

THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE
MINUTES OF SEVENTY FIRST MEETING OF THE PAPER AND BOARD
INDUSTRY ADVISORY COMMITTEE ON 1st July 2003

Present

Mr M Wilcock
Mr G King
Mr B Hudspith
Mr A Harvey
Mr C Griffiths
Mr P Planet
Mr M Bonnet
Mrs T Stonley

Representing

HSE Chair
HSE Secretary
GPMU
AMICUS
Paper Federation
Paper Federation
AMICUS
HSE Minute Secretary

Apologies

Mr M Eede
Mr P Hiatt
Mr R Williams
Mr C Collier

Observers

Mr T Watts
Mr A Braund
Mr M Millar
Mr P Green
Mr G MacDonald
Miss D Goodall
Mr R De Toney

SUMMARY OF ACTION AGREED

1. (Min 5.1.2) Chairman to progress the Reconstitution of PABIAC and keep members informed of progress

ACTION Chairman

2. (Min 5.2.2) Working Groups to progress the Reeler Slitter and Roll Change Guidance to be set up.

**ACTION Mr Green
Paper Federation
GPMU**

3. (Min 5.3.1 & 9.1) Ad Hoc meeting to be arranged to look at the Occupational Health Issues and issues raised by the new ACTS Strategy that PABIAC needs to take forward.

ACTION Mr Griffiths

4. (Min 5.4) Working Party to be set up to organise the Open Meeting

ACTION Mr King

5. (Min 8.3.2) Letter to be sent to Mills asking for feedback on the issue of Control Systems

ACTION Chairman

5. (Min 8.4) Meeting to be set up with Paper Federation, CPA and Insurance Brokers and Company Underwriters to discuss the Audit Tools under development. HSE to help facilitate using contacts already developed.

**ACTION Paper Federation
CPA
Mr Green**

6. (Min 10.2) List of commonly used abbreviations and resume of each organisation represented on the committee to be assembled and distributed to members

ACTION Mrs Stonley

1 CHAIRMANS INTRODUCTION

1.1 The Chairman welcomed everyone to the meeting and thanked Mr Millar for acting as host.

1.2 The Chairman welcomed Mr de Toney who has replace Mr Lane as the member representing the CPA. He also introduced members of HSE staff, who, as a result of the Review of Sectors were now dealing with the work of the committee. These were Mr Graham King and Mr Phil Green. He also introduced Mr Gordon MacDonald who is The Divisional Director for Yorkshire and the North East. He welcomed Miss Diane Goodall to the meeting, she has recently joined HSE and works for the Sector in the East Grinstead Office.

1.3 Apologies were noted.

2. MINUTES OF THE LAST MEETING

The minutes were agreed.

3. MATTERS ARISING

3.1 (Min 4.3) Members to forward details of activities they are running in support of the PABIAC Plan of work for inclusion in the Plan of Work. Contributions received from both industry and unions. These have been included in the paper "Beyond simple Compliance" which will form the basis of the Committees Reconstitution Paper. Item discharged.

3.2 (Min 6.1) PABIAC to be kept informed of progress with the Review of Sectors. This will be dealt with at Agenda Item 5. Item discharged

3.3 (Min 7.3) Obtain a copy of prEN 1034 part 3 to see if work could progress on The Reeler Slitter project without the Safety and Human Factors Sub Committee. This will be dealt with at Agenda Item 5. Item discharged.

4. PABIACtion THEMES AND ISSUES

4.1.1 The committee discussed the feedback from the recent CEO events. All agreed that a high level of commitment to PABIACtion and the new Strategic Plan had been obtained at the Paper Federation Event. However the commitment was not as clear at the CPA event, especially as there were only 11 of the 36 companies that make up the membership of the CPA at the event.

4.1.2 Following discussion the committee agreed that it was essential for CPA to gain commitment from key individuals within the industry and all felt that once this was done it would be possible to move forward with help from PABIAC.

