

MINUTES OF THE 103rd MEETING OF THE
 PAPER & BOARD INDUSTRY ADVISORY COMMITTEE
 Held on Wednesday 4th October 2017
 at SAICA, 144 Manchester Road, Carrington, Greater Manchester, M31 4QN

Present	Representing
Giles Hyder (GH)	HSE – 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 (DW)	CPI - James Cropper
Dawn Hepton (DH)	CPI – Kimberly-Clark
Peter Thwaites (PT)	CPI - DS Smith
Anthony Bowness (AnB)	CPI – James Cropper (Guest)
Apologies	
Bud Hudspith	UNITE the Union
Dan Shears	GMB Union
Lynsey Mann	GMB Union
Nicky Morgan	UNITE the Union
Gary Downes	CPI - Essity
Colin Popplewell	CPI - Essity
Simon Pearce	Recycling Association – Pearce Recycling
Wendie Drammeh	HSE – Minutes Secretary
Mark Montgomery	CPI – Smurfit Kappa

	Actions Agreed	To be done by
1	(Min 4a) AB to rearrange Recovered Paper and Paper IDCs to take place in December 2017.	
2	(Min 6a) JB to forward CPI presentation and questionnaire evaluation with minutes.	Completed
3	(Min 6a) AB and JB to consider and discuss areas where more information/guidance/templates can be provided to IDCs to assist with objectives.	
4	(Min 8c) JB to include ‘update from stakeholders on recent activities / initiatives’ as a standing agenda item.	Completed
5	(Min 10a) JB to forward draft documents to AB for circulation at relevant IDC.	
6	(Min 10b) JB to forward a copy of the PABIAC ToR to GH and AB for future discussion.	

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1	Welcome and Introduction & Apologies
1a	The Chair welcomed everyone to SAICA and thanked Andrew Newman for hosting the meeting.
1b	Apologies were read (as above) and the minutes from the meeting held on 4 th May 2017 were confirmed as final.
3	Actions from last meeting All the actions were complete except:
3a	JB to email Bud Hudspith to confirm that a reminder message was sent about the strategy to his members following the CPI Conference.
3b	AL will highlight the importance of PABIAC at the next CPI Council Meeting on 18 th October 2017. Promoting PABIAC is now a standing item on the agenda. Action completed.
3c	JB to send information on 'KIND'. To be included with minutes. Action completed.
4	PABIAC Sector Industry Delivery Committees – Update from IDC's
4a	AB informed the committee that the Recovered Paper IDC (26 th September 2017) and the Paper IDC (28 th September 2017) had both been cancelled due to insufficient numbers. Both are to be rescheduled for December 2017.
4b	Corrugated IDC – Peter Thwaites PT informed PABIAC that there had been 2 days of meetings. ISO/TC 130 WG5 on 18 th July 2017 (See Item 7) and Corrugated IDC on 19 th July 2017. <ul style="list-style-type: none"> • A draft procurement policy was circulated and all agreed it was an excellent starting point for further development. • Updating of the 'Corrugated Guidance' was almost complete. • The CIDC all agreed that the content and presenters at the CPI Conference were excellent. • Next meeting will be held on 15th November 2017.
5	CPI Conference
5a	AB stated that this years' CPI Biennial Conference with the emphasis on good health had been well received with good feedback. It was noted that the number of safety reps attending was noticeably low, but all present agreed that this could be for a number of reasons, the main one being that larger companies also run their own annual events / corporate meetings with the expectation that their own employees would attend these. It was also felt that this may be the main reason why the number attending had reduced from 220 for the 2015 conference to 150 at the last event. AB said CPI may need to 'rethink' the format for the next conference.
5b	Following on from the last PABIAC meeting where there was discussion concerning how we get the PABIAC message out and keep motivation going, DW and AnB gave an overview of the James Cropper (JC) presentation that was well received at the CPI Conference. JC have built the PABIAC focus into their corporate message, without placing the emphasis

