

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
1	Introduction	Chair welcomed everyone.	N/A	N/A
N/A	Apologies for Absence	Apologies noted.	N/A	N/A
2	Minutes of last meeting	Minutes of last meeting agreed.	N/A	N/A
3	Matters Arising	.		
3.1	(Min 5.1.2) Chair to progress reconstitution of PABIAC.	Chair to draft reconstitution paper and forward to Secretary.	Chair	End November.
3.2	(Min 5.2.2) Working Group to progress Reeler Slitter Guidance. Dealt with at agenda item 5 below.	Discharged	N/A	N/A
3.3	(Min 5.3.1 & 9.1) Ad hoc meeting to look at occupational health issues. Dealt with at agenda item 6 below.	Discharged	N/A	N/A
3.4	(Min 5.1) Working Party to organise open meeting for 4 Nov 2003.	Discharged	N/A	N/A
3.5	(Min 8.3.2) Safety related control systems on papermaking machines.	HSE to bid for specialist inspector and field operations resource for site inspections at mills to check compliance with MPS against key performance indicators including the amended standards for control systems. Mills to be asked for feedback on difficulties in complying with this amended part of MPS, any costings and savings / efficiencies as a consequence of compliance.	HSE (C Flint) Paper Federation (T Watts)	Report back to be given at next meeting. Report back to be given at next meeting.

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
3.6	(Min 8.4) Audit tool under development vis-a-vis ABI criteria. Meeting had been proposed between Paper Federation, CPA, Insurance Brokers and Underwriters. Paper Federation reported they had arranged a meeting with ABI for the near future.	Paper Federation to rise at forthcoming meeting with ABI.	Paper Federation (T Watts)	At forthcoming meeting.
3.7	(Min 10.2) List of common abbreviations to be issued.	Discharged	N/A	N/A
	Review of Sectors			
4.1	Chair informed the meeting that business case for HSE's Manufacturing Sector agreed. Reorganisation of Sector ongoing. Will be completed by April 2004. Some members expressed dissatisfaction at the length of time taken to set up the Sector and the level of HSE resource allocated	TU and CBI reps on PABIAC to raise this issue with their HSC representatives if they have any unresolved concerns about the review.	Members	N/A
5	Report from Reeler Slitter WG			
5.1	First meeting held Sept 2003. Decided to examine the various tasks carried out at Reeler Slitters and produce guidance sheet for each significant task. At next meeting WG will examine tasks and risk assessments for each task as supplied by WG members. WG has set itself a 6 month deadline for completing its work.	WG to complete its work	Reeler Slitter WG	May 2004
6	Report from Occupational Health WG			
6.1	First met Sept 2003. Action Notes of WG meeting circulated to PABIAC members. Action Notes contain suggested SMART objectives for	PABIAC members to comment on suggested SMART objectives. Comments to be sent to Mr King.	All PABIAC members	End Dec 2003

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
	<p>adoption of relevant policies, training of line managers and review of manual handling assessments.</p> <p>Small project team had met subsequently to determine reasons for employee absences and produce a model occupational health policy. Questionnaire for determining reasons for absence to be trialled in South East. One CPA member company had done a similar study</p>	<p>WG to meet Jan 2004 to consider comments.</p> <p>Absence questionnaire to be trialled</p> <p>CPA study to be forwarded to Occ Health WG.</p>	<p>Occ Health WG (C Griffiths)</p> <p>Occ Health WG (C Griffiths)</p> <p>R De Toney</p>	<p>Jan 2004</p> <p>Jan 2004</p> <p>Jan 2004</p>
7	Accident Statistics			
7.1	Recent upturn in accidents in paper industry. Some members felt that this was due, in part, to the issues discussed at item 4 above.	None	N/A	N/A
7.2	CPA reported that the first quarter accident rate was the best ever recorded and the mid year results were much better than the same time last year. Manual handling and machinery safety are still the major sources of accidents in the corrugating industry.	None	N/A	N/A
7.3	BRPA reported problems in obtaining correct statistical information and were therefore unable to comment. Chair informed the committee that HSE figures show this sector to be the worst performing section of the industry.	None	N/A	N/A
8	Temperature Check			

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
8.1	Committee decided not to discuss this in detail as a progress report would be given at the open meeting on 4 th November 2003	Progress report to be given at open meeting on 4 th November 2003.	T Watts B Hudspith	4th November 2003
9	AOB			
9.1	Chair informed members that the recovered paper industry guidance had cleared the recent HSE publications embargo and would soon be with the printers and then issued.	None	N/A	N/A
10	Dates and venues for future meetings			
10.1	5 Feb 2004 AMICUS Training Centre, Esher. 11 July 2004 HSE Offices, Leeds. 10 Nov 2004 Bristol area (venue TBC).			