

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

**Minutes of the 78th meeting of PABIAC
Held on Thursday July 6th 2006 at Amicus Conference Centre,
Quorn Grange, Quorn.**

PRESENT	FROM
James Barrett	HSE Chair
Graham King	HSE Secretary
Alan Harvey	Amicus
Andrew Barnetson	CPI
Andrew Braund	CPI
Anne Rayner	HSE Minutes Secretary
Bob McLellan	D S Smith Packaging
Bud Hudspith	Amicus
Chris Flint	HSE
Dave Watts	Amicus
George Dews	Amicus
John Brazier	PICON
Martin Millar	SCA Europe
Martin Oldman	CPI
Mike Limb	IWPPA
Peter Seggie	CPI
Roger De Toney	CPI
Stewart Begg	SCA Hygiene Products
Andrew Wooler	Observer - M-Real
Andrew Johnson	Observer - SCA Packaging
Paul Grady	HSE
APOLOGIES	
Paul Planet	
Colin Griffiths	
Alex Proven	

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	Welcome & Introductions			
	The Chair thanked Mr Hudspith and Amicus for hosting the meeting and for their hospitality. He went on to welcome Mr Dave Watts to his first meeting. Also Mr Andrew Johnson and Mr Andrew Wooler who were attending as observers. Mr Huspith said that Mr Peter Ellis had been appointed as the new National Officer for Amicus.			
2	Apologies for Absence			
	Apologies were received from Mr Colin Griffiths, Mr Paul Planet and Mr Alex Proven.	Apologies Noted.	-	-
3	Minutes of meeting of 2nd March 2006			
	The minutes of the previous meeting were agreed as a true record.	-	-	-
4	Matters Arising			
4.1	(Min 4.1) Business case for reconstitution of PABIAC – Mr Flint to give update at next meeting. Mr Flint reported that this was still progressing.	Mr Flint to give further update at next meeting.	Mr Flint	Next Meeting
4.2	(min 5.1a)(1) Safety Related Controls	CPI to report at Agenda Item 5(b)	-	-
4.3	(min 5.1a)(2) Safe Interventions project	HSE to report at Agenda item 5 (a)	-	-
4.4	(min 6 a & b) Strategy Implementation – Next Steps	Taken at agenda item 6	-	-
4.5	(min 7.1) Report on Trial Use of Task and Error Analysis – item to be put on Agenda of next meeting.	Take at agenda item 8	-	-
4.6	(min 7.2) INDG 396 and Methods for Securing Loads on Curtain-sided Lorries.	Take at agenda item 7	-	-
4.7	(min 7.5) Contractors Passport Schemes.	This topic to be put on agenda for next meeting.	Secretary	Next Meeting
5	Progress reports (brief summaries)			
5.(a)	HSE Safe Interventions – most members had received the summary and the press releases would be sent out in the following month or so.	-	-	-

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	<p>Mr Flint said that during the current year the project would include a wider range of manufacturing industries.</p> <p>BACKS 2006 Mr Flint said HSE would send the link to the HSE web page out again (see below) http://www.hse.gov.uk/msd/campaigns/</p> <p>European week for health and safety 2006 The week will run from 23rd – 27th October. This year's campaign slogan is 'Safe Start' and is dedicated to the occupational safety and health of young people. HSE's Web Pages contain helpful information for young people, employers, parents and supervisors of young people.</p> <p>Workplace Health Connect There had been a good take up of free advice line. Members to let HSE know of their experiences with Health and Safety Connect.</p> <p>Waste Industry Balers and Compactors Machinery Safeguarding Standards Project The project is to prepare and publish minimum safeguarding standards for design and construction of waste baling and compacting machines. This includes machines used in baling and compacting all materials in all sectors (with the exception of baling machines used in the agricultural and textile industries for which standards already exist). It includes balers and compactors used in the retail sector, scrap metal and recovered paper industries. Mr King, who is a member of the project team, reported that the project team's meeting held the previous day in Nottingham had been very positive—good consensus and that an early first consultation draft will be available soon. Mr Hudspith said that he hadn't known about the project and was concerned that the project team did not, apparently, include formal TU representation. <i>(Note. The project Leader has confirmed that in carrying out the fieldwork for this project the project team has actively and extensively involved compactor and baling machine operators and maintenance fitters at every stage)</i></p>	<p>-</p> <p>The Chair invited members to share best practice for young starters</p> <p>-</p> <p>List of project team members to be provided.</p>	<p>-</p> <p>Members</p> <p>-</p> <p>Minutes Secretary</p>	<p>-</p> <p>As and when.</p> <p>-</p> <p>With the meeting minutes.</p>
<p>5. (b)</p>	<p>CPI - Paper and Tissue Accident Stats - March/ April 2006 In March the sector reached its mid term point in its 3 year continuous improvement targets. Against the target set in March 2005 of 25% improvement in slips and trips a 30% improvement has been achieved and against the target of a 20 % improvement</p>	<p>-</p>	<p>-</p>	<p>-</p>

