

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

**Minutes of the 79th Meeting of PABIAC
Held on Tuesday November 14th 2006 at HSE's Nottingham Office.**

PRESENT	FROM
James Barrett	Chair
Andrew Barnetson	CPI
Anne Rayner	Minutes Secretary
Bob McLellan	DS Smith Packaging
Bud Hudspith	Amicus
Chris Flint	HSE
Colin Griffiths	St Regis
Graham King	Secretary
John Brazier	PICON
Martin Oldman	CPI
Peter Seggie	CPI
Roger De Toney	CPI
Simon Weston	Smurfit Kappa Paper UK -Recycling
Steve Edwards	GMB
OBSERVERS	APPOLOGIES
Paul Grady – HSE Andy Johnson – SCA Elizabeth Gibby - HSE	Martin Miller - SCA Europe Phil Green – HSE Alec Provan – Amicus Andrew Braund – CPI George Dews – Amicus Alan Harvey –Amicus Dave Watts – Amicus Stewart Begg –SCA Paul Planet – Abitibi Consolidated

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	Welcome & Introductions			
1.1	The Chair opened the meeting and welcomed new members Simon Weston and Steve Edwards to their first meeting and also Elizabeth Gibby, Paul Grady and Andy Johnson who were attending as observers.	-	-	-
2	Apologies for Absence			
2.1	Apologies received from Mr Martin Miller, Mr Andrew Braund, Mr Phil Green, Mr George Dews, Mr Dave Watts, Mr Alan Harvey, Mr Alec Provan, Mr Paul Planet and Mr Stewart Begg.	-	-	-
3	Minutes of meeting of July 6th 2006			
1.1	The minutes of the meeting of July 6 th 2006 were agreed as a true record.	-	-	-
4	Matters Arising			
4.1	(Min 4.1) Business case for reconstitution of PABIAC – Mr Flint to give further update at next meeting.	<i>Mr Flint informed the meeting that PABIAC had been reconstituted successfully.</i>	-	-
4.2	(Min 4.7) Contractors Passport Schemes. This topic to be put on Agenda for next meeting.	Taken at Agenda at item 7	-	-
4.3	(Min 5(a)) Progress reports The project is to prepare and publish minimum safeguarding standards for design and construction of waste baling and compacting machines. List of project team members to be provided to members.	<i>Done</i>	-	-
4.4	(Min 5. (b)) CPI - Paper and Tissue - Consultation Documents CPI will progress actions in their Sector H&S action plan	Report back on progress taken at Agenda Item 5.	-	-
4.5	(Min 5. (c)) Corrugated Sector 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 consult with members regarding wording. CPI to progress their sector action plan and HSE to prepare a press release	Report back on progress taken at Agenda Item 5.	-	-

4.6	<p>(Min 5(d)) Recovered Paper Sector – CPI</p> <p>The WISH Forum plans 17 Guidance documents specifically for the waste sector for this year. CPI to progress their sector action plan.</p> <p>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, Chair to discuss issues of alignment and areas of common interest with Chair of WISH.</p>	<p>Report back on progress taken at Agenda Item 5.</p> <p><i>Done</i></p>	-	-
4.7	<p>(Min 5(d) 1) Recovered Paper Sector – IWPPA</p> <p>IWPPA had 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- IWPPA to progress actions under recovered Sector H&S Action Plan</p>	<i>Done</i>	-	-
4.8	<p>(Min 5(e)) Trades Union(s) Amicus / GMB –</p> <p>Mr Braund mentioned 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 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. - Chair to feed Mr Braund's point back to the Programme managers.</p>	<i>Done</i>	-	-
4.9	<p>(Min 6(b)) Discussion on Next Steps -</p> <p>PABIAC safety management and safety climate 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><i>Done</i></p> <p><i>Done</i></p> <p>Taken at Item 6 of the Agenda.</p>	-	-
4.10	<p>(Min 7.1) <u>Chair's Summary</u> - Withdrawal of INDG 396 – Transporting Paper Safely.</p> <p>Mr Flint/Members to obtain a copy of the draft EU guidance.</p>	<i>Done</i>	-	-

