

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)**  
**Unconfirmed Minutes of the 85<sup>th</sup> Meeting of PABIAC**  
**Held on Tuesday November 18<sup>th</sup> at Health and Safety Executive Nottingham Office.**

PRESENT	FROM
Terry Aston	HSE - Chair
Andy Braund	CPI
Anne Rayner	HSE – Minutes Secretary
Brian Wark	DS Smith Packaging
Bud Hudspith	Unite
David Watts	Unite
George Dews	Unite
Graham King	HSE – Secretary
Ian Ellison	HSE
Kevin Johnston	GMB
Martin Millar	De La Rue
Martin Oldman	CPI
Roger de Toney	CPI
Simon Weston	Smurfit Kappa
Stewart Begg	SCA Hygiene Products
OBSERVERS	APOLOGIES
Ms J Westcott St Regis	Mr Barnetson,
Neil Sinar De La Rue	Mr Wooler,
Paul Grady HSE	Mr Seggie,
Nancy Hamilton HSE	Mr Limb,
Andy Johnson Saica	Mr McLellan
	Mr Simpson.

### Summary of Agreed Actions

Item	Agreed Action	By Whom	By when
6.1	Copy of Ms Hamilton's presentation to be circulated with minutes.	Minutes Secretary.	With meeting Minutes.
7.1	1) All members to urge CEO's and MD's to sign pledges. 2) Secretary to contact IWPPA to ask them to urge their members to sign pledges. 3) The members concerned to expedite this.	Members Secretary  Members concerned	Immediately Immediately  As soon as possible
7.2	1) Members representing companies wishing to take up offer of PABIAC help in applying CHASPI tool to promote it with their CEO's/MDs and invite the PABIAC team (Mr King, Mr Millar and Mr Braund) to visit to assist at tabletop benchmarking exercises.  2) CPI to produce a list of potential candidate companies to approach for 1)  3) CPI to discuss at next sector body H&S committee meetings.	Members representing large employers  CPI (Dr Oldman & Mr Braund)  CPI (Mr Braund and Mr de Toney)	As soon as possible  One Month  Next scheduled H&S Committee meetings.
7.3	1) Ms Hamilton to visit sample of companies (identified by CPI in discussion with HSE) and report back  2) Secretary to arrange strategy group meeting for late March/early April	HSE  Secretary	For the meeting on April 22 <sup>nd</sup> 2009 March/April 2009

7.4	<p>1) Secretary to improve wording of proposed strategic objective (see annex 1 of these minutes) and circulate to members for approval.</p> <p>2) PABIAC partner bodies (CPI, IWPPA, HSE and Unite) to take proposed projects and activities (see annex 2) to their constituent bodies for agreement and preparation of SMART deliverables</p>	<p>Secretary</p> <p>CPI, IWPPA, HSE, Unite</p>	<p>ASAP</p> <p>ASAP</p>
7.5	Secretary to arrange meeting of strategy group as in 7.3	Secretary	See 7.3
8.1	CPI to produce a breakdown of slip and trip accidents for the previous two years.	CPI/Mr Braund	Next meeting.

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>1</b>	<b>WELCOME &amp; INTRODUCTIONS</b>			
1.1	Mr King opened the meeting and explained that, following the retirement of Mr Barrett, Mr Aston would chair the committee in future.	-	-	-
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>			
2.1	The new chair welcomed Ms Hamilton, HSE Principal Occupational Health Specialist, who would be giving a presentation on 'Managing Occupational Health' Also Mr Brian Wark who was standing in for Mr McLellan and Ms Westcott attending as an observer. Apologies were received from Mr Barnetson, Mr Wooler, Mr Seggie, Mr Limb, Mr McLellan and Mr Simpson.	-	-	-
<b>3</b>	<b>MINUTES OF MEETING OF MEETING OF 15<sup>TH</sup> JULY 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 4.3)</b> Members asked to forward any feedback on the Greenstreet Berman report to the Secretary	No feedback received. <b>Discharged</b>	-	-
4.2	<b>(min 5.1)</b> Securing Heavy Loads on Curtain-Sided Lorries research report to be forwarded to members when it becomes available.	Secretary had sent copies of the report to members – the report would be available on the HSE website from 25 November 2008 <b>Discharged</b>	-	-
4.3	<b>(min 5.2)</b> Secretary to keep members informed of progress with the work of the Road Distribution Action Group (RDAG) in relation to preventing loads falling from road vehicles and of any joint activity between HSE and VOSA.	The Secretary had sent the minutes of the RDAG's last working group meeting to members. <b>Discharged</b>	-	-
4.4	<b>(min 6.1)</b> When available the presentations made by Nina Day and Ceri Jones to be forwarded to members.	The secretary had forwarded Nina Day's presentation to members. The Secretary had requested a copy of the presentation made by Ceri Jones several times without success – it was assumed she was still experiencing the	-	-

