year-end.	
(2.1)	Target Zero progress report. John Baxter advised members that it was hoped to have BAA data on lost time injuries (LTIs) collated by the end of March 2010 and collected thereafter quarterly. This information will be provided, anonymised, to HSE to monitor progress towards the attainment of Target Zero.	Discharged
(2.2)	Occupational Health Toolkit – main agenda item for discussion.	
(2.4)	Target Zero Launch Committee. Dr Smith updated members on progress. The Hillhead event would take place at Hillhead Quarry, Harpur Hill, Buxton, Derbyshire on 22 June 2010. Stand space had been reserved, the re-commitment brochure was being updated and invitations would be sent out in the near future.	Discharged
(2.10)	Quarries National Inspection Team. The geographical responsibilities of QIs had now been posted on the community website.	Discharged
(3.1)	Nominations for Steering Group membership. Dr Smith had forwarded names of those who had volunteered to serve on the Explosives Regulation review Steering Group to David Pascoe.	Discharged
(4.1)	Revisions to L118 Quarries ACoP – main agenda item for discussion.	
(4.2)	HSE were to review Quarries SIMs to ensure alignment with revised ACoP. Roy Bush confirmed the face height guidance had been done and was aligned.	Discharged
(4.3)	Revisions to L118 Quarries ACoP. Revision had been forwarded to M,Q&E Policy – main agenda item for discussion.	
(5.1)	MPQC Worker Involvement Course. HSE had publicised the course via Quarry Fact File No 42.	Discharged
(5.2)	Members encouraged to promote joint management/employee MPQC training course developed on behalf of QNJAC.	All
(6.1)	TUC Safety Reps in Quarries Course. Malcolm Mellow had been provided with updated HSE information.	Discharged

	Action:
(6.2) Course syllabus was to be circulated by WG. Item to be carried forward.	Ongoing
(6.3) HSE had publicised the course via Quarry Fact File No 42.	Discharged
(6.4) Publicity to be provided via safequarry.com. Item to be carried forward.	M K Isles
(7.1) Target Zero monitoring – proposal for year-on-year – main agenda item.	
(7.2) Proposal for some type of recognition of achievement for those reaching Zero – to be discussed at agenda item 4.	Ongoing
(9.1) HSE had identified a Quarries Inspector from NQIT to join the Geotechnical Sub-committee.	Discharged
(9.2) Steve Jones informed the committee that he would be taking up a new post in the Middle East. Steve Jones and John Lewis were liaising over guidance on appointment of geotechnical specialists/geotechnical assessments and to provide a paper for sub-committee. Geoff thanked both Steve and John for their input and wished Steve well in his new post.	Ongoing
(10.1) Dust Initiative/silica. Geoff Cox had written to the Chair of CONIAC on behalf of QNJAC to ask them to consider the issue of the construction sector not being signatories of Social Dialogue Agreement for silica. The CONIAC Chair had reported that this was a matter for the employers/employees rather than CONIAC since the regulator, ie HSE, was not a signatory to the agreement.	Discharged
(10.2) Members had sent nominations for representatives for the LLHRD Dust Initiative Quarries partnership team to Dr Smith who had forwarded them to the relevant project manager.	Discharged
(11.1) <ul style="list-style-type: none"> • TBT02 Loading and unloading of drill rigs. • TBT03 Blast site Edge Protection. 	
Members had agreed the amendments. The TBTs had now been uploaded on <i>safequarry.com</i>	Discharged
3. Target Zero Progress Report.	
3.1 Rosie Bricis updated members of progress under Target Zero and presented provisional major injury and fatality statistics from 2001-02 to 2008-09. On the positive side, injuries in the industry were reducing but were still above the injury rate in comparison to manufacturing. <ul style="list-style-type: none"> • A 50% target reduction of injuries between 2001 and 2005 had been set – 52% was achieved. • A 50% target reduction of injuries between 2005 and 2010 had been set – 51% had been achieved by 2008-09. • There was no change in the number of fatalities. 	
The main causes of accidents were due to: <ul style="list-style-type: none"> • Handling. • Slips and trips. • Hit by moving/falling object. • Machinery. 	