	<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><i>Mr Hudspith reiterated his concern about DfT's role. He asked for advice on the applicability of advice in the Notice of Withdrawal of INDG 396 (about not allowing clamp trucks to carry unclamped rider reels) to clamp trucks carrying bales. Mr Flint said that all loads carried on clamp trucks should be securely clamped. Carrying unclamped items that are resting under gravity on clamped items below presented a serious risk of the unclamped item falling off.</i></p> <p><i>Mr Hudspith said that he would be looking to HSE to enforce the guidance on loading plans, risk assessments and competence in relation to loading and securing loads. He would be advising Amicus members accordingly.</i></p> <p><i>Mr Flint reported that he expected the current HSE commissioned research to report in the second half of 2007 following which he expected that there would be an HSE enforcement initiative designed around the results of the research and any guidance and recommendations that flow from it. He reminded members that CPI and TUC representatives on PABIAC had been consulted and had discussed the issues around loading plans, risk assessments and competence. He also reiterated that Paul Grady would be happy to give advice and opinion on any alternative load securing or restraining methods that duty holders have developed or are considering.</i></p> <p><i>Mr De Toney reported that he had responded to the consultation document on workplace transport safety. There are a number of issues around loading plans, competence etc and there is a need for a completely different mindset.</i></p> <p><i>Mr Hudspith raised the issue of how he might advise his members in the case where there is a lorry with an unsecured load about to go out onto the Road. Mr Flint said that the Road Traffic Act is enforced on the road by the Police and the Vehicle Operator Services Agency.</i></p>	<p>-</p> <p><i>Done</i></p> <p><i>Done</i></p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
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	<p><i>It was agreed that the Secretary will circulate to members the document setting out the scope of the research commissioned by HSE.</i></p> <p><i>The Chair restated PABIAC's commitment to keeping this issue under review and invited members to encourage duty-holders to ask HSE to look at any alternative load securing and restraining methods they have developed or are considering. Paul Grady will be happy to look at them. We should work collaboratively. Mr Griffiths said that AAG Distribution would be happy to help in this process.</i></p>	Secretary to circulate Research Project Scope Document to members	Secretary	With minutes
4.11	<p>(Min 9.1) Agree General Arrangements/timings for Future Business Meetings</p> <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><i>Done.</i></p> <p><i>Mr De Toney asked if the meetings should be promoted through the CPI website. The Chair thought they should be, but due to limitation of space at venues, it might be necessary to request that observers wait until a future meeting if too many people wished to attend at once.</i></p>	-	-
4.12	<p>(Min 11) 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>Members representing employers to explore the issues with their insurers as appropriate.</p> <p>HSE to raise the issue with ABI and report back to next meeting.</p>	<p>-</p> <p>-</p> <p><i>Mr Flint had spoken to Kate Hopton at ABI who</i></p>	-	-

		<p><i>agreed to look into the cause of the problem.</i></p> <p><i>Mr Flint had forwarded Ms Hopton's contact details to Mr Hudspith who agreed to make contact with her and provide details of the insurers involved once he had spoken to Mr McClellan and Mr Griffiths outside the meeting.</i></p>	<p>-</p> <p><i>Mr Hudspith</i></p> <p><i>Mr Hudspith / Mr McClellan / Mr Griffiths</i></p>	<p>-</p> <p><i>ASAP</i></p> <p><i>After the meeting.</i></p>	
5	Progress Reports				
5a	HSE – Mr Flint	<p>Rather than do a press release on the reduction of accident statistics in the Corrugated Sector only Mr Flint had drafted one for all the paper industries. If everyone were in agreement he would include the figures given out at the meeting and get it put out.</p> <p>The Chair drew everyone's attention to the favourable accident statistics recently published by HSE. Mr Hudspith expressed concern about the reduced level of formal enforcement shown by the latest statistics.</p> <p>Mr McLellan felt strongly that the partnership programme was a better way forward than formal enforcement.</p> <p>Mr Flint reported back on the progress of the Safe Interventions project.</p> <p>The PABIAC Safety Management Self Assessment and Safety Climate tools had been developed further and sent out. They were now available on the HSE Paper Industry Webpage.</p> <p>Mr Flint reported that 51 businesses in the paper sector were now using the Health</p>	<p><i>Mr Flint to finalise the press release and check wording with members quoted.</i></p> <p>-</p> <p>-</p> <p>-</p> <p><i>All to encourage more</i></p>	<p><i>Mr Flint</i></p> <p>-</p> <p>-</p> <p>-</p> <p><i>All</i></p>	<p><i>ASAP</i></p> <p>-</p> <p>-</p> <p>-</p> <p><i>ASAP</i></p>