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		same IT problem she had on the day. <b>Discharged</b>		
4.5	<b>(min 6.2)</b> Secretary to arrange a Strategy Group meeting for September/October 2008.	The meeting was arranged and took place on November 5 <sup>th</sup> 2008 – the report back from the Group was taken at item 7 on the Agenda. <b>Discharged</b>	-	-
<b>5</b>	<b>LATEST INDUSTRY ACCIDENT STATISTICS</b>			
5.1	<b>CPI</b> – A graph circulated with the agenda showed the latest accident trends against the PABIAC Industry Target. This suggested a plateau may have been reached and in some cases there had been a small increase in injury rates. Slips and trips continue to be the biggest contributor to the overall figures and machinery accidents the biggest contributor to major injury accidents in the corrugated sector.	-	-	-
<b>6</b>	<b>'MANAGING OCCUPATIONAL HEALTH' - PRESENTATION</b>			
6.1	Ms Hamilton, HSE Principal Occupational Health Specialist, gave a presentation on 'Managing Occupational Health'	Copy of presentation to be circulated with minutes.	Secretary/ Minutes Secretary	With the minutes of the meeting.
6.2	General discussion followed and the Chair thanked Ms Hamilton for an excellent presentation.	-	-	-
<b>7</b>	<b>IMPLEMENTING 'MAKING A DIFFERENCE '2008-2011' – NEXT STEPS</b>			
7.1	<b>Recommendations from Strategy Group</b> Mr King reported from the Strategy Group meeting on November 5 <sup>th</sup> 2008. At the time of the meeting pledges from only seven companies had been received. The Group made the following recommendations to 'kick start' the initiative. <ul style="list-style-type: none"> <li>Mr Hudspith agreed to send a circular to Unite members</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Martin Miller would speak with his senior contacts in the industry</li> </ul> <p>Other actions included:</p> <ul style="list-style-type: none"> <li>○ Judith Hackett had invited CEOs at the CPI Senior Manager's Symposium to sign pledges.</li> <li>○ HSE and CPI websites include invitations to sign pledges and contain easy-to-download pledge templates.</li> <li>○ CPI had written to all member companies inviting them to sign pledges.</li> </ul> <p>Some members reported that their companies were in the process of preparing signed pledges and the Secretary asked them to send them to him when they were ready.</p> <p>Dr Oldman said CPI would continue to 'hammer home' the issue but pointed out that it was for companies to sign up not Trade Associations.</p>	<p>All members to urge CEOs and MDs to sign pledges</p> <p>Secretary to contact IWPPA to ask them urge their member companies to sign pledges</p> <p>The members concerned to expedite this</p>	<p>Members</p> <p>Secretary</p> <p>Members concerned</p>	<p>Immediately</p> <p>Immediately</p> <p>As soon as possible</p>
7.2	<p><b>Discussion and Agreement on Next Steps</b></p> <ul style="list-style-type: none"> <li>➤ <b>Objective 2 Health and Safety Management Performance - Benchmarking</b> <ul style="list-style-type: none"> <li>○ Baseline benchmarking for objective 2 is needed <b>now</b> and it was agreed that large companies should be encouraged to use the CHASPI benchmarking tool and some members (Mr King, Mr Millar and Mr Braund) had volunteered to form a team to help/facilitate with this.</li> <li>○ It was suggested that PABIAC might use this benchmarking exercise to gain an audience with CEO's to promote health and safety as good business. CPI agreed to produce a list of possible candidate companies.</li> </ul> </li> </ul>	<p>Members representing companies wishing to take up this offer to promote it with their CEO's/MDs and invite the PABIAC team (Mr King, Mr Millar and Mr Braund) to visit to facilitate at table top bench marking exercises</p> <p>CPI to produce a list of potential candidate companies and approach them.</p>	<p>Members representing large employers</p> <p>CPI (Dr Oldman &amp; Mr Braund)</p>	<p>As soon as possible</p> <p>One month</p>