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	<p>over the same two-year period for Manual handling injuries a 17% improvement has been achieved. These have both contributed to an overall improvement of 33% in both the number and severity of accidents within the paper and tissue making sectors. A further 10% target has now been set to take the sector through to the end of the PABIAC strategy period.</p> <p>The current injury rate now stands at 1130 per 100,000 employees and the major rate 16.6 per 100,000</p> <p>Sector Action Plans</p> <p>Sector action plans are being revised to incorporate the climate survey and safety management tools + the plan will be developed at the forthcoming paper and tissue H&S meeting later in July.</p> <p>Promotion of HSE Campaigns</p> <p>Through various media CPI continue to promote various HSE initiatives and Workshops to members where possible to tie in with strategy.</p> <p>HSE 'Height Aware' Campaign 2006</p> <p>CPI informed the industry ahead of the campaign start and circulated the Inspectors checklist to members</p> <p>European safety week</p> <p>This may or may not be relevant to the industry, but CPI would encourage companies to get involved. It would be used as part of risk education for new or the more recently employed i.e. 6 – 12 months.</p> <p>Workplace Health Connect</p> <p>CPI has linked this into the 5th PABIAC strategy target. CPI used the 4 monthly newsletters to encourage members to participate in the scheme. HSE and EEF combined Noise and Vibration road shows were promoted.</p> <p>Regional workshops</p>			

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	<p>CPI ran 2 risk assessment workshops in the SE and SW region. Feedback from those who attended was very positive. CPI rather disappointed at the numbers who attended 6 and 9. The plan is to run one in all the regions by the end of the year. Need to re consider topic and if it is appropriate and target audience.</p> <p>Safety Related Control Systems workshops</p> <p>Following a meeting with Steve Shaw and Philip Parry of HSE, CPI will run 2 workshops in Sept and Nov. The target audience will be senior electrical engineers from both the paper/tissue and corrugated sectors.</p> <p>IOSH accredited training course.</p> <p>CPI were awaiting publication of the supporting workbooks, which, hopefully, would be available by the end of July. Applicable to all sectors. Cost £250 per CD including workbook. 10 persons per CD can be either in-house or at IOSH accredited training course.</p> <p>Consultation Documents</p> <p>Proposals for managing workplace transport risk – a route map and Improving worker involvement. CPI will where appropriate respond to both of these documents and, if necessary, encourage members to do so.</p>	<p>CPI will progress actions in their Sector H&S action plan</p>	<p>CPI</p>	<p>As per sector action plan</p>
<p>5.(c)</p>	<p>CORRUGATED SECTOR</p> <p>Objectives / Action Plan 2005/6</p> <p>Two items carried over into 2006/7 The Corrugators Guarding Guidance Survey of members was not sent out until May; replies have now been received and a report issued. There were 18 replies and 17 had seen the guidance, of these 16 had used it as an aid to risk assessment and 16 had implemented improved guarding. 13 reported improved safety performance though there was no convincing data to suggest that this was directly related to implementation of improved guarding and only 2 identified evidence of improved machine efficiency. There were 9 general comments all of which were positive. The report is being circulated to members. A similar survey on the effect of the Multipoint Gluer Guidance is being prepared and will be sent to members shortly.</p>	<p>-</p>	<p>-</p>	<p>-</p>

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	<p>The Materials Handling Guidance project has been hampered by the loss of three team members and CPI hope to have a document for consultation available within the next month.</p> <p>Objectives / Action Plan 2006/7 Was submitted to the Corrugated Sector Council for their endorsement on 5th July and copies will be circulated together with the other two Sectors' plans.</p> <p>Recent activities include the following.</p> <p>Machinery purchase: A significant amount of material has been collected on this subject, with a view to producing guidance. Whilst researching the matter Roger DeToney was advised by the Chartered Institute of Purchasing and Supply that they used to run a course on this topic, but dropped it for lack of demand and they could not find copies of the materials they had used.</p> <p>Vibration: Some very basic risk assessment notes (for SME's) have been produced that will be made available by the CPI web site.</p> <p>Accident Statistics 2005/6 The final figure for the total RIDDOR accidents is an incidence rate of 1319 per 100,000 employees so there is still some way to go to meet the 2008 target of 1000. There has, however, been a continuously improving trend for the past five years seeing a 43% reduction in the accident rate from a rate of 2,322.</p> <p>Equally encouraging is the reduction in accidents experienced in the two target areas of Machinery and Manual handling. Machinery accidents have reduced by over 30% and manual handling accidents by 34% compared to the previous year. For the first time there has been no manual-handling incident during the year that has resulted in a RIDDOR reportable major injury accident. The reduction in these two target categories since the benchmark point in 2000 is: Machinery incident rate down 53% and manual handling down 48%. A significant achievement was that in the last Quarter (Jan to Mar) there were no "major" accidents recorded.</p> <p>The Chair was impressed with the improvement in the accident statistics in this sector and thought that PABIAC could consider putting out a press release on them – but HSE will possible consult with members regarding wording.</p>	<p>CPI to progress their sector action plan</p>	<p>CPI</p>	<p>As per sector action plan</p>

