

Minutes of Group HSQE Committee Meeting, YMCA Derby

17th June 2019, 10:00am – 3.30pm

Present:

M. Coates – HSQE Manager (MC)	M. Jefkins – HR Manager (MJ)
P. McAllister – Service Director APRS (PMA)	G. Mason – HSE Manager (Daikin Applied) (GM)
G. Chamberlain – Director Product Sales	P. Dynes - Supervisor (Southampton)
R. MacMillan – Working Supervisor (Glasgow)	L. Weaver – Engineer (Bristol)
C. Edwards- HSQE Advisor	A. Smith – Technician (Cardiff)
G. Prince- Reman Business Manager	H. Lait – Apprentice (Dartford)
A. Morris – Engineer (Manchester)	W. Steele – Technician (Plymouth)
I. Ferguson – Technician (Derby)	G. Bradshaw- Warehouse Operator (Derby Spares)

Apologies:

A. Bowden – Managing Director (AB)	T. Poulton – HSQE Specialist (Daikin)
C. Martin – Production Manager (Unit 69)	J. Bowden- Senior Reman Engineer (C&P)
S. Young – Technical Publications (Dartford)	G. Argent – Contracts PSMA (Dartford)

Item	Comments	Responsibility	Date
Introductions & Apologies	<p>HSQE Manager welcomed everyone to the meeting and made apologies for non-attendees H&S agenda, aims & outline brief was given.</p> <ol style="list-style-type: none"> 1. Agenda: Opening, Introductions & Apologies 2. Minutes & Actions of Last Meeting 3. HSQE Performance / Update 4. Overview of CDM 5. Lunch 6. Role of a Safety Rep 7. Safety Rep workshop 8. Safety Representatives Feedback 9. AOB <p>Close of Meeting</p>	MC	
Minutes from last meetings	<p>Malcolm Coates went through the minutes of the last meeting; these were from 28th June 2018.</p> <p>Actions still Outstanding</p> <p>Provision of a defibrillator shared between the business units of 40, 41 & 69. (Potential supplier meeting set for August 2019)</p> <p>Robin Renner, SW1, Oil draining-two men requires reviewing (To be published)</p> <p>Roddy Macmillan, Pressure testing (410a) need reviewing (To be published as a SWI)</p> <p>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</p>	<p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p>	<p></p> <p>30.09.19</p> <p>31.07.19</p> <p>31.07.19</p>

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	<p>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. (SWI not created for Petrochem sites, Added to SWI review)</p> <p>Robin Renner, Lone working of engineers on site (where there is no site contact i.e. security etc. for out of hours) No out come as yet, will be reviewed as part of a review of J&E Hall standards</p> <p>Admin Dartford – Graham Argent - As a result of the Carlsberg inquest how can we ensure our engineers/ RAMS are up to date: Training on effective software to produce up to date RAMS completed</p> <p>Manchester Services</p> <p>Hard Hats not fitting correctly. Training Given how to fit a hard hat</p> <p>Linings for wellington boots where sites provide them as we have to use theirs for hygiene reasons: Available to order</p> <p>Glasgow Services</p> <p>Roddy MacMillan, Carrying Gas Bottles in estate cars, what is required. Carrying gas bottles is not allowed in estate cars.</p> <p>Towing trailers, due to changes on driving licences engineers not allowed to tow trailers. No Intention to train, Future vehicles will be provided with equipment to transport up to 3 bottles safely. Larger orders should be delivered and collected to site in most cases. Vehicles will not come with tow bars fitted going forwards.</p> <p>Southampton- Phil Dynes, is there alternative to single use escape hood. Sample provided to Phil Dynes, feedback required</p> <p>Philip Wright, should we be having the HSQE committee meeting bi yearly? Agreed date to be agreed later in the year. Unable to arrange due to new format on HSQE committee</p> <p>Philip Wright, Because of the Carlsberg inquest how we can ensure RAMS are up to date. Meeting to be planned with a group of J&E Hall personnel, Meeting completed</p> <p>Jim Waites, IOSH training for managers when is it happening. MC to contact provider and arrange dates for September one north and one south.</p>	<p>MC/Phil Wright</p> <p>MC/Phil Wright</p>	<p>31.08.19</p> <p>30.09.19</p>
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	<p>Completed training carried out</p> <p>Glen Mason, the make-up of the HSQE committee meeting seems to be top heavy on the management side. New make-up completed</p> <p>Graham Leech, will there be a procedure and training for the new gas monitors. HSQE to produce a procedure and training module. Procedure and Method statement completed</p> <p>Martin Jefkins, can we ensure closure dates are adhered to and feedback effectively Communicated. Not completed</p>		
Item	Comments	Responsibility	Date
HSQE Performance	<ul style="list-style-type: none"> • HSQE Manager went through a presentation of the 2018 - 2019 HSQE performance of the business. <p>This covered:</p> <ul style="list-style-type: none"> • New HSQE Committee Structure • Organisational Chart • HSQE • Internal/external audits • Company objectives and targets • NCR's • Accident/Incident stats and breakdown: • Reporting of near misses and dangerous occurrences was also discussed • HSE visit to Coulstock and Place, Nov 2018 • Effective Software • Training • Health Surveillance / Face fit testing • Legal Updates & guidance • Environmental • CDM • The role of a Safety Representative. • Workshop-What do you want as a safety rep 	MC	
Item	Comments	Responsibility	Date
Workshop Feedback	<p>Focus Magazine- let people know about safety Reps.</p> <p>2 Meetings a year.</p> <p>Email address or drop box for HSQE committee to share information.</p>	<p>MC</p> <p>MC/AB</p> <p>MC</p>	<p>31.07.19</p> <p>31.07.19</p> <p>31.07.19</p>

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	Apprentice CCNSG Card SSTS Course Look at Content potential training	MC/GM	31.08.19
	Training for safety representatives. Effective Software / Engage App	MC	31.08.19
	Tablets for engineers	PMA	31.08.19
Item	Comments	Responsibility	Date
AOB	Plymouth Services		
	PPE list and an alternative boot for ships ladders	MC	01.07.19
	Martin Jefkins		
	New vans will come with racking in Vans, will look at retro fitting others	MJ	31.07.19
	Bristol Services		
	Gloves larger than XL, and gloves for someone with part of a finger missing	MC	31.07.18
	Waste return forms correct completion, completed forms and list of codes to be emailed out	MC	08.07.19
	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		

Minutes Generated by: M. Coates HSQE Manager