

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

Minutes of the 76th meeting of PABIAC
 At SCA Packaging, Aylesford, Kent on Thursday 7th July 2005

PRESENT	FROM
Mr James Barrett	HSE (Chair)
Mr Graham King	HSE (Secretary)
Mr Robert Fussey	HSE (Minutes Secretary)
Mr Martin Millar	SCA
Mr George Dews	SCA and AMICUS
Mr Stuart Begg	SCA
Mr Bud Hudspith	AMICUS
Mr John Brazier	PICON
Mr Andrew Braund	CPI
Mr Roger de Toney	CPI
Mr Andrew Barnettson	CPI
Mr Peter Seggie	CPI
Dr Martin Oldman	CPI
Mr Alan Harvey	AMICUS
Mr Andrew Wooler	M-Real (Observer)
Mr Colin Griffiths	St Regis
Mr Ian Sutherland	GMB
Mr Phil Green	HSE
APOLOGIES	
Mr Chris Flint Mr Owen Coop Mr Mike Limb	

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1.1	<p>INTRODUCTIONS</p> <p>Chair opened meeting and thanked SCA Packaging for their hospitality. It was reported that Chris Collier had left SCA and John Williams had been promoted so neither would be attending future PABIAC meetings. The Chair thanked both for their past contributions to the work of PABIAC. Chair also welcomed Ian Sutherland to his first meeting as well as Robert Fussey who was acting as Minutes Secretary in the absence of Jacqui Dracup.</p>	N/A	N/A	N/A
1.2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies from – Chris Flint, Owen Coop, Mike Limb</p>	Apologies noted	N/A	N/A
2	MINUTES OF 75th MEETING 10th February 2005.	Minutes agreed as true record.	N/A	N/A
3	MATTERS ARISING			
3.1	<p>Min 4.1 Business case for reconstitution of PABIAC. Chair reported that the business case is in the queue with other the business cases for consideration by the Executive. It was believed that the PABIAC business case was one of the strongest cases and its approval should be straightforward.</p>	Chair to update at next meeting.	Chair	Next Meeting
3.2	Min 4.3 – Safety related control systems.	To be taken at agenda item 4.1	N/A	N/A
3.3	Min 4.7 – Safe Interventions at Machinery.	To be taken at agenda item 4.1	N/A	N/A
3.4	Min 7.1 – CPI CEO Safety Event	To be taken at agenda item 4.2a	N/A	N/A
3.5	<p>Min 7.1 – PABIAC Open Meeting</p> <p>It was reported that the planning group meeting would meet on 26th July at HSE Nottingham to plan details of the Open Meeting scheduled for 9th November. The plans will be circulated to PABIAC members for comment/ approval.</p>	<p>Open Meeting Planning Group to meet and plan open meeting.</p> <p>Secretary to send draft plans for open day to all members for approval.</p>	<p>Planning Group</p> <p>Secretary</p>	<p>26 July 2005</p> <p>3rd August 2005</p>
3.6	<p>Min 8.1 – Paper Distribution</p> <p>No views received as yet on IAC representation for the paper and paper products distribution sector.</p>	Any views to secretary	All members	End September 2005

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4	PARTNERS' PROGRESS SUMMARIES			
4.1	<p>HSE</p> <ul style="list-style-type: none"> <p>SAFE INTERVENTIONS: Phil Green distributed copies of the analysis for the first year of the Safe Interventions project, and briefly summarised the results. 64% of visits were from the paper industry and 41% of all machines inspected were baling machines. Improvement Notices were the highest level of action taken at 29 of the 171 sites visited. SSOW appears to be the main area of concern – as issues in this area contributed to the highest amount of notices being served. The Chair added that HSE has received more than 300 requests for copies of the pro-forma. It was requested that HSE might prepare a report on the paper industry sites only. Phil Green agreed to look into this possibility with Chris Flint and Robert Fussey.</p> <p>SAFETY RELATED CONTROL SYSTEMS: HSE Specialist Inspector, Steve Frost, has visited five mills. He will be completing his report by the end of August, which will be circulated by the Secretary to all PABIAC members for information. Steve Frost has agreed to do a short presentation at the Daventry event or next PABIAC meeting if requested.</p> <p>BACKS CAMPAIGN: Phil Green explained that HSE was in the middle of a high profile campaign to address manual handling issues. This is taking the form of a publicity campaign to raise awareness, and inspections targeting manual handling issues. A similar campaign on Slips, Trips and Falls is planned for the autumn.</p> <p>HSE LEAD INSPECTOR/CENTRAL APPROACH TO LARGE BUSINESSES. Phil Green explained that HSE has launched a central approach project for the inspection of large companies. The process will start in 2005/06 with national Lead Inspectors being appointed for some of the large companies and will be rolled out to other large companies in subsequent years. It is anticipated that this work will involve e.g. corporate safety management systems audits and coordinated follow up by Inspectors across the UK. It was hoped this would help ensure a consistent approach by Inspectors at all large company sites.</p> 	<p>Look at possibility of producing a sector-specific report on year 1 results.</p> <p>Complete and circulate specialist inspector report to members</p> <p>For information.</p> <p>For information</p>	<p>Phil Green</p> <p>Steve Frost Secretary</p> <p>N/A</p> <p>N/A</p>	<p>End August 2005</p> <p>End August 2005</p> <p>N/A</p> <p>N/A</p>