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		HSE to prepare a press release	HSE	By September 06
5(d)	<p>Recovered Paper Sector – CPI Mr King had given a presentation to CPI Recovered paper AGM in March. Well received.</p> <p>Summary of RIDDOR statistics now given at the following meetings for discussion. Recovered Paper Sector Council Recovered Paper Sector H & S Advisory Committee Recovered Paper Sector Regional Meetings (4 of 5)</p> <p>CPI Regional H & S Workshops CPI is leading these workshops with the support of HSE. Two carried out to date and open to all CPI sectors. Attendance has been poor, CPI to increase promotion through CPI News and their website.</p> <p>Member issues to cover: Risk assessment, action plans, noise regs, working from height regs etc. Regional IOSH “Recover Paper Safely” Courses 2006 Last course ran with 9 attendees. Northern course cancelled due to lack of numbers.</p> <p>Some interest from non CPI Members but no formal places booked.</p> <p>3 further courses planned in 2006.</p> <p>CPI to Increase promotion activity.</p> <p>Recovered Paper Sector H & S Advisory Committee 2 meetings to date in 2006. HSE attended meeting on the 28th of June to go over the safe interventions project and have input into the Sector action plan.</p> <p>Action plan reviewed and updated.</p> <p>Q2 2006: Slips trips checklist sent out. 24 returns to date. To be analysed. Q3 2006: Action to be agreed by Committee.</p> <p>Statistics</p>	-	-	-

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	<p>Agreement from the Recovered Paper Sector Council to carry out promotional work and to be open about our H & S progress.</p> <p>Press release issued on our performance 2004 to 2005 including comment from HSE. Not widely picked up by the press, surprising (or is it) given the continuous criticism on recycling.</p> <p>Also agreed to put headline RIDDOR stats on the public area of the CPI website. December 2005 – Overall injury rate per 100,000 employees 1977, Major injury rate 289 April 2006 – Over injury rate per 100,000 employees 2074, Major injury rate 247.</p> <p>Increased injury rate due to a poor performance in March 2006, 9 injuries reported, highest since the start of the recording campaign. April 2006 saw no reported injuries.</p> <p>Types of Injury Slips and trips, lifting and carrying and hit my moving/flying objects continue to be the biggest areas of concern.</p> <p>WISH Forum</p> <p>P Seggie and A Braund went to the recent WISH (Waste Industry Safety and Health) forum. They will be observers at future meetings of WISH. Good meeting attended by some influential sectors. Seems to be a lot of guidance and resource going into and out from this group. Comprehensive plan of work that may have an impact on the recovered sector, or, at the very least, CPI can ‘tap into’ as a sector.</p> <p>17 Guidance documents specifically for the waste sector are planned for this year including Lock off procedures H&S training Safe use of balers and compactors Skips and containers</p> <p>There needs to be better alignment between CPI recovered sector and WISH.</p> <p>WISH forum seems to have influence funding etc. WRAP is putting money into it. CPI Recovered sector needed to consider if they should stay with PABIAC or go with</p>	<p>CPI to progress their sector action plan</p>	<p>CPI</p>	<p>As per sector action plan</p>

