

## Minutes of Group HSQE Committee Meeting 2018

**28<sup>th</sup> June YMCA Derby, 09:00am – 2.00pm**

### Present:

M. Coates – HSQE Manager **(MC)**  
 P. Wright – Operations Manager **(PW)**  
 L. Tams – Purchasing Manager **(LT)**  
 R. MacMillan – Working Supervisor (Glasgow)  
 R. Renner – Service Controller (Manchester)  
 P. McAllister – Service Director APRS  
 G. Chamberlain – Director Product Sales  
 C. Edwards – HSQE Advisor **(CE)**  
 S. Hills – Service Manager (Bristol)  
 M. Van Der Poll – Development Engineer  
 (Dartford 41)

M. Jefkins – HR Manager **(MJ)**  
 G. Argent – Contracts Admin (Dartford)  
 G. Mason – HSE Manager (Daikin Applied) **(GM)**  
 S. Evans – Supervisor (Cardiff)  
 G. Leech – Service Manager (Leeds)  
 P. Dynes - Supervisor (Southampton)  
 M. Walker – Technician (Derby)  
 J. Bowden- Senior Rewind Engineer (C&P)  
 J. Waites- Service Manager (Plymouth)

### Apologies:

J. Pilkington – Installation Engineer  
 (Manchester)  
 A. Bowden – Managing Director **(AB)**  
 M. Noon – Service Manager/ Key Accounts  
 (Manchester) **(MN)**  
 C. Martin – Production Manager (Unit 69)  
 P. Rodgers – Warehouse/Facilities (Derby)

L. Bowman – Warranties (Dartford)  
 S. Herivel – Technician (Avonmouth)  
 A. James – Service Manger (Cardiff)  
 T. Poulton – HSQE Specialist (Daikin)  
 G. Prince – Business Manager (Reman)  
 E. Blake – Supervisor (C&P)

Item	Comments	Responsibility	Date
<b>Introductions &amp; Apologies</b>	<p>HSQE Manager welcomed everyone to the meeting and made apologies for non-attendees H&amp;S agenda, aims &amp; outline brief was given.</p> <p>Agenda:</p> <ul style="list-style-type: none"> <li>• HSQE Performance 2017- 2018 <b>(MC)</b></li> <li>• HSQE Performance (DAPS) <b>(GM)</b></li> <li>• PPE Regulations update <b>R. Sansom Arco</b></li> <li>• Lunch</li> <li>• HSQE Representatives Feedback <b>(All)</b></li> <li>• AOB <b>(All)</b></li> </ul>	<b>MC</b>	
<b>Minutes from last meetings</b>	<p>Malcolm Coates went through the minutes of the last meeting; these were from 3<sup>rd</sup> August 2017.</p> <p>Actions still Outstanding</p> <p>Provision of a defibrillator shared between the business units of 40, 41 &amp; 69. <b>(Still awaiting response from landlord)</b></p>	<b>MC</b>  <b>AB</b>	30.09.18

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	<p>Robin Renner, SW1, Oil draining-two men requires reviewing (<b>Reviewed no formal feedback</b>)</p> <p>Roddy Macmillan, Pressure testing (410a) need reviewing (<b>Reviewed engineers unable to access document</b>)</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. (<b>SWI not created for Petrochem sites, Added to SWI review</b>)</p> <p>Robin Renner, Lone working of engineers on site (where there is no site contact i.e. security etc. for out of hours) Peter McAllister suggested contacting “Go response” who we use in Manchester &amp; Dartford services for managing our out of hours callouts and escalation. Could they manage this?</p> <p>FYI: Go Response contact details:            Lee Marshall            Business Development Manager            Go Response Ltd            DDI: 01795 519282            email: <a href="mailto:lee.marshall@goresponse.co.uk">lee.marshall@goresponse.co.uk</a></p> <p><b>No out come as yet, will be reviewed as part of a review of J&amp;E Hall standards</b></p>	<p><b>MC</b></p> <p><b>GM/MC</b></p> <p><b>MC/PW</b></p> <p><b>MN/MC/PW</b></p>	<p>31.07.18</p> <p>31.07.18</p> <p>31.07.18</p> <p>30.09.18</p>
Item	Comments	Responsibility	Date
<b>HSQE Performance</b>	<ul style="list-style-type: none"> <li>• HSQE Manager went through a presentation of the 2017 - 2018 HSQE performance of the business.</li> <li>• This covered:</li> <li>• 2017 Organisation chart</li> <li>• HSQE Policy review - signing of one new combined HSQE by all business directors as well as managing director</li> </ul>	<b>MC</b>	

