

THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE

MINUTES OF THE SIXTY EIGHTH MEETING OF THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE ON 2ND JULY 2002

Present

Mr A Porter
Mr M Wilcock
Mr B Hudspith
Mr C Britchford
Mr M Eede
Mr A Harvey
Mr D Collier
Mrs T Stonley

Representing

HSE Chairman
HSE Secretary
GPMU
Paper Federation
TGWU
AEEU
Greenstreet Bermann
HSE Minute Secretary

Apologies

Dr A Erlam
Mrs S Peace
Mr C Griffiths
Mr P Heitt
Mr M Bonnett
Mr P Planet

Observers

Mr T Watts
Mr S Begg
Mr J Lane
Mr J Gaunt
Mr C Collier
Mr M Millar
Mr A Braund
Mr A McKendrick

Summary of Action Agreed

1. (Min 4.7.1) Prepare Release to coincide with the publication of the Greenstreet Berman Report on the HSE Web site.

ACTION Secretary

2. (Min 4.7.2) Produce a 2 page summary of the report emphasizing the main conclusions and recommendations to form the basis of a letter to CEO's.

**ACTION Secretary
Mr Watts**

3. (Min 9.5) Draft the PABIAC Plan of Work and Reconstitution Paper based on the Hard Targets Paper and Paper Safety Council Plan of Work.

ACTION Secretary

1. INTRODUCTION AND APOLOGIES

1.1 The Chairman welcomed everyone to the meeting, extending a particular welcome to Mr Martin Millar who will be replacing Mr Britchford on the Committee and to members of the Paper Safety Council who were attending as observers.

1.2 Apologies were noted.

2. MINUTES OF THE SIXTY - SEVENTH MEETING

The minutes were agreed.

3. MATTERS ARISING

3.1 (Min 4.2.2) Issue a SIM on Safety Related Control Systems. The SIM has been completed and was cleared for publication on 1st July 2002 so will be issued within a fortnight. The Secretariat apologised for the delay in issuing the document but this was because the complex nature of the issue meant that it had proved difficult to agree the text. Secretariat went on to say that they would run workshops around the country for mill engineers to help them with the introduction. Following a short discussion it was agreed that four workshops would be held and that mills could invite the suppliers to attend as well. It was also agreed that the work required to comply with the SIM should be programmed into Mill Action Plans.

Item discharged

3.2 (Min 5.4) Seek clarification on wearing of seat belts when driving Lift Trucks. The following response has been received by Secretariat from HSE Headquarters: "Regulation 27 of PUWER 98 requires restraining systems to be fitted to certain fork-lift trucks if there are risks (particularly crushing between the truck and the ground), should the truck overturn. This applies in particular to seated, centre-control, counterbalanced fork lift-trucks. Where such a counterbalanced truck is to be used in a high risk situation but, because of the age and design of the truck, there are technical difficulties in fitting attachment points for a restraining system, the selection of suitable alternative equipment may be the only solution. This may be a particular problem with some older battery powered fork-lift trucks. Further guidance on fork-lift trucks is proposed.

Where an employer's existing equipment is likely to be at risk of roll-over and for which ROPS and/or restraining systems will need to be fitted, they should ensure that this work is carried out by 5 December 2002. Where the numbers of items of equipment is large, they will need to produce an action plan to ensure that the work is done on time.

FOD HQ advise that although no active enforcement programme is proposed at this time, it is very difficult to see how companies with FLT's moving in and out of factories where the risk of overturning has been identified and seat belts fitted, could easily manage the risk without introducing a properly negotiated agreement to wear seat belts all the time."

Item discharged

3.3 (Min 6.2) Produce a user friendly summary of the research into the PABIAC Initiative for the CEO Event. This has been done and issued in bulletin form

Item discharged

3.4 (Min 7.3.2) Speakers to meet and agree format and content of address to CEO Event. This was done and the CEO Event will be discussed in detail at item 8

Item discharged

3.5 (Min 9.1) Members to forward comments on the Reconstitution Paper to the Sector Group by mid March. Very few comments were received. This will be discussed in detail at item 9.

