

MINUTES OF THE 102nd MEETING OF THE  
PAPER & BOARD INDUSTRY ADVISORY COMMITTEE  
Held on Thursday 4<sup>th</sup> May 2017 at GMB Offices, Stephenson Way, Euston, London

<b>Present</b>	<b>Representing</b>
Giles Hyder (GH)	HSE – Manufacturing Sector PI – PABIAC Chair
Judith Botwood (JB)	HSE – PABIAC Secretary
Andy Braund (AB)	CPI
Andrew Large (AL)	CPI
Andy Godbold (AG)	CPI – DS Smith
Simon Ellin (SE)	Recycling Association
Andy Newman (AN)	CPI - SAICA
Dave Watson	CPI - James Cropper
Dawn Hepton	CPI - Saica
Dan Shears	GMB Union
Bud Hudspith (BH)	UNITE the Union
Wendie Drammeh (WD)	HSE – Minutes Secretary
<b>Apologies</b>	
Lynsey Mann	GMB Union
Nicky Morgan	UNITE the Union
Michael Challans	CPI - Saica
Colin Popplewell	CPI - SCA Hygiene
Peter Thwaites	CPI - DS Smith
Mark Montgomery (MM)	CPI – Smurfit Kappa

	<b>Actions Agreed</b>	<b>To be done by</b>
<b>1</b>	<b>(Min 3b) AB, BH, LM, SE &amp; JB</b> agreed to compose a message to send to Strategy signatories, after the CPI Conference, praising them for the good work they have achieved and outlining what is left to do.	
<b>2</b>	<b>(Min 4a) DH &amp; AG</b> said they would try find out what motivated/demotivated action, canvass on site and report back.	
<b>3</b>	<b>(Min 4a) AB</b> said that CPI would make a point of speaking about PABIAC and its aims at the CPI Conference in June and reiterate the importance of the Strategy.	
<b>4</b>	<b>(Min 4a) All</b> members agreed to come with more feedback to the next PABIAC Meeting where the interim outcomes will be discussed.	
<b>5</b>	<b>(Min 4a) BH</b> agreed to send a reminder message about the Strategy to his members after the CPI Conference.	

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<b>6</b>	<b>(Min 4a)</b> ALL send <b>JB</b> feedback to be included in progress letter to Strategy signatories after the CPI Conference.	By 14 <sup>th</sup> July 2017
<b>7</b>	<b>(Min 4a)</b> <b>JB</b> to compile feedback and write a letter on progress made in the Strategy to send to Strategy signatories.	By 21 <sup>st</sup> July 2017
<b>8</b>	<b>(Min 4a)</b> <b>AL</b> agreed to highlight the importance of the Strategy at the next CPI Council Meeting.	
<b>9</b>	<b>(Min 4c)</b> <b>WD</b> to send the KPI Presentation out with meeting minutes.	
<b>10</b>	<b>(Min 9)</b> <b>JB</b> said she would send members information on 'KIND' when she had made more enquiries.	
<b>11</b>	<b>(Min 9)</b> <b>WD</b> to send statistics presentation with the minutes.	
<b>12</b>	<b>(Min 11)</b> <b>AB</b> agreed to speak to Andy Newman from CPI SAICA to confirm they could still host the next PABIAC Meeting on 4 <sup>th</sup> October in Manchester.	

<b>1</b>	<b>Welcome and Introduction</b>
<b>1a</b>	The Chair welcomed everyone to the GMB Offices and thanked the GMB Union for hosting the meeting.
<b>2</b>	<b>Apologies</b> Apologies were read (as above) and the minutes from the meeting held on 3 <sup>rd</sup> November 2016 were confirmed as final.
<b>3</b>	<b>Actions from last meeting</b> All the actions were complete except:
<b>3a</b>	<b>(Min 2a)</b> <b>JB</b> agreed to speak to Brian Crook at HSL to ascertain if the document is ready to be put to HSE's Publications Governance Group (PGG). <i><b>JB</b> said that she and Brian Crook were in regular contact and the document is going through the PGG process at the moment. <b>AB</b> said that research on Legionella has been incorporated into the document and has been sent out to industry for final comments. Once the whole document is agreed it will be published as guidance.</i>
<b>3b</b>	<b>(Min 4d)</b> <b>AB, BH, LM, SE &amp; JB</b> agreed to compose a message to send to Strategy signatories praising them for the good work they have achieved and

