

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**  
**Unconfirmed Minutes of the 86<sup>th</sup> Meeting of PABIAC**  
**Held on Thursday 23 April 2009, DS Smith Packaging, Maidenhead.**

PRESENT	FROM
Terry Aston	HSE - Chair
Andy Braund	CPI
Bob McLellan	DS Smith Packaging
George Dews	Unite
Graham King	HSE – Secretary
Kevin Johnston	GMB
Martin Millar	De La Rue
Martin Oldman	CPI
Peter Seggie	CPI
Bud Hudspith	Unite
Roger de Toney	CPI
Shuna Rank	HSE
Simon Weston	Smurfit Kappa
Tracey Oliva	HSE – Minutes Secretary
<b>OBSERVERS IN ATTENDANCE</b>	<b>APOLOGIES</b>
Julie Westcott	Anne Rayner
Andrew Wooler	Stewart Begg
Andy Johnson	Derek Simpson
	Andrew Barnetson
	David Watts
	David Symmers
	Neil Sinar
	Peter Ellis - Unite
	Nancy Hamilton - HSE

**Summary of Agreed Actions**

Item	Agreed Action	By Whom	By when
5.1	Trade Associations to contact CEOs of member companies to urge them to sign the 'pledge'.	CPI	Next meeting
5.5	<ul style="list-style-type: none"> <li>Place development of an occ health objective on the agenda of the July 2009 meeting</li> <li>Ms Hamilton to be contacted to establish if she is also looking at stress, alcohol and drug dependency issues</li> </ul>	Secretary	Next meeting
5.6	Secretary to feed into RDAG: <ul style="list-style-type: none"> <li>If EU haulage companies are also being made aware of the risks posed by inadequate securing of goods onto vehicles.</li> <li>If, following the joint HSE/ VOSA pilot spot check enforcement exercise, a national campaign will run</li> </ul>	Secretary	Next meeting
5.7	Trade Associations to use the progress monitoring record template table to record individual sector progress on PABIAC objectives prior to each PABIAC meeting	Trade Association members	Prior to each meeting
6.1	Secretary to forward name of HSE International contact to Mr Wooler	Secretary	<b>Actioned</b>
7.1	Mr McLellan to check availability of meeting room for next PABIAC meeting and confirm with the Secretary	Mr McLellan	<b>Actioned</b>

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>1</b>	<b>WELCOME &amp; INTRODUCTIONS</b>			
1.1	The Chair welcomed all and thanked Mr McLellan for hosting the meeting.	-	-	-
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>			
2.1	Apologies received from Anne Rayner, Derek Simpson, Andrew Barnetson, David Watts, David Symmers, Stewart Begg, Neil Sinar and Peter Ellis.	-	-	-
<b>3</b>	<b>MINUTES OF MEETING OF 18TH NOVEMBER 2008</b>			
3.1	The minutes of the previous meeting were agreed and approved.	-	-	-
<b>4</b>	<b>MATTERS ARISING</b>			
4.1	<b>(min 6.1)</b> <i>Copy of Ms Hamilton's presentation to be circulated with minutes.</i>	Presentation circulated. <b><i>Discharged</i></b>	-	-
4.2	<b>(min 7.1)</b> 1. <i>All members to urge CEOs and MDs to sign pledges</i> 2. <i>Secretary to contact IWPPA to ask them to urge their members to sign pledges</i> 3. <i>The members concerned to expedite this</i>	Taken at agenda Item 5.1	-	-
4.3	<b>(min 7.2)</b> 1. <i>Members representing companies wishing to take up offer of PABIAC help in applying CHAPSI tool to promote it with their CEOs/MDs and invite the PABIAC team (Mr King, Mr Millar and Mr Braund) to visit to assist at tabletop benchmarking exercises.</i> 2. <i>CPI to produce a list of potential candidate companies to approach</i> 3. <i>CPI to discuss at next sector body H&amp;S committee meetings</i>	Taken at agenda Item 5.3	-	-