Item discharged

4. PABIAC INITIATIVE - REPORT ON THE EVALUATION

4.1 Greenstreet Berman gave a presentation of their recommendations on the PABIAC Initiative to the meeting. Their recommendations were:

1. PABIAC should review other performance measures to gauge progress in health and safety.
2. The PABIAC Initiative should be continued.
3. The Initiative should be modified to consolidate its successes.
4. The next phase of the Initiative should have a 'brand name' to ensure continued buy-in.
5. The notion of continuous improvement should still to be a key element of the initiative, perhaps through the use of accident reduction rolling targets, e.g. 10% reduction per year.
6. HSE should continue to exert influence on CEOs.
7. The key elements of tripartitism and partnership should be continued.
8. The initiative should be tailored to suit the maturity of different mills safety management systems.
9. Prior to commencing an initiative, the evaluation methods and criteria need to be designed and built into the initiative.
10. Research needs to be carried out to explore the feasibility and value of determining cost effectiveness.

4.2 The Committee agreed with the majority of the recommendations in the report. In particular they said that the partnership approach had worked very well as it ensured that all parties were giving the same message and that the tripartite roadshows and workshops had worked extremely well. The Committee noted that the next group to be targeted were supervisors.

4.3 The Committee agreed that the biggest challenge now facing PABIAC was keeping the momentum for change and improvement going and PABIACtion must be able to drive forward the continuing improvements required by Making Paper Safely.

4.4 Members had found that the industry as a whole did not necessarily agree with the finding that the Initiative was broadly cost neutral but felt that this was because

1. The researchers had not separated out the cost of the Initiative and the cost of implementing Making Paper Safely. But members agreed that had the culture and attitudes within the industry not begun to change as a result of the Initiative then it would not have been possible to introduce Making Paper Safely.

2. The ongoing change programme brought about by the implementation of Making Paper Safely was mainly the industry having to “catch -up” with improvements which should have been made over the previous decades.

4.5 Members also agreed that the industry had so readily taken up the initiative because they had been made to realise how poor the Health and Safety Performance within the industry had become and not because of any cost benefits. The three phase model presented by Greenstreet Berman was accepted by the Committee as an appropriate model for future action and should be built into their new Plan of Work.

4.6 Members were given updated accident statistics but Secretariat said that due to the introduction of the Incident Contact Centre they were not entirely confident with the statistics for the year 2001 - 2002. Members were also given the number of enforcement notices Issued for the Year 2001 - 2002 which were:

{ Improvement Notices - 31
{ Prohibition Notices - 5

For the current work year 7th April 2002 - date the Enforcement Action taken is:

{ Improvement Notices - 16

The Secretary went on to say that nearly all of the notices issued in the current work year were against the poorest performers. And this trend would be continue as HSE concentrated its Inspector resource in this area.

4.7.1 The Secretariat said that the Greenstreet Berman report would be published on the HSE Web site on 16th July 2002. It was agreed that a press release should be prepared to publicise this to the industry. It was also agreed that the release should be sent to all paper publications and journals, Trade Unions, the Insurance Industry, MP's with Paper Mills within their constituency, the TUC and other relevant Trade Associations and Institutes.

4.7.2 It was further agreed that a two page summary should be produced as soon as possible emphasising the main conclusions and recommendations of the report and that this would form the basis of a letter to all the CEO's.

4.8 Members felt that two very important points came out of this discussion and these were:

1. It was very important for both industry and Inspectors to have a clear benchmark to work to
2. There was no easy way of measuring cost savings for health and safety purposes.

5. REPORT FROM THE SAFETY AND HUMAN FACTORS SUB COMMITTEE

5.1 The Sub Committee last met on 30th April 2002. There were five main topics for discussion on the agenda.

5.2 The Sub - Committee were updated on progress with the SIM on Safety Related Control Systems. They were told that a further meeting of HSE specialists was due to take place in May and that it was hoped the SIM would be issued sometime in June 2002. PABIAC were told that clearance for publication had taken place on 1st July 2002 and that the SIM would be issued as soon as possible.

5.3 The Sub Committee were told that the SIM Implementation of Making Paper Safely - Musculoskeletal Disorders and Crawl Speeds had been issued as a fully closed SIM to Inspectors which was in accordance with their wishes.

5.4.1 The Sub Committee discussed a draft SIM on Risk Assessment. They were told that the main purpose of the SIM was to highlight good and poor practice and promote consistency. They made comments on the content of the SIM, notably the need for more explicit references to risk gap analysis and a definition of control measures.

5.4.2 The Sub Committee also suggested that mill 'models' of approaches to risk assessment together with case studies should be developed which would continue the promotion and adoption of best practice within the industry. The Paper Federation agreed to look at the creation of an industry led working group to progress this issue.

5.5.1 The Sub Committee discussed the issue of auditing. Their discussions at this item covered both auditing and performance measurement. They agreed that successful performance measurement involved the establishment of clear targets against a number of variables which could be used by all levels of line management. They were also considered a means of using an activity based standard to encourage the development and exchange of best practice. A Sub Committee member gave an overview of a performance measurement system introduced into his mill in January 2002.

