

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)

**Minutes of the 80th Meeting of PABIAC
Held on Tuesday March 27th 2007 at D S Smith Corrugated, Louth.**

PRESENT	FROM
James Barrett	Chair
Alec Provan	Amicus
Andrew Barnetson	CPI
Andy Braund	CPI
Anne Rayner	HSE – Minutes Secretary
Bob McLellan	DS Smith Packaging
Bud Hudspith	Amicus
Colin Griffiths	St Regis
David Watts	Amicus
George Dews	Amicus
Graham King	HSE Secretary
Martin Oldman	CPI
Peter Seggie	CPI
Simon Weston	Smurfit Kappa Recycling UK
Steve Edwards	GMB
Terry Aston	HSE
OBSERVERS Andy Wooler – M-Real Ian Hobson – HSE Shuna Rank – HSE Paul Grady - HSE	APPOLOGIES John Brazier, PICON Paul Planet Stewart Begg, SCA. Roger DeToney, CPI Mike Limb, IWPPA Peter Ellis, Amicus Alan Harvey, Amicus

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	Welcome & Introductions			
	The Chair opened the meeting and welcomed Alec Proven (Amicus) and Terry Aston, HSE to their first meetings and also Andy Wooler, Paul Grady and Shuna Rank who were attending as observers.			
2	Apologies for Absence			
	Apologies for absence were received from: - John Brazier, Paul Planet, Stewart Begg, Roger DeToney, Mike Limb, Peter Ellis and Alan Harvey.			
3	Minutes of meeting of November 14th 2006			
3.1	The minutes of the meeting of November 14 th 2006 were agreed as a true record.	-	-	-
4	Matters Arising			
4.1	<p>(min 4.12) 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>Mr Flint had spoken to Kate Hopton at ABI who agreed to look into the cause of the problem. 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.</p>	<p>Mr Hudspith said that the agreement still existed and the – problem had arisen due to previous events. Mr Flint had spoken with ABI and was going to speak to with Mr Hudspith - but there was nothing further to report.</p> <p>Secretary will contact Mr Flint to find out the action he had taken</p>	Secretary	ASAP
4.2	<p>(min 5a) Mr Flint to finalise the press release on the reduction of accidents in the paper industries and check the wording with the members quoted.</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</p>	<p>This had been actioned. Discharged.</p> <p>This had been actioned. (Meeting held 16/04/07). Discharged.</p>	- -	- -

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	to the problem and Mr Flint to ask Mr Jefferies to action			
4.3	<p>(min 5c) The meeting discussed the need to increase penetration of the carton making industry. They have lots of MPG's and produce shelf ready packaging, a growing sector and Mr De Toney and Secretary to meet to consider how to do this.</p>	<p>The meeting had taken place following which Mr Detoney had given a presentation at PIAC and Mr Barnetson had spoken to the SPA. Discharged.</p>	-	-
4.4	<p>(min 5e) Mr Hudspith to send the e-bulletin produced by Amicus to the Secretary and the Secretary to circulate it to PABIAC members.</p>	<p>This had been done. Discharged.</p>	-	-
4.5	<p>(min 6.1) The Secretary to convene a meeting of the strategy group in New Year before Easter.</p>	<p>This had been done. Discharged.</p>	-	-
4.6	<p>(min 8.1) Mr Grady to speak to Mr Dews regarding his concerns 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'</p>	<p>This had been done. The chair asked how widespread the problem was. Mr Dews said he had seen two or three similar cases. The guidance was at the final draft stage and would soon be sent out for comments. It has since been circulated for consultation.</p>	-	-
4.7	<p>(min 8.2) Mr Hudspith to contact Mr Dews about progress on the felt changing issue.</p>	<p>A preliminary meeting had been arranged by CPI for May 1st at St Regis to discuss. Feedback at next meeting.</p>	CPI	Next meeting.
4.8	<p>(min 8.3) The Secretary said he would find out if there were any British or EN standards for drain covers.</p>	<p>Actioned See BS EN 124:1994</p>		

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		<p>Gully tops and manhole tops for vehicle and pedestrian areas - Design requirements, type testing, marking, quality control. Discharged.</p>		
5	<p>Progress Reports</p>			
5a	<p>Paper and Tissue Making Sector – Mr Braund A full copy of this report is at Appendix 1 of the minutes. Concerns were expressed about European Standard 1034 and about standards in Europe, in general, being different to those of the UK.</p> <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>HSE to explore the possibility of putting a case forward regarding the disparity between UK and European standards.</p> <p>Mr Hudspith said he would make enquiries about raising some activity on a European level on making paper safely.</p> <p>Mr Grady to contact Mr Dews after the meeting with a view to examining this issue.</p>	<p>Chair</p> <p>Mr Hudspith</p> <p>Mr Grady</p>	<p>Report back at next meeting</p> <p>Report back at next meeting</p> <p>Report back to next meeting.</p>