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
4.4	<p><b>(min 7.3)</b></p> <ol style="list-style-type: none"> <li>1. Ms Hamilton to visit sample of companies (identified by CPI in discussion with HSE) and report back</li> <li>2. Secretary to arrange strategy group meeting for late March / early April</li> </ol>	<p>Taken at agenda Item 5.5</p>	-	-
4.5	<p><b>(min 7.4)</b></p> <ol style="list-style-type: none"> <li>1. Secretary to improve wording of proposed strategic objective and circulate to members for approval</li> <li>2. PABIAC partner bodies (CPI, IWPPA, HSE and Unite) to take proposed projects and activities to their constituent bodies for agreement and preparation of SMART deliverables</li> </ol>	<p><b>Discharged</b></p>	-	-
4.6	<p><b>(min 7.5)</b></p> <p>Secretary to arrange meeting of strategy group</p>	<p>Secretary had not arranged strategy group meeting because, owing to illness, Ms Hamilton had not completed her visits to obtain the intelligence required for setting an occ health objective. Discussion/agreement of occ health objective to be put on agenda of next PABIAC meeting</p>	Secretary	Next meeting
4.7	<p><b>(min 8.1)</b></p> <p>CPI to produce a breakdown of slip and trip accidents for the previous 2-years.</p> <p>Mr Braund circulated to the meeting copies of S&amp;T incidents (2007 &amp; 2008) for sectors; papermaking, recovered and corrugated <b>(See Appendix A)</b></p> <p>Mr de Toney circulated an analysis of incidents by 'kind' for corrugated comparing data from late 1990 with data obtained in 2002/04 from 3 large companies <b>(See Appendix B)</b></p> <p>Mr Dews believed that more detailed information from analysis of slip and trip accidents was needed in order to identify where, and in what circumstances, slips and trips were happening so that they could be targeted. Mr Detoney pointed out that the priority issue for the corrugated</p>	<p><b>Discharged</b></p> <p><b>Discharged</b></p>	-	-

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	<p>sector is machinery accidents rather than slips and trips.</p> <p>The committee discussed the statistical information presented by Mr Braund and Mr de Toney and the approach to taking appropriate courses of action for effectively targeting issues within each of the 3-sectors.</p> <p>It was agreed that targets for improvement could be specified in the PABIAC overall strategy, that PABIAC is the strategy Board/Exec Committee with governance in relation to all three industry sectors and its role involves agreeing priorities, setting targets and monitoring progress. Preparation of more detailed sector action plans is the responsibility of the trade associations' sector bodies and it is then for individual employers to prepare, and then deliver on, their own action plans.</p>			
<b>5</b>	<b>PROGRESS WITH IMPLEMENTING PABIAC STRATEGY 2008 - 2011</b>			
<b>5.1</b>	<p><b><u>PROGRESS WITH CEO PLEDGES TO STRATEGY</u></b></p> <p>To date 61 pledges have been received from 25 companies. A list of 'pledged' companies, with the exception of 4 who wished to remain anonymous, is available from the <a href="#">HSE website</a>.</p> <ol style="list-style-type: none"> <li>1. It was agreed the Trade Associations would contact CEOs of the member companies they would have expected to have signed the pledge but have not yet signed to urge them to sign it.</li> <li>2. if this does not work the Chair should write a personal letter to the CEOs concerned.</li> </ol>	Trade Associations to identify member companies whom they would have expected to have signed the pledge and to contact the CEOs to encourage them to sign.	CPI	ASAP
<b>5.2</b>	<p><b><u>PROGRESS WITH OBJECTIVE 1 – REDUCING INDUSTRY INJURY RATES</u></b></p> <p>Mr Braund reported a continued downward trend in all 3-sectors for the quarter.</p> <p><b>Papermaking – Injury rates / 1000 employees</b></p> <ul style="list-style-type: none"> <li>• 1.73 – Major</li> <li>• 12.12 – Total IR</li> <li>• Main cause of incidents – Slips, trips and falls</li> </ul>	-	-	-