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<p>4.2a</p>	<p>Paper and Tissue-making sector (CPI)</p> <ul style="list-style-type: none"> <p>ACCIDENT STATS: Andy Braund of CPI summarised the latest accident stats. The Injury Rate has improved over the last year from 16.79/1000 employees in April 2004 to 12.76/ 1000 employees in April 2005. However, there is some variation regionally, with Scotland and SE below 10. and the SW 18.71. Slips, Trips and Falls remains the biggest cause of accidents.</p> <p>SECTOR ACTION PLAN: This was to be revised to support the new PABIAC strategic plan 'Making a Difference.' In order to ascertain what companies are doing in relation to the key topics the revised version requires companies to measure themselves against specific HSE risk control indicators. Mr Braund pointed out that it is important to point out that the action plan is not prescriptive, and is not intended as a replacement for individual company action plans. A press release would be used to ensure the Action Plan gets to non-Trade Association affiliated companies.</p> <p>CEO SAFETY DAY: Held on 20th April 2005. 61 delegates representing 27 companies from all 4 sectors. The target audience was CEOs and this was achieved. Good feedback and support for 'Making A Difference,' with all companies agreeing to sign up to the strategic document.</p> <p>OCCUPATIONAL HEALTH PROJECT: Survey of paper and corrugating plants over a 6-month period now completed. Response rate of about 46%. Statistics dept are in the process of analysing data and will produce a report, which will be shared with PABIAC at the next meeting. In addition CPI council have agreed an occupational health project that will cover promoting business benefits, policy guidance, occupational health provision etc.</p> <p>GOOD NEIGHBOUR SCHEME: Project agreed with timescales, open to sector SMEs in the SE region. Invitations to participate have gone out.</p> 	<p>CPI (paper and tissue) to progress 4.2a issues according to CPI timetable.</p> <p>To revise document, altering dates etc and distribute</p> <p>For information</p> <p>Overview of results to be circulated</p> <p>For information</p>	<p>CPI</p> <p>Andy Braund</p> <p>N/A</p> <p>CPI</p> <p>N/A</p>	<p>To CPI timetable</p> <p>End August 2005</p> <p>N/A</p> <p>To CPI timetable</p> <p>N/A</p>

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<p>4.2b</p>	<p>Corrugated Sector (CPI)</p> <ul style="list-style-type: none"> Roger de Toney of CPI gave a summary of the latest accident statistics for the sector. The major concern is the rise in fatal and major accidents. 58% of these are machine accidents and 26% are a result of slips, trips and falls. There continues to be a reduction in the RIDDOR rate – down 14% against last year – but the severity measures remain high and the proportion of machine accidents has increased to 28% from 23% last year. Manual handling improvement seen in recent years has reached a plateau, 30% this year compared to 27% last year. Sector Action Plan: Copy distributed prior to meeting and discussed at Sector Health & Safety Committee on 6th July 2005. Current projects: Corrugated Guarding – Updated guidance to be reissued with photographs in July, target date for sector compliance with the guidance remains end December 2005. Multipoint gluer guidance – Issued May 2005, is an item at CPI Conference in October 2005. Compliance survey to be undertaken April 2006. Materials handling guidance – Project has commenced, guidance to be issued end March 2006. Occupational Health – The sector will contribute to the CPI-wide project approved in June 2005. 	<p>Update on progress with planned projects to be given at next PABIAC meeting</p>	<p>Roger de Toney</p>	<p>Next meeting</p>
<p>4.2c</p>	<p>Recovered Paper Sector (CPI)</p> <p>Peter Seggie reported:</p> <ul style="list-style-type: none"> Currently looking to replacement for the departing Chris Collier on the CPI Recovered Paper H&S Committee and PABIAC. Concerns with overall set-up as regional safety meetings not working as effectively as hoped. Need to encourage attendance. Monitoring accident statistics on reportable accidents. One day IOSH accredited training courses have been made available free of charge to members. 61% of members have already applied for a place. 	<p>CPI (Recovered Paper) to progress 4.2c items to their timetable</p> <p>To update at next meeting</p>	<p>CPI (Recovered Paper)</p> <p>CPI</p>	<p>To their timetable</p> <p>Next Meeting</p>