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5b	<p>Corrugated Paper sector – Mr Barnetson A full copy is at Appendices 2 & 2a of the minutes.</p>	-	-	-
5c	<p>Recovered Paper – CPI Mr Seggie Full copies of the reports are at Appendix 3 of the minutes.</p> <p>Recovered Paper – IWPPA Mr Limb had sent in a written progress summary. See Appendices 4a, 4b and 4c of these minutes.</p>	-	-	-
5d	<p>Trades Unions Amicus/GMB – Mr Hudspith Amicus was in the process of producing a Health and Safety bulletin for the paper sector. 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. Mr Hudspith reported that he had had no success in finding a representative from the TGWU for the committee but that he would continue looking.</p> <p>Trades Unions - Mr Edwards - GMB 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 Edwards also had a problem with ‘continual working’ – and the regulation of breaks – the Chair said that the company itself should have a system of relief and that there were no HSE regulations as such. Mr Griffiths referred Mr Edwards to the relevant information in the national agreement on papermaking.</p>	<p>Mr Hudspith agreed to e-mail a PDF version of the ‘slips and trips’ leaflet/mapping tool to the Secretary.</p> <p>Mr Braund offered to send Mr Edwards examples of guidance and speak with him outside the meeting.</p>	<p>Mr Hudspith</p> <p>Mr Braund</p>	<p>ASAP</p> <p>Outside the meeting.</p>
5c	<p>HSE – Mr King and Mr Aston</p> <p>1) Research Project - the research project looking at securing heavy</p>			

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	<p>loads on curtain sided lorries was progressing. The project was looking at this problem in all industries and not just paper. Part of research involved a worldwide literature search. Mr King also summarised the enforcement expectation aspects of HSE's draft internal instructions to Inspectors on inspecting the road transport industry including securing of loads and the current work of the Road Distribution Action Group who have set up a working group on preventing loads falling from road vehicles. Chair said all members would be kept up to date on progress with the research Project.</p> <p>2) Benchmarking – Mr King summarised the current take up and results for the paper industries on the HSPI and CHASPI benchmarking indices.</p> <p>3) Revitalising Network – Mr Aston reported that the Network, which had been running over three years, had received good feedback. A total of six workshops had been run during the current year, but due to budget constraints he was uncertain how many could be funded in future. He said if anyone could offer to host them it would be possible to put on more. The aim was to provide workshops on what industry needed and he asked members to come forward with ideas on what they would find useful.</p> <p>4) Annual Manufacturing Sector Stakeholder Conference – the conference was due to take place on March 29th 2007 and was themed on leadership. It was being organised by a professional event running organisation and there was a small delegate fee. It was being targeted at CEO's and MD's from organisations with the highest number of reported accidents. It was fully subscribed –</p>			

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	<p>there were some free places for partner and organisations. After the event Mr Aston would be writing to HSE Inspectors informing them which companies had sent representatives. The Chair said there would be a good mix of delegates due to the way the event was being sold.</p>			
6	Strategy Implementation – Next Steps			
6.1	<p>Secretary reported that the strategy group had met on 16 March. He presented the Strategy Group’s recommendations (See Appendix 5 of these minutes). These were approved by the meeting.</p>	<p>Chair to write a personal letter to CEOs ASAP reminding them of the strategic objectives and enquiring about progress in implementing them.</p> <p>Strategy group to meet early May to carry forward the other recommendations.</p>	<p>Chair</p> <p>Strategy Group</p>	<p>ASAP</p> <p>Meeting fixed for 10th May 2007</p>
7	Presentation: ‘Reduction of Machinery Accidents in the Printing Industry’			
7.1	<p>Mr Hobson gave a presentation on the Reduction of Machinery Accidents in the Printing Industry (appendix 6). This followed research commissioned by HSE into accidents in the printing Industry.</p>	<p>Mr Hobson’s presentation to be circulated with the minutes.</p>	<p>Minutes Secretary.</p>	<p>With the minutes.</p>
8	AOB			
8.1	<p>The Secretary informed members that the Safe Interventions Initiative was to be extended into the 2007/08-work year. An element had been added to look at the ways organisations managed controlled entry into confined spaces. It would not target specific industries and it would be up to inspectors to decide where to apply the initiative. The Secretary said</p>	<p>Secretary to circulate the proforma on entry into confined spaces.</p>	<p>Secretary</p>	<p>When proforma available.</p>

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	he would circulate the proforma on entry into confined spaces to members when it is available			
9	Date and Time of Next Meeting			
9.1	Date, Time and Venue of Next Meeting/s 17 July 2007 – Amicus, Quorne Grange. 13 th November 2007, HSE, Nottingham Office. 26 th February 2008 – Mr Dews offered a venue in Newcastle that he would confirm within a few weeks.	Mr Dews to confirm availability of the Newcastle venue.	Mr Dews	ASAP