

Minutes of Group HSQE Committee Meeting 2016

29th June YMCA Derby, 09:00am – 3.00pm

Present:

P. McAllister – Service Director	A. Bowden – Director of HR & General Affairs (A.B)
P. Wright – Operations Manager (P.W)	G. Prince – Business Manager (Reman)
L. Tams – Purchasing Manager (L.T)	G. Mason – HSE Manager (Daikin Applied) (G.M)
R. MacMillan – Working Supervisor (Glasgow)	T. Poulton – HSQE Specialist (Daikin) (T.P)
R. Renner – Service Controller (Manchester)	G. Leech – Service Manager (Leeds)
C. Martin – Production Manager (Unit 69)	S. Jones – Supervisor (Coulstock & Place)
A. James – Service Manager (Cardiff)	M. Giess – Working Supervisor (Derby)
C. Jackson – Supervisor (Reman C & P)	M. Payne – Service Engineer (Plymouth)
G. Argent – Contracts Admin (Dartford)	M. Eastburn – HSQE Manager (M.E)
D. Lafford – Development Engineer (Dartford 41)	Venson’s Fleet Management Company
P. Rodgers – Warehouse Manager (Derby)	

Apologies:

J. Davies – Service Manager (Avonmouth)	L. Bowman – Warranties (Dartford)
G. Chamberlain – Director Product Sales	P. Dynes - Supervisor (Southampton)
J. Pilkington – Installation Engineer (Manchester)	
M. Noon – Service Manager/Key Accounts (Manchester)	

Item	Comments	Responsibility	Date
Introductions & Apologies	<p>HSQE Manager welcomed everyone to the meeting and made apologies for non-attendees and committee members were identified who could deputise in their role. H&S agenda, aims & outline brief was given.</p> <p>Agenda:</p> <ul style="list-style-type: none"> • HSQE Performance 2014 – 2015 (ME) • Company Fleet management presentation (Vensons) • Sentencing Guideline Changes (GM) • ISO 9001 & 14001 2015 Standards Overview (AB) • PPE Provision & Review – Arco (LT) • Engineering Apprenticeship Programme and Review (PW/ME) • HSQE Training – IOSH, E-Learning (ME) • HSQE Representatives Feedback (All) • AOB (All) <p>Hand out PowerPoint notes were produced for all attendees</p>	M.E	
Minutes from last meetings	<p>HSQE Manager went through the minutes of the last meeting, these were from 2014. Apologies were made for not holding a conference meeting in 2015 due to business constraints. Face fit testing was discussed as still outstanding.</p>	M.E, A.B	

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HSQE Performance	<p>HSQE Manager went through a presentation of the 2014 - 2015 HSQE performance of the business.</p> <p>This covered:</p> <ul style="list-style-type: none"> • Benefits of and for Employee Consultation and Involvement • HSQE and the benefits that it brings to the company • 2016 Organisation chart • Business review structure, including company objectives • HSQE Policy reviews - signing of policies by all business directors as well as managing director <p>Accident/Incident stats and breakdown:</p> <ul style="list-style-type: none"> • 18 accidents recorded in 2014 • 17 accidents recorded in 2015 • Reporting of near misses and dangerous occurrences was also discussed <p>Why the need to report and record all incidents. (Example case presented and discussed)</p> <p>Management & supervision accountability and responsibilities including reporting of all incidents so that full investigation if required can be carried out.</p> <p>PPE compliance, review and issue. Hand arm protection</p> <p>Housekeeping, work areas, safe access/egress</p> <p>Training, Instruction and Information</p> <p>Legal Updates & guidance (See separate hand-out)</p> <p>Sentencing Guideline Changes (Presentation to be delivered by GM)</p> <p>PM 81- Safe Refrigeration of Ammonia Refrigeration Systems (2016 updated)</p> <p>EN378 Refrigeration systