

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

Minutes of the 77th meeting of PABIAC
 At DSSP (D S Smith Packaging) Louth on Thursday 2nd March 2006.

PRESENT	FROM
James Barrett	HSE – Chair
Graham King	HSE - Secretary
Andrew Barnetson	CPI
Andrew Wooler	M-Real (Observer)
Andy Braund	CPI
Anne Rayner	HSE – Minutes Secretary
Bob McLellan	D S Smith Packaging
Bud Hudspith	AMICUS
Chris Flint	HSE
George Dews	AMICUS and SCA
John Brazier	PICON
Martin Oldman	CPI
Peter Seggie	CPI
Phil Green	HSE
Roger DeToney	CPI
Stewart Begg	SCA
APOLOGIES	
Alan Harvey Martin Millar Colin Griffiths	Ian Sutherland Mike Limb

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	<p>Welcome and Introduction The Chair welcomed Bob McLellan, CEO of D S Smith Packaging, as a new member of the committee and to his first meeting. He thanked Mr McLellan for DSSP’s hospitality in hosting the meeting. He welcomed Andy Wooler of M-Real back again as an observer. Since the last meeting Ian Sutherland had resigned and Owen Coop had retired from the committee. It was agreed that letters of thanks for their contributions to PABIAC be sent to both these members.</p>	Letters of thanks to be sent to Ian Sutherland and Owen Coop.	Secretary/Chair	Before next meeting
2	<p>APOLOGIES FOR ABSENCE Apologies were received from Alan Harvey, Martin Millar, Colin Griffiths, Ian Sutherland and Mike Limb.</p>	Apologies noted	N/A	N/A
3	<p>MINUTES OF MEETING OF 7TH JULY 2005</p>			
3.1	The minutes were agreed as a true record.	-	-	-
4	<p>MATTERS ARISING</p>			
4.1	<p>Min (3.1) Business case for reconstitution of PABIAC. The Chair to update members on progress at the next meeting.</p>	Mr Flint reported that the business case for reconstitution was progressing satisfactorily and that he would further update members at the next meeting.	Mr Flint	Next Meeting
4.2	<p>Min (3.5) PABIAC Open Meeting</p>	Taken at Agenda Item 5(a)	-	-
4.3	<p>Min (3.6) – Paper Distribution Any views to secretary</p>	No further views had been received. Item discharged.	-	-
4.4	<p>Min (4.1)</p> <ul style="list-style-type: none"> • SAFE INTERVENTIONS: Phil Green, Chris Flint and Robert Fussey to look at the possibility of producing a sector-specific report on year 1 results. • SAFETY RELATED CONTROL SYSTEMS: 	Both items to be taken at Item 5 (a) of the Agenda.	-	-

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	Complete and circulate specialist inspector report to members			
4.5	(Min 4.2a) Paper and Tissue-making sector (CPI) Paper and Tissue Sector Report	Taken under Agenda Item 5(b)	-	-
4.6	(min 4.2b) Corrugated Sector (CPI) Update on progress with planned projects to be given at next PABIAC meeting	Taken at Agenda Item 5(c)	-	-
4.7	(Min 4.2c) Recovered Paper Sector (CPI) Concerns with overall set-up as regional safety meetings not working as effectively as hoped. CPI to update at next meeting	Taken under Agenda Item 5(d)	-	-
4.8	(Min 4.2d) Recovered Paper (IWPPA) Chair read out e-mail message from Mike Limb reporting the progress with work undertaken by IWPPA to further implementation of PABIAC strategy and the recovered sector's objectives. This included appointment of a specialist consultant to provide the specialist resource that IWPPA needs.	To be taken at Agenda Item 5 (d)	-	-
4.9	(Min 4.3) TUC Amicus have been approached by Worker Involvement Unit of HSE to see if any support can be given at CPI Daventry conference. Chair to look at possibility of inviting a member of HSE Worker Involvement Unit to a future meeting of PABIAC.	Taken at Agenda Item 5 (e)	-	-
4.10	(Min 5.1) PABIAC Strategy for 2005 to 2006 It was agreed that the strategy group should meet again to take these matters forward and another meeting of the group would be convened.	Taken at Agenda Item 5 (e)	-	-
4.11	(Min 6.1) Trailers Alert HSE to examine the issue in further depth and circulate comments on any additional issues that are identified.	HSE had considered the issue further but had nothing new to add to the previous report. It was agreed that this issue could now be closed.	-	-
4.12	(Min 6.2) Continental Haulers Mr Griffiths expressed concern that continental haulers are not complying with UK guidance on strapping of loads. Mr Griffiths to write to DfT and report response to next meeting.	This Item taken at Agenda Item 7 (b)	-	-
4.13	(Min 6.3) Accident at a distribution warehouse in Bristol.	This Item taken at Agenda Item 7 (b)	-	-

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4.14	(Min 6.4) Felts and Fabrics George Dews raised this issue stating that there is potential for very serious injury.	This item taken under Agenda Item 5 (b).	-	-
4.15	(Min 6.5) Reelers and Slitters Phil Green (HSE) announced that the Reelers and Slitters guidance had been re-edited and would be circulated for final comment following the meeting.	Mr Green confirmed that the guidance had been published onto the HSE Website.	-	-
5	Progress Reports			
5.1(a)	<p>Safety Related Control Systems The final report had been received from Steve Frost, HSE Specialist. The key recommendations were at the end of the document. Mr Flint considered the best way forward was to bring mill engineers and suppliers together to share best practice and build competencies. Mr Brazier said he had attended a seminar on this problem and the knowledge level amongst engineers was not good. Mr Oldman thought PABIAC should arrange one or two seminars to frame the issue to engineers and safety management. Mr Flint indicated that HSE would be willing to arrange for HSE specialists to give presentations at seminars if PABIAC partners were to organise them</p> <p>Safe Interventions Project in 2004/05 There had been safe interventions visits to 32 sites in the PABIAC sector since last April and a breakdown of these would be sent out with the minutes of the meeting.</p> <p>Feedback from the PABIAC Seminar at Wolverhampton HSE had received from the PABIAC networking volunteers feedback from only four companies represented at the seminar. Mr Green summarised the feedback that had been received. One SME had set achievement of OHSAS 18001 by 2007 as a target in their action plan and had secured funding to help them achieve this. Another SME had decided to make use of the MAC tool. It was agreed that the planning group should review the</p>	<p>No next step action was agreed.</p> <p>Breakdown to be sent out with minutes.</p> <p>Open meeting/seminar planning group to meet to review and make recommendations.</p> <p>Mr Green agreed to find</p>	<p>Ms Rayner</p> <p>Planning Group</p> <p>Mr Green</p>	<p>End March 06</p> <p>Before next meeting.</p> <p>On request</p>

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	<p>success of the event and make recommendations in relation to the next open meeting or seminar for PABIAC to consider.</p>	<p>out how the SME had secured funding of OHSAS 18001 if members wished him to do so.</p>		
<p>5.1(b)</p>	<p>PAPER AND TISSUE MAKING – Mr Braund Accident Stats – Jan to Dec 2005 It is very pleasing to report that we ended the year on a high with NO major accidents being reported during December. Our current total injury rate now stands at 1043 per 100,000 employees and the major injury rate stands at 154 per 100,000 employees. At the end of 2004 these rates were 1417 and 203 respectively</p> <p>The total number of RIDDOR reportable accidents for the period Jan - Dec 2005 was 25 major accidents and 147 minor accidents. By comparison year ending 2004 there were 36 majors accidents and 201 minor accidents. The number of accidents relating to slips and trips, and injured while handling, lifting or carrying, have reduced by 10% and 31% compared to 2004 figures.</p> <p>CPI restructuring – Martin Oldman outlined.</p> <p>In line with the reconstitution of PABIAC and the formalisation of the CPI, an appropriate time has arrived to consider how the CPI can best represent the business needs of all the members. In Dec it was proposed and agreed that the Paper Safety Council, which has over the last 10 years done a tremendous job in turning the industry around, should be more representative of the CPI.</p> <p>A CPI safety committee has now been established which consists of two representatives from each of the four sectors. It will act as a strategic body, ensuring that the individual sector plans knit together and that they are delivering.</p> <p>The tier underneath the committee will be sector specific H&S</p>			

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	<p>committees.</p> <p>These will be further supported by regional workshops for all the sectors and supported by sector project groups where there is a specific technical, legislative or operational requirement.</p> <p>Regional workshops As of 2006 these will cease and will be replaced with regional workshops that will be open to all CPI members. Primarily aiming at the SME's in the industry, these workshops will be topic based and relate to the strategy. The first workshop will be held in the SE region on March 23</p> <p>Project Groups In line with the restructuring Project groups not un similar to the reeler and slitters, MPG or balers will be initiated as required. While the industry would instigate these, we would want 'support' from the other partners in PABIAC</p> <p>Sector Action Plans Sector action plan have been revised in line with the strategy. Each quarter the CPI sends out a reminder to companies on the next initiative or course of action. Last quarter we focussed on slips and trips and the reeler and slitter guidance. Sending out to all members the HSE pro forma incl RCI. This quarter we sent out information relating to Transport and later in the month we informing the member s on what services are available in relation to Occ health,</p> <p>Bi-ennial safety conference First CPI conference, very well attended with over 180 delegates from all the sectors.</p> <p>IOSH working safely in the paper industry Following the success of the paper sector open learning workbook, the CPI has updated the course, removed reference to the paper sector, making it appropriate to all sectors and have had the course approved by</p>	<p>CPI paper & tissue making sector safety council to pursue its</p>	<p>CPI</p>	<p>As set out in sector</p>

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	<p>IOSH. This will be an interactive CD training programme, paper industry specific, equivalent of the one day iosh working safely course. Price to be around £90 - £100</p>	<p>sector H&S action plan</p>		<p>H&S plan</p>
<p>5.1(c)</p>	<p>CORRUGATED Mr deToney reported that accident questionnaire returns were now running at 90% and that during the 2004/5 year the accident rate was under 1500 per 100,000 employees in the sector. The rolling twelve month figure was 1200 per 100,000 and the figures for the first three quarters in the current year gave a rate of 1050</p> <p>Corrugating machine guarding standards questionnaire went out in March. The Multipoint Gluer one would also be sent out during the current month. The committee had met the previous day and had agreed broad objectives and pledged their support for regional training workshops and benchmarking.</p>	<p>As per CPI corrugated sector H&S plan</p>	<p>CPI</p>	<p>As per sector action plan</p>
<p>5.1(d)</p>	<p>RECOVERED PAPER</p> <p>CPI Up to December 2004 the accident rate was 2442 per 100,000 employees and the year to December 2005 the rate was 1978 per 100,000 employees. Mr King had agreed to speak at the CPI Sector AGM. The Sector was moving in a downward direction with their accident stats.</p> <p>IWPPA No progress report presented</p>	<p>As per CPI recovered sector H&S plan</p> <p>N/A</p>	<p>CPI</p> <p>N/A</p>	<p>CPI</p> <p>N/A</p>
<p>5.1(e)</p>	<p>TRADES UNION(S) Mr Hudspith told the meeting that the first e-bulletin on health and safety had been sent to AMICUS group members. AMICUS was doing this for the whole of the union, but that there would be a sector specific one, which would be more, detailed. A Sector conference had been arranged for GPM sector members. AMICUS had a current campaign to accredit Safety Representatives at the end of which they should know who and where all the Safety Reps</p>			

