

1.0 Welcome & Introduction

1.1 The Chairman welcomed everyone to PABIAC and thanked Mr Begg and SCA for hosting the meeting. He introduced himself as temporary Chair and acting Head of HSE's Manufacturing Sector and gave a brief synopsis of his career in HSE.

1.2 Jim Lang, the Operations Manager of SCA Hygiene in Manchester gave an overview of the SCA site and gave details of the emergency procedures.

1.3 Simon Marsden introduced himself from Recycling UK. He is a past President of the Recycling Association and explained how important it is for recycling and SME's in recycling to be represented on PABIAC.

1.4 Mr Hudspith said Peter Ellis from UNITE had retired and UNITE would be appointing a new representative on PABIAC in due course.

2.0 Apologies for Absence & Minutes from last Meeting

2.1 Apologies were read from: Gary Seager from UNITE.

2.2 **(Min 3.2) Ms Welsh** to re-word the PABIAC terms of reference reflecting the importance of the IDC's. Done, item discharged.

2.3 **(Min 3.5) Ms Welsh** to develop and produce a bulletin after future PABIAC meetings to highlight the actions and news from PABIAC. Done. The first Paper, Board & Printing ebuletin was sent out earlier in September. Mrs Drammeh agreed to send members a link to sign up to the ebuletin for those who already hadn't subscribed.

2.4 **(Min 4) Ms Welsh** to update the PABIAC draft strategy document to reflect all the changes agreed by the Committee. Done – Item discharged.

2.5 **(Min 4.2) Ms Welsh** to redraft and progress the draft strategic objectives and circulate to the Committee for their input and agreement. Done – item discharged.

2.6 Mr Hudspith reiterated that signing the PABIAC Pledge required a senior management representative from each specific site, as well as a union representatives' signature.

3.0 Presentation on HSE's Role in the Future – Peter Woolgar

3.1 Mr Woolgar gave a presentation on the changing political climate and this is impacting on the work of HSE. He spoke about accidents and accident reporting, the consultation on Fee for Intervention and the Manufacturing Sector Strategy.

3.2 Mr Braund voiced his concern that paper recycling was incorporated in the Waste & Recycling Strategy when really the accident & incident rates for paper recycling was at an all time low and wasn't a high risk industry any more. A discussion ensued on the groupings within the strategy.

3.3 Mr Hudspith stated that concerns had been already raised by unions with the Government about what is deemed to be high and low risk and how each of these different sectors will be managed by HSE in the future. He said inspection and intervention from HSE makes companies comply and to reduce inspections and rely on targeting is not sustainable. A debate ensued and it was highlighted that RIDDOR data in the future will not give an accurate picture of accidents and incidents in industries.

3.4 Mr Workman spoke about major organisations employing internal audit teams to improve health and safety standards and Mr Woolgar suggested PABIAC members might wish to promote this concept to their members.

3.5 A discussion was held on Fee for Intervention and the possibility of companies not reporting accidents or ill health as it could cost them money. Mr Braund

suggested the Committee should start to think how they could turn Fee for Intervention into a 'positive' message to members. Mr Begg suggested HSE should spend more time with companies advising them where they are going wrong before accidents happen. Mr Woolgar said he would feed back the comments to HSE Management as he had had the same suggestion from MVR members.

Mr Woolgar asked for further comments on the Strategy to be sent to him as soon as possible.

3.6 Revised Objective Following Changes to RIDDOR

Ms Welsh spoke about updating Objective 2 on the PABIAC Strategy document following changes to RIDDOR. It included finalising a year on year target to reduce high frequency and serious outcome sector specific accidents. By December 2014, the industry's overall reported non-fatal injury rate is to be reduced 10% year on year. The Committee agreed to this amendment.

3.7 Mr Shears voiced concerns for companies who will find it difficult to report accidents and ill health and to access health and safety information with the imminent closure of infoline and the incident contact centre. He said he was worried SME's would not take time out to report through the website and often these businesses didn't even have easy internet access. In addition, if HSE's website changes to be hosted on the BIS website then SME's will be even less inclined to report.

A discussion ensued on recording and reporting accidents. Any accident over 3 days in future will need recording but not reporting. Only accidents over 7 days will need reporting in the future.

Mr Woolgar asked CPI if they would discuss how they collect data and statistics from industry with HSE's statistics department, who in the future, might wish to contact them regarding how they collect their industry data.

CPI agreed to this.

4.0 Feedback for PABIAC Sector Committees – Andy Braund

4.1 Mr Braund outlined the work done on the Sector Delivery Committee's Action Plans.

- Paper & Tissue Sector Delivery Committee
- Corrugated Sector Delivery Committee
- Recovered Paper Sector Delivery Committee

4.2 Ms Welsh gave details of the business cases she had compiled on behalf of PABIAC for publication of the new PABIAC strategy and was awaiting approval of them from HSE.

A discussion was held on whether the targets in the strategy set were achievable and Mr Braund agreed to make percentage amendments on the Corrugated document.

Mr Seggie said the recycling sector had had no accidents in 12 months and the industry had started to collate 1-shift accidents. He said there was no CPI database to collate this information but as feedback came from industry there would be and this will be used to identify areas to target. Their aim is continuous improvement and not solely to rely on tracking accidents.

It was agreed to invite the three Chairs' of the Delivery Committees to the next PABIAC Committee meeting for them to give an update on their respective Development Plans and include this topic on the Agenda for subsequent PABIAC Meetings.

4.3 A discussion was held on PABIAC Open Meetings that had been held in the past and the merits of organising one next year. It was agreed that an Open Meeting was something the Committee would like to resurrect and it was agreed to have an agenda item to discuss in more detail at the next meeting.

5.0 CPI Biennial Conference – Andy Braund

5.1 Mr Braund gave details of this year's CPI Conference to be held on 8th November in Solihull. PABIAC's Strategy will be launched officially at the event and David Gartside, an HSE Board Member will address the Conference.

Ms Welsh said that she would arrange for promotion of the event to be put on HSE's Events diary and it would be included on the next HSE Paper, Board & Printing e-bulletin.

6.0 AOB

Mr Saunders spoke about a fatality at one of D.S. Smith's sites the previous weekend. Mr Hudspith requested more information about the accident – not anything that may jeopardise the enquiries or a potential prosecution – but just the type of machine and where and how it appears to have happened so others using similar machines can make extra checks and be alerted to potential dangers. Mr Saunders said he would see what information the company could release.

7.0 Date for the Next Meeting

7.1 It was agreed the next meeting would be held at D.S. Smith in Maidenhead on **Thursday 22nd March 2012.**