

## THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE

### MINUTES OF THE SIXTY SEVENTH MEETING OF THE PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE ON 12TH FEBRUARY 2002

#### Present

Mr A Porter  
Mr M Wilcock  
Mr B Hudspith  
Mr P Heitt  
Mr R Williams  
Mr C Griffiths  
Mr C Britchford  
Mr M Eede  
Mrs T Stonley

#### Representing

HSE Chairman  
HSE Secretary  
GPMU  
GPMU  
GPMU  
Paper Federation  
Paper Federation  
TGWU  
HSE Minute Secretary

#### Apologies

Dr A Erlam  
Mrs S Peace  
Mr A Harvey  
Mr M Bonnett  
Mr P Planet

#### Observers

Mr T Watts  
Mr J Lane  
Mr R Watson  
Mr C Rosser  
Mr S Djumic  
Mr G Seager  
Mr R Meade  
Mr D Reeves  
Mr P Smith  
Mr S Begg

#### **Summary of Action Agreed**

1. (Min 4.2.2) Issue the SIM on Safety Related Control Systems

**ACTION      Sector Group**

2. (Min 5.4) Seek clarification on wearing of seat belts when driving Lift Trucks

**ACTION      Mike Wilcock**

3. (Min 6.2) Produce a user friendly summary of the research into the PABIAC Initiative for the CEO Event.

**ACTION**     **Mike Wilcock**  
**Tim Watts**  
**Colin Britchford**  
**Bud Hudspith**  
**Andrew Porter**

4. (Min 7.3.2) Speakers to meet and agree format and content of address to CEO Event.

**ACTION**     **Mike Wilcock**  
**Tim Watts**  
**Bud Hudspith**

5. (Min 9.1) Members to forward comments on the Reconstitution Paper to the Sector Group by mid March.

**ACTION**     **All Members**

## **1. INTRODUCTION AND APOLOGIES**

1.1 The Chairman welcomed everyone to the meeting and thanked St Regis Paper for hosting the meeting.

1.2 Apologies were noted.

## **2. MINUTES OF THE LAST MEETING HELD ON 14TH NOVEMBER 2002**

The Minutes were agreed

## **3. MATTERS ARISING**

3.1 (Min 5.3) Sheffield Hallam University would be asked to put forward a research proposal on transport of paper reels to HSE for consideration. This has been done and a response on funding is expected in April 2002. In the meantime the Corrugated Packaging Association, the University and a paper haulier are going to spend a week together with lorries and are planning to make 6 runs with paper loaded in different formats.

3.2 (Min 6.3) A list of matters emanating from the open meeting should be produced. List was distributed at this meeting.

### **Item discharged**

3.3 (Min 6.5) The committee would look at the oil industry Step Change web site and SADIE and consider whether the format would be appropriate for the Paper Industry. This will be discussed at Agenda item 7.

### **Item discharged**

3.4 (Min 6.6) The committee would encourage "Safety Circles" by actively promoting them with the local Inspector being invited to attend. This is being done.

### **Item discharged**

3.5 (Min 6.8) There were particular problems relating to Public Utilities workers and BT employees. It was agreed to approach the HSE Sector dealing with Public Utilities to seek advice. The Sector have been approached and a response is awaited. There have been further developments on the whole issue of passports and the safety and human factors sub committee intend to take the matter forward.

### **Item carried forward**

3.6 (Min 6.9) Mills to be asked to send in current state plans in the new year for consideration. This has not been actioned and will be discussed at agenda item 7.

### **Item discharged**

3.7 (Min 6.10) SIM to be produced outlining the pitfalls found when implementing MPS. This has been done.

**Item discharged**

3.8 (Min 6.11) It was agreed to arrange for a CEO from the Oil Industry to talk on step change in their industry at the CEO event in April. This has been done and a speaker will attend, name to be confirmed nearer the time.

**Item discharged.**

3.9 (Min 6.12) The Paper Federation agreed to organise the meeting. This has been done.

**Item discharged**

3.10 (Min 7.3) Bud Hudspith and Tim Watts to liaise on how to take forward a joint training approach within the industry. This has been done and 1 day in house workshops for supervisors and safety reps will start in April 2002. The GPMU will also continue to support the courses run by the Paper Federation in Wigan. It was also noted that one group of mills had introduced follow up courses for their staff following attendance at Health and Safety Training courses.