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	<ul style="list-style-type: none"> <li>• Accident/Incident stats and breakdown:</li> <li>• 6 accidents recorded in 2017</li> <li>• 9 accidents so far recorded in 2018</li> <li>• Reporting of near misses and dangerous occurrences was also discussed</li>   <li>• Company objectives and targets</li> <li>• HSE visit to Coulstock and Place</li> <li>• Legal Updates &amp; guidance</li>   <li>• Personnel Gas Monitors (PGM) have now been approved order being placed 29.06.18.</li> </ul>		
Item	Comments	Responsibility	Date
<b>HSQE Performance (DAPS)</b>	<p>HSE Manager went through a presentation of the 2017 - 2018 HSQE performance of the business</p> <p>Accident/Incident stats and breakdown:</p> <ul style="list-style-type: none"> <li>• 2 accidents recorded in 2017</li> </ul> <p>Reporting of near misses and dangerous occurrences was also discussed</p> <p>Company objectives and targets</p>	<b>GM</b>	
<b>PPE Regulations update</b>	A presentation on PPE Regulations update	<b>RS</b>	
Item	Comments	Responsibility	Date
<b>HSQE Representative Reports &amp; Questions</b>	<b>Coulstock &amp; Place</b> – No Comment		
	<b>ADC (Unit 41)</b> - No Comments		
	<b>Admin Dartford</b> – Graham Argent - As a result of the Carlsberg inquest how can we ensure our engineers/ RAMS are up to date	<b>MC/PW</b>	30.09.18
	<b>Manchester Services</b>		
	Robin Renner, Lone working of engineers on site (where there is no site contact i.e. security etc. for out of hours)	<b>MC/PW</b>	30.09.18
Hard Hats not fitting correctly	<b>LT</b>	31.07.18	
Linings for wellington boots where sites provide them as we have to use theirs for hygiene reasons	<b>LT</b>	31.07.18	

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	<p><b>Glasgow Services</b></p> <p>Roddy MacMillan, Carrying Gas Bottles in estate cars, what is required.</p> <p>Towing trailers, due to changes on driving licences engineers not allowed to tow trailers</p> <p><b>Cardiff</b> -No comment</p> <p>Southampton- Phil Dynes, is there alternative to single use escape hood</p>	<p><b>MC/GM/MJ/PW</b></p> <p><b>MC/LT</b></p>	<p>30.09.18</p> <p>31.07.18</p>
<b>AOB</b>	<p>Philip Wright, should we be having the HSQE committee meeting bi yearly? Agreed date to be agreed later in the year.</p> <p>Philip Wright, Because of the Carlsberg inquest how we can ensure our engineers / RAMS are up to date. Meeting to be planned with a group of J&amp;E Hall, selected personnel to review and plans to be made going forward.</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>Glen Mason, the make-up of the HSQE committee meeting seems to be top heavy on the management side.</p> <p>Action review sites HSQE reps, make up the committee, how we encourage to engage more reps, training etc.</p> <p>Graham Leech, will there be a procedure and training for the new gas monitors. HSQE to produce a procedure and training module.</p> <p>Martin Jefkins, can we ensure closure dates are adhered to and feedback effectively Communicated.</p>	<p><b>MC</b></p> <p><b>PW/MC</b></p> <p><b>MC</b></p> <p><b>MC/GM/CE</b></p> <p><b>MC/CE</b></p> <p><b>Allocated actions to be communicated within dates</b></p>	<p>31.07.18</p> <p>Initial meeting set up by 31.07.18</p> <p>31.07.18</p> <p>30.08.18</p> <p>As soon as Gas Monitors arrive</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>		

**Minutes Generated by: M. Coates HSQE Manager**