

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**

**Minutes of the 81<sup>st</sup> Meeting of PABIAC  
Held on Tuesday July 17<sup>th</sup> 2007 at Quorn Grange, Loughborough.**

<b>PRESENT</b>	<b>FROM</b>
James Barrett	HSE Chair
Stewart Begg	SCA
Andrew Barnetson	CPI
Bob McLellan	D S Smith
Graham King	HSE Secretary
Phil Green	HSE
Steve Edwards	GMB
Roger De Toney	CPI
Peter Ellis	Amicus
Alec Provan	Amicus
Dave Watts	Amicus
Bud Hudspith	Amicus
Andy Braund	CPI
Anne Rayner	HSE - Minutes
George Dews	Amicus
Colin Griffiths	St Regis
<b>OBSERVERS</b>	<b>APPOLOGIES</b>
Andy Johnson – SCA Packaging	John Brazier – PICON/BPMSA
Andy Wooler of M-Real	Mike Limb - IWPPA
Paul Grady - HSE	Simon Weston – Smurfit Kappa
	Terry Aston - HSE
	Martin Oldman -CPI
	Paul Planet. –Abitibi Consolidated
	Peter Seggie -CPI
	Martin Millar -SCA

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>1</b>	<b>Welcome &amp; Introductions</b>			
	The Chair welcomed members to the meeting and thanked Amicus (now Unite- Amicus Section) for providing the venue and for their hospitality.	-	-	-
<b>2</b>	<b>Apologies for Absence</b>			
	Apologies for absence were received from: - John Brazier, Mike Limb, Simon Weston, Terry Aston, Martin Oldman, Martin Millar, Paul Planet and Peter Seggie	-	-	-
<b>3</b>	<b>Minutes of meeting of 27 March 2007</b>			
<b>3.1</b>	The minutes of the previous meeting were accepted as a true record.	-	-	-
<b>4</b>	<b>Matters Arising</b>			
<b>4.1</b>	<b>(min 4.1)</b> Dissemination of undisputed factual information – Mr Hudspith said the agreement still existed and the problem had arisen due to specific previous events. Mr Flint had spoken with ABI and would speak with Mr Hudspith – Secretary to contact Mr Flint to find out what action he had taken.	It was proposed that the committee prepare 'good practice guidance notes' on this and Mr Hudspith offered to prepare a discussion draft for consideration by members.	Mr Hudspith	Next meeting
<b>4.2</b>	<b>(min 4.7)</b> Mr Hudspith to contact Mr Dews about progress on the felt changing issue. A preliminary meeting had been arranged by CPI for May 1st at St Regis to discuss. Feedback at July 07 meeting.	Taken at Item 5b on the Agenda (see below)	-	-
<b>4.3</b>	<b>(min 5a)</b> Paper and Tissue Making Sector – Mr Braund  Concerns were expressed about European Standard 1034 and about standards in Europe, in general, being different to those of the UK. HSE to explore the possibility of putting a case forward regarding the disparity between UK and European Standards. Mr Hudspith said he would make enquiries about raising some activity on a European level on making paper safely. Mr Hudspith had made enquiries and would continue to press this.	Taken at Item 5b on the Agenda (see below)	-	-

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	<p>A safety alert had been issued regarding a fatality at a reel up on a papermaking machine in the USA. The feeling was that the machine had not been safeguarded to the standard required in the UK under "Making Paper Safely". However, Mr Dews said that he was not convinced that standards of safeguarding in the UK were fully "waterproof".</p> <p>Mr Grady to contact Mr Dews after the meeting with a view to examining this issue.</p>	<p>Taken at item 5a on the Agenda (see below)</p>	-	-
4.4	<p><b>(min 5d) Trades Unions</b>  <b>Amicus – Mr Hudspith</b>  A 'slips and trips' leaflet/mapping tool had recently been produced and Mr Hudspith said he would e-mail a PDF version to the secretary.</p> <p><b>Trades Unions - Mr Edwards - GMB</b>  Mr Edwards said he had been unable to obtain any guidance for supervisors regarding felt changing from the industry. – Mr Braund said he had some that he could share with him and would send him examples and talk to him outside the meeting.</p>	<p>Mr Hudspith agreed to e-mail a PDF version of the 'slips and trips' leaflet/mapping tool to the Secretary. <b>Discharged.</b></p> <p>Mr Braund offered to send Mr Edwards examples of guidance and speak with him outside the meeting. <b>Discharged.</b></p>	<p>Done</p> <p>Done</p>	-
4.5	<p><b>(min 6.1)</b> Chair to write a personal letter to CEOs ASAP reminding them of the strategic objectives and enquiring about progress in implementing them.</p> <p>The Strategy Group to meet in early May to carry forward the other recommendations.</p>	<p><b>Discharged</b></p> <p>The Strategy Group had met on May 10<sup>th</sup> 2007. A discussion on their recommendations was taken at Item 6 on the Agenda (see below).</p>	<p>Done</p> <p>-</p>	-
4.6	<p><b>(min 7.1)</b> Mr Hobson gave a presentation on the Reduction of Machinery Accidents in the Printing Industry. Mr Hobson's presentation to be circulated with the minutes.</p>	<p><b>Discharged</b></p>	<p>Done</p>	-
4.7	<p><b>(min 8.1)</b> The Secretary informed members that the Safe Interventions</p>	<p><b>Discharged</b></p>	<p>Done</p>	-

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	Initiative was to be extended into the 2007/08-work year. Secretary to circulate the proforma on entry into confined spaces.			
4.8	<b>(min 9.1)</b> 26th February 2008 – Mr Dews offered a venue in Newcastle that he would confirm within a few weeks.	Mr Dews has confirmed availability of Newcastle venue. <b>Discharged</b>	Mr Dews. Done.	
<b>5</b>	<b>Progress Reports (brief summaries)</b>			
<b>5a</b>	<p><b>HSE Report</b></p> <p>1) <b>Research Project on securing loads on curtain-sided lorries – Mr King</b></p> <p>Mr King reported that work package 1 (the most time consuming part of the project) was nearly complete and, as far as the involvement of PABIAC sector industries is concerned, had been rounded off with a focus group type workshop at HSL in Buxton. CPI to report on the success of the workshop at item 5 b (see below)</p> <p><a href="#">Fatal Accident at Wolsingham</a> – The accident occurred when an unventilated van carrying welding equipment exploded. A link to the press release produce by HSE regarding ventilation of vans to be forwarded to members with the minutes of the meeting</p> <p>Fatal Accident at Terry Smith Group – Accident_involving a hand fed platen die cutting machine.</p>	<p>CPI to report on the workshop at item 5(b) of the agenda (see below).</p> <p>A link to the press release to be sent with the minutes.</p> <p>Such information as was available had been circulated already by PIAC Secretary (the company is a printing business). Any new information that is disclosable will be forwarded as and when available.</p>	<p>Secretary</p> <p>PIAC Secretary via PABIAC Secretary</p>	<p>With the minutes</p> <p>As and when available</p>

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	<p>2) <b>Safeguarding of Primary Arms on Reel-ups – Mr Grady</b> Following a recent fatal accident in USA involving Primary Arms on Reel-ups Mr Grady had investigated the possibility of similar accidents occurring in the UK. He was preparing a report that would be sent to members – paper 81/07/05.</p> <p>3) <b>Failure of wishbone lifting arm on waste skip –Mr Grady</b> Mr Grady reported on an incident involving failure of a wishbone type lifting hook on a waste skip. HSE had issued a safety alert to industry. Copies had already been circulated to members.</p> <p>4) <b>Guidance on safeguarding standards for waste balers and compactors – Mr Green</b> . There had been problems agreeing some of the wording as a Danish machine manufacturer had claimed that the draft document purported to represent a “standard” but this had hopefully been resolved following a meeting with the Danish manufacturer. The Chairman thanked Mr Green and Mr Grady for moving this along,</p>	Mr Grady’s report to be sent out with the minutes.	Secretary	When report complete
5b	<p><b>Paper and Tissue Making Report - Mr Braund</b> See paper 81/07/04 for the full report.</p> <p><b>HSL Workshop for work package 1 of research into methods of securing loads on curtain-sided lorries.</b> Mr Griffiths attended the workshop and reported that around 40 employers including hauliers had attended. He reported that whereas delegates were concerned because some industry guidance was contradictory, there had been general acceptance that something should be done about it. Also, there seemed to be a need for improved communication and cooperation between suppliers, hauliers and end users. There was a good response to sharing knowledge and a questionnaire had been produced to gather more information. Work packages 4&amp;5 of the project would include</p>			

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	<p>assessing the overall risks (i.e. including any additional risks involved in introducing alternative methods of securing loads and the extra costs involved in controlling those risks). Current European, American and Australasian standards had also been examined. The Chair thought this was encouraging and was pleased to see the work going ahead. Members suggested a that a future PABIAC meeting could take place at HSL Buxton with a tour round the site in the afternoon (preferably during the summer months)</p> <p>Felt Changing – Mr Dews reported that so far two meetings of a CPI led project group had been held to with Georgia Pacific and St Regis and that HSE would soon be invited to comment on draft documents produced</p>	Secretary to look into the possibility of a future meeting taking place at Buxton.	Secretary	Report back at next meeting.
5c	<p><b>Corrugated – Mr de Toney</b> See paper 81/07/02 for the full report</p>	-	-	-
5d	<p><b>Recovered paper – Mr Limb</b> Mr Limb was unable to attend the meeting – His report was circulated with the Agenda. See paper 81/07/03.</p>	-	-	-
5e	<p><b>Trades Unions – Mr Huspith</b> Mr Hudspith informed the meeting Amicus and TGWU had united to form a new union called Unite.</p> <p>He attended a meeting in Frankfurt on European Standard 1034 - Papermaking and Related Machinery. They had to re-implement a wording that had previously been agreed.</p> <p>Mr Wooler enquired why HSE didn't have more input into EN Standards. The Chair explained that there are large numbers of safety – related standards and HSE has to prioritise in allocating resources to standards work. He explained that if an unsatisfactory Standard is published member states could invoke the safeguard procedure. The Secretary</p>	-	-	-

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	<p>explained that, in fact, HSE were very well represented on the UK Shadow Committee for the above EN standard and had made a significant contribution to support the UK's delegates attending the CEN Working Group.</p> <p>Mr Hudspith said he puts out all the Safety Alerts he received from Mr Braund as circulars to his members.</p> <p>Unite had produced a leaflet on for Safety Representatives '<a href="#">Safety and Migrant Workers</a>' which was available as a download from the Amicus/Unite site. The Chair informed members that three of the manufacturing sector fatal accidents in the current year had involved migrant workers.</p> <p><b>Mr Edwards – GMB</b> Mr Edwards was trying to get feedback from his Union Officers. The major problem on his site was workplace transport and he was trying to get information on all accidents.</p> <p>Mr Wooler asked about the RIDDOR review and was told it that it had been completed. There were no proposals for amendments to RIDDOR but the Commission had asked HSE to publicise the simple methods available for reporting under RIDDOR e.g. by phone.</p>			
6	<b>Implementation of 2005-2008 strategy and development of strategic objectives for 2008 –2011</b>			
6	The Strategy Group met on May 10 <sup>th</sup> 2007 to begin the process of developing strategic objectives for the period April 2008 to March 2011. The Group's recommendations are set out in the paper 81/07/01. Mr Miller had also given a presentation to the Strategy Group on knowledge management systems. He had suggested that a formal knowledge	-	-	-

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	<p>management system be established for PABIAC.</p> <p>The Chair thanked the Group for their work and invited PABIAC members to comment on the Strategy Group’s proposals.</p> <p>The following possibilities were explored in the subsequent discussion and it was agreed that the Strategy Group would take them forward into consideration at the next stage of developing strategic objectives for 2008 –2011.</p> <p>6.1. The timetable for developing the objectives was reasonable.</p> <p>6.2. A knowledge management system for PABIAC was a good idea and could be developed over the period 2008 –2011 but it should not be the subject of a specific objective for the paper related industries within the 2008-2011 strategy.</p> <p>6.3. An overall lower target for injury incidence rates should be set for the PABIAC sector as a whole with separate targets for each sector expressed as year –on –year percentage reductions.</p> <p>6.4. The objectives should include an objective relating to safety management systems but it should not be too prescriptive.</p> <p>6.5. PABIAC could conduct audits of employers’ safety management systems as a way of benchmarking and measuring progress – However, some members felt that this would require an unrealistic level of resource input and favoured table-top type exercises instead. Others felt that the CHASPI index was a better way of benchmarking and measuring progress. Others felt it important to verify that safety management systems are actually working in practice. It was agreed that whatever approach to benchmarking and measurement was adopted it needs to be kept simple.</p> <p>6.6. There was general agreement that there should be an objective relating to safety climate. It was suggested that company action</p>			

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	<p>plans should report the results of climate surveys and include a transparent link to the resulting planned actions. It was suggested that the free PABIAC climate survey tool could be promoted at the CPI biennial conference in November.</p> <p>6.7. There was general agreement that there should be an objective relating to occupational health however no clear conclusion was reached about what it should be. It was pointed out that a problem is that all too often line managers do not see the management of occupational health as their responsibility and often do not have a clear understanding of what occupational health is and deal with it by delegating it to occupational health specialists.</p>	Strategy Group to meet in September to draft suggested objectives for discussion and approval at the November meeting of PABIAC.	Strategy Group	September for next meeting of PABIAC
<b>7</b>	<b>AOB</b>			
<b>7.1</b>	Mr Braund suggested that, unless there was a strong reason to discuss them, written progress reports should be submitted by partners wherever possible for future meetings to free up time for discussing other important agenda items.	-	-	-
	As Mr Green was leaving the Manufacturing Sector in the following few weeks this was the last meeting of PABIAC he would be attending and the Chair thanked him for all his work for the Committee.	-	-	-
<b>8</b>	Next meeting to take place on November 13 <sup>th</sup> 2007 at HSE's Nottingham Office starting at 10.30 am.	-	-	-