

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**  
**Minutes of the 84th Meeting of PABIAC**  
**Held on Tuesday July 15th 2008 at Health and Safety Laboratory, Buxton**

PRESENT	FROM
James Barrett	HSE – Chair
Bud Hudspith	Unite
Alan Gotts	Smurfit Kappa
Andrew Barnetson	CPI
Andy Braund	CPI
Andy Johnson	SCA Packaging
Anne Rayner	HSE – Minutes Secretary
Bob McLellan	DS Smith Packaging
Derek Simpson	Unite
George Dews	Unite
Graham King	HSE – Secretary
Ian Ellison	HSE
Kevin Johnston	GMB
Martin Oldman	CPI
Peter Seggie	CPI
Roger de Toney	CPI
Terry Aston	HSE
OBSERVERS	APOLOGIES
Brian Richerby	Andrew Wooler
Ceri Jones	David Watts
Nina Day HSL	Martin Miller
	Mike Limb
	Peter Ellis
	Simon Weston
	Stewart Begg

Summary of Agreed Actions			
Item	Agreed Action	By Whom	By when
4.3	Members were asked to forward any feedback on the Greenstreet Berman report to the Secretary	Members	As soon as possible
5.1	Securing Heavy Loads on Curtain-Sided Lorries research report to be forwarded to members when it becomes available.	Secretary/ Minutes Secretary	When available.
5.2	Secretary to keep members informed of progress with the work of the Road Distribution Action Group (RDAG) in relation to preventing loads falling from road vehicles and of any joint activity between HSE and VOSA.	Secretary	Next meeting.
6.1	When available the presentations made by Nina Day and Ceri Jones to be forwarded to members.	Minutes Secretary	When available
6.2	Secretary to arrange a Strategy Group meeting for September/October.	Secretary/ Minutes Secretary	One Month

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>1</b>	<b>Welcome &amp; Introductions</b>			
	Chair welcomed members, observers and visitors to the meeting. He especially welcomed and introduced Derek Simpson and Ian Ellison as new members, welcomed back Terry Aston and welcomed guest speakers Nina Day, HSL and Ceri Jones of UPM Kymmene.	-	-	-
<b>2</b>	<b>Apologies for Absence</b>			
<b>2.1</b>	Apologies were received from:- Andrew Wooler, David Watts, Martin Miller, Mike Limb, Peter Ellis, Simon Weston, Stewart Begg.	-		-
<b>3</b>	<b>Minutes of Meeting of 26th February 2008.</b>			
<b>3.1</b>	The minutes of the previous meeting were agreed and approved.	-	-	-
<b>4</b>	<b>Matters Arising</b>			
<b>4.1</b>	(min 4.1) A detailed analysis, for the paper sectors, of the returns from HSE's safe interventions initiative for 2007/08 – This will be done at the end of the 2007/8 period	The analysis was included in members' packs. <b>Discharged</b>	-	-
<b>4.2</b>	(min 5c) IWPPA had presented a written report and some members had questions about the injury incidence rates quoted in the report. The Chair suggested that Mr Limb be asked to speak about this at the next meeting.	Mr Limb wasn't present at the meeting but had sent a written report responding to the questions that had been raised. <b>Discharged.</b>	-	-
<b>4.3</b>	(min 6.1) Secretary to send Greenstreet Berman report as pdf file to members.	This had been done. <b>Discharged.</b> The Chair invited feedback from members.	Members to forward any feedback on the report to the Secretary	ASAP
<b>4.4</b>	(min 7.2) Strategic Objectives 2008 – 2011 - Secretary to prepare strategy document for 2008-2011 to incorporate the agreed amendments to the objectives and circulate to members for approval.	This had been done. Secretary thanked A Braund of CPI for his hard work in arranging the formatting of the document and printing of hard copies.	-	-