	<p>and Safety Performance Indicator (HSPI) compared with 47 three months ago. There was no change in overall average scores. Mr Flint urged PABIAC members to press for more businesses to use HSPI and for those already using HSPI to update their scores at appropriate intervals</p> <p>Draft EN1034 – Parts 16 and 17. The German secretariat had drafted parts 16 and 17 in German and had not translated it into English. Mr Flint said the Swedes had also expressed concern. It was suggested that Mr Jefferies should arrange a meeting with all parties to facilitate a solution to the problem.</p>	<p><i>businesses to use HSPI and update their scores regularly.</i></p> <p><i>Mr Flint to ask Mr Jefferies to action</i></p>	<p><i>Mr Flint</i></p>	<p><i>ASAP</i></p>
<p>5b</p>	<p>Paper and Tissue Making – Mr Oldman</p> <p>Latest Injury statistics Paper and Tissue Sector Despite a slight increase the total number of accidents reported for September, overall the sector continued to show a positive downward trend and major injuries continued to fall. The current total injury rate was 11.33 (x 1000 employees) and the major rate at 1.27 (x1000 employees)</p> <p>Safety Alerts Since the last PABIAC meeting, the CPI had sent out to all members seven Safety Alerts – five were in European paper companies, two of which were fatalities. One from M-real was a good example of the tri-partite relationship working well. Within six days of the accident, CPI were able to get some useful information out to the industry. The last alert was a near miss report.</p> <p>Sector Action Plans The sector action plans are being revised to incorporate the climate survey and management tools and have been sent out to all members.</p> <p>PABIAC Tools Both the Management and Safety Climate tools have been sent out to the sector and CPI are encouraging members to use the tools in the absence of having anything else and where appropriate to their business needs.</p> <p>Safety Related Controls (SRC) CPI are running two safety related control seminars for engineering personnel. By the end of November 14th nearly 70 engineers will have at least a better understanding of what is required in relation to SRC and where to go for further advice. These seminars demonstrate that where there is a need, then the industry</p>			

	<p>will support workshops/seminar of this nature. Thanks to the HSE for supporting and providing specialists to give presentations at both events.</p> <p>HSE Information Through both CPI News and daily data, we continue to inform the industry of latest HSE news and initiatives, CPI have added a link from the CPI Website to the WISH forum and to information from the HSE Revitalising Network.</p> <p>IOSH Working safely in the paper industry The course is now available to all members, a few have been sold within all the sectors, and we have had a number of enquiries. The CPI believe that this method of training offers more flexibility than the traditional 'Chalk and Talk' method and it can solve a lot of the issues around releasing people for training.</p>			
5c	<p>Corrugated – Mr De Toney</p> <p>Had responded giving comments on the Worker Involvement Consultation document.</p> <p>Objectives outstanding from the sector action plan for last year had been carried over into this year.</p> <p>Had been 13 responses to the MPG survey. 12 were aware of the guidance, 9 had identified guarding improvements that were needed. 6 had reported improved performance. Most feedback had been positive.</p> <p>Had produced guidance notes on isolation and lock off and supplementary guidance on waste handling.</p> <p>Are preparing guidance on systems and procedures for acquiring new machinery and equipment. Should be available in the New Year and will be relevant to all sectors.</p> <p>The PABIAC safety management and climate tools had been publicised.</p> <p>The Sector action plan had been simplified and reissued.</p> <p>The first half of the year had seen the injury incidence rate fall to 1215 per 100,000 employees, an 8% reduction on last year.</p>			

<p>5d</p>	<p>Two new members had joined the sector H&S committee. They represent smaller companies.</p> <p>The meeting discussed the need to increase penetration of the carton making industry. They have lots of MPGs and produce shelf ready packaging, a growing sector.</p> <p>Recovered Paper Sector – CPI</p> <p>CPI continues to promote the PABIAC tools to members. Had agreed that the CPI Members would promote the Management System Tool for the next six months, while the IWPPA promoted the Climate Survey tool, Thereafter vice-versa.</p> <p>Paul Harvey spoke at a Paper Industry /WRAP/Local Authority round table meeting about the findings of the HSE Lab report into risk in recyclable collection systems. Initial Concern that this report would force Local authorities to move towards co-mingled collection through the use of wheelie bins. Important that HSE/C understands the commercial and public perception associated with the recycling industry and that wheelie bins are not necessarily the answer to everything - Paul was able to put the report into perspective. Many thanks to Paul.</p> <p>Summary of RIDDOR statistics given at the following meetings for discussion.</p> <p>Recovered Paper Sector Council (4 per year)</p> <p>Recovered Paper Sector H&S Advisory Committee (4 per year)</p> <p>Recovered Paper Sector Regional Meetings (14 per year)</p> <p>Continued concern from members with the alignment of PABIAC and WISH Forum. Mr Braund and Mr Seggie were making members aware of all relevant WISH guidance through CPI News and the website, Imperative for the recovered sector that we are kept up to date on developments within WISH, at present the sector sees this forum as being more beneficial than PABIAC. It is less strategic, and provides</p>	<p><i>Mr De Toney and Secretary to meet to consider how to spread PABIAC initiatives to the carton sector</i></p>	<p><i>Mr De Toney and Mr King</i></p>	<p><i>ASAP</i></p>
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more practical information.

CPI Regional H&S Workshops

Very poor attendance levels at the workshops. A Braund has taken the decision to stop these (cost and resource issues) unless specific requests received from the Membership.

Regional IOSH 'Recover Paper Safely' Courses 2006.

