

**PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)****Minutes of the 90<sup>th</sup> Meeting of PABIAC****Held on July 15<sup>th</sup> 2010 at HSE, Grove House, Skerton Road, Manchester M16 0RB.**

<b>PRESENT</b>	<b>FROM/APPOINTED BY</b>
Geoff Cox	HSE (Chair)
Andy Braund	CPI
Anne Rayner	HSE (Minutes Secretary)
David Workman	CPI
Bud Hudspith	Unite
George Dews	Unite
Kevin Johnston	GMB
Kirsty Welsh	HSE Secretary
Peter Ellis	Unite
Stewart Begg	CPI
Trevor Dean	IWPPA
<b>OBSERVERS IN ATTENDANCE</b>	<b>APOLOGIES</b>
Roger de Toney	Andrew Barnetson
	Andrew Wooler
	Bob McLellan
	David Symmers
	David Watts
	Derek Simpson
	Gary Seager
	Julie Westcott
	Martin Miller
	Neil Sinar
	Peter Seggie
	Shuna Rank
	Simon Weston

**Summary of Agreed Actions**

<b>Item</b>	<b>Agreed Action</b>	<b>By Whom</b>	<b>By when</b>
<b>4.4</b>	The secretary to check progress to see if this list of items to be reportable under the transport initiative is finalised and if it can be circulated.	Secretary	Next Meeting
<b>4.5</b>	The secretary to try and obtain further information on the German roadside checks initiatives.	Secretary	Next Meeting
<b>6.3</b>	The Chair and Secretary to put together a future basic model for PABIAC and circulate it to members for comment.	Chair and Secretary	ASAP

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>1</b>	<b>WELCOME &amp; INTRODUCTIONS</b>			
1.1	The Chair welcomed everyone to the meeting. He welcomed Mr David Workman (CPI Director General) to his first meeting and also Trevor Dean who attended on behalf of the Recycling Association.	-	-	-
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>			
2.1	Apologies received from:- Andrew Barnetson, Andrew Wooler, Bob McLellan, David Symmers, David Watts, Derek Simpson, Gary Seager, Julie Westcott, Martin Miller, Neil Sinar, Peter Seggie, Shuna Rank and Simon Weston.	-	-	-
<b>3</b>	<b>MINUTES OF THE MEETING OF 23 FEBRUARY 2010</b>			
3.1	The minutes of the previous meeting were agreed.	-	-	-
<b>4</b>	<b>MATERS ARISING FROM THE MINUTES OF THE MEETING OF 23 FEBRUARY 2010</b>			
4.1	(min 5.1a) Mr Braund to investigate the possibility of a 'trend' forming regarding accidents.	The paper Mr Braund produced in response to this item; 'All Sector PABIAC Industry Trends, was circulated prior to the meeting.	-	-
4.2	(min 5.1b) – The Chair and Secretary to meet with the RA to discuss lack of reporting	The Secretary had met with Mr Symmers to discuss this matter – there was good progress and it had been a positive meeting.	-	-
4.3	(min 5.1c) – Mr Braund to raise the issue of lack of reporting with Mr Oldman.	Discussed		
4.4	(min 5.6a) The Secretary to find out if information on Roadside Checks could be available to the Committee	A provisional list of reportable items had been produced by the team leading this work. The secretary will check progress to see if this list is finalised and if it can be circulated.	-	-
4.5	(min 5.6b) The Chair asked if the Secretary could find more information on the German initiative.	The secretary had tried to obtain this information without success but would try again.	-	-
4.6	(min 5.6c) Mr King to pass on information on HSL's training for drivers to Mr Simpson	It is assumed this has taken place.		
4.7	(min 5.6d) Mr Hudspith to find out if there were any figures available from the Road Distribution Action Group	No figures available at the time of the meeting but he hoped they would become available in the near future.	-	-

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
<b>5</b>	<b>MAKING A DIFFERENCE 2008-2011 – PROGRESS REPORTS</b>			
<b>5.1</b>	<b>Objective 1 – Accident Rates</b> Andy Braund reported that the trend over 10 years showed continuous improvement. In recent years the figure had dropped dramatically largely in part to the work of the recovered paper sector.	-	-	-
<b>5.2</b>	<b>Objective 2 – Benchmarking Safety Management Systems</b> 19 companies had provided benchmarking reports. This covered 50 sites.	-	-	-
<b>5.3</b>	<b>Objective 3 - Benchmarking Health and Safety Climate</b>	-	-	-
<b>5.4</b>	<b>Objective 4 – Occupation Health</b> CPI issued the PABIAC Occupational health benchmarking tool and had 19 responses, most said they only had a policy in place. It was found that they often didn't involve occupational health professionals in carrying out risk assessments.	-	-	-
<b>5.6</b>	<b>Objective 5 – Placing and Securing Loads on Lorries.</b> CPI had recently had a working group meeting which Nina Day (HSL) attended. They came up with three or four solutions for transporting products but still had work to do on tissue. They hoped eventually to produce a solution information sheet for the industry.	-	-	-
<b>5.7</b>	The Chair thanked Mr Braund for his progress report and asked if he thought PABIAC was on course to reach its objectives – Mr Brand thought broadly they were but he would be able to get a better idea towards the end of the year.	-	-	-
<b>5.8</b>	<b>Trevor Dean (Recycling Association)</b> reporting from the recycling industry had improved. The Association website had been updated with health and safety information and members were being encouraged to sign up to the PABIAC Pledge. This had been difficult to get them to see the benefits of this however, this was improving. Guidance on Occupational Health had been put on the website and discussion held with a couple of members on what this meant to them. Site guidelines on changing equipment had been put	-	-	-

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	together and it was hoped that this document would be on the website in August. Small member companies were being encouraged to do annual Health and safety audits with outside professionals.			
5.9	<p><b>Bud Hudspith (UNITE)</b> – Thought that Mr Braund’s survey was helpful but he believed that the area of ill health caused by work was still a problem. The Unite/CPI ‘Say Yes Say No’ campaign had only got to about half of the industry therefore a possible re-launch was being considered. The campaign was presented to Corrugated sector Safety Reps to remind them and every opportunity will be taken to raise the campaign to individual groups. A progress meeting towards the end of the year will be held.</p> <p>A meeting had been held with HSE, Proskills and CPI to encourage worker involvement.</p>	-	-	-
6	<b>FUTURE WORK PROGRAMME</b>			
6.1	<b>End of 2008 – 2010 Strategy</b>	-	-	-
6.2	<p><b>2011 Strategy</b></p> <p>Mr Braund had consulted with the paper sector and recovered paper sector through the CPI health and safety committee and the feel from this sector was that there should be something on ‘machinery risk priorities’, Leadership, and Occupational Health.</p> <p>Mr de Toney had consulted with the corrugated sector who had identified that Competence should be addressed. Competence aimed at all levels of the organisation - managers, supervisors, directors – covering both training and appropriate knowledge.</p> <p>Mr Hudspith suggested that sectors, through the health and safety committees, are asked to identify their 6 biggest priorities and address those.</p> <p>Mr Begg suggested new and emerging technology, alongside new uses for existing technology could be looked at. Also purchasing</p>		Secretary	ASAP

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
	could be an area to address.			
6.3	<p><b>Future format of PABIAC</b>            The Chair set out his ideas for the future format of PABIAC – a small PABIAC committee comprising of three TU members (Possibly Mr Hudspith and two other full time union officials) three CEO's from relevant sector companies and two Trade Association members. HSE to provide the Chair and secretary.</p> <p>There was a discussion about this basic model and it was agreed that the Chair and Secretary would flesh this out with numbers, roles, specifications, frequency of meetings etc and circulate it to members for comment.</p>	HSE to consult with members of PABIAC with regards to terms of reference for new PABIAC and circulate a timetable.	Chair and Secretary	ASAP
7	<b>DATE , TIME AND VENUE OF NEXT MEETINGS</b>	November 18th 2010 starting at 10.30 am, hosted by SCA Hygiene Products Ltd at Prudhoe, Northumberland.	-	-