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	<p>outlining what is left to do. <i>JB It had been decided to send this letter after the CPI Conference in June so a more positive message can be imparted to signatories.</i></p> <p><i>AL said that CPI has on their Senior Council Meeting Agenda a standing item on promoting PABIAC.</i></p> <p><i>AB said it would be useful to have a paragraph in the letter from each of the IDC Chair's to share information on what each IDC is doing.</i></p>
<b>4</b>	<b>PABIAC Strategy Update – Where are We? – Judith Botwood</b>
<b>4a</b>	<p><b>JB</b> gave a presentation on Key Performance Indicators (KPI's) and progress made against the PABIAC Strategy.</p> <p>She explained PABIAC are now 2 years into their strategy and progress seems to have slowed as there has been minimal change in the past 6 months. Members discussed the many things that could be inhibiting progress including increasing workloads and lack of feedback.</p> <p>The larger companies said they would try find out what motivated/demotivated action and <b>DH &amp; AG</b> said they would canvass on site and report back.</p> <p><b>AB</b> said that CPI would make a point of speaking about PABIAC and its aims at the CPI Conference in June and reiterate the importance of the Strategy.</p> <p><b>All</b> members agreed to come with more feedback to the next PABIAC Meeting in October where the interim outcomes will be discussed.</p> <p><b>BH</b> agreed to send a reminder message about the Strategy to his members after the CPI Conference.</p> <p><b>JB and AB</b> said if ALL sent feedback to them by 14<sup>th</sup> July, they will draft a letter to go to all Strategy signatories by 21<sup>st</sup> July.</p> <p><b>AL</b> said there was a full CPI Council Meeting on 10<sup>th</sup> May 2017 and he said he would raise the matter at this meeting as to why members should be referring to the Strategy and its importance.</p>
<b>4b</b>	<p>Members discussed machinery imported from abroad that is not CE compliant and the need for modifications before it is used to ensure it is CE compliant. Objective 2 of the strategy includes a procurement policy, Corrugated IDC are making progress with putting this together for their sector and it is hoped that this can then be used as a template for papermaking / recovered paper to produce their own procurement policies. <del>It was observed that there is nothing in the Strategy about machinery compliance and maybe there should be?</del> Peter Lennon (HSE Safety Unit) has agreed to have some input with the industry. The end benefit would be that industry specification is adhered to which would reduce the need for retrofitting guards etc on new machinery by the user.</p>
<b>4c</b>	<b>WD</b> to send the KPI Presentation out with meeting minutes.
<b>5</b>	<b>PABIAC Sector Industry Delivery Committee's (IDC's) Feedback</b>

