#### Minutes of Group HSQE Committee Meeting, YMCA Derby

#### 20th September 2021, 09:30am - 3.00pm

#### **Present:**

- M. Coates HSQE Manager (MC)
- P. McAllister Service Director APRS (PMc)
- J. Bowden- Senior Reman Engineer (C&P)
- R. MacMillan Working Supervisor (Glasgow)
- C. Dalby- HSQE Advisor (CD)
- 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)

- M. Jefkins HR Manager
- G. Mason HSE Manager (Daikin Applied) (GM)
- 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. Stefancu-Compliance Manager (Dartford)
- G. McDermott -PSMA Director (Dartford)
- M. Canham- Service Director (Daikin Applied) (MCa)

### **Apologies:**

- C. Parkman Managing Director (Daikin Applied)
- C. Martin Production Manager (ADC)
- E. Chinn.- Supervisor (Derby)
- G. Staniforth Engineer (Daikin Applied)
- T. Poulton HSQE Specialist (Daikin)
- G. Prince- Reman Business Manager (GP)
- L. Fisher- Technician- (Bristol)
- G. Chamberlin- Director of Operations **(GC)**

Item	Comments	Responsibility	Date
Introductions & Apologies	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	MC	
Minutes from last meetings	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	мс	

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	need to review this? I would suggest getting someone to review best practice from IOR. If no requirement is stated, then we should create a second SWI for Petrochem sites where the customers specify. (Andrew James to provide draft for Review)  Robin Renner, Lone working of engineers on site (where there is no site contact i.e., security etc. for out of hours) to be managed locally, CD and Safety Reps to discuss at next meeting  Email address or drop box for HSQE committee to share information. Outstanding Contact IT for access for Safety Reps-MC/CD to progress  DAPS Electrical Safety- what is the basic level of safety for all engineers  Plymouth Services Signage for electrical cabinets when isolated  Glasgow Services Working in the rain on electrical cabinets. To be looked at across the group. More feedback from engineers required  Leeds Services Can the track and trace app be added on company phones- Yes  HSQE At the next meeting refresher training required for Personal Gas monitors	AJ  CD/Reps  MC/CD	31.12.21 30.10.21 30.10.21
Item	Comments	Responsibility	Date
HSQE Performance	HSQE Manager went through a presentation of the 2020-21 HSQE performance of the business.  HSQE Team  Covid-19  Policies  BSI audits  Internal audits  External audits  Company Objectives  Calibration of Equipment  HR  Non-Conformances  Accident Stats  Global Safety  Engage EHS  HSQE External Training  HSQE Team Update  Health Surveillance	MC	

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Item	<ul> <li>RPE</li> <li>Customer feedback</li> <li>Legal Updates</li> <li>Environmental aspects</li> </ul> Comments	Responsibility	Date
eLearning	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.	MCa / GM	31.12.21
Presentations	Stuart Marshall, Arco Noise and Hearing Protection- Stuart went through recent changes to Hearing protection and demonstrated some of the latest technology available.  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.		
Item	Comments	Responsibility	Date
АОВ	J. Bowden raised issues with complaints regarding fumes from the remanufacture wash tank at C&P. Supplier of the equipment to be contacted and involved in a solution.	GP / CD	31.10.21
	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.  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.	PMc / CD  GC / HSQE	21.09.21 TBC
	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.		
	Next Meeting date to be advised		