

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

Minutes of the 74th meeting of PABIAC
At Marshalls Mill, Leeds on Thursday July 1st 2004.

<u>Present</u>	<u>From</u>
Mr James Barrett	HSE (Chair)
Mr Graham King	HSE (Secretary)
Ms Anne Rayner	HSE (Minutes Secretary)
Mr John Williams	SCA
Mr Martin Millar	SCA
Mr Chris Collier	SCA
Mr George Dews	SCA and AMICUS
Mr Bud Hudspith	GPMU
Mr Geoff Sword	PICON
Mr Paul Planet	Abitibi Consolidated Inc
Mr Andrew Braund	CPI
Mr Roger deToney	CPI
Mr Peter Seggie	CPI
Mr Mike Limb	IWPPA
Mr Chris Flint	HSE
Mr Phil Green	HSE
Mr John Crookes	HSE
<u>Apologies</u>	
Mr Colin Griffiths	
Mr Stewart Begg	
Mr John Brazier	
Mr Wayne Davies	
Mr Malcolm Bonnett	
Mr Alan Harvey	
Dr Martin Oldman	

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1.	INTRODUCTIONS			
1.1	The Chair opened the meeting and welcomed Mr Mike Limb, Mr Peter Seggie, Mr Geoff Sword (standing in for Mr Brazier) to their first meeting. He also introduced Mr John Crookes, an Inspector from HSE London who was leading a local project on health and safety in the recovered paper industry (Agenda Item 7). He expressed thanks and best wishes to Mr Tim Watts who has left the CPI and to Mr Mike Eede who has retired at the end of his career with TGWU.	Arrange for letters of thanks to be sent to Mr Eede and Mr Watts and to their employers.	Minutes Secretary	One month.
2.	APOLOGIES FOR ABSENCE			
2.1	As above.	-	-	-
3.	MINUTES OF THE LAST MEETING.			
3.1	The minutes of the previous meeting were agreed.	-	-	-
4	ACTIONS AND MATTERS ARISING			
4.1	(Min 5.5) Next steps with the business case for reconstitution of PABIAC. Points and arguments put forward at the meeting and any further items received after the meeting were to be included in the business case which would then be circulated to members for final comment before submission to the Executive and Commission.	Mr Flint had included the points and arguments into the business case. It was agreed that the latest action plans produced by the three sector H&S committees would be appended to the business case which would then be circulated to members. Any final comments to be sent to Mr Flint within one week. Mr Flint will then forward the case to the Executive.	HSE (Mr Flint) All members HSE (Mr Flint)	05/07/04 11/07/04 w/c 12/07/04
4.2	(Min 6.1) Reelers/Slitters Working Group. The last editing meeting had been held and the text finalised. After final tidying and layout the guidance will be put out for consultation with the industry in the following few weeks.	Guidance to be tidied up and put out for consultation.	Reelers/slitters WG	15/07/04
4.3	(Min 6.2) Reelers/Slitters Working Group were to look at possible target dates and milestones e.g. for mills to assess themselves against the guidance and then achieve compliance with the guidance. WG were to present suggested implementation objectives for consideration by PABIAC at its next meeting.	An implementation timetable had been inserted at the back of the document – full compliance should be achieved within two years. CPI (papermaking sector) national H&S committee has incorporated dates for implementation and compliance in its action	CPI (papermaking) sector h & s committee to monitor progress. Mr Braund to report progress to next PABIAC	Report progress to next PABIAC meeting.

