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Target Audience:
All FOD Inspectors

HEALTH AND SAFETY AIMS AND ACTION PLANS AGREED BY TRADE ASSOCIATIONS IN THE PAPERMAKING, CORRUGATED PACKAGING AND RECOVERED PAPER INDUSTRIES

This SIM informs Inspectors of the health and safety aims and action plans for September 2006 to March 2007 that the Confederation of Paper Industries (CPI) and Independent Waste Paper Processors Association (IWPPA) have agreed with their members.

INTRODUCTION

1 In April 2005 PABIAC, which advises HSC on health and safety in the papermaking, corrugated packaging and recovered paper industries, launched a new strategic direction statement .

2 The document explains the role of the PABIAC partnership (HSE, CBI and TUC) sets out how PABIAC will contribute to HSC's strategy for workplace health and safety in Great Britain to 2010 and beyond and establishes targets for the industries to achieve between 2005 and 2008.

3 Appendix 1 of Making a Difference illustrates how the targets for 2008 will be achieved. This will be through the Confederation of Paper Industries (CPI) action planning arrangements under which member companies in each of the three sectors (papermaking, corrugated packaging and recovered paper) agree annual improvement plans for their sectors. Individual member companies are invited to prepare their own action plans implementation of which contribute to achieving the objectives set for their sector.

4 The Independent Waste Paper Processors Association (IWPPA) are also signed up to the strategy and the CPI's Recovered Paper sector workplan. The IWPPA attend the CPI recovered paper sector committee meetings.

5 The CPI has published health and safety action plans which set out their aims for 2006/07 for improving health and safety performance of their members in the papermaking, corrugated packaging and recovered paper

industries. Copies of each of the three sector action plans are attached at annexes 1-Papermaking Sector, 2 –Corrugated Packaging Sector and 3 – Recovered Paper Sector.

6 The IWPPA has also agreed with its members the broad aims set out at Annex 3.

7 The sector action plans are **not** intended as rigid or prescriptive targets that must be adopted by all CPI and IWPPA members. However, the trade associations have asked their members to put in place health and safety action plans with targets designed to suit each company's individual circumstances, stage of development and current health and safety priorities. The intention is that achievement of each company's own objectives for health and safety improvement will contribute towards achieving the broad aims of the sector action plans and hence to PABIAC's longer term strategic objectives.

ADVICE TO INSPECTORS

5 When inspectors visit businesses in the papermaking, corrugated packaging and recovered paper industries they will wish to enquire about the business's awareness of Making a Difference and, in the case of companies who are CPI or IWPPA members, establish if they are aware of the CPI's improvement plan for their sector and whether there is a company action plan designed to contribute to achievement of the aims for their sector.

Date first issued:

Cancellation instructions. Cancel SIM 03/2005/17 when this SIM is issued

Annex 1
Confederation of Paper Industries
Papermaking Sector
Health and Safety Action Plan

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

Papermaking Sector Aims 2006 - 2007

Aims	Elements	Time scale	Action	Progress	PABIAC Strategic Plan '05 – '08
<p>Safety Related Controls Develop the industries understanding of SRC, and how the principles of SRC can be applied in the paper industry</p>	<p>i) 2 SRC workshops will be held in November. Target audience will be senior Electrical Engineers. By the end of the 2 workshops at least 50 engineers will have a better understanding of what is required.</p> <p>ii) Use the event to encourage engineers to network with each other. In 2007 in all 4 regions one engineering meeting to be held</p>	<p>Quarter 4 Nov 2006</p> <p>Jan 2007 onwards</p>	<p>CPI/ HSE</p> <p>CPI / Members</p>		<p>To focus on the areas that will have biggest impact in reducing the industries 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.</p>
<p>Reeler and Slitter Guidance Establish how companies are doing against the revised reeler and slitter guidance</p>	<p>i) By the end of 2006 survey members on compliance against the standards and measure the response</p>	<p>Quarter 4 Oct – Dec 2006</p>	<p>CPI</p>		
<p>Transport Support the industry in understanding the requirements for a safe site; safe vehicle and safe person following the withdrawal of INDG 396</p>	<p>i) By the end of the first quarter of 2007, we shall have provided all members with a comprehensive list of current guidance on safe movement of materials and the segregation of pedestrians from moving vehicles</p>	<p>Quarter 1 Jan – March 2007</p>	<p>CPI</p>		