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	<p>were in the organisation. PABIAC's strategy would be mentioned in the new national agreement for the paper industry and he would look at ways he could promote PABIAC at every opportunity. The Mac Tool was in use on all AMICUS health and safety courses in the current year.</p>	N/A	N/A	N/A
6	STRATEGY IMPLEMENTATION – NEXT STEPS			
6 (a)	<p>Strategy Group Recommendations Mr Hudspith presented the recommendations of the strategy group, which had met in January. These are set out in the attached presentation and this was in front of members and was referred to during the subsequent discussions. Examples of some of the recommended tools, including the HSPI benchmarking Index and a safety attitudes questionnaire were presented.</p>			
6(b)	<p>Discussion and agreement on next steps for strategy implementation</p>			
	<p>After discussion, the package of measures recommended by the strategy working group was agreed. It was agreed that the tools and products will be produced within in three months and marketed thereafter.</p>	Strategy group to prepare the products and tools	Strategy Group	June 2006
7	AOB			
7.1	<p>Report on Trial Use of Task and Error Analysis Mr Millar was to present this report but was unable to attend. The item would be held over to the next meeting.</p>	Item to be put on agenda for July 6 th 2006 meeting.	Secretary	Next meeting
7.2	<p>INDG 396 and recommended methods for securing loads on curtain-sided lorries Mr Flint told the meeting that HSE had major concerns about some of the advice in INDG 396 including major inconsistencies between this publication and the provisions of the DfT code of practice on securing loads on lorries as they relate to curtain-sided lorries. He reported that HSE proposed withdrawing INDG 396. He circulated a draft statement that explained the reasons. Replacement guidance would be produced following the outcome of research commissioned by HSE into the</p>			

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	<p>effectiveness of different methods of securing heavy loads on curtain sided vehicles. Some members objected to the proposal to withdraw INDG 396. Others felt that the effect of the explanatory statement was to withdraw the guidance in INDG 396 while leaving the industry with nothing to replace it.</p> <p>The chair recognised that it would not be a single action to withdraw INDG 396 and that there would need to be discussions with DfT in relation to the issues of concern. He said HSE had an obligation to people who had taken on the guidance in INDG 396 and needed to make sure any developments took proper account of the practical issues. It was reported that the Department for Transport was keen to meet with HSE and the police to discuss this matter and arrangements for a meeting were in hand. The chair invited PABIAC members to send their views to Mr Flint on the draft withdrawal notice and that HSE would speak to DfT. Mr Oldman said his members would want to know what to do in the meantime. Mr Hudspith said AMICUS was not in agreement with INDG 396 being withdrawn, as there was other relevant information in other sections of the document that was still valid.</p>	<p>HSE to meet DfT and report the outcome of their discussions to PABIAC.</p> <p>Members to send any views on the draft withdrawal statement to Mr Flint.</p> <p>HSE to take account of members comments before issuing the withdrawal notice</p>	<p>HSE</p> <p>All members</p> <p>HSE</p>	<p>ASAP</p> <p>ASAP</p> <p>On receipt of comments</p>
7.3	<p>CEN Machinery Standards - EU Standard 1010 Mr Braund told the meeting that the UK committee voted against adoption of this standard. He thought this was now a very unlevel playing field. Mr Barrett said that the best way of dealing with these problems was to get in and be effective with the committees. Mr McLellan proposed a formal letter from PABIAC to the politicians.</p>	?	?	?
7.4	<p>Priced Publications There was some discussion about publications as HSE was moving away from having on-sale publications. Mr Flint said he had agreement that we could edit them down and put them onto the HSE PABIAC web pages. Existing paper copies could be stored or kept in the office to hand out to inspectors and companies if requested otherwise they would be pulped.</p>	N/A	N/A	N/A
7.5	Contractor Passport Scheme	Contractor Passport	Secretary	Next

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	Mr Brazier said he would like PABIAC to look into contractor passport schemes. Mr Barrett said he would be happy for the committee to do this at some time.	Schemes to be put on the Agenda for a future meeting.		meeting?
8	DATE AND TIME OF NEXT MEETING The next meeting would take place on July 6 th 2006 at AMICUS's premises in Quorn.	-	-	-