**Item discharged**

#### **4. REPORT FROM THE SAFETY AND HUMAN FACTORS SUB COMMITTEE**

4.1 The committee last met on 29th January 2002.

4.2.1 The sub committee were informed that a meeting with HSE Technical Specialists was being held on 8th February to discuss the safety related control system issue and that following that meeting the SIM would be issued as soon as possible.

4.2.2 PABIAC were informed that the final text had gone to the Specialists for approval and that it was expected that the SIM would be issued within the next two weeks.

4.3 The sub committee were told that the SIM on crawl speeds and Manual Handling would be issued to inspectors but would not be circulated around the industry because of the small number of mills affected.

4.4.1 The sub committee were told that the Sector Group had visited several of the mills on the poor performers list. All except one of the mills visited had been issued with enforcement notices and one mill had nine enforcement notices issued at one visit. Copies of the notices issued are now available on the HSE Web Site. The sub committee agreed that the action taken should act as a warning to all mills who have not complied with basic legal provisions and that it clearly demonstrates that HSE is

taking a consistent, targeted and proportionate approach across the industry. The sub committee were told that a SIM outlining enforcement action taken so far with details about key failures would be prepared and issued in due course.

4.4.2 The sub committee were also told that these visits had highlighted the fact that Risk Assessments were not being carried out properly because mills were not aware of the minimum standards required by the law and as a result were setting themselves unrealistic targets. One particular problem was that mills were not assessing themselves against existing standards such as Approved Codes of Practice which meant that any action taken fell short of achieving legal compliance. The sub committee agreed that a SIM should be issued pointing out the pitfalls identified in mills and that it should also refer mills back to the guidance on the application of risk assessment in Paper Mills.

4.5 The sub committee meeting was addressed by two people from the Paper Machine Clothing Association. They outlined their membership and aims and went on to explain that they had recently set up a safety committee because they had recognised that a uniform standard for all service work carried out by PCA members was needed. The sub committee agreed to help them with a proposed database for the storage and exchange of ideas.

4.6 The sub committee were given a demonstration of the Paper Federations' "Virtual Mill" which is now available on their web site. The sub committee were asked for any comments and or suggestions for the site during its' trial period. PABIAC were told that access to "The Virtual Mill" was free until the end of March 2002 and that after that date it would only be available to Federation Members, Trade Unions and the HSE.

## **5. REPORT FROM THE TRANSPORT WORKING GROUP**

5.1 The Working Group last met on 29th November 2001.

5.2 PABIAC were told that good progress was being made towards producing guidance to cover:

- { General Workplace Transport Safety
- { Tall Reel Strapping
- { Pallet Strapping
- { Bale (Waste and Pulp) Strapping
- { Loading and Unloading
- { Driving and Lorry Stability
- { Fork Lift Trucks and Clamp Trucks
- { Site Control / Pedestrians
- { Sheeting

The sub committee Chair expressed his thanks to sub committee members who had volunteered to draft large parts of the Information Sheets, the first drafts of which, will be available for discussion at the next meeting of the sub committee.

5.3 PABIAC were told that subject to HSE funding (which was discussed at item 3.1) research into stability of loads would commence after April 2002 and that St Regis and SCA have indicated that they would be prepared to contribute.

5.4 The issue of wearing seat belts when driving Lift trucks was discussed at length. The Secretary undertook to seek clarification on what will be required and the application of the legislation.

## **6. EVALUATION OF THE PABIAC INITIATIVE**

6.1.1 The committee discussed the Greenstreet Bermann report into the PABIAC Initiative in detail. In broad terms the committee accepted all the recommendations in the report which 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 be a key element of the initiative, perhaps through the use of accident reduction rolling targets
6. HSE should continue to exert influence on CEO's
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.

6.1.2 The committee discussed some of the recommendations, in particular recommendations 1 and 10. PABIAC felt that the measurement of accident rates was the best way of identifying health & safety performance of the industry but that mills needed to develop some other form of measurement which could be used internally and that the committee should give examples of how this could be done.

6.1.3 PABIAC agreed with the report that Making Paper Safely represented a on-off cost because the industry was having to play "catch up" with the implementation programme and when the implementation is complete the actual cost of compliance would go down. Members felt that the initiative had made companies look at how to improve safety and some were now realising that improvements to safety led to production and overall efficiency gains. The committee also felt that this would become clearer throughout the industry over the next few years. PABIAC agreed that it must be made clear that the cost of Making Paper Safely does not represent the cost of the initiative.