Aims	Elements	Time scale	Action	Progress	PABIAC Strategic Plan '05 – '08
<p>Training Provide the industry with an IOSH accredited paper industry specific interactive H&S training course</p>	<p>i) By the end of 2006 to have sold 10 copies of the CD to member companies, which would be the equivalent of 100 employees having access to specific industry H&S training</p>	<p>Quarter 4 Dec 2006</p>	<p>CPI</p>		
<p>Occupational Health To work with PABIAC in promoting the legal, moral and business benefits of an occupational health policy</p>	<p>ii) In Oct 2006 inform the industry of HSE 'backs 2' initiative and send out any promotional material in advance</p> <p>iii) Use CPI news throughout the year to promote and encourage participation in 'Workplace Health Connect i.e. through the WHC newsletter</p> <p>iv) By the end of Dec 2006 identify at least one company who has used the services of WHC and share their experience with the industry</p>	<p>Quarter 3 Oct 2006</p> <p>Quarter 4 Dec 2006</p>	<p>CPI</p> <p>CPI</p>	<p>Done</p>	<p>To work towards all employers in the industry to have an active rehabilitation scheme and to have access to an internal or external occupational health service.</p>
<p>Safety Management System To help member companies identify the most appropriate safety management system applicable to their business needs.</p> <p>To facilitate the exchange of information and best practice across the sector by means of sharing the HSPI Index scores with the CPI</p>	<p>i) By March 2007 we shall have got 15% of our Members to register with, and start using the HSPI Index</p> <p>ii) By March 2007 we shall obtained from 10% of those members who have registered with the HSPI Index, the results of their HSPI scores to enable us to provide a baseline benchmark representative of the sector</p> <p>iii) By the end of Quarter 2 2007we shall have got 15% of our members to have used the PABIAC self- assessment questionnaire to identify any gaps and where identified prepare an action plan to close the gaps</p>	<p>Quarter 1 March 2007</p> <p>March 2007</p> <p>Quarter 2 July 2007</p>	<p>CPI/ Members</p> <p>CPI/ Members</p> <p>CPI</p>		<p>To work towards all sites having in place and are able to demonstrate a suitable safety management system that meets a recognised standard.</p>
<p>Safety Climate To enable employers to set a baseline by measuring their current safety climate, and thereafter measuring it again in 12 months time.</p>	<p>i) By the end of Quarter 2 2007 we shall have got 15% of our members who are not already undertaken a climate survey, to have used the PABIAC 'Safety climate' tool</p>	<p>Quarter 2 July 2007</p>	<p>CPI/ PABIAC</p>		<p>To work towards all employers in the industry to be able to demonstrate, a continuous improving safety climate.</p>

<p>HSE Safety improvement / enforcement campaigns To keep members aware of these campaigns and to provide advance information of the expected standards of compliance, as advised through PABIAC</p>	<p>i) 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</p>	<p>All year</p>	<p>CPI</p>		
<p>Review To review progress to date against action plan and identify areas for greater focus</p>	<p>i) Action plan to be reviewed by Paper & Tissue H&S committee every 4 Months ii) Feedback to PABIAC on progress to date against action plan every 4 months iii) HSE to enquire after action plan as part of routine inspections</p>	<p>Every Quarter</p>	<p>CPI CPI HSE</p>		

Annex 2
Confederation of Paper Industries
Corrugated Sector
Health & Safety Action Plan Revised

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 September 2006 to March 2007

Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
Machinery Safety					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.
To develop the Sector's understanding of <i>Isolation and Lock-off</i> procedures.	1. By the end of Quarter4, 2006 we will have issued a guidance note on safe isolation and lock-off to all members, that can aid the risk assessment process, and lead to good practice controls being adopted	Quarter 4, 06 Dec 06	H&S Committee	Completed Available on the CPI website	
To develop the Sector's understanding of best practice in machinery acquisition, to meet the standards required by PUWER.	1. By Quarter 1 2007 we will have issued a guidance note to all members that can aid the development of effective machinery purchasing policy and practice.	Quarter 1, 07 Dec 06	H&S Committee		
Assess the application and impact on the multi point gluer guidance	1. By the end of quarter 4 2006 we will have surveyed all members on the multi point gluer guarding standards and reviewed its application across the industry	Quarter 4, 06 Dec 06	H&S Committee		
Workplace Safety					

To produce guidance on <i>Materials Handling</i> that aids business risk reduction.	1. By Quarter 1 2007 we shall have consulted with all members on the draft materials handling guidance and all comments will be considered for inclusion in the final guidance	Quarter 1, 07 Jan-Mar 07	Project team		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.
To support the industry in understanding the requirements of the <i>Working at Height Regulations</i> and <i>Watch Your Step Campaign</i>	1. Continue to promote the information and guidance available via CPI & HSE web sites. Through the CPI newsletter and appropriate alerts.	All year	CPI		
HSE Safety improvement / enforcement campaigns					
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	All year All year	CPI Amicus		
Occupational Health					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 three years	1. Use CPI news throughout the year to promote and encourage participation in "Workplace Health Connect". 2. By end December 2006 identify at least one site that has used the services of WHC and share their experiences with the Sector.	All year Quarter 4, 06 Dec 06	CPI CPI		
Reduce the number of MSD injuries for 2006/7 by 25% from the benchmark level of 2004/5	1. In October 2006 inform all Members to the HSE "Better Backs" campaign and send out promotional material.	Quarter 4, 06 Oct 06	CPI		
Safety Management Systems					