	Action:
<ul style="list-style-type: none"> • Falls from height. <p>On enforcement, since 1 April 2009, 10 Prohibition Notices and 36 Improvement Notices had been issued.</p> <p>The statistics did not take account of occupational health issues in the industry.</p> <p>A progress report had been published in Quarry Fact File 42 (January 2010) which flagged up the effects of the recession on injury reduction.</p>	
<p>3.2 Some members felt a further breakdown of the figures was required. Whether struck by/falling objects were due to maintenance issues, or whether falls from height injuries involved a slip or trip. Steve Jones questioned the lack of a category for LTIs/ near hits and it was queried whether near hits on manual handling were being captured properly. Rosie informed members that HSE only received reportable manual handling incidents but agreed to examine a further breakdown of the figures.</p>	R Bricis
<p>3.3 The Chair said patterns were emerging and the information could be referred to the Target Zero Steering Group for further dissemination.</p>	
<p>3.4 Rosie's presentation would be uploaded onto the QNJAC community site.</p>	P Smith
<p>4. Target Zero: Revision of 2015 Target.</p>	
<p>4.1 Paper provided for information. Members were asked to agree to a revised target of 15% year-on-year reduction in RIDDOR-reportable injuries compared to the 2009/10 baseline. All members agreed.</p>	Discharged
<p>5. CD229 Consultation Document on Revisions to Quarries Regulations 1999 Approved Code of Practice (ACoP).</p>	
<p>5.1 Diane Savage updated members. Consultation would run until 30 April 2010. Responses received so far:</p> <ul style="list-style-type: none"> • Online – 3 final 1 draft. • Email – 3. 	
<p>5.2 Review and update on CD225 Consultation on Legislation to Transpose the Directive on the Identification and Traceability of Explosives. The consultation ended on 2 November 2009. The regulations were in the process of being finalised and laid before Parliament. The regulations wouldn't come into force until 2012. Prior to that there will be an explosives review, and there will be a working group set up (involving industry and other interested stakeholders) which will look at developing underpinning guidance for the regulations.</p>	
<p>5.3 Progress with Extractive Industries Waste Regulation. DEFRA were in the process of putting together the guidance for the regulations implementing Article 6 of the Directive (Off Site Emergency Plans). HSE were engaged with the Environment Agency in their work regarding categorisation of sites. The current position was that HSE were waiting for a response from DEFRA and EA.</p>	
<p>6. Drill Rig Guarding Standards.</p>	
<p>6.1 Rory Graham gave a presentation and updated members on drill rig guarding standards.</p>	

	<p>CEN/TC 151 EN 791-996 Part 1-7 Parts 1-7 outlined. Additional requirements for rigs for quarry drilling outlined as agreed at a meeting in Munich on 15 February 2010. Lighting – to be provided to facilitate access to the cabs of the machine. Cabs – air conditioning to be provided and cabs should be sealed around doors and windows re dust issues. Designed and constructed to facilitate cleaning and removal of hazardous dust accumulations, suction line to discharge outside. A separate cab heater should be fitted to maintain temperature level. Guarding – members were informed of protective devices and guarding standards. Noise and vibration – noise standards were the minimum possible. Earth moving machinery – access systems – members updated with situation. CEN Working Group meeting 22 February, Paris. Working Group members to send comments by 3 May 2010.</p> <p>Presentation to be put on community webpage.</p> <p>Martin Isles asked for the information from Rory’s presentation to be forward to Phil Papard who dealt with standards matters for HSE.</p>	<p>Action:</p> <p>P Smith</p> <p>P Smith</p>
<p>7.</p>	<p>MIRMGate: Global Safety Risk Management: Earth Moving Equipment Safety Round Table.</p>	
<p>7.1</p>	<p>Professor Jim Joy, Director, Minerals Industries Safety & Health Centre, gave a presentation to members. The Centre had been established in 1998 by industry, and totally funded by industry. The initial focus had been undergraduate education but had been expanded to include post graduate education, research and consulting. He informed members of the Safety Management Education Programme and of the universities participating in the programme globally. He outlined the role of leadership, systems, activities and people/behaviours and of the requirement for managers of mines to undertake a 5-day course to gain certification in Safety Risk Management. He invited QNJAC members to visit the website www.mirmgate.com for the minerals industry that gave further information about the programme and of materials that were available to download. He also advised members on progress that had been made regarding recorded and reportable injuries.</p>	
<p>8.</p>	<p>Dust Initiative Update.</p>	
<p>8.1</p>	<p>Jayne Sturmey updated members. The first partnership meeting had taken place on 22 February 2010; QNJAC representatives had attended this.</p> <p>Consultants engaged for insight research were talking to industry – employees / managers to identify industry-specific delivery mechanisms for key messages. Results from this work should be available by June to inform the work of the partnership team. Next meeting to take place June/July.</p>	<p>Ongoing</p>
<p>9.</p>	<p>QNJAC Operational Health Guidance Sheets.</p>	
<p>9.1</p>	<p>The Target Zero Occupational Health WG had produced revised drafts of six Occupational Health Guidance Sheets which were presented to members for initial consultation. These were:</p> <ul style="list-style-type: none"> • Health Surveillance. • Pre and Post-employment Medicals. • Noise. • Vibration at Work. 	