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	<p>WISH. Decided to remain with PABIAC but attend WISH as observers.</p> <p>The Chair pointed out that the waste industry had an extremely high accident rate and WISH is at a different stage of evolution from PABIAC and therefore operating in a different way. WISH is still in the early post start-up phase, which is why they are producing more guidance to meet the needs of their industry. The chair agreed to discuss areas of common interest between PABIAC and WISH with the chair of WISH to avoid any conflict of interest,</p>	<p>Chair to discuss issues of alignment and areas of common interest with Chair of WISH.</p>	<p>Chair</p>	<p>ASAP</p>
<p>5(d) 1</p>	<p>Recovered Paper Sector – IWPPA</p> <p>Accident stats now on a rolling 12 month basis, stats from 38 member sites with the number of employees ranging from 4 to 160 per site. Total number of employees covered 900. Monthly response rate = 85 to 95%</p> <p>Accident rate has shown a slight upward trend over the past 6 months. This is not unexpected, RIDDOR has been re-visited with members resulting in better reporting.</p> <p>Good housekeeping has been reviewed with the objective of reducing accidents due to slips trips and falls.</p> <p>Continuing to use the services of an external consultant to assist IWPPA and its members with H&S issues – eg noise assessments.</p> <p>IWPPA has agreed to trial at 3 member sites the PABIAC Safety Opinion Tool, to assess its suitability as a climate tool. Results will be reported back to the Secretary</p>	<p>IWPPA to progress actions under recovered Sector H&S Action Plan</p>	<p>IWPPA</p>	<p>As per action plan</p>
<p>5(e)</p>	<p>Trades Union(s) Amicus / GMB</p> <p>Mr Hudspith said the unions supported the ‘Backs’ Campaign and the European Health and Safety week.</p> <p>He said he would respond to the ‘Managing workplace transport risk - a route map’ Consultative document.</p> <p>Workplace Health Connect was being supported though the response hadn’t been good and he thought there was a poor approach to Safety Representatives.</p> <p>Mr Braund said that there seemed to be a new HSE initiative every three months and they couldn’t rise to each one. The Chair said he would feed this back and hopefully</p>	<p>-</p> <p>-</p> <p>Chair to feed Mr Braund’s</p>	<p>-</p> <p>-</p> <p>Chair</p>	<p>-</p> <p>-</p> <p>3 weeks</p>

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	<p>the programme managers would take this into account. There were fewer campaigns planned from now and he hoped this would improve the picture in future but asked members to let HSE know if they continued to have problems.</p>	<p>point back to the Programme managers.</p>		
6	Strategy Implementation – Next Steps			
6(a)	<p>Tools Prepared by the Strategy Group. Secretary introduced this item and the tools that the strategy group had been charged with preparing from the last meeting of PABIAC (Safety management systems self assessment tool and safety opinion survey tool). Mr Millar reported on the successful pilot of the safety opinion survey tool at one SCA plant. Mr Limb said that he had asked a number of IWPPA members to pilot this tool as well and this was in progress. Mr King also reported that the Business Link web- based Health and Safety Performance Indicator (HSPI) was being used by 47 companies in the paper making and conversion sector.</p>	<p>- Safety Management Systems Tool accepted. Safety Opinion Survey Tool accepted (subject to IWPPA pilots not throwing up any major problems). July 07 HSPI Indicator results to be used as a benchmark. Success will be judged by numbers of further employers signing up to use the Indicator and improvements in average scores.</p>	<p>-</p>	<p>-</p>
6(b)	<p>Discussion on Next Steps</p> <p>Mr Braund asked if the tools would be permanently in place and the Chair said there were no plans to alter them. They are PABIAC tools. He said they would be sent to the members.</p> <p>It was agreed that use of these tools is optional. Employers can use other means to demonstrate achievement of PABIAC Strategic objectives 3 and 4 if they wish. It was agreed that promotion of the tools and monitoring progress towards achievement of objectives 3 and 4 would need to be undertaken through the three sector committees.</p>	<p>-</p> <p>Tools to be circulated to members with the minutes.</p> <p>IWPPA to progress pilots of safety opinion survey tool with volunteer members ASAP and report to Secretary.</p> <p>CPI Sector committees to promote use of tools and make arrangements for monitoring progress towards objectives 3 and 4.</p>	<p>-</p> <p>Minutes Secretary</p> <p>Mr Limb</p> <p>CPI</p>	<p>-</p> <p>August</p> <p>August</p> <p>At next scheduled Sector committee meetings</p>