5.5.2 Paper Federation representatives on the Sub Committee reported that an industry led working group were in the process of developing a general but industry specific audit tool which, it was anticipated, would be completed by the end of 2002. The Sub Committee were told that it was intended that mills could use the package for self auditing but that they would have the option to seek third party verification.

5.6 The Sub Committee discussed Hoist Block Wire Failures. They provided the Chairman with feedback on the contents of the HSE Specialist Inspectors' investigation report. They agreed that the Secretariat would prepare a summary and information which would take the form of a checklist to encourage mills to review both the condition of their equipment and overall management of their lifting gear. PABIAC were informed that since the Sub Committee meeting a PABIAC Bulletin had been issued.

7. REPORT FROM THE TRANSPORT WORKING GROUP

7.1 The Working Group last met on 19th March 2002 and were due to meet again on 9th July 2002.

7.2 The majority of the March meeting was taken up with discussions of the draft guidance. Good progress was made and it was hoped that the final drafts would be ready for approval at the October meeting of PABIAC.

7.3 The Working Group had been told that contracts had been awarded and signed with Sheffield Hallam University to carry out the research and that this work should now proceed without further delay.

8. FEEDBACK ON THE CEO DAY

8.1 The Secretary reported that once again there had been very positive feedback on the day.

8.2 As a way of keeping the event fresh it had been suggested that in future regional events could be held instead of the one national day but this idea had not been supported by the majority of those asked. It was also suggested that instead of a Paper Mill only annual CEO Event the format could be changed slightly to include both the Corrugated and Recovered Paper sectors of the industry as this would help to ensure that the same messages were being given to all sections of the industry. Following discussion it was agreed that the three sectors should continue to hold their own CEO events, which were all proving to be a success, and invite people from the other parts of the industry to attend which would help ensure continuity of messages being put across.

9. PLAN OF WORK AND RECONSTITUTION

9.1 The Secretary apologised to the committee for not producing a draft plan of work as promised but said that this was due to staffing shortages within the Sector Group, a situation now resolved.

9.2 The Paper Safety Council had drawn up its own Plan of Work based on the tripartite session given at the CEO Event and the Hard Targets Paper (PABIAC 65.1) put to PABIAC at its 65th Meeting. Members agreed that this plan could and should form the basis of the next PABIAC Plan of Work.

9.3 The Secretary told the Committee that HSE had drawn up a "Poor Performers Protocol" based on the PABIAC's way of defining poor performers. This protocol has been used nationally to identify the poorest performers throughout industry and HSE Inspectors would now target these poor performers during their 40% of non Revitalising work. The Committee were told that the Polymers and Fibres Sector had narrowed down its list and prioritised who really are the poorest performers.

9.4 It was therefore agreed that the Secretariat would draft a Plan of Work and Reconstitution Paper based on the Hard Targets Principals and The Paper Safety Council Plan of Work. The plan would also take into account the different partners needs, an expanded PABIAC Membership and comments made at this meeting.

10 & 11 REVITALISING HEALTH AND SAFETY AND FIELD OPERATIONS DIRECTORATE

10.1 Members attention was drawn to paper PABIAC 68/1 which sets out the changes to FOD and the way it will be working from 7th April 2002. What it means is that HSE

Inspectors will be concentrating on the Revitalising Health and Safety Issues and “poor performers”. The Chairman said that the changes set out in the paper will mean a big change for Inspectors and the way they work and for some there will be a steep learning curve. He asked that members bear with the Inspectors whilst they are going through this period of change but would welcome any feedback from the committee or the people they represent.

12. ANY OTHER BUSINESS

12.1 Members asked if there was any progress with the revision of the Noise at Work Regulations. The Secretariat said that there was a position paper available and that it would be circulated with the minutes for this meeting.

12.2 Members asked that any papers or information produced by HSC/E on the issue of Stress should be prefixed by Work Related.

12.3 The Chairman extended his and the whole Committee's thanks and good wishes to Mr Colin Britchford who had recently retired and was attending his last meeting of PABIAC. The Chairman extended particular thanks for the work that he had done on the PABIAC Initiative and said that without his contribution, drive and determination it wouldn't have been the success it was.

13 DATES AND VENUES OF FUTURE MEETINGS

30th October 2002 - Astley Bank Hotel Blackburn (Open Meeting)

11th February 2003 - HSE East Grinstead

1st July 2003 - SCA Aylesford