<p>To help member companies identify the most appropriate safety management system applicable to their business needs.</p> <p>To facilitate the exchange of information and best practice across the Sector by means of sharing the HSPI Index scores with the CPI</p>	<p>1. By December 2006 we shall have got 15% of our members to register with, and start using the HSPI Index.</p> <p>2. By December 2006 we shall obtain from 10% of those members who have registered with the HSPI Index, the results of their HSPI scores to enable us to provide a baseline benchmark representative of the sector.</p> <p>3. By March 2007 we shall have got 15% of our members to have used the PABIAC self-assessment management questionnaire to identify any gaps and where identified prepare an action plan to close the gaps.</p>	<p>Quarter 4, 06 Dec 06</p> <p>Quarter 4, 06 Dec 06</p> <p>Quarter 1, 07 Mar 07</p>	<p>CPI/Members</p> <p>CPI/Members</p> <p>CPI/Members</p>		<p>To work towards all sites having in place and are able to demonstrate a suitable safety management system that meets a recognised standard.</p>
Safety Climate					
<p>To enable employers to set a baseline by measuring their current safety climate, and thereafter measuring it again in 12 months time</p>	<p>1. By December 2006 we shall have got 15% of our members who are not already undertaking a climate survey, to have used the PABIAC Safety Opinion Tool.</p>	<p>Quarter 4, 06 Dec 06</p>	<p>CPI/PABIAC/ Members</p>		<p>To work towards all employers in the industry being able to demonstrate a continuously improving safety climate.</p>
Review					
<p>To review progress to date against action plan and identify areas for greater focus</p>	<p>1. Action plan to be reviewed by Corrugated Sector Health & Safety Committee every quarter and progress to be reported to the Sector Council.</p> <p>2. Report to PABIAC on progress to date against action plan every 4 months (Feb, July, Nov)</p> <p>3. HSE to enquire after action plan as part of routine inspection</p>	<p>Every Quarter</p> <p>PABIAC Meetings</p> <p>On going</p>	<p>H&S Committee</p> <p>CPI</p> <p>HSE</p>		

Annex 3

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

Aim: To provide a framework for direction and to monitor progress towards achievement of the PABIAC strategic plan “Making a Difference”, that will help the sector deliver improved safety performance and business benefits.

Recovered Paper Sector Aims 2006 – 2007

Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
<p>Machinery Safety</p> <p>Recover Paper Safely Guidance</p> <p>Establish where companies are against the guidance</p> <p>To promote and identify areas of good advice that will assist the delivery of risk reduction in relation to machinery lock off and isolation practices</p> <p>Baler and Compactors</p>	<p>By Dec 2006 survey members on compliance against the standards set in the guidance and measure the response</p> <p>By Dec 2006 we shall have provided all Members with a comprehensive list of references to good practice on safe isolation and lock-off machinery</p>	<p>Quarter 4</p> <p>Oct – Dec 06</p> <p>Quarter 4</p> <p>Oct – Dec 06</p>	<p>CPI / H&S committee</p> <p>H&S Committee</p>	<p>Completed</p> <p>Reference material available on the CPI website</p>	<p>To focus on the areas that will have a significant impact in reducing the industries accident performance to 1000 per 100,000 employees and, because of the associated severity, will also help reduce the number of days lost through accidents</p>

<p>To support the HSE project group on balers and compactors and to bring to the members attention useful guidance that will assist them in reducing the number compactor/ baler accidents</p>	<p>By Nov 2006 we shall have issued a draft copy of 'Minimum safety requirements for the design and construction of compacting and baling machines etc...to all members. All comments from this consultation document will be fed back to the project team for consideration</p> <p>By the end of the 1st Quarter 2007 we shall have provided all members with a copy of the finished guidance, which will include information on policies and arrangements that can be adopted for ensuring that any new machinery purchased and installed is to a current UK safety standard</p>	<p>Quarter 4 Oct – Dec 06</p> <p>Quarter 1 Jan -March 07</p>	<p>All CPI Sector Members/ IWPPA</p>	<p>Awaiting consultation draft from HSE/ Project Team</p>	<p>at work.</p>
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Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
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<p>Slips and Trips</p> <p>Support the industry in attaining the industry target of a 20% reduction in slip and trips accidents by March 2007</p>	<p>Through the RIDDOR returns highlight any slip and trip accidents every month By the end of the 1st quarter 2007, we shall have provided all members with a list of existing and new guidance, including any new guidance that is produced via the WISH (Waste Industry Safety and Health) forum that will assist in reducing accidents and improving housekeeping standards</p>	<p>Ongoing Review Quarter 1 Jan –March 07</p>	<p>CPI CPI/H&S Committee</p>	<p>Every month Via CPI News Monitor and liaise with WISH forum for updates</p>	<p>As above</p>
<p>Transport</p> <p>Support the industry in understanding the requirements for a safe site; safe vehicle and safe person following the withdrawal of INDG 396 ‘ Transporting Paper safely’</p>	<p>By the end of the 2nd quarter 2007, we shall have provided all members with a comprehensive list of current and new guidance on safe movement of materials in the workplace and segregation of pedestrians from moving vehicles, including any new guidance that is produced via the WISH forum</p>	<p>Quarter 2 April – July 07</p>	<p>CPI/H&S committee</p>	<p>Monitor and liaise with WISH forum for updates</p>	<p>As above</p>