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		<b>Discharged.</b>		
4.5	<b>Future of Industry Advisory Committees</b> – Mr Barrett informed members that, because there was no longer a Health and Safety Commission, the position of Industry Advisory Committees was being considered by Judith Hackett and meetings between CBI, TU's and HSE were taking place with a view to producing a paper which would be put to the Board. Hopefully the IAC's would carry on with the good work being done. At the moment they were operating on the former HSC strategy but HSE is working on drafting a new strategy.	-	-	-
4.6	Mr Braund spoke about the increase in accidents in the paper industry which had seen a recent rise. Mr Hudspith said this demonstrated the need for the 'Making a Difference 2008-2011' strategy. He thought it showed there had possibly been a relaxation and the committee needed to make sure that commitment to improvement is maintained.	-	-	-
<b>5</b>	<b>Securing Heavy Loads on Curtain-Sided Lorries. Research Findings – Presentation by Nina Day, HSL.</b>			
5.1	Ms Day explained that the research project had taken two years to complete and she thanked members who had helped and gave a presentation on the research and findings. Copies of the presentation will be forwarded to members.	Circulate presentation to members  Secretary to forward research report to members when available	Minutes Secretary  Secretary	When available.  Ditto
5.2	A member asked about the likely impact of the research on the Department for Transport Code of Practice. Mr King said he believed the research findings would not alter the Code of Practice. He also reported and that HSE was working closely with Vehicle and Operator Services Agency (VOSA) who were very interested on the whole issue of load security. Proposals for joint HSE/ VOSA roadside spot checks on load security were under consideration. He also reported that the partners involved in the haulage industry's Road Distribution Action Group (RDAG) were keen to see improvements in standards of load security and had a number of projects underway to this end.	Secretary said he would keep PABIAC members informed of progress with these matters.	Secretary	Future meetings.
<b>6</b>	<b>Securing Paper Reels for Road Transport: How We Tackled It. Presentation by Ceri Jones, UPM Kymmene.</b>			
6.1	Ms Jones is the Logistics Technical Manger for UPM Kymmene and also	When available the presentation to be	Minutes	When

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	holds responsibility for health and safety on customer delivery operations. In 2003 the company formed a technical group which embarked on a global project to look at load security. The presentation Ms Jones gave was in explanation of the project and its outcomes so far.	forwarded to members.	Secretary	available.
6.2	<p>Ms Jones answered questions on her presentation and the Chair thanked her for an excellent presentation.</p> <p><b>Discussion</b></p> <p>There followed discussion about what the next steps for PABIAC should be on this issue. TU side expressed concern that two years had elapsed since the withdrawal of INDG 396 during which time the industry had been operating with no specific guidance on this topic. The Chair explained that there is no “one size fits all” solution and that duty-holders are required to risk assess their own activities and use the results of risk assessment to determine their own load-securing arrangements in accordance with the DfT Code.</p> <p>Secretary stated that the literature search undertaken as part of the research had identified considerable published guidance and he highlighted, in particular, the guidance in the three references listed at item 8.1 of the minutes of PABIAC’s last meeting of 26<sup>th</sup> February (*see below). These had also been mentioned by Ms Jones during her presentation.</p> <p>Secretary proposed that members of the strategy group should consider the research report findings together with the published guidance linked at item 8.1 of PABIAC’s minutes for the meeting of 26<sup>th</sup> February 2008 (*see below) and that the group should meet in September/October with a view to recommending a strategic objective covering the issue and means of implementation for presentation to PABIAC at its next meeting on November 18<sup>th</sup>. This was agreed.</p> <p><i>*Links to references from item 8.1 of minutes of 26 February 2008</i></p>	<p>Secretary to arrange strategy group meeting for September/ October.</p> <p>Strategy group members to consider research findings and the references (*see links opposite) in preparation for strategy group meeting.</p>	<p>Secretary</p> <p>Secretary</p> <p>Strategy group members</p>	<p>Sept/Oct</p> <p>For Sept/Oct</p>

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	<p>DfT Code of Practice (<a href="http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloadsonvehicles">www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloadsonvehicles</a>),</p> <p>European Best Practice Guidelines on Cargo Securing for Road Vehicles (<a href="http://wc.europa.eu/transport/roadsafety/best_practice_guidelines_en.htm">http://wc.europa.eu/transport/roadsafety/best_practice_guidelines_en.htm</a>)</p> <p>English version of "Latest information about load securing" ISBN: 3-938255-21-8, details at : <a href="http://www.hendrisch.de/lasi_info.html">http://www.hendrisch.de/lasi_info.html</a></p>			
<b>7</b>	<b>AOB</b> None			
<b>8</b>	<p><b>Launch of the PABIAC Strategy 'Making a Difference 2008 – 2011'</b> Mr Barrett the PABIAC Chair, Mr Hudspith representing Unite and the TUC and Mr Martin Oldman representing the Confederation of Paper Industries and CBI all gave short speeches in support of the strategy. A short ceremony followed to present Mr McLellan, CEO of DS Smith Packaging, with a certificate to recognise his company's pledge to the Strategy.</p>	-	-	-
<b>9.</b>	<b>Date and Time of Next Meeting</b>			
9.1	The next meeting will take place in HSE's Nottingham on November 18th 2008. Mr McLellan offered DS Smith Packaging's premises in Maidenhead as the venue for the meeting in February 2009. Date to be confirmed.	-	-	-