

**Minutes of Group HSQE Committee Meeting, Via TEAMS
23rd October 2020, 9:00am – 12.30pm**

Present:

- | | |
|--|---|
| A. Bowden – Managing Director (AB) | M. Jefkins – HR Manager (MJ) |
| M. Coates – HSQE Manager (MC) | G. Mason – HSE Manager (Daikin Applied) (GM) |
| P. McAllister – Service Director APRS (PMA) | P. Dynes - Supervisor (Southampton) |
| G. Chamberlain – Director Product Sales | L. Weaver – Engineer (Bristol) |
| R. MacMillan – Working Supervisor (Glasgow) | H. Lait – Technician (Dartford) |
| C. Edwards- HSQE Advisor | W. Steele – Technician (Plymouth) |
| S. Young – Technical Publications (Dartford) | G. Staniforth- Field Project Engineer (DAPS) |
| T. Poulton – HSQE Specialist (Daikin) | M. Canham- Service Director (DAPS) (MCa) |
| J. Bowden- Senior Reman Engineer (C&P) | K. Fisher- Service Supervisor (Leeds) |
| G. Argent – Contracts PSMA (Dartford) | |

Apologies:

- | | |
|--------------------------------------|--|
| G. Prince- Reman Business Manager | A. Smith – Technician (Cardiff) |
| A. Morris – Engineer (Manchester) | G. Bradshaw- Warehouse Operator (Derby) |
| C. Parkman- Managing Director (DAPS) | G. McDermott – Director of PSMA (Dartford) |
| E.Chinn – Service Supervisor (Derby) | C. Martin – Production Manager (Unit 69) |

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> <p>The meeting this year was being held via TEAMS due to Covid-19</p> <ol style="list-style-type: none"> 1. Agenda: Opening, Introductions & Apologies 2. Minutes & Actions of Last Meeting 3. HSQE Performance / Update - MC 4. New Fleet Vehicles -MJ 5. Engage App - GM 6. 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 17th June 2019.</p> <p>Actions still Outstanding</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 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>	MC/GM/CE	31.12.20

**Minutes of Group HSQE Committee Meeting, Via TEAMS
23rd October 2020, 9:00am – 12.30pm**

	<p>Outstanding</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>Outstanding</p> <p>Email address or drop box for HSQE committee to share information. Outstanding</p> <p>Martin Jefkins, can we ensure closure dates are adhered to and feedback effectively Communicated</p>	<p>MC/PM</p> <p>MC</p>	<p>31.12.20</p> <p>30.11.20</p>
Item	Comments	Responsibility	Date
HSQE Performance	<ul style="list-style-type: none"> • HSQE Manager went through a presentation of the 2019 - 2020 HSQE performance of the business. <p>This covered:</p> <ul style="list-style-type: none"> • Covid 19 • HSQE / Nuclear Policies • Accident/Incident stats and breakdown: • Reporting of near misses • Internal/external audits • Company Accreditation • Company objectives and targets • NCR's • Customer Feedback • Engage EHS (formally Effective Software) • HSQE Projects • HSE visit to Coulstock and Place, Sept 2019 • Health Surveillance / RPE • EWC • Safety Reps Training • Legal & Environmental Updates 	MC	
Item	Comments	Responsibility	Date
Presentations	<p>New fleet vehicle changes new vans will come with racking in and a new tracking system throughout the whole company fleet (MJ)</p> <p>Engage Hazard App, using the hazard reporting app through all business's (GM)</p> <p>Power point presentation to be set to all reps to promote at each location</p>	MC	26.10.20

**Minutes of Group HSQE Committee Meeting, Via TEAMS
23rd October 2020, 9:00am – 12.30pm**

Item	Comments	Responsibility	Date
AOB	DAPS Electrical Safety- what is the basic level of safety for all engineers	MC /GM/CE/PMA	30.11.20
	Plymouth Services Signage for electrical cabinets when isolated	MC/GM/CE	30.11.20
	Glasgow Services Working in the rain on electrical cabinets. To be looked at across the group. More feedback from engineers required	MC/GM/CE/ ALL Reps	30.11.20
	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	MC	08.06.21
	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 8th June 2021		

Minutes Generated by: M. Coates HSQE Manager