

Minutes of Group HSQE Committee Meeting 2017

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

	<p>Roddy Macmillan, Pressure testing (410a) need reviewing</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.</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 & 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: lee.marshall@goresponse.co.uk</p>	<p>GM/MC</p> <p>MC/CE/ M. Camacho</p> <p>MN/MC/CE</p>	<p>30/09/17</p> <p>30/09/17</p> <p>30/09/17</p>
Item	Comments	Responsibility	Date
HSQE Performance	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 4 accidents recorded in 2016 • 1 accident so far recorded in 2017 • Reporting of near misses and dangerous occurrences was also discussed • Legal Updates & guidance 	MC	

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

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	<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 scheduled 19th April 2018 TBC</p>		
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Minutes Generated by: M. Coates HSQE Manager