4.1.3 Representatives from CPA at the meeting said that there were three key issues covered in the industry Action Plan which are MSD, Slips, Trips and Falls and Machinery. They also said that although the 2002 CPA event agreed the industry Action Plan, individual companies had not done enough to adapt the industry plan for their own sites. All agreed that they should be and that HSE Inspectors should be asking to see evidence of them whenever they visit a Corrugator.

4.1.4 The committee agreed that the next CPA Safety Day should be promoted well in advance and should flag up the issues to be discussed. They also agreed that the speakers should be from within the industry and that they should report on the progress they have made against the industry Action Plan. The CPA agreed to try to obtain a date for next years event at their next Council Meeting.

5. REVIEW OF SECTORS AND WAYS OF WORKING

5.1 The Chairman told the committee that from 1st May 2003 the Polymer and Fibres Sector became part of a new much larger Manufacturing Sector. The Head of Sector is now James Barratt who is based in the Nottingham Office. He in turn reports to Divisional Director Gordon MacDonald who works from the Leeds Office. The Chairman went on to say that he has been tasked with managing the change process within the new Sector and helping to produce a Business Case for resources etc. He said that there would continue to be resource issues for the next six months, until plans are agreed and finalised. The Inspectors who will be dealing with PABIAC and all Paper related issues, until further notice, are Mr Chris Flint, Mr Graham King and Mr Phil Green and they work from the Leeds Office.

5.1.2 The Chairman went on to thank members for the contributions they had sent for inclusion in the PABIAC Reconstitution Paper and said that he would now progress this and would keep the committee informed.

5.2.1 The committee were told that the Recovered Paper Information sheets were going through HSE's Internal clearance process and that The Chairman was expecting final drafts of the Transport Guidance to be on his desk in the next few weeks and that they too would be going through a fast stream clearance process. The committee were told that both sets would be free and would be available from the Internet as well as hard copy.

5.2.2 The committee discussed the outstanding Reeler Slitter and Roll Change Guidance. Following this discussion it was agreed that these would now be progressed and that a small Working Group would be set up for each and Mr Green would take the lead for HSE.

5.3.1 The committee discussed the continuing need for a standing Health sub committee. The Chairman said that due to staffing constraints The Sector would find it difficult to support such a sub committee in the future but that it would be able to support ad hoc working or project groups. Members agreed

to this course of action and Mr Griffiths offered to host a meeting to look at the Occupational Health Issues that PABIAC needs to take forward. It was also agreed that this group would look at how to deliver the message effectively and ensure that standards are applied across the board.

5.3.2 The committee said that they were getting adverse feedback from some mills because there have been more changes within the Inspection Teams in HSE resulting in a loss of expertise from Inspectors dealing with the Industry. The committee felt that it was vital that this expertise is not lost. The Chairman said that more training days for Inspectors, with input from The Paper Federation and GPMU, were planned for January/February 2004.

5.4 The committee went on to discuss the Open Meeting which is to be held in Scotland at Rothes Hall near Edinburgh. The committee felt that the meeting needed to report back on progress with the Audit tool, Making Paper Safely and the Temperature Check together with Revitalising issues. It was agreed that the meeting should be opened up to all sections of the industry. Members agreed that a small working party lead by Mr King should be set up to progress this.

6. REPORT FROM TC 198 WG2

6.1 The last meeting of this working group was held in June 2003.

6.2 The meeting discussed parts 16 and 17 of the draft standard which relate to Tissue and Papermaking machines. The Chairman reported that there was much debate but that by the end it had been agreed that the standards of guarding set out in Making Paper Safely would apply to new machines. The Chairman said that new drafts would be distributed to members of the working party for comment in the near future and that there would then be a single editorial meeting followed by agreement of the standard.

7. CORRUGATOR SAFETY

7.1 Mr de Toney gave a short presentation on the current state of safety within the Corrugated Industry.

7.2 He said that until 2000 the industry considered that it had a good safety record but an increase in accident rate for that year had made the industry realise that this was not the case.

