

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**  
**Minutes of the 83<sup>rd</sup> Meeting of PABIAC**  
**Held on Tuesday February 26<sup>th</sup> at SCA Hygiene Products, Prudhoe.**

| PRESENT              | FROM                    |
|----------------------|-------------------------|
| James Barrett        | HSE - Chair             |
| Andy Braund          | CPI                     |
| Anne Rayner          | HSE - Minutes           |
| Bob McLellan         | D S Smith               |
| Bud Hudspith         | Unite                   |
| David Watts          | Unite                   |
| George Dews          | Unite                   |
| Graham King          | HSE – Secretary         |
| Kevin Johnston       | GMB                     |
| Martin Millar        | CPI                     |
| Martin Oldman        | CPI                     |
| Paul Harvey          | HSE                     |
| Roger DeToney        | CPI                     |
| Simon Weston         | Smurfit Kappa Recycling |
| Stewart Begg         | SCA                     |
| Trevor Hay           | HSE                     |
| OBSERVERS            | APOLOGIES               |
| Paul Harvey HSE      | Colin Griffiths         |
| Trevor Hay HSE       | Mike Limb               |
| Andrew Barnetson CPI | Paul Grady              |
| Nina Day HSL         | Andy Johnson            |
| Peter Seggie CPI     | Andy Wooler             |
|                      | Peter Ellis             |

| Summary of Agreed Actions |  |                                    |                |
|---------------------------|--|------------------------------------|----------------|
| Item                      | Agreed Action  | By Whom                            | By when        |
| 4.1                       | Detailed analysis, for the paper sectors, of the returns from HSE's safe interventions initiative for 2007/08 – at end of 2007/8 period. | Secretary/<br>Minutes<br>Secretary | When available |
| 5c                        | Mr Limb to be asked to answer members questions regarding injury incident rates quoted in IWPPA report.                                  | Mr Limb                            | Next meeting   |
| 6.1                       | Secretary to send members the Greenstreet Berman Report as a pdf file.   | Secretary                          | One week       |
| 7.2                       | Secretary to incorporate agreed amendments into 2008-11 Strategy document and circulate it to members for approval.                      | Secretary                          | Mid March 2008 |

| ITEM     | DISCUSSED  | ACTION TAKEN/AGREED                 | BY WHOM?  | BY WHEN? |
|----------|--|-------------------------------------|-----------|----------|
| <b>1</b> | <b>Welcome &amp; Introductions</b>   |                                     |           |          |
| 1.1      | Mr Tony Richards, the mill manager, welcomed members to the venue and gave a brief introduction to the mill.   | -                                   | -         | -        |
| 1.2      | The Chair welcomed everyone to the meeting. He welcomed Mr Kevin Johnston, who was replacing Mr Edwards as the GMB representative on the committee. The Chair introduced Mr Paul Harvey and Mr Trevor Hay, both from HSE to the meeting. He explained that they were attending as observers with a view to taking back some ideas to the WISH forum.           | -                                   | -         | -        |
| 1.3      | Mr Dews then gave a short talk on 'Positive Health and Safety'   | -                                   | -         | -        |
|          |  |                                     |           |          |
| <b>2</b> | <b>Apologies for Absence</b>   |                                     |           |          |
| 2.1      | Apologies were received from Mr Colin Griffiths, Mr Mike Limb, Mr Paul Grady, Mr Andy Johnson, Mr Andy Wooler and Mr Peter Ellis. Chair reported that Mr Griffiths was retiring from PABIAC and confirmed that he had sent Mr Griffiths a message on behalf of PABIAC thanking him for his valuable contribution to the work of the committee over many years. | -                                   |           | -        |
|          |  |                                     |           |          |
| <b>3</b> | <b>Minutes of Meeting of 13 November 2007.</b>   | -                                   | -         | -        |
| 3.1      | The minutes of the previous meeting were agreed and approved.  |                                     |           |          |
|          |  |                                     |           |          |
| <b>4</b> | <b>Matters Arising</b>   |                                     |           |          |
| 4.1      | <b>(min 5.6a)</b> A detailed analysis, for the paper sectors, of   | This will be done at the end of the | Secretary | When     |

| ITEM | DISCUSSED  | ACTION TAKEN/AGREED  | BY WHOM?                           | BY WHEN?                   |
|------|--|--|------------------------------------|----------------------------|
|      | <p>the returns from HSE's safe interventions initiative for 2007/08 – Secretary to arrange</p> <p><b>(min 5.6b)</b> It was agreed that Nina Day from HSL should be invited to the next meeting of PABIAC to give a presentation on HSL research into methods of securing loads on curtain-sided lorries.</p>   | <p>2007/8 period</p> <p>This had been done and Ms Day attended the meeting and gave the presentation. <b>Discharged.</b></p> | <p>/Minutes secretary</p> <p>-</p> | <p>available.</p> <p>-</p> |
| 4.2  | <p><b>(min 6.1)</b> Letter to CEOs requesting information about what their companies had done towards achieving PABIAC 2005-2008 objectives to be sent January 2008</p>  | <p>Done. 38 replies received. <b>Discharged.</b></p>   | <p>-</p>                           | <p>-</p>                   |
|      |  |  |                                    |                            |
| 5    | <p><b>Progress Summaries</b></p>   |  |                                    |                            |
| 5a   | <p><b>Paper and Tissue Making</b></p> <p>CPI had presented a written report that had been circulated with the agenda. See annex 1 of these minutes</p>   | <p><b>Discharged</b></p>   | <p>-</p>                           | <p>-</p>                   |
| 5b   | <p><b>Corrugated</b></p> <p>CPI had presented a written report that had been circulated with the agenda. See annex 2 of these minutes</p> <p>The Chair asked about the character of the machinery accidents in this sector and Mr DeToney explained that they were in the areas of jam clearing and setting. The CPI's proposed Task Analysis and Error Analysis training for managers in the industry, to be piloted in March with help from HSE, had been designed to tackle</p> | <p><b>Discharged</b></p>   | <p>-</p>                           | <p>-</p>                   |

