3rd August YMCA Derby, 09:00am – 3.00pm

Present:

- M. Coates HSQE Manager (MC)
- P. Wright Operations Manager
- L. Tams Purchasing Manager (LT)
- R. MacMillan Working Supervisor (Glasgow)
- R. Renner Service Controller (Manchester)
- C. Martin Production Manager (Unit 69)
- A. James Service Manager (Cardiff)
- C. Edwards HSQE Advisor (CE)
- P. Rodgers Warehouse/Facilities (Derby)
- G. Argent Contracts Admin (Dartford)
- M. Van Der Poll Development Engineer (Dartford 41)
- J. Pilkington Installation Engineer (Manchester)
- M. Noon Service Manager/ Key Accounts (Manchester) (MN)

Apologies:

- P. McAllister Service Director
- J. Davies Service Manager (Avonmouth)
- G. Chamberlain Director Product Sales
- M. Giess Working Supervisor (Derby)

- A. Bowden Director of HR & General Affairs (AB)
- G. Prince Business Manager (Reman)
- G. Mason HSE Manager (Daikin Applied) (GM)
- T. Poulton HSQE Specialist (Daikin
- G. Leech Service Manager (Leeds)
- P. Dynes Supervisor (Southampton)
- S. Herivel Technician (Avonmouth)
- J. Bowden- Senior Rewind Engineer (C&P)
- J. Waites- Service Manager (Plymouth)
- - L. Bowman Warranties (Dartford)
 - E. Blake Supervisor (C&P)
- Item Comments Responsibility Date Introductions & HSQE Manager welcomed everyone to the MC meeting and made apologies for non-attendees **Apologies** H&S agenda, aims & outline brief was given. Agenda: HSQE Performance 2016–2017 (MC) • Effective Software (GM) • HSQE Training – IOSH, E-Learning (MC) • • ISO 9001 & 14001 2015 Standards Overview (CE) PPE Provision & Review – Arco (LT) HSQE Representatives Feedback (All) AOB (All) • Minutes from last Andrew Bowden went through the minutes of the AB meetings last meeting, these were from 29th June 2016. Actions still Outstanding Dominic Lafford asked about the possible 31/08/17 AB provision of a defibrillator shared between the business units of 38, 39, 40, 41 & 69. Robin Renner, SW1, Oil draining-two men MC 30/09/17 requires reviewing

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Roddy Macmillan, Pressure testing (410a) need reviewing	GM/MC	30/09/17
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.	MC/CE/ M. Camacho	30/09/17
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 & Dartford services for managing our out of hours callouts and escalation. Could they manage this? FYI: Go Response contact details: Lee Marshall Business Development Manager Go Response Ltd DDI: 01795 519282 email: lee.marshall@goresponse.co.uk	MN/MC/CE	30/09/17
Comments	Responsibility	Date
 HSQE Manager went through a presentation of the 2016 - 2017 HSQE performance of the business. This covered: 2017 Organisation chart HSQE Policy review - signing of one new combined HSQE by all business directors as well as managing director Accident/Incident stats and breakdown: 4 accidents recorded in 2016 1 accident so far recorded in 2017 Reporting of pear misses and dangerous 	MC	
	reviewing 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. 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 & Dartford services for managing our out of hours callouts and escalation. Could they manage this? FYI: Go Response contact details: Lee Marshall Business Development Manager Go Response Ltd DDI: 01795 519282 email: lee.marshall@goresponse.co.uk Comments • HSQE Manager went through a presentation of the 2016 - 2017 HSQE performance of the business. • This covered: • 2017 Organisation chart • HSQE Policy review - signing of one new combined HSQE by all business directors as well as managing director • Accident/Incident stats and breakdown: • 4 accidents recorded in 2016	reviewing MC/CE/ 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 best practice from IOR. If no requirement is stated then we should create a second SWI for Petrochem sites where the customers specify. MC/CE/M. Camacho 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 & Dartford services for managing our out of hours callouts and escalation. Could they manage this? MN/MC/CE FYI: Go Response contact details: Lee Marshall Business Development Manager Go Response Ltd DDI: 01795 519282 email: lee.marshall@goresponse.co.uk MC • HSQE Manager went through a presentation of the 2016 - 2017 HSQE performance of the business. MC • This covered: 2017 Organisation chart MC • HSQE Policy review - signing of one new combined HSQE by all business directors as well as managing director Accident/Incident stats and breakdown: • Accident /Incident stats and breakdown: • Accidents recorded in 2016 1016

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Item	Comments	Responsibility	Date
Effective Software	A presentation was given on the Effective Software System.	GM	
	GM and TP currently using the system J&E Hall to roll out early 2018		
	MC and CE currently uploading information and Identifying the full use for J&E hall		
HSQE Training / E-learning	A presentation on internal and External training provide by the HSQE team.	МС	
	E-Learning H & S training packages was also discussed and an example was shown to all the attendees for their thoughts. This will aid the training requirements for engineers as part of their training needs.		
	Group discussion on the benefits for face to face training and E-Learning		
BS EN ISO Quality & Environmental Standard Changes 2015	Revision of the ISO 9001:2008 & ISO14001:2004 Quality & Environmental into 2015 standards	CE	31/12/17
	The revised standards will ensure that both quality and environmental management is completely integrated and aligned within the business strategies of our organisation		
	Aim to achieve the new standard by Dec 2017		
Item	Comments	Responsibility	Date
Personal Protective Equipment Provision - Arco	Consignment stock to be held in Derby and issued out as required across all business units. Examples of PPE now provided	LT	
	Ensure all orders are placed through Derby to ensure group pricing		
Item	Comments	Responsibility	Date
HSQE Representative Reports & Questions	Plymouth Services -No Comment		
	Coulstock & Place		
	Training matrix and training requirements	MC/CE	30/09/17
	ADC (Unit 41)- No Comments		

30/09/17 **Manchester Services** MC/MN Robin Renner, Lone working of engineers on site (where there is no site contact i.e. security etc. for out of hours) Also, SWI, Oil Draining - two men requires MC/CE 30/09/17 reviewing. None of these issues had been resolved from last year's meeting 31/12/17 Matt Noon raised Personnel Gas Monitors (PGM) Service increasing being asked to provide them for Managers specific companies. MC/CE/PM/ The company policy on entering areas containing ammonia up to 700ppm and Tool Box Talks MN This has been raised at Exec meeting. 1. Short term we need to understand what sites require PGM (Service Managers) 2. Long term How many engineers would require them **Glasgow Services** 30/09/17 Roddy MacMillan, pressure testing (410a) SWI MC/GM needs reviewing. This issue had not been resolved from last year **Cardiff Services** Andrew James, SWI for Ammonia. He raised the 30/09/17 MC/CE/ point that some customers require double block and brake (remove spool) as an effective isolation M. Camacho process. This issue had not been resolved from last year. Regulator checks on welding sets, what is the time period that they have to be changed? The regulations state every 5 years Derby Services, Product & Spares-No comment Leeds Services-No comment AOB Philip Wright, should we be having the HSOE committee meeting bi yearly? Next meeting agreed to be in April and review then

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Next Meeting scheduled 19th April 2018 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.	

Minutes Generated by: M. Coates HSQE Manager