7.3 1 He went on to say that since then the accident rate has been coming down in the last 12 months, in particular there has been a 20% reduction in the major injury rate. However there have been 3 serious accidents in the industry recently which have shaken up the rest of the industry. He said that 60% of all major accidents are machinery related which has been the same for the last 5 years. He also said that the injury rate for manual handling injuries has remained static for the last decade. It was also noted that in all

recent accidents in the industry there have been 2 common features which were failures in Safety Management and Risk Assessment.

7.3.2 The committee were told that the CPA Health and Safety committee were working on a programme of guidance for the industry. CPA have also produced industry based guidance on Manual Handling but that there was no evidence yet of a reduction in accident rate as a result.

7.4 Mr de Toney went on to say that the CPA felt that the only way to see real improvement within the industry would be to introduce some kind of Step Change, such as Action Plans. The committee noted that CPA had tried to introduce Action Plans at a previous CPA Chief Executives event but that they had not been followed through. The CPA accepted this comment and said that the underlying theme at their next event would be step change and turning Action Plans into reality. PABIAC offered to help in any way they could. The Chairman said that he would give any support he could and all agreed that the best way forward was to target the key players within the industry to get their agreement that culture change is needed.

8. TEMPERATURE CHECK

8.1 The Paper Federation updated the committee on progress with the development of the Temperature check Tool.

8.2 The tool will be trialled in 8 mills around the country (2 in each Paper Federation Region). These trials are moving forward with the aim of a report back to the project team in 6 months, who in turn would be in a position to give a final report to the CEO Event in 2004.

8.3.1 The committee were told that good progress was being made in the development of the Industry Audit Tool. It has been made clear to the Industry that this tool will not replace a company's own audit tool but would give mills a benchmark to work to. The committee were also told that the Project manager has been detailed to ensure that the Audit Tool dovetails with the Health and Safety Management tool which is being developed for the industry. The Audit Tool will begin trials in papermaking plants in Scotland and then the South East, starting in September.

8.3.2 The Paper Federation said that they expected the Framework for action to be filled in by mills as work on the Audit Tool and the Temperature Check progress. However PABIAC said that although there were very few poor performers it was still vital the HSE Inspectors continue to visit these mills to ensure progress is being made and for them to take appropriate action if there has been none. Following discussion the committee felt that all Mills should be asked for a voluntary report back on progress with MPS and that Mills should be asked if they were still having problems because of the Control Systems issue. The Chairman undertook to draft a letter for distribution.

8.3.3 The committee were told that the CPA have employed consultants to develop an audit tool for the corrugators and that companies were being offered a free audit.

8.4 Both Paper Federation and CPA said that they were trying to obtain Insurance Company buy in to the audit schemes and were trying to set up a meeting with the 2 largest Insurance Brokers together with underwriting representatives from the companies who handle Mill Insurance. HSE offered to use contacts they had to help facilitate this.

9. ACTS A CHEMICAL STRATEGY

9.1 Mr Hudspith gave a short presentation outlining the new Strategy on Occupational Health on behalf of The Advisory Committee on Toxic Substances (ACTS). He outlined the actions that ACTS propose to take especially the development of an electronic COSHH Essentials and sought support from PABIAC and challenged the committee to contribute to the strategy. The committee agreed that this should be considered by the ad hoc meeting on Occupational Health.

10 ANY OTHER BUSINESS

10.1 Members attention was drawn to the document Strategic Thinking Work in Progress that had recently been circulated. Members were encouraged to comment.

10.2 The committee were asked if it would be possible to produce a list of abbreviations commonly used by the committee together with a brief resume of each organisation represented on the committee. This was agreed and each organisation was asked to forward their resume to the East Grinstead Office within 2 weeks of the meeting and the information would be assembled and sent out with the minutes.

11 DATES AND VENUES OF FUTURE MEETINGS

4th November 2003 – Rothes Halls Glenrothes (Open Meeting)

5th February 2004 – AMICUS Training Centre Esher

11th July 2004 – HSE Leeds