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
		plan and will monitor progress.	meeting.	
4.4	(Min 7.1) Safety related control systems. Visits by HSE Specialist to look at mills that had done work on this part of MPS and share the findings with the rest of the industry.	HSE Specialist Inspectors Mr Steve Frost and Mr Steve Shaw will be taking this work forward. It was hoped that an interim report would be produced by November 2004.	HSE -Mr Frost	July 2004 to November 2004
4.5	(Min 8a(i) Progress with CPI Audit Trials. A presentation on the audit package and progress with the trials to be made at next PABIAC meeting.	Taken at item 8 of the agenda.	-	-
4.6	(Min 8b(i) Progress with Temperature Check Tool. The results of pilot trials to be presented at next PABIAC meeting.	Taken at item 8 of the agenda.	-	-
4.7	(Min 8c(i) Progress with Work Inside Guard Enclosures (a) Members to send comments on the discussion document to secretary. (b) Use of task analysis and predictive human error analysis to be trialled at SCA New Hythe (volunteered by M Millar).	Taken at item 8 of the agenda.	-	-
4.8	(Min 8d(i) Progress with Occupational Health WG. Modify those draft occ health-related objectives that relate to manual handling assessment to avoid prescribing use of the MAC tool (replace "MAC tool" with "MAC tool, L23 or equivalent") Draft occ health related objectives were to be presented to forthcoming CPI Council meeting for discussion and for CPI to reach consensus on wording and timescales for compliance. The resulting objectives to be presented to next meeting of PABIAC for discussion and adoption.	This had been done and draft proposals prepared. These had been incorporated into the action plans of the individual sector national H&S committees where appropriate. As above.	Individual sector national H&S committees Sector national H&S committee representatives to report progress with implementation of objectives to next PABIAC meeting.	Timescales for action as set out in individual national sector H&S plans Next PABIAC meeting.

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
4.9	(Min 9.2) Ergonomics meeting at Stockholm to discuss European Tec Committee 198 Nos 16 and 17.	A video link had been established with Stockholm and Mr Hudspith reported that the meeting had been useful. Mr Hudspith plans a further meeting with the Swedish ergonomist in September 2004.	Mr Hudspith	September 2004
5	Beyond Simple Compliance: Next Steps. PABIAC Future Strategy for Securing Improvements in Health and Safety in the Papermaking, Corrugating and Recovered Paper Sectors.	-	-	-
5.1	Beyond Simple Compliance , the overarching strategy document covering the strategic action plans for the sectors covered by PABIAC was due to run out in 2005. Because of this Mr Flint and Mr King said a strategy and systems are needed to drive forward improvements in safety management systems and safety culture. Members agreed to form a small strategy discussion forum made up of representative from the CBI, TUC and HSE to debate the issues and return to PABIAC with their proposals.	Secretary to contact strategy forum members to arrange a date for a meeting to debate the issues. Strategy forum to then return to PABIAC with their proposals.	Secretary (fix meeting) Mr Barrett Mr Williams Mr Miller Mr Hudspith Mr Braund (attend meeting)	Before 10/11/04
6	Taking Forward Recent Guidance			
6.1	Transporting Paper Safely . Mr Braund reported that the guidance launched at the papermaking CEO day had gone out to CPI members. A steering group was due to meet on July 22 nd 2004 with Rachel Corbridge of HSE to discuss how to move forward a sustained initiative to implement the guidance. European H&S week to be used as a launchpad.	Outline plans for implementation of the guidance has been incorporated into the action plans of the CPI national sector H&S committees. Steering group to meet 22/07/04 to coordinate activity and drive this forward. Progress to be reported to next PABIAC meeting	CPI sector national H&S committees. Steering group.	Progress to be reported to next PABIAC meeting. 22/07/04
6.2	Recover Paper Safely. Mr Collier and Mr Limb reported that CPI (recovered paper) and IWPPA members have copies of the guidance and the joint CPI/IWPPA national H&S committee is preparing an action plan that will include implementation of the guidance. In the first instance the sector H&S committee is concentrating on transport safety, machinery safety, housekeeping and induction & training.	Joint CPI/IWPPA national H&S committee representatives to report progress to next PABIAC meeting.	Mr Collier & Mr Limb.	Progress to be reported to next PABIAC meeting.
7	Working Inside Guard Enclosures			

