

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**Minutes of the 89th Meeting of PABIAC****Held on February 23rd 2010 at HSE. Grove House, Skerton Road, Manchester M16 0RB.**

PRESENT	FROM/APPOINTED BY
Terry Aston	HSE (Chair)
Andy Braund	CPI
Anne Rayner	HSE (Minutes Secretary)
Bob McLellan	CPI
Bud Hudspith	Unite
Derek Simpson	Unite
Garry Seager	Unite
George Dews	Unite
Graham King	HSE
Kevin Johnston	GMB
Kirsty Welsh	HSE Secretary
Peter Ellis	Unite
Stewart Begg	CPI
OBSERVERS IN ATTENDANCE	APOLOGIES
Roger Detoney	Andrew Barnetson
	Andrew Wooler
	Andy Johnson
	David Symers
	David Watts
	Julie Westcott
	Martin Millar
	Martin Oldman
	Peter Seggie
	Shuna Rank
	Simon Weston
	Neal Sinar

Summary of Agreed Actions

Item	Agreed Action	By Whom	By when
5.1a	Mr Braund to investigate the possibility of a 'trend' forming regarding accidents.		
5.1b	The Chair and Secretary to meet with the RA to discuss lack of reporting.		
5.1c	Mr Braund to raise the issue of lack of reporting with Mr Oldman.		
5.6a	The Secretary to find out if information on Roadside Checks could be available to the Committee		
5.6b	The Chair asked if the Secretary could find more information on the German initiative.		
5.6c	Mr King to pass on information on HSL's training for drivers to Mr Simpson		
5.6d	Mr Hudspith to find out if there were any figures available from the Road Distribution Action Group		

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	WELCOME & INTRODUCTIONS			
1.1	The Chair welcomed everyone and thanked to the meeting and outlined the emergency evacuation procedure for the building.	-	-	-
1.2	The Chair reminded all present about acceptable behaviour at meetings following an incident that occurred in another forum.			
2	APOLOGIES FOR ABSENCE			
2.1	Apologies were received from:- Andrew Barnetson, Andrew Wooler, Andy Johnson, David Symmers, David Watts, Julie Westcott, Martin Miller, Martin Oldman, Peter Seggie, Shuna Rank, Simon Weston and Neal Sinar			
3	MINUTES OF THE MEETING OF 11 NOVEMBER 2009			
3.1	The minutes of the previous meeting were agreed.			
4	MATERS ARISING FROM THE MINUTES OF THE MEETING OF 11th NOVEMBER 2009			
4.1	(min 5.1) CPI Progress Report to be circulated with the Minutes	Discharged		
4.2	(min 5.1b) HSE to discuss its reporting protocol and report its decision to the next meeting of PABIAC.	Discussed – As HSE has a supporting role to the TAs and unions then it would not be appropriate for HSE to report activities back to every meeting as this would overlap with the activities of the TA's. However, if there was anything to add then HSE would report its activities back to PABIAC. Information on campaigns would be available from e-bulletins on HSE's website, newsfeeds on mobiles and from the Revitalising Network. The Secretary would send updates via the Revitalising network in future so members should ensure they are on the mailing list to get regular updates. Discharged	-	-
4.3	(min 5.6) Opportunities for extending PABIAC's influence to smaller employers while retaining primary focus on its core constituency to be discussed by Strategy Group.	Done - taken on the Agenda at item 6.2 Discharged	-	-
4.4	(min 6.1) 1. Strategic objective to be published on partner's websites. 2. Partners to draw up action plans and initiate	The objective has been published on the HSE CPI Website. - Discharged	-	-

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	<p>implementation.</p> <p>3. Strategy group to meet to discuss how PABIAC might promote good OH management.</p>	<p>Other issues were be dealt with at agenda items 5 & 6 - Discharged</p>		
5	MAKING A DIFFERENCE 2008-2011 – PROGRESS REPORTS			
5.1	<p>Objective 1 – Accident Rates CPI reported that accident rates had continued on a downward trend. It was discussed that sometimes there is some slippage with accident reporting from companies, including some who have signed the PABIAC pledge. Non-members are encouraged to report but it is voluntary. A question was raised regarding the ‘World Class’ rate for accidents – it was agreed it was circa 500 and that the best figure in the corrugated sector was 1020 – the Chair thought this might be something to be considered – i.e. to aim to be ‘world class’. A member wanted to know if there was a ‘trend’ forming regarding accidents – Mr Braund was unaware of one at the time but offered to look into it.</p> <p>There was a discussion regarding the lack of reporting to the PABIAC committee from the Recycling Association. It was suggested that the Chair and Secretary meet with the Recycling Association to discuss the issues and offer support – members agreed with this course of action. It was pointed out that this issue had been going on for some time and had affected the recycling sectors ability to get an accurate picture of accident rates and issues as CPI are reliant on the RA providing information. Mr Braund was to raise this with Mr Martin Oldman.</p> <p>It was pointed out that there were companies who didn’t send in statistics – the Chair said the percentage of companies reported could be included in the reports. – Mr Braund asked the committee to leave this with him.</p>	<p>5.1a) Mr Braund to investigate the possibility of a ‘trend’ forming regarding accidents.</p> <p>5.1b) Mr Braund to send through the graphs of accident statistics to go out with the minutes</p> <p>5.1c) Chair and Secretary to meet with RA to discuss.</p> <p>5.1d) Mr Braund to raise issue of lack of reporting with Mr Oldman</p> <p>5.1e) Mr Braund to investigate the feasibility of incorporating percentage of returns from industry within the reports</p>	<p>Mr Braund</p> <p>Mr Braund</p> <p>Chair and Secretary</p> <p>Mr Braund</p>	