- MSD.
- Dermatitis.

Members were in agreement on the design and format of the Information Sheets. They were invited to submit any comments on the content to Dr Smith by 30 April to be fed back to Mark for consideration by the Working Group with a view to getting the Information Sheets cleared by QNJAC via electronic consultation. It was agreed that industry would prefer one source of information rather than two ie an MPA Guidance Sheet and a QNJAC Information Sheet. Dr Smith would liaise with Martin Isles regarding a QNJAC IS which recognised the contribution of MPA. The Info Sheets would be uploaded onto *safequarry.com* in due course with a link from HSE's website following Senior Civil Service clearance of the documents.

Action:**Members
Dr Smith/
Martin Isles**

- 9.2 Steve Cole commented that a number of companies that undertook health surveillance often sent results to their Human Resources Departments and as a consequence the Management Team would perhaps not be aware of specific health issues. This needed to be flagged up in the ISs.

10. Drilling and Blasting Toolbox Talks.

- 10.1 Post Blast Inspection - Toolbox Talk 9 had been referred back to the Drilling and Blasting WG as a result of members' comments. This would be re-tabled at the next meeting of QNJAC.

Ongoing

- 10.2 Defining the Danger Zone - Toolbox Talk 6. Roy Bush gave a presentation and invited comments from members. All blasting operations should have a declared danger zone. Public areas were also discussed; danger zones extending outside quarry boundaries (public footpaths, roads) need to be controlled and the areas highlighted on site plans. Use of sentries was discussed and what training they would require. Means of communication, eg between sentries and shotfirer was commented on. Members suggested specific training issues could be illustrated by a series of bullet points. Members agreement to the TBT revisions would be sought by electronic consultation.

Steve Jones raised the matter of the option of printing and laminating TBTs for use out in the field (general to all of the TBTs). The WG Chair (Rob Farnfield) would be asked for the instruction for printing the TBTs.

Dr Smith

11. Quarries Regulations, Regulation 8 QNJAC Guidance Sheet on Competent Persons.

- 11.1 Members discussed the draft Information Sheet. They felt further clarification was needed on what competencies were required by an *appointed individual* and a *nominated substitute* with regard to the duties they could or could not undertake in order to ensure compliance with Regulation 8 of the Quarries Regulations 1999. Roy would take these comments into account in revising the IS.

Members

- 11.2 Page 2, para 3: Mike Phillips felt that the words "*up to and including*" should be inserted.

"*Equivalent*" should be taken out and replaced with "*sufficient*".

Members were invited to submit written comments to Roy Bush for amendment of the Information Sheet by 30 April.

**Members/
Roy Bush**

		Action:
12.	QCF Qualifications Update.	
12.1	Andy Rotherham, MPQC updated members of the changes in qualifications from NVQs to QCFs. Unit levels in QCFs differed to those of NVQs. He advised members that the QCF was a framework made up of units containing Learning Outcomes and Assessment Criteria which could be put together through Rules of Combination to make up qualifications. He explained the process of determining levels, how credits were arrived at and awarded and of numbers of credits/units required to obtain certificates or diplomas.	
12.2	Although these changes were taking place, Roy Bush advised members that NVQs would still be a recognised qualification and people could still register for NVQs up until the end of this year and complete them by 2013.	
13.	Operator Skills Cards/Reciprocity Issues.	
13.1	Roy Bush updated members. Construction skills cards were still being pursued; a draft letter was going to be sent to CPCS by MPQC. Roseanne Hayward was unable to attend the meeting due to a family illness, Dr Smith to send a message of good wishes from all.	Dr Smith
14.	Worker Involvement Courses.	
14.1	These had been publicised in Quarry Fact File. Members were informed there were places available on a TUC course for safety reps and were invited to contact Malcolm Mellow regarding take up. There had been a free worker involvement course safety reps course run by Proskills but it was reported there had been no take up. Chair informed members that he would be attending a Proskills meeting in the near future. Martin Isles asked the Chair to provide feedback to members and they would publicise it.	Members
14.2	Roy Bush told members that the issue of worker involvement would be included during routine inspection visits.	Chair Members
15.	Date of Next Meeting:	
	Tuesday 9 November 2010 at HSE's Birmingham office in the Edgbaston Room	