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
7.1	Mr King outlined his discussion document and explained that it was aimed at helping employers identify tasks where moving guards or getting inside them could take place, inviting them to challenge the status quo and eliminate the need for work behind guards thereby minimising the residual risk. The document also challenges the ideas that use of slow crawl controls equals "safe" and that just providing safe systems of work and training for setting, adjustment, clearing blockages etc is enough. Human beings following these systems of work can, and do, make errors and violate rules from time to time. The potential for errors and rule violation needs to be taken into account in designing control measures and procedures and in managing them.	HSE will be carrying this forward through its safe interventions project (see item 7.2 below). The three sector national H&S committees will need to consider how they should carry this issue forward.	Sector H&S committees to consider how to carry this forward at their next meetings.	Next sector H&S committee meetings and report back to next meeting of PABIAC.
7.2	Mr Flint described the HSE 'Safe Interventions at machinery' initiative and the HSE Local Project in London. The safe interventions project has two elements to it (1) a formal enforcement initiative to ensure adequate physical safeguards and systems of work, including isolation and lock off procedures, for ensuring safety when clearing blockages or carrying out running maintenance at machinery in the manufacturing sector, and (2) consideration of standards of safeguards and safe operation of waste compactors. The latter extends to consideration of waste compactors operated by local authorities and by employers (supermarkets etc) in the local authority sector. It is planned that an LA Inspector will be seconded to HSE and will help with this aspect of the project.	HSE to implement national safe interventions at machinery project. This is a formal <i>enforcement initiative</i> . It will be piloted in July 2004 and launched in full in September 2004. It will run for 3 years, starting with the recovered paper sector from Aug/Sept 2004 to March 2005. Thereafter it will be extended to other manufacturing industries including papermaking and corrugating. HSE will also be visiting all recovered paper plants in London as part of a separate project to check compliance with "Recover Paper Safely". This will run from Summer 2004 to March 2005.	HSE (Mr Flint) HSE (Mr Crookes)	National safe interventions project pilot 07/04. Project applied to recovered paper 08/04 to 03/05. London project summer 04 to March 05.
8	Update on Audit Trials and Temperature Check in Paper Mills			
8.1	Mr Braund explained that the take up from the papermaking industry on the Audit tool was not as good as expected and so the consultant who had been developing it was no longer supporting it and the tool would no longer be available. Members expressed their disappointment about this. (<i>See footnote.</i>) Progress with the trialling the temperature check tool in the papermaking and corrugating industries was, however, good.	Press on with trials and roll out of temperature check tool in papermaking and corrugating.	Mr Braund and Mr De Toney	Report progress to next meeting of PABIAC

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
9	Contractor Passport Scheme			
9.1	Mr Sword introduced the subject of contractor passport schemes. He said that there was inconsistency in the papermaking industry as not all companies recognised the schemes. The Chair explained that, though passports were not a legal requirement, the HSE supported them.	Discussions between PICON and CPI to explore the way forward had been commenced and is to continue.	G Sword and M Millar.	No deadlines.
10	November Open Meeting: Format and Content			
10.1	Members discussed various topics for inclusion in the agenda, also the form the day would take. The Chair thanked them for their suggestions and said that a draft would be put together for circulation to the committee. The target audience would include managers and safety representatives.	Secretary to produce a draft programme and circulate it to members.	Secretary	July 29 th , 2004
10.2	There was discussion about numbers of delegates to be invited to the open meeting and the Chairman explained that this was governed by cost. It was suggested that members may have access to larger venues within their own organisations and they agreed to investigate this and inform the secretary of any possibilities.	Members to look at the possibility of their own organisations providing a venue for the open meeting in the Bristol area.	All members	July 29 th , 2004
11	AOB			
11.1	Mr Planet said that a study had been done in America at the John Hopkins University on Health and Chronic Illness in the industry.	He said he would obtain the document and make it available on line for any members who were interested.	Mr Plant	As soon as technically possible.
12	Date, Time and Venue of Next Meeting (Open Meeting) and Dates and Venues for Meetings in 2005.	-	-	-
12.1	The next meeting of PABIAC will be the open meeting. It will take place on November 10 th , 2004 at Gloucestershire County Cricket Club in Bristol (unless a larger alternative venue is found by 29 July 2004).	-	-	-
12.2	Secretary said he would send some possible dates for the meetings in 2005 and invite members to volunteer venues.	Secretary to e-mail members with suggested dates. Members to send suggestions of venues to Secretary	Secretary Members	01/08/04 On receipt of dates from sec.

Footnote. Re item 8.1. Since the meeting it has been reported to PABIAC secretariat that the consultants have found a way of supporting the audit package, that the audit package is still available and is being trialled at a number of mills.