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	<p>on 'PABIAC'. With this in mind JC does not need to focus on many differing initiatives, as the HSE and PABIAC strategies are built into daily activities, in turn this naturally feeds into the James Cropper Group Improvement Plan. DW and AnB talked members through their 'thinking pyramid' and feedback through 'Walk the Talk'. Following any interaction within the workplace feedback is provided both good and not so good using a traffic light system. It is JCs' belief that interaction needs to be little and often to change habits. JC are now focussing on 'behaviours'. Following the CPI presentation JC has been visited by some conference attendees who were interested in how it all works in practice.</p>
5c	<p>A discussion followed on getting the 'PABIAC message' across. It was acknowledged that the Union need to be included / involved. DH (Kimberly-Clark) said that generally corporate initiatives have priority, but next year objective standard setting will reflect PABIAC objectives. AG (DS Smith) said that their strategic plan dovetails the PABIAC plan, also they have an initiative 'You said – We did'. AL suggested we could train individuals to be 'pillars of excellence' to push the word out to / within industry?</p>
6	<p>Questionnaire feedback</p>
6a	<p>AB produced a 'mid-term progress report' to detail responses to the PABIAC Questionnaire sent out to all CPI Member sites as part of the PABIAC strategy review letter from the Chair. Evaluation of negative responses to the questionnaire (105 responses received in total) showed that the two areas that sites appear to be struggling with were 'setting OH KPI's' and 'work-related stress' objective. Members discussed how we could assist sites to ensure action/s is taken in order to achieve the objectives set out in the PABIAC strategy. AB and JB agreed to take this forward and determine where and/or what assistance / guidance / information etc could be provided through the IDCs. They also agreed to discuss KPI's at the next Paper and Corrugated IDC Meetings. It was also noted that IDCs may still be at the 'foundation' stage, which is sometimes more important than numbers at the half-way point, and that a 'negative' at this point in time does not automatically mean that targets will not be reached. It was also noted that good progress was being made in other areas, particularly machinery safety.</p>
6b	<p>Thinking to the future, the committee further discussed how a higher response rate to evaluation questionnaires could be achieved. At PABIAC level there could be more promotion from participating companies to 'push' for responses, the Unions could also assist in this? There could be positive reinforcement in publicising who has responded? Conversely, name and shame to those who have not?</p>
7	<p>Machinery Safety – Procurement Policy</p>
7a	<p>AG and AB gave feedback from the Corrugated ISO/TC WG5 meeting. It is important that the WG keep pushing to change the standards to remove manufacturer interpretation. All proposals previously put forward were</p>

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	<p>accepted at the last ISO committee meeting. The next committee meeting is scheduled for 23 October 2017 in Tel Aviv, AB and AG will be attending. The UK continues to be the only representative of the 'end user' at the table. AB said that HSE support is needed, he does have contact with Peter Lennon (HSE Safety Unit).</p> <p>The next ISO WG is for wrapping machines, the WG is also reviewing 1034 (papermaking). AB stated that support is needed from the papermaking sector in order to progress.</p> <p>The status of the FEFCO H&S WG has been elevated. This will enable them to be involved in the development of a series of 'safety rules', the first of which will be on machine procurement and will offer advice to members on the questions to ask when purchasing machines. This is encouraging as Corrugated IDC have been putting effort into producing an industry procurement policy.</p>
8	Update from stakeholders on recent activities / initiatives
8a	JB stated that the HSE Sector Plans and Health Priority Plans had been finalised and launched on the 18 th September 2018 at the HSE external Annual Conference. The new HSE 'Go Home Healthy' campaign has also been launched to support the Health Priority Plans, a variety of information in relation to OLD, Stress and MSDs is available on the HSE home page.
8b	JB stated that from October to December 2017 (Quarter 3) proactive inspections for waste and recycling activities were to be undertaken. Recovered paper sites would be included in these inspections, as they are targeted by SIC code. HSE Operational Guidance detailing main areas for inspection is available on the HSE web pages. AB confirmed he had circulated a copy to PABIAC members prior to the PABIAC meeting.
8c	It was suggested that this could be a standing item on future agendas. As a tripartite committee that only meet twice a year it is useful to hear from parties about any work that has been undertaken that can assist in progressing the PABIAC strategy and potentially used by the IDCs.
9	Thinking about next PABIAC Strategy
9a	AB stated that there are only three more PABIACs to the end of the current strategy. With that in mind could all please think about what we may like to include in the next strategy.
10	AOB
10a	GH stated that due to constraints within HSE on publication of guidance, it will not be possible for the revised documents 'Recover Paper Safely' or 'Rewinding Paper Safely' to be produced by HSE. It was suggested, due to time since revision, that both documents be reviewed and published under the PABIAC banner.
10b	It was suggested that the PABIAC Terms of Reference be reviewed to ensure that accurate descriptions are included for all parties. An opportune time to do this would be when the next strategy is launched. JB to discuss with GH and AB .

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11	Dates and venues for next PABIAC Meetings The agreed date of 18 th April 2017 has been cancelled. If not already done, could members please advise JB of availability for 25 th April, 26 th April and 2 nd May 2018. Also, if you are able to host could you please advise JB .
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