

Minutes of Group HSQE Committee Meeting

20th February 2024, Derby Conference Centre

Item	Comments	Responsibility	Date
Presentations	<p>CD began with introducing the new company safety slogan 'Take 5' which employers all employees to 'Stop, Think, Identify, Continue, and Complete'. New 'Take 5 Cards' were proposed, being provided to all employees, to be used daily to assess the safety of the task/activity being carried out. Initial feedback was received from the committee on how to proceed and implement.</p> <p>J&E Hall accident statistics and two serious 'Near Miss' events which occurred during December 2023 were reviewed and discussed.</p> <ul style="list-style-type: none"> • 25 Accident/Incidents/Near Misses were reported and 5 Safety Alerts Issued during 2023. • Global Safety Officer for Daikin visited Coulstock and Place during November for a review of Health & Safety Performance. • The 1st near miss event involved a technician who accessed the top of an external cooler unit and began jet washing without any consideration for any of the 'Working at Height' risks. The engineer was witnessed by the client and asked to leave site. As a result of this action, the client did not renew the service contract with J&E Hall. • The 2nd near miss event was identified by the client during a site audit of the plant room, when two technicians were carrying out an oil change on a live ammonia system. When asked about safety equipment in the event of an emergency, both technicians responded that their equipment "was in their vans". The task was paused, RAMS reviewed, and emergency procedures enforced to the engineers. <p>Glen Mason (GM) introduced 4 Rounds Kiken Yochi (4RKY) Risk Prediction training. The committee were divided into teams of 4 or 5 and begin to carry out 4 Rounds of Kiken Yochi on the scenarios provided. The results of each team were shared with the group and discussed. Feedback was received from the group on how to use the tools in day-2-day and further roll out 4RKY training across J&E Hall and DAPS.</p> <p>Malcolm Coates (MC) opened a group discussion on Safety Culture within J&E Hall, the current level of culture, and what drives behaviours. Each team initially identified good points and areas for improvement in their areas, before opening sharing with the group. Common areas/topics raised by the groups provided focus for the HSQE and Senior Management Team.</p>		
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AOB	<p>B. Fisher (Bristol) commented about supply of Personnel Protective Equipment (PPE) and the time it takes to receive when requested by the engineer. MC to follow up with Purchasing Department.</p> <p>R. Hames (Derby) raised concerns about dust being generated by the new concrete floor outside the dispatch bay. Graham Chamberlain (GC) stated the issues is being actioned by the landlord. CD confirmed that 'dry sweeping' the dust is prohibited, and a 'wet sweeping' method is required as a short-term measure.</p> <p>T. Harrison (Plymouth) would like a review of questions/forms generated through Motivity. Point of Work Risk Assessment (POWRA) needs additional questions and references systems no longer in use.</p>	<p style="text-align: center;">MC</p> <p style="text-align: center;">RH / GC</p> <p style="text-align: center;">HSQE</p>	<p style="text-align: center;">31/03/2024</p> <p style="text-align: center;">31/03/2024</p> <p style="text-align: center;">31/03/2024</p>

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	<p>Vehicle checks appear to be in-depth and require some guidance on how to properly check, such as brake linings. PPE consistency was raised, which MC will follow up with Purchasing Department.</p> <p>R. Tinsley (Cardiff) raised about PPE selection and could there be more choice on the approved list. MC to follow up with Purchasing Department.</p> <p>R. MacMillan (Glasgow) also raised about PPE selection and could there be more choice on the approved list, and clarification about the specification laundered overall service. MC to follow up with Purchasing Department.</p> <p>Availability of company 'Engineering Resource' and difficulties locating required documents when on site. S. Young (SY) to review the process and associated documents.</p> <p>D. Sherlock (Dartford) commented on the time taken to receive PPE when first joining the business, and that he is still wearing work trousers and safety boots from his previous business. MC to follow up with Purchasing Department.</p> <p>I. Dynes (Southampton) also raised about PPE selection and could there be more choice on the approved list, and clarification about the specification laundered overall service. MC to follow up with Purchasing Department.</p>	<p>HR</p> <p>MC</p> <p>MC</p> <p>MC</p> <p>SY</p> <p>MC</p> <p>MC</p>	<p>31/04/2024</p> <p>31/03/2024</p> <p>31/03/2024</p> <p>31/03/2024</p> <p>31/03/2024</p> <p>31/03/2024</p> <p>31/03/2024</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>Next Meeting date TBA.</p>		

Minutes Generated by:
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