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	<ul style="list-style-type: none"> Concern raised that small companies need engaging – to be looked at in more depth through advisory committee. 	CPI (P Seggie) to progress	CPI	To their timetable
4.2d	<p>Recovered Paper (IWPPA)</p> <ul style="list-style-type: none"> 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. 	IWPPA to progress	IWPPA	To their timetable
4.3	<p>TUC</p> <ul style="list-style-type: none"> Bud Hudspith reported that AMICUS is generally supporting CPI projects and initiatives. Information sent out by CPI has also been sent out by AMICUS in an effort to ensure the same message gets through. AMICUS is supporting HSE’s BACKS campaign through its website and will be doing the same for the Slips & Trips campaign in the autumn. Amicus have been approached by Worker Involvement Unit of HSE to see if any support can 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.	Chair	End September 2005
5	PABIAC STRATEGY FOR 2005 TO 2008			
5.1	<ul style="list-style-type: none"> Chair congratulated PABIAC on the strategic document, ‘Making a Difference,’ stating that it was an excellent achievement, thanking all who had contributed. Despite the quality of this document, and the good track record of PABIAC, it was felt that effort is required to ensure the messages of PABIAC is promoted, especially in those sectors in which we do not have a high profile. It was suggested that PABIAC make better use of partner organisations’ websites to promote its strategy, through activities and campaigns such as Backs! and Slips & Trips. Using such campaigns would show how the 			

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	<p>Strategic Document works in practice. Bud Hudspith of Amicus suggested that the European Week for Health & Safety in October could be used in the same way.</p> <ul style="list-style-type: none"> • It was suggested that the PABIAC partners should develop relationships with journalists in the trade press with a view to enlisting their help in promoting PABIAC messages. • Chair suggested that there should be clearer links between the strategy and policies and projects. To produce brief explanation of how processes link together and the areas in which individual companies get involved. This should make the Strategic Document easier to understand. Bud Hudspith (Amicus) stressed the importance of individual companies identifying themselves as part of PABIAC, particularly those in the newer sectors. To this end, it was agreed that a PowerPoint presentation, with images used to ensure it appealed to all sectors, could be prepared and used to help explain how everything fits together. • The issue of reaching non-member companies was also raised, and it was requested that HSE play a bigger role in engaging these smaller companies. The Chair agreed that HSE should endeavour to do this both through HSE inspectors being more aware of PABIAC and then promoting it to smaller companies, and also through communicating the success of small-scale projects to those not connected. It was hoped that this approach might lead to such companies looking to become more connected. • It was agreed that the strategy group should meet again to take these matters forward. 	<p>Convene meeting of Strategy Group.</p>	<p>Secretary</p>	<p>As soon as all group members are available.</p>
6	ANY OTHER BUSINESS			
6.1	<p>Trailers Alert Secretary reported that an alert had been issued following concerns raised by Inspectors about a situation witnessed in which a freestanding 45ft trailer was being loaded with reels of paper. The concerns related to stability. The issues of concern had been forwarded to CPI who had reported them to member companies with a recommendation to review risk assessments in the light of these concerns. CPI are also facilitating the exchange of good practice and had forwarded to their members photographs of a specially-designed support device used by one</p>	<p>Andy Braund (CPI) to continue to circulate any examples of good practice received from members.</p>	<p>Andy Braund (CPI)</p>	<p>End August 2005</p>

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	<p>member, a safe system of work used by another member and a trailer safety inspection checklist provided by a major haulier and an interim technical annex from HSE Specialist Inspector identifying some of the key issues to be taking into account when carrying out risk assessments.</p>	<p>HSE to examine the issue in further depth and circulate comments on any additional issues that are identified.</p>	<p>HSE</p>	<p>End September 2005</p>
<p>6.2</p>	<p>Continental Haulers Colin Griffiths expressed concern that continental haulers are not complying with UK guidance on strapping of loads. The Chair expressed the view that the Police and/or Dept for Transport would be responsible for this, and recommended Mr Griffiths write to DfT, before sharing reply with PABIAC at next meeting, when it will be decided if the complaint requires a tripartite response.</p>	<p>Colin Griffiths to write to DfT and report response to next meeting.</p>	<p>Colin Griffiths</p>	<p>By date of next business meeting.</p>
<p>6.3</p>	<p>Accident at a distribution warehouse in Bristol Colin Griffiths expressed concern regarding a Local Authority inspector who visited one of his company’s sites to investigate a serious accident. The accident had involved part of a load falling from a lorry and Mr Griffiths said that the Local Authority Inspector had not been aware of the guidance set out in indg 396 “Transporting Paper Safely”. Chair stressed that HSE does not have policing responsibility over Local Authority inspectors, and recommended Mr Griffiths contact the Local Authority in question.</p> <p>Chair explained that if the interests of the paper and paper products distribution sector were to be represented at PABIAC (see item3.6) it would also be necessary to represent the interests of the Enforcing Authorities for that Sector.</p>	<p>Action as per item 3.6</p>	<p>All members.</p>	<p>End September 2005</p>
<p>6.4</p>	<p>Felts and Fabrics George Dews raised this issue stating that there is potential for very serious injury.</p>	<p>To produce paper on the issues to help PABIAC make a decision on extent which to pursue this matter.</p>	<p>George Dews</p>	<p>End August 2005</p>
<p>6.5</p>	<p>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. Andy Braund (CPI) added that the finished document and appendices would be added to CPI website, hopefully becoming a live document which can be added to etc</p>	<p>To circulate final edited draft comment. Members to submit comments.</p>	<p>Phil Green (HSE) All</p>	<p>Before end July 2005</p>

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7	DATE AND TIME OF NEXT MEETING			
7.1	Next meeting would be the Open Meeting on 9 th November 2005 at Wolverhampton			