Training Improve the levels of training and competency at all levels within the industry	By the end of 2006 we will have run 3 IOSH 'Recovered Paper Safely' courses and trained a minimum of 15 employees in H&S specific to the industry.	Quarter 4 Oct – Dec 06	CPI	Ongoing	
	By the end of 2006 to have sold 5 copies of the paper industry interactive safety course, which would be the equivalent of 50 employees having access to specific industry H&S training	Quarter 4 Oct – Dec 06	CPI	On going. At present CPI marketing the product	

Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
Safety Management Systems To help member companies identify the most appropriate safety management system applicable to their business needs To facilitate the exchange of information and best practice across the sector by means of sharing the HSPI index scores with the CPI	i) ii) By the 2nd quarter 2007 we shall have got 10% of our members to register with, and start using the HSPI Index By the 2nd quarter 2007 we shall have obtained from 5% of those members who have registered with the HSPI Index, the results of their HSPI scores to enable us to provide a baseline benchmark	Quarter 2 April-June 07 Quarter 2 April-June 07	CPI/ Members CPI/ Members	Member company trialling the HSPI index to use for a case study	To work towards all sites having in place and are able to demonstrate a suitable safety management system that meets a recognised standard.

	iii)	representative of the sector By Quarter 2/4 -2007 we shall have got 15% of our members to have used the PABIAC management self-assessment questionnaire to identify any gaps and where identified prepare an action plan to close the gaps	Quarter 2 CPI Members April -June 07 Quarter 4 IWPPA Members	CPI IWPPA	Management tool has been sent out to all CPI Members	
Safety Climate To enable employers to set a baseline by measuring their current safety climate, and thereafter measuring it again in 12 months time.	i)	By quarter 4/2 -2007 we shall have got 10% of our members who have not already undertaken a climate survey, to have used the PABIAC 'safety climate' tool	Quarter 4 CPI Members Oct – Dec 2007 Quarter 2 IWPPA Jan-March 07	CPI IWPPA	CPI to issue climate survey to Members by March next year. Use feedback from the IWPPA Members to promote and vice-versa for the Management tools	To work towards all employers in the industry being able to demonstrate, a continuous improving safety climate...

Aims	Elements	Time Scale	Action	Progress	PABIAC Strategic Plan '05 – '08
<p>Occupational Health</p> <p>To work with PABIAC in promoting the benefits of implementing an rehabilitation programme</p>	<p>i) ii) In Oct 2006 inform the industry of HSE 'backs 2' initiative and send out any promotional material in advance Use CPI news throughout the year to promote and encourage participation in 'Workplace Health Connect' i.e. through the WHC newsletter</p> <p>iii) By end of Dec 2006 identify at least one company who has used the services of WHC and share their experience with the industry</p>	<p>Quarter 4 Oct -Dec 06</p> <p>Quarter 4 Dec 06</p>	<p>CPI CPI</p> <p>CPI/IWPPA</p>	<p>Ongoing promotion and links to HSE website</p>	<p>To work towards all employers in the industry to have an active rehabilitation scheme and to have access to an internal or external occupational health service.</p>
<p>HSE Safety improvement / enforcement campaigns</p> <p>To keep members aware of these campaigns and to provide advance information</p>	<p>i) A minimum of 15 CPI newsletters are sent out to members every year. In each</p>	<p>All year</p>	<p>CPI</p>		

of the expected standards of compliance, as advised through PABIAC	ii) edition at least one H&S item will be included. HSE through PABIAC to provide advance notice of any HSE initiatives, including dates		HSE		
Review To review progress to date against action plan and identify areas for greater focus	i) Action plan to be reviewed by Sector H&S committee every 4 months ii) Feedback to PABIAC on progress to date against action plan every 4 months iii) HSE to enquire after action plan as part of routine inspections	Every Quarter	H&S committee CPI / IWPPA HSE		