Of the initial five courses set down only one has been run due to poor take up levels. Even the courses being open to non-members. Cost and resource given as reasons for low take up by smaller companies.

On a positive note larger members ran three in house courses.

In 2006 to date 44 delegates have taken part.

Recovered Paper Sector H&S Advisory Committee

3 meeting to date in 2006. HSE attended meeting on June 28th to go over safe intervention project and input into Sector Action Plan.

Action Plan review, updated and released in October.

Q2 2006: Slips trips checklist results issued to members

Q3 2006: safe interventions Year 2 report issued to members

Q4 2006: Questionnaire on compliance with 'Recover Paper safely ' to be issued for report Q1 2007.

Statistics

Press release issued on our improving performance 2006 to June; picked up by some trade press as it followed the HSE press release on the poor performance of the waste industry.

December 2005-Overall injury rate per 100,000 employees 1977, Major injury rate 289

August 2006 – Overall injury rate per 100,000 employees 2165, Major injury rate 252.

Increased injury rate due to poor performance in March, July and August.

Types of injury

Slips and trips, lifting and carrying and hit by moving/flying object continue to be the biggest areas of concern. There has been a percentage fall however in the number

	of slips and trips accidents.			
5e	<p>Trades Union(s) – Mr Hudspith, Amicus</p> <p>An e-bulletin had been produced on Health and Safety that Mr Hudspith will send to Secretary to circulate to members. He would report the issue of Transport to the GPM? Secretary as there was a need to make a decision on what to do next.</p> <p>Amicus's Health and Safety Website needed an overhaul and all the web links reviewed. It might be possible to improve the links and therefore promote some of the issues better.</p>	<p><i>Mr Hudspith to send e-bulletin to Secretary. Secretary to circulate to members.</i></p>	<p><i>Mr Hudspith Mr King</i></p>	<p><i>ASAP (done) ASAP (done)</i></p>
6	PABIAC Strategy Implementation – Next Steps			
6.1	It was proposed that the strategy group reconvene to see how action plans were progressing. It was agreed that the meeting would take place in the New Year before Easter.	<p><i>Secretary to convene meeting of strategy group in New Year before Easter</i></p>	<p><i>Secretary</i></p>	<p><i>Before Easter 2007</i></p>
7	Contractors and Passport Schemes			
7.1	<p>Mr Brazier said that PICON had become interested in Passport Schemes over the past year and had done some research in the South East Area. They wished to develop a specific passport for the industry and had spoken to one of training companies on the subject but had had no response. Mr Flint referred members to the H&S Qualification Strategy for Employers, SSCs, Sector Bodies and Standards Setting Bodies developed by the National H&S Qualifications Advisory Group which deals with Passport schemes.</p> <p>Chair said that that HSE had stepped back from the schemes when they were first introduced. The view was that HSE would like the different schemes brought together and would actively encourage this to happen.</p>	-	-	-
8	AOB			
8.1	Mr Huspith said that Mr Dews was concerned in relation to a new waste paper baler that he thought would injure a user if they entered the baling area as this would 'trip' the 'magic eye'. He wanted to know if the magic eye could be disabled and why this	<p><i>Mr Grady to speak to Mr Dews</i></p>	<p><i>Mr Grady</i></p>	<p><i>ASAP</i></p>

	<p>was the standard. Mr Grady said most balers were fed continuously and under automatic control and because of this they had to be used with a safe system of work in operation. The project team drafting the minimum safeguarding standards for design and construction of waste balers and compactors were looking at this and Mr Grady, who is a member of the project team, will speak to Mr Dews on the subject.</p>			
8.2	<p>Felt changing – Mr Hudspith expressed concern at the lack of progress on this issue and said that this was a PABIAC problem. Chair said that his recollection was that Mr Dews was going to prepare a paper to get the ball rolling on this issue and Mr Griffiths confirmed that this was his recollection too. Mr Hudspith to check with Mr Dews.</p>	<p><i>Mr Huspith to contact Mr Dews about progress on the felt changing issue.</i></p>	<p><i>Mr Hudspith</i></p>	<p><i>ASAP</i></p>
8.3	<p>Mr Hudspith told the meeting that a contractor at M-real was seriously injured when moving a long roll from a machine in a constricted area over a cast iron drain cover when the cover fractured. Mr Hudspith expressed concern that the company could not find a standard for drain covers or any information on what weight they could take. Mr De Toney said that this was part of the whole broader issued of moving things round.</p> <p>Secretary said he would find out if there were any British or EN standards for drain covers.</p>	<p><i>Secretary to look to see if there are standards for drain covers.</i></p>	<p><i>Secretary</i></p>	<p><i>ASAP</i></p>
9	<p>Dates and times of Meetings for 2007</p>	<p><i>March 27th 2007 July 17th 2007 13 November 2007 (venues to be confirmed)</i></p>		