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	<p><b>Recovered – Injury rates / 1000 employees</b></p> <ul style="list-style-type: none"> <li>• 3.06 - Major</li> <li>• 13.79 – Total IR (CPI members)</li> <li>• 16.25 – Total IR (CPI / RAI members)</li> </ul> <p><b>Corrugated – Injury rates / 1000 employees</b></p> <ul style="list-style-type: none"> <li>• 0.72 – Major</li> <li>• 11.76 – Total IR</li> </ul>			
5.2	<p>Discussion moved on to the HTA/HEA (Hierarchical Task Analysis/Human Error Analysis Task Analysis) workshops recently run by CPI &amp; HSE. To date seven of these workshops have taken place.</p> <p>Feedback from one participating company suggested that the tools taught at the workshops presented a daunting, resource intensive process however, one observer present; having completed the analysis herself, found the tools to be incredibly useful.</p>	<p>It was agreed that future workshops would re-emphasise again that:</p> <ul style="list-style-type: none"> <li>• The tools should only be used for high-risk tasks (those that have the potential to kill and maim) rather than applied to all</li> <li>• Clarification will be given on where best to apply these tools</li> </ul>	CPI and HSE	At future training workshops
5.3	<p><b><u>PROGRESS WITH OBJECTIVE 2 – BENCHMARKING EMPLOYER HSM PERFORMANCE</u></b></p> <p>Mr Braund reported just under 50% of CPI members (42 / 88 Companies) have completed and returned the CPI's 'PABIACs strategic direction statement 2008 – 2011, Making a difference, Monitoring progress year 1' questionnaire.</p> <p>Summary of 42 returns:</p> <ul style="list-style-type: none"> <li>• 41 – Have in place a Health and Safety Action Plan</li> <li>• 34 – Have benchmarked / evaluated their H&amp;S management system</li> <li>• 26 – Have benchmarked / evaluated their H&amp;S climate</li> <li>• 42 – Are aware of the Department for Transport (DfT) Code of Practice</li> </ul>	-	-	-

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	<ul style="list-style-type: none"> <li>40 – Are working towards complying with the DfT Code</li> </ul> <p>Mr Hudspith reported he has received no specific feedback from his constituents, however he is encouraged with the response CPI has received.</p>			
5.4	<p><b><u>PROGRESS WITH OBJECTIVE 3 – BENCHMARKING EMPLOYER H&amp;S CLIMATE</u></b></p> <p>Item covered during 5.3</p>	-	-	-
5.5	<p><b><u>PROGRESS WITH OBJECTIVE 4 – OCCUPATIONAL HEALTH</u></b></p> <p>Prior to the meeting Ms Hamilton’s interim report was circulated to members. It is expected the final report will be available before the next PABIAC meeting in July 2009.</p>	<p>Place on the agenda for discussion at the July 2009 meeting</p> <p>Ms Hamilton to be contacted to establish if she is also looking at stress, alcohol and drug dependency issues</p>	Secretary	Next meeting
5.6	<p><b><u>PROGRESS WITH OBJECTIVE 5 – SECURING LOADS ON ROAD VEHICLES</u></b></p> <p>Prior to the meeting Secretary circulated a number of papers to PABIAC members.</p> <p>Secretary reported on the pilot (HSE and VOSA) roadside enforcement spot checks. <i>See HSE press release for further details at:</i> <a href="http://news.hse.gov.uk/2009/05/05/spot-checks-highlight-danger-of-unrestrained-vehicle-loads/">http://news.hse.gov.uk/2009/05/05/spot-checks-highlight-danger-of-unrestrained-vehicle-loads/</a> The vehicles stopped had included a lorry carrying baled waste paper that had been pulled over by VOSA because it was shedding its load on the highway.</p> <p>The first meeting of the CPI Transport Working Group took place on the 19 March 2009. They are currently working on the DfT Code of Practice; CPI guidance may be produced.</p> <p>Copies of a German publication ‘papier aus osterreich, Leitfaden Ladegutsicherung, Wissenswertes rund um den LKW-Transport von Papier’ (Facts when transporting paper) were circulated to the committee.</p>	<p>Secretary to feed to HSE’s Workplace Transport Programme Manager:</p> <ul style="list-style-type: none"> <li>If non UK haulage companies are also being made aware of the risks posed by inadequate securing of goods onto vehicles.</li> <li>If, following HSE/VOSA pilot spot check exercise, a national publicity campaign will run.</li> </ul>	Secretary	Next meeting

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
6	AOB			
6.1	<p><b><u>HSE International work</u></b>                      Mr Wooler asked the Secretary to confirm the contact for international work in HSE</p>	Secretary to forward this information to Mr Wooler  <b>Actioned - Discharged</b>	Secretary	ASAP
7	<b>DATE, TIME AND VENUE OF NEXT MEETING</b>			
7.1	21 July 2009, 10.30 am at DS Smith Packaging, Maidenhead	Mr McLellan to check room availability and confirm with the Secretary  <b>Actioned -Discharged</b>	Mr McLellan	ASAP