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	No IDC Chairs were in attendance.
<b>5a</b>	<p><b>Recovered Paper – Simon Ellin</b></p> <ul style="list-style-type: none"> <li>• Meeting held in January 2017 with new attendees</li> <li>• Discussed using data already collated to shape future objectives</li> <li>• Discussed key areas that could be improved on in immediacy</li> <li>• Are to look at bailers after recent accidents and prosecutions – possibly producing a bailer checklist for members to use.</li> <li>• Look into producing guidance on handling/storage of bales, as agricultural guidance is currently referenced.</li> <li>• Looking at working up a toolbox talk for industries</li> <li>• Spoke about each objective of the PABIAC Strategy and what they could contribute.</li> <li>• Reminded members of the Stress Policy.</li> <li>• Looking at producing small basic checklists for safety, e.g. guarding on bailers and slips and trips.</li> <li>• Next meeting is 31<sup>st</sup> May 2017</li> </ul>
<b>5b</b>	<p><b>Corrugators -</b></p> <ul style="list-style-type: none"> <li>• Met in Nov 2016</li> <li>• Discussed transfer cars after a serious accident in Spain. Committee discussing whether the Standard is adequate for the more modern machines and whether it needs to be reviewed.</li> <li>• Review started on Corrugators Guidance produced by CPI in 2005.</li> <li>• Discussion on machinery procurement and the need to influence ISO Standards to prevent sub-standard machinery being delivered.</li> </ul>
<b>5c</b>	The Papermaking Meeting was postponed so there was nothing to report.
<b>7</b>	<p><b>Machinery Safety – Procurement Policy</b></p> <p><b>JB</b> spoke about machinery laws and manufacturers not adhering to them. Members discussed CE Markings on machines and machinery defects even when bought from new despite CE Markings suggesting they do comply. It was suggested members need to sit on ISO Committees to make a difference. Non-compliance on machinery makes no financial sense and consequences are accidents affecting friends and family. See also notes at 4b.</p>
<b>6</b>	<p><b>ISO TC 130 Working Group</b></p> <p><b>AB &amp; AG</b> attended the last meeting of the working group in the United States (BH was on the phone from UK). They said there was large representation from Germany and all manufacturers - unlike them, end users. Major discussions included brakes on corrugators and the application of retaining fasteners.</p> <p><b>AB &amp; AG</b> spoke about what was discussed said manufacturers are selling their</p>

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	<p>machinery on speed and efficiency, not on safety. The next meeting is to be held 15<sup>th</sup>-19<sup>th</sup> May in Germany. They said it is critical HSE support the ISO Standards to safeguard future safety of workers.</p>
<b>8</b>	<p><b>Health &amp; Work Strategy Plans and Sector Plans – Judith Botwood</b>  <b>JB</b> spoke about both Plans and how it is not too late to comment on them and the Plans are backing Committee’s like PABIAC and industry in general.  <b>BH</b> said UNITE support the Health &amp; Work Strategy and said the Manufacturing Sector Strategy should be adapted into individual industry Strategy’s for industry to focus on specific problems.  <b>GH</b> said he and Paul Billinger were collating all the feedback from the Manufacturing Sector Plan.</p>
<b>8a</b>	<p>Members discussed the Intervention Programme and how it will be occupational health led. Inspectors will visit premises of sectors that have a poor health history in certain areas.  The Plans will be launched at the end of June. Members were told by the Chair that it wasn’t too late to send in their comments for consideration.</p>
<b>9</b>	<p><b>HSE Statistics Update – Judith Botwood</b>  <b>JB</b> gave an overview of statistics collated for the year ending March 2017. She said the information had not been verified by HSE’s Statistics Division but they gave a flavour of what had been happening over the past year.  They included:</p> <ul style="list-style-type: none"> <li>• 49 visits made to paper and board premises</li> <li>• 38 Priority Local Inspection</li> <li>• 11 Inspection Following Investigation</li> <li>• 5 x PN served</li> <li>• 26 x IN served</li> <li>• 23 x NoC Letter served</li> <li>• Material breach rate = 47%</li> <li>• (plus 4 legionella compliance f/u visits)</li> </ul> <p><b>JB</b> said she would send members information on ‘KIND’ when she had made more enquiries.  <b>JB</b> went over the statistics for ‘Injury Rates’ and ‘Injury Numbers’ compared to previous years.  <b>WD</b> to send presentation with the minutes.</p>
<b>10</b>	<p><b>AOB</b>  <b>AB</b> wished to remind everyone of the CPI conference that has some very good speakers lined up and asks members to promote on CPI’s behalf.</p>
<b>11</b>	<p>Dates and venues for next PABIAC Meetings  SCA Hygiene in Partington, Trafford Park, Manchester, agreed to host on 4<sup>th</sup></p>

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	<p><b>October 2017.</b></p>
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	<p><b>AB</b> agreed to speak to Andy Newman from CPI SAICA to confirm they could still host.</p>
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