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ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	<ul style="list-style-type: none"> <li>➤ <b>Objective 3 – Health and Safety Climate</b> <ul style="list-style-type: none"> <li>○ Mr Braund and Mr Detoney proposed using CPI’s Health and Safety Committees and Advisory Groups as platforms to promote the benefits of benchmarking tools and explain how the CHASPI and PABIAC tools worked.</li> <li>○ Also using the larger company H&amp;S conference in the same way</li> </ul> </li> </ul>	CPI to discuss at next sector body H&S committee meetings	CPI (Mr Braund & Mr Detoney)	Next scheduled sector H&S Committee meetings
7.3	<ul style="list-style-type: none"> <li>➤ <b>Development of a strategic objective for Occupational Health.</b> <ul style="list-style-type: none"> <li>○ HSE Principal Occupational Health Specialist, Ms Hamilton, agreed to help PABIAC to gather the information needed to develop an Occupational Health Strategic Objective by visiting a representative sample of companies to identify strengths and weaknesses and to take the information back to PABIAC. Next PABIAC meeting to be deferred to April 22 2009 to allow enough time for the visits. Strategy group to meet late March or early April 2009.</li> </ul> </li> </ul>	<p>Ms Hamilton to visit sample of companies (identified by CPI in discussion with HSE) and report back</p> <p>Secretary to arrange strategy group meeting for late March/early April</p>	<p>HSE</p> <p>Secretary</p>	<p>For the meeting on April 22<sup>nd</sup> 2008.</p> <p>March/April 2009</p>
7.4	<ul style="list-style-type: none"> <li>➤ <b>Setting an objective for Securing Loads on Road Vehicles.</b></li> </ul> <p>On behalf of the Strategy Group the Secretary presented a proposed strategic objective together with an indication of the key issues that will need to be tackled for duty holders involved in despatch, haulage and receipt of loads of paper and paper products to deliver the objective. The proposal included ideas for specific activities and projects that the PABIAC partners can undertake. See annexes of these minutes. The proposals were discussed and broad agreement was reached. Secretary to improve the wording of the objective and circulate it to members for approval. PABIAC partners to take the proposed actions to their constituent bodies and committees with a view to gaining their support and converting the actions into SMART deliverables.</p>	<p>Secretary to improve wording of proposed strategic objective (see annex 1 of these minutes) and circulate to members for approval.</p> <p>PABIAC partner bodies (CPI, IWPPA, HSE and Unite) to take proposed projects and activities (see annex 2) to their constituent bodies for agreement and preparation of SMART deliverables</p>	<p>Secretary</p> <p>CPI,IWPPA ,HSE,Unite</p>	<p>ASAP</p> <p>ASAP</p>
7.5				

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	<p>Mr Hudspith asked if the Strategy Group could meet again to move things forward and Mr King asked members if a meeting of the Strategy Group was arranged for March 2009 would there be information feeding in from the groups? Mr Braund thought there would.</p> <p>Mr King thanked the Strategy Team for all their work and help.</p>	<p>Secretary to arrange meeting of strategy group as in 7.3 above</p>	<p>Secretary</p>	<p>See 7.3 above</p>
7.6	<p>Mr Hudspith asked if the withdrawal of the HSG 396 guidance document needed to be revisited. Mr Aston said that it had been looked at by the Strategy Group and that the HSE had no appetite to replace it but that there was nothing to prevent the industry and the unions writing their own guidance. Mr Hudspith said his position was that he would like to see 396 reproduced and Mr Aston said the position was that the guidance had been withdrawn and that HSE would not be re-writing it. Mr Braund asked if there would be any cooperation and technical help from HSE if industry and the unions wanted to produce their own guidance and Mr King said there would. Mr Aston said that notice had been taken of Mr Hudspith's concerns.</p>			
8	<b>AOB</b>			
8.1	<p>The discussion about ways to reduce the number of 'slips, trips and falls started at 5.1 were continued. It was suggested that they could be benchmarked using CHaSPI. The CPI said they would produce a breakdown of Slip and Trip accidents from the previous two years to see if there a trend was apparent.</p>	<p>CPI to produce a breakdown of slip and trip accidents for the previous two years.</p>	<p>Mr Braund</p>	<p>Next meeting.</p>
9	<b>CONFIRM DATE, TIME AND VENUE OF NEXT MEETING.</b>			
9.1	<p>The next meeting date and venue to be confirmed but provisionally would take place on April 22<sup>nd</sup> 2009 at D S Smith, Maidenhead</p>		<p>-</p>	<p>-</p>