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7	Proposals for withdrawal of INDG 396 “Transporting Paper Safely”			
7.1	<p>Chair reported that meetings had been held with CPI and Amicus to discuss the problem. HSE’s revised Notice of Withdrawal had been circulated for comment and the Chair thanked people for their comments. He pointed out that this was not being abandoned as a live issue and that interim measures would be required.</p> <p>The draft Notice of Withdrawal had been revised following receipt of comments. The revised draft was circulated and discussed. Members raised further concerns and these were discussed.</p> <p>The Chair thought the discussion and points raised had been very helpful. He said the interim measures were about working out these problems together.</p> <p>Chair reported that HSE had commissioned research into the security of heavy loads in general (not just paper and paper products) on curtain –sided lorries.</p> <p>Mr Millar suggested that HSE should put out a Sector Information Minute (SIM) covering the issue. The Chair thought this would be a useful vehicle for conveying information about the issues involved.</p> <p>Mr Flint was happy with the production of a SIM and said one could be issued fairly quickly. It would need to take account of the EU draft best practice Guidelines currently being drafted.</p> <p>The Chair said that HSE would be happy to ask Paul Grady, Specialist Inspector, to provide assistance by visiting employers, at their request, to look at particular issues/areas of difficulty and that it would be necessary to get a working group together to talk about issues as they arise. DfT would need to be involved as well as CPI and the Trades Unions. As the EU Best Practice Guidance is due to be published later in 2006 it would be helpful HSE could get the SIM out at the same time.</p> <p>Mr Flint asked if members could use their contacts in Europe to obtain a draft of EU guidance. He would approach DfT with the same request</p> <p><u>Chair’s Summary</u></p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

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	<p>The issue is not being abandoned. Research into the issue of security of loads on curtain-sided lorries has been commissioned. It will take around 12 months to complete. In the meantime HSE will provide advice on interim measures in the final Notice of Withdrawal of INDG 396 and an associated SIM. HSE will provide support by offering visits on request to look at particular issues and possible solutions. Hopefully, members will share information about solutions that work. The Notice of Withdrawal of INDG 396 will be amended to take account, as far as possible, of the points that were raised in discussion and will be issued within the next few weeks.</p> <p>On behalf of Amicus Mr Hudspith asked that Amicus's formal disagreement with the decision to withdraw INDG 396 be noted. The chair said it was duly noted.</p>	<p>Mr Flint/Members to obtain a copy of the draft EU guidance.</p> <p>Members to find out what was happening 'on the ground' and share good practice</p> <p>HSE to amend withdrawal notice to take account of comments and to issue the notice.</p> <p>HSE to prepare a SIM</p>	<p>Mr Flint/ Members</p> <p>Members</p> <p>HSE</p> <p>HSE</p>	<p>ASAP</p> <p>ASAP</p> <p>Mid August</p> <p>?</p>
8	<p>Report on trial use of task analysis & error analysis to supplement risk assessment of safety-critical tasks.</p> <p>Mr Millar gave a brief report on trials his company had undertaken in use of formal task analysis and error analysis techniques as a way of asking account of the potential for human error and rule violation as an adjunct to risk assessment for critical tasks.</p>	-	-	-
	<p>On behalf of HSE, the Chair, said that HSE would be willing to provide training in the use of task analysis and error analysis to any members who require it. They should make the request to Mr King.</p>	-	-	-
9	<p>Agree General Arrangements/timings for Future Business Meetings.</p>			
9.1	<p>It was proposed and agreed that PABIAC would hold three true business meeting a year and that any other events would be extra to those. To comply with the need to hold open meetings it was also agreed that a note be put onto the PABIAC website to the effect that all PABIAC meetings are open to observers.</p>	<p>A note saying that all meetings are open to observers to be put on the PABIAC pages of the HSE Website.</p>	Secretary	<p>Before next PABIAC meeting.</p>
10	<p>Date and time of next meeting</p>			
	<p>Next meeting November 14th at HSE's Nottingham Office.</p>	-	-	

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11	<p>AOB</p> <p>Mr Hudspith had sent a letter to the Chair in which he explained that for some years there had been an agreement in the paper and board industry that a an alert statement would be issued whenever there was a serious accident in the industry, the wording of which would be agreed by the company, CPI and HSE. The statement did not attribute blame but would help other companies to take action to avoid a similar accident elsewhere. He was concerned that this practice was no longer being followed due to pressure from insurers on employers not to disclose information about the circumstances of such accidents and wished it be brought to PABIAC for further discussion.</p> <p>The Chair said there was usually a way to get information out without mentioning a company by name. Mr McLellan said he would get together with Mr Hudspith to see what could have been done differently in one particular case that had arisen and how things might be improved for the future. The Chair said HSE had links with ABI and the issue could be raised with them and also reaffirmed through PABIAC.</p>	<p>-</p> <p>Undisputed factual information and any immediate lessons from fatal and known serious accidents should be disseminated (as they were in the past) in a way that will not prejudice any criminal investigation or a potential defendant's rights at trial.</p> <p>HSE to raise the issue with ABI and report back to next meeting.</p>	<p>-</p> <p>Members representing employers to explore the issues with their insurers as appropriate .</p> <p>HSE, Mr Flint.</p>	<p>-</p> <p>By next meeting.</p> <p>By next meeting.</p>