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5.2	Objective 2 – Benchmarking Safety Management Systems Benchmarking is ongoing	-	-	-
5.3	Objective 3 - Benchmarking Health and Safety Climate Taken at Agenda Item 6	-	-	-
5.4	Objective 4 – Occupation Health Taken at Agenda Item 6	-	-	-
5.6	<p>Objective 5 – Placing and Securing Loads on Lorries. HSE reported that a series of ‘spot checks’ on lorry loads were being undertaken in conjunction with VOSA and HSE. HSL were working on extending the training already begun to other VOSA operatives – The following questions/points were raised</p> <ul style="list-style-type: none"> ▪ Would PABIAC get feedback/information from the checks? It was unclear what information would be available from the checks and in any event there would need to be a time delay in getting feedback so enough roadside checks could occur to be statistically significant. The Chair asked the Secretary to find out what information would be available. ▪ There had been European initiatives to award on-the-spot fines to drivers with inadequately secured loads which had some success. ▪ Was there a way to contact/influence hauliers from Eastern Europe as there appeared to be issues here? – The Chair said this was another point to raise with the Team. ▪ Could some kind of a Hauliers Passport system be instigated? Mr Braund said he would look into this. ▪ Mr King said there wasn’t a level of competence about the principals of load security and how to assess the problem. A question was asked about training for driver and Mr King said HSL could provide training and he would pass on the details. 	<p>5.6a) Secretary to find out what information on the results of the checks would be available to the committee.</p> <p>5.6b) The Chair asked if the Secretary could find more information European initiatives that were occurring.</p> <p>5.6c) Mr King to pass on information on HSL’s training for drivers to Mr Simpson</p> <p>5.6d) Mr Hudspith to find out if there were any figures available from the Road Distribution Action Group</p>		
6	STRATEGY GROUP UPDATES			
6.1	Occupational Health Update Strategy group met and discussed a model produced by Martin Millar – HSE produced a first draft PABIAC branded benchmarking	-	-	-

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	<p>which CPI adapted and modified prior to circulating to members for completion and return by the end of February.</p> <p>Points raised during discussion:</p> <ul style="list-style-type: none"> ▪ Companies struggle with risk assessments and are often quantity not quality driven – they need to be educated to ensure they are properly completed and to consider occupational health issues within them. ▪ In addition OH professionals don't always have the skills to complete risk assessments. ▪ It was accepted there is a difference between being fit for work and work related ill health. ▪ Health risk assessments should be a team process but there maybe some merit in signposting organisations to other examples of completed risk assessments including. Although it was accepted that the individual sector committees have a role in helping to identify and deal with specific occupational health risks. ▪ CPI have put together a sample questionnaire and policy for companies to adapt and change to their own situation. <p>The Chair said the Committee could progress in using the tool – it could always be developed further as time went on – he asked members to feed in their comments/ideas to Mr Braund.</p> <p>The meeting was in agreement to deploy the tool.</p>			
6.2	<p>Expanding PABIAC's influence to SME's</p> <p>This had been discussed at the Strategy Group meeting.</p> <p>It was pointed out that the Trade Associations and Trades Unions could only communicate amongst their members. Mr de Toney and the Secretary were to visit the Sheet Plant Association the following week.</p> <p>The Secretary said it was important to signpost guidance for SME's rather than produce new guidance as there is a wealth of information already out there that people weren't aware of.</p> <p>Members were asked to forward links that may be helpful SMEs to include on a resources page for the HSE website to the Secretary.</p>	-	-	-
7	2011 – NEXT STEPS			

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7.1	<p>End of 2008 – 2011 Strategy The PABIAC pledge had been signed by a number of organisation so far. Now need to start pulling together all the information and evidence for the end of strategy report that will be produced for the HSE Board.</p>	-	-	-
7.2	<p>2011 Strategy It was raised that we, as a committee, would now need to start pulling together ideas for strategic objectives for 2011 and beyond. Members were asked to go away to their respective organisations to begin to think about and pool ideas together for discussion at the coming meetings.</p>	-	-	-
7.3	<p>Future Format of PABIAC Mr King had circulated a paper for discussion in which he set out his vision for the future of PABIAC. The following points were raised during the subsequent discussion:</p> <ul style="list-style-type: none"> ▪ PABIAC was seen in the industry as a successful committee. But it needed to evolve and change to adapt to a changing workplace and environment. Membership issues – UNITE is a lay member led union – the member had taken the issue to his committee and they were happy for him to discuss it – it would be his sector committee who decide on membership. ▪ Another member said he joined PABIAC because it dealt with strategic issues. The committee needed to be clear about the strategic direction it would take in the future and have a structure that supported these initiatives. Having a structure that operated at different levels would be useful. At PABIAC Board level they would like to see more senior representatives from companies. At sector committee levels then there is a strong role for others who are keen to see positive health and safety change in industry. It was seen important that people in plant and operations weren't disenfranchised. The structured approach was the way forward. ▪ Mr King's paper was a good starting point – but the committee needed to discuss the future structure away from the meeting 	-	-	-

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	<p>and to debate outside the PABIAC Board what was needed. The Chair asked members to reflect on Mr King's paper and to start discussing ideas away from the meeting within their respective organisations to put together formal ideas for the next meeting in July.</p>			
8	<p>DATE , TIME AND VENUE OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 15 July 2010 – HSE's Manchester office. ▪ 18th November 2010 – Venue to be agreed. ▪ 23rd March 2011 – Venue to be agreed. 	-	-	-
8.1	<p>Mr McLellan thanked Mr King on behalf of the CPI for his support and help on the committee.</p>	-	-	-