

## Minutes of Group HSQE Committee Meeting, YMCA Derby

**20<sup>th</sup> September 2021, 09:30am – 3.00pm**

### Present:

<p>M. Coates – HSQE Manager (<b>MC</b>)                  P. McAllister – Service Director APRS (<b>PMc</b>)                  J. Bowden- Senior Reman Engineer (C&amp;P)                  R. MacMillan – Working Supervisor (Glasgow)                  C. Dalby- HSQE Advisor (<b>CD</b>)                  S. Young- Technical Publications Manager (Dartford)                  A. Morris – Engineer (Manchester)                  A. Bowden – Managing Director (JEH)                  D. Lafford – Senior Development Engineer (ADC)                  K. Fisher- Supervisor (Leeds)                  M. Geiss-Engineer (Derby)</p>	<p>M. Jefkins – HR Manager                  G. Mason – HSE Manager (Daikin Applied) (<b>GM</b>)                  G. Weston - Technician (Southampton)                  J. Lewis – Apprentice (Bristol)                  A. James – Service Centre Manager (Cardiff)                  G. Bold – Technician (Dartford)                  J. Bowditch – Technician (Plymouth)                  R. Hames- Warehouse Operator (Derby Spares)                  A. Stefanu-Compliance Manager (Dartford)                  G. McDermott -PSMA Director (Dartford)                  M. Canham- Service Director (Daikin Applied) (<b>MCa</b>)</p>
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### Apologies:

<p>C. Parkman – Managing Director (Daikin Applied)                  C. Martin – Production Manager (ADC)                  E. Chinn.- Supervisor (Derby)                  G. Staniforth – Engineer (Daikin Applied)</p>	<p>T. Poulton – HSQE Specialist (Daikin)                  G. Prince- Reman Business Manager (<b>GP</b>)                  L. Fisher- Technician- (Bristol)                  G. Chamberlin- Director of Operations (<b>GC</b>)</p>
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Item	Comments	Responsibility	Date
<b>Introductions &amp; Apologies</b>	HSQE Manager welcomed everyone to the meeting and made apologies for non-attendees H&S agenda, aims & outline brief was given.  Agenda: 09:00 - Arrive 09:30 - Opening, Introductions & Apologies 09:45 - Minutes & Actions of Last Meeting 10:00 - HSQE Performance / Update 11-00 - Break 11:15 - Stuart Marshall, Arco Noise and Hearing Protection 12:00 - Lunch 12:45 – Andrew Ramsden, Sundstrom. RPE and legal requirements 13:30 – Martin Jefkins, Fleet Vehicles 14:00 – Break 14:15 – Reps Feedback 14:45 – AOB 15:00 – Close meeting	<b>MC</b>	
<b>Minutes from last meetings</b>	Malcolm Coates went through the minutes of the last meeting; these were from 23.10.20  Actions still Outstanding  Andrew James, SWI for Ammonia. He raised the point that some customers require double block and brake (remove spool) as an effective isolation process. Our SWI relies on single isolation. Do we	<b>MC</b>	



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	<ul style="list-style-type: none"> <li>• RPE</li> <li>• Customer feedback</li> <li>• Legal Updates</li> <li>• Environmental aspects</li> </ul>		
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<b>eLearning</b>	M. Canham raised is eLearning replacing face to face training. Its not to replace but to assist, but its difficult to get a group together for face-to-face training. Discussion around combining Daikin applied and J&E Hall employees together.	<b>MCa / GM</b>	31.12.21
<b>Presentations</b>	<p>Stuart Marshall, Arco Noise and Hearing Protection- Stuart went through recent changes to Hearing protection and demonstrated some of the latest technology available.</p> <p>Andrew Ramsden, Sundstrom. RPE and legal requirements, Andrew presented the process of how and why we ended up with the current RPE issued by the company and the legal requirements by its users.</p>		
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<b>AOB</b>	<p>J. Bowden raised issues with complaints regarding fumes from the remanufacture wash tank at C&amp;P. Supplier of the equipment to be contacted and involved in a solution.</p> <p>R. MacMillan asked about what the maximum time on a job before overnight accommodation is provided and a procedure for 'Safeguarding' when there are issues on site deemed unsafe. P. McAlister sated there is no defined time and is managed at branch level and engineers' assessment. C. Dalby to provide training on the site reporting function within Engage.</p> <p>R. Hames raised concerns over environmental conditions within the Derby warehouse during the summer and winter months. Further investigation is required when these situations occur to determine the efficiency of exiting procedures and equipment.</p>	<p><b>GP / CD</b></p> <p><b>PMc / CD</b></p> <p><b>GC / HSQE</b></p>	<p>31.10.21</p> <p>21.09.21</p> <p>TBC</p>
	<p>The HSQE Manager stated that based on the above review the management systems are working effectively and the company is meeting with its legal requirements.</p> <p><b>Next Meeting date to be advised</b></p>		