6.2 The committee discussed how best to respond to the report and decided that a small working party should be formed to go through it in detail and that the working party would produce a “user friendly” summary for distribution to the industry at the CEO Event in April 2002.

## **7. COMMUNICATING WITH THE INDUSTRY**

7.1 Members were sent a discussion paper (PABIAC/67/01) on this subject with the papers for this meeting.

7.2.1 There was a wide ranging discussion on this topic. Members broadly agreed with the conclusions of the audit team that although the PABIAC Initiative promoted an exchange of information around the industry there were still communications problems at a local level. The main ones identified were:

- { The role and responsibilities of supervisors - some still feel there is conflict between safety and production
- { Weaknesses in the area of competencies
- { Widely variable response to and learning from accidents
- { Promoting leadership
- { “Getting the basics right before behavioural programmes are attempted”
- { Inadequate communication within the poorest mills
- { Better in house enforcement

7.2.2 Members discussed the issue of the role of the supervisors and all agreed that the proposed supervisors and safety representative workshops being organised by the Paper Federation and the GPMU would go some way to resolving this issue.

7.2.3 Members discussed the other issues in detail and agreed that the proposal put forward by The Paper Federation to give all CEO’s a “toolbox” of information to help them move forward using their own initiatives at the CEO event would be the most appropriate way of addressing the other issues highlighted.

7.3.1 The committee went on to discuss the agenda for the CEO event in April 2002. The theme of the day will be Leadership for Improving Safety. The Secretary informed members that the Chairman of the HSC would be attending and addressing the event.

7.3.2 Members moved onto a discussion on the format that the event should take. Many agreed that the agenda for the day, as it stood, was much the same as in previous years and that in order to maintain interest it needed revitalising. After much discussion it was agreed that rather than delivering individual speeches, the three main speakers should present a three way address. There was much discussion on the best way to take this forward and it was agreed that the speakers should meet in early March to agree the format and content of the address, after which the agenda for the day would be finalised.

## **8. INITIATIVE ON SLIPS AND TRIPS**

8.1 Mr Watts gave a short presentation to the committee on this industry initiative. He said that slips and trips were the second largest cause of accidents in the industry, 25% of all reported accidents involved slips and trips.

8.2 He went on to say that the Paper Federation were working with the GPMU on an Initiative to tackle this issue. They are in the process of developing a toolkit for distribution at the CEO event to help reduce this type of accident. Mr Watts and Mr Hudspith are to meet again on 26th February to further develop the action plan.

## **9. RECONSTITUTION OF PABIAC - MEMBERSHIP AND PROGRAMME OF WORK**

9.1 Paper PABIAC/67/02 was sent to members with the agenda for this meeting. Members were asked for their comments, with particular reference to membership and the proposed plan of work, by mid March 2002. A formal paper would then be prepared and submitted to PABIAC for discussion and approval at the summer meeting of the committee.

## **10. ANY OTHER BUSINESS**

10.1 Members attention was drawn to an HSE Press Release on Asbestos (available on the HSE web site). The statement reinforces HSE's position on the Hazards of White Asbestos following an article in the Sunday Telegraph.

10.2 Members attention was drawn to two new HSE Publications

1. Reducing Risks, Protecting People (ISBN 0717621510)
2. HSE's Enforcement Policy Statement (HSC 15) - Free leaflet

10.3 PABIAC were told that four companies in the papermaking or paper conversion industries had been recognised at the European Safety Week awards on 5th February 2002. They were SCA New Hythe, UPM Shotton, Field Boxmore and DS Smith.

10.4 Members attention was drawn to several failures of lifting equipment within the industry. These failures were not just rope failures. Members were informed that a possible problem with the Specifications for Lifting Equipment in European Standards had been identified. More information will follow. In the meantime the industry was asked to ensure that the specification for the hoists they are using is correct for the job being done and that if the process changes then the specification must be reviewed. This must be done in conjunction with the equipment suppliers to ensure that the lift is the correct one for the job being done.

## **11. DATES AND VENUES OF FUTURE MEETINGS**

4th July 2002 - GPMU Quorn - Annual Review Meeting

30th October 2002 - UPM Shotton - Open Meeting

11th February 2003 - HSE East Grinstead

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