| ITEM | DISCUSSED   | ACTION TAKEN/AGREED  | BY WHOM?              | BY WHEN?                     |
|------|---|--|-----------------------|------------------------------|
|      | just this sort of accident.   |  |                       |                              |
| 5c   | <p><b>Recovered Paper</b></p> <p><b>CPI</b><br/>CPI had presented a written report that had been circulated with the agenda. See annex 3 of these minutes.</p> <p><b>IWPPA</b><br/>IWPPA had presented a written report that had been circulated with the agenda. See annex 4 of these minutes. Some members had questions about the injury incidence rates quoted in the report but Mr Limb was not present and therefore unable to answer the questions. The Chair suggested that Mr Limb be asked to speak about this at the next meeting.</p> | <p><b>Discharged</b></p> <p>Mr Limb to be asked to answer the questions at the next meeting.</p> | <p>-</p> <p>IWPPA</p> | <p>-</p> <p>Next meeting</p> |
| 5d   | <p><b>Trades Unions</b></p> <p>Unite had presented a written report. See annex 6 of these minutes. Mr Hudspith reported on recent contacts with the USA and the different approach to health and safety taken in America as opposed to the UK.</p>  | <p><b>Discharged</b></p>   | <p>-</p>              | <p>-</p>                     |
| 5e   | <p><b>HSE</b></p>   |  |                       |                              |
|      | <p>HSE had presented a written report that had been circulated with the agenda. See annex 5 of these minutes.</p>   | <p><b>Discharged</b></p>   | <p>-</p>              | <p>-</p>                     |
| 6    | <p><b>Presentation – Research into Targeted Initiatives</b></p>   |  |                       |                              |
| 6.1  | <p>Mr Barrett gave a presentation summarising the results</p>   | <p>Secretary to send report as pdf file</p>  | <p>Secretary</p>      | <p>One week</p>              |

| ITEM       | DISCUSSED  | ACTION TAKEN/AGREED           | BY WHOM?            | BY WHEN?  |
|------------|--|-------------------------------|---------------------|-----------|
|            | of research by Greenstreet Berman into the effectiveness of industry targeted initiatives.   | to members.                   |                     |           |
| <b>7</b>   | <b>Strategic Objectives 2008 – 2011</b>  |                               |                     |           |
| <b>7.1</b> | <b>Results of Consultation on Draft Objectives</b><br>Mr King introduced the draft objectives and a paper prepared by CPI summarising the responses received from consulting stakeholders was circulated.  | -                             | -                   | -         |
| <b>7.2</b> | <b>Agreement/Adoption of Objectives</b>  |                               |                     |           |
|            | <p><u>Objective 1 – Injury Reduction</u> – By March 2011 the industry’s overall reported non-fatal injury rate for employees to be reduced to 850 per 100,000 employees (a10% per annum reduction) or better – There was broad agreement for this objective.</p> <p><u>Objective 2 – Reduction in Days Lost Through Injury and Work-Related Ill Health.</u> It was agreed that this objective would be dropped.</p> <p><u>Objective 3 – Health and Safety Management</u><br/>It was agreed that this objective would be reworded to remove prescription as to the particular benchmarking tools that employers should use.</p> <p><u>Objective 4 – Continuous Improvement in Health and Safety Climate.</u> Everyone was in agreement on this objective.</p> <p><u>Objective 5 – Occupational Health.</u> There was agreement that an objective is needed to allow PABIAC to establish what is good practice in occupational health management in the sector, to establish industry targets and share best practice.</p> | -<br><br>-<br><br>-           | -<br><br>-<br><br>- | Mid March |
|            |  | Secretary to prepare strategy | Secretary           |           |

| ITEM     | DISCUSSED   | ACTION TAKEN/AGREED   | BY WHOM? | BY WHEN? |
|----------|---|---|----------|----------|
|          |   | document for 2008-2011 to incorporate the agreed amendments to the objectives and circulate to members for approval |          | 2008     |
| <b>8</b> | <b>Presentation – Progress with Research into Methods of Securing Loads on Curtain-Sided Lorries</b>  |   |          |          |
| 8.1      | <p>Chair welcomed Nina Day of HSL who gave a presentation on progress to date with the research. Mr Hudspith asked what would be done following completion of the research. Ms Day said training for enforcement was being developed for HSE Inspectors and the Police. HSE will determine how it will respond to the research findings after it has received and considered the research report. Secretary drew members' attention to DfT Code of Practice "Safety of Loads on Vehicles"</p> <p>(<a href="http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloads/vehicles">www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloads/vehicles</a>), the 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>) and circulated a copy of the 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> | -   | -        | -        |
| 8.1      | The Chair thanked Ms Day for her work.  | -   | -        | -        |
| <b>9</b> | <b>AOB</b>  |   |          |          |

| ITEM        | DISCUSSED  | ACTION TAKEN/AGREED | BY WHOM? | BY WHEN? |
|-------------|--|---------------------|----------|----------|
| 9.1         | There was no other business to discuss.  | -                   | -        | -        |
|             |  |                     |          |          |
| <b>10</b>   | <b>Date, Time and Venue of Next Meeting</b>  |                     |          |          |
| <b>10.1</b> | 15 July 2008, Health and Safety Laboratory, Harpur Hill, Buxton, SK17 9JN. Time to be confirmed. | -                   | -        | -        |