

**Confederation of Paper Industries**  
**Corrugated Sector**  
**Health & Safety Action Plan**

CSHS 07/02

**Aim:** To provide a framework for direction to support the PABIAC strategic plan “Making a Difference” that will help to deliver improved safety performance and business benefits.

**Corrugated Sector Aims April 2007 to March 2008**

Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
<b>Machinery Safety</b>					
To implement higher standards of <i>Isolation and Lock-off</i> procedures within the Sector	1. By the end of Quarter 2, 2007 we will have collected examples of best practice within the sector and shared them with the membership. 2. By the end of 2007 we will have surveyed the sectors progress on improving standards and established the progress made in adopting best practice	<b>Quarter 2, 07</b> June 07	H&S Committee & members		To focus on the areas that will have a significant impact in reducing the industry's accident performance to 1000 per 100,000 employees and, because of the associated severity, will also help to reduce the number of days lost through accidents at work.
		<b>Quarter 4, 07</b> Dec 07	H&S Committee & members		
To develop the Sector's adoption of best practice in machinery acquisition, to meet the standards required by PUWER.	1. By Quarter 3 2007 we will have produced supporting evidence and case studies designed to facilitate the adoption of good and safe purchasing practice.	<b>Quarter 3, 07</b> Sept 07	H&S Committee		
<b>Workplace Safety</b>					
To promote the adoption of good practice guidance in <i>Materials Handling</i> that aids business risk reduction.	1. By Quarter 2 2007 we shall have issued materials handling guidance with a timetable for adoption. 2. By Quarter 1, 2008 we will have conducted an initial review of progress made by the sector in implementing good practice	<b>Quarter 2, 07</b> Jun 07	H&S Committee & members		To focus on the areas that will have a significant impact in reducing the industry's accident performance to 1000 per 100,000 employees and, because of the associated severity, will also help to reduce the number of days lost through accidents at work.
		<b>Quarter 1, 08</b> Mar 08	Committee & members		
Reduce the number of Slip & Trip injuries for 2007/8 by 15% from the benchmark level of 2004/5	1. Continue to promote the information and guidance available via CPI & HSE web sites. 2. Members to mount individual company campaigns.  2. Survey the level of achievement Quarter 1, 2008	<b>All year</b>	CPI Members		
		<b>Quarter 1, 08</b> Mar 08	CPI		
<b>Transport</b>					
To work towards establishing practical standards of good practice for securing loads on curtain sided lorries	1. Keep apprised of progress on the HSE project 2. As appropriate, during period of project, undertake risk assessment and develop loading plans 3. To agree and implement action plan based on findings of HSE project	<b>To Quarter 3</b> Sept 07	CPI		
		<b>To Quarter 3</b> Sept 07	members		
		<b>Quarter 4, 07</b> Dec 07			

<b>HSE Safety improvement / enforcement campaigns</b>					
To keep members aware of these campaigns and to provide advance information of the expected standards of compliance, as advised through PABIAC	1. A minimum of 15 CPI newsletters are sent out to members every year. In each edition at least one H&S item will be included. 2. Quarterly Sector Health & Safety newsletter sent to all Amicus members	<b>All year</b>	CPI		
		<b>All year</b>	Amicus		
<b>Occupational Health</b>					To work towards all employers in the industry to have an active rehabilitation scheme and to have an internal or external occupational health service.
To reduce the number of working days lost through ill health in the industry by 3% per annum for the next two years	1. Use CPI news throughout the year to promote and encourage adoption of good practice in absence management & rehabilitation. 2. By end of Quarter three to have sampled the sector to understand the improvement achieved to date and provide assistance with achieving the target	<b>All year</b>	CPI		
		<b>Quarter 3, 07</b> Sep 07	H&S committee & members		
Reduce the number of MSD injuries for 2006/7 by 25% from the benchmark level of 2004/5, and establish a further agreed improvement for 2007/8	1.in Quarter 2, 2007 to measure performance against this target and agree a target for further reduction by March 2008.  2. Measure achievement Quarter 1, 2008	<b>Quarter 2, 07</b> Jun 06	H& S Committee		
		<b>Quarter 1, 08</b> Mar 08	H& S Committee		
<b>Safety Management Systems</b>					To work towards all sites having in place and are able to demonstrate a suitable safety management system that meets a recognised standard.
To help member companies identify the progress they are making in adopting the most appropriate safety management system applicable to their business needs and the resultant business improvements	1. By December 2007 we shall review our improvement as measured by the HSPI Index through sampling at least 25% of our members who have participated.  2. By December 2007 we shall have got 50% of our members who have used the PABIAC self-assessment questionnaire to have prepared an action plan to close identified shortfall to the standard	<b>Quarter 4, 07</b> Dec 07	CPI/Members		
		<b>Quarter 4, 07</b> Dec 07	Members		
<b>Safety Climate</b>					To work towards all employers in the industry being able to demonstrate a continuously improving safety climate.
To enable employers to set a baseline by measuring their current safety climate, and thereafter measuring it again in 12 months time	1. By December 2006 we shall review our improvement as measured by the PABIAC Safety Opinion Tool through sampling at least 25% of our members who have participated.	<b>Quarter 4, 06</b> Dec 06	CPI/PABIAC/ Members		

<b>Review</b>					
To review progress to date against action plan and identify areas for greater focus	<ol style="list-style-type: none"> <li>1. Action plan to be reviewed by Corrugated Sector Health &amp; Safety Committee every quarter and progress to be reported to the Sector Council.</li> <li>2. Report to PABIAC on progress to date against action plan every 4 months (Feb, July, Nov)</li> <li>3. HSE to enquire after action plan as part of routine inspection</li> </ol>	<p><b>Every Quarter</b></p> <p><b>PABIAC Meetings</b></p> <p><b>On going</b></p>	<p>H&amp;S Committee</p> <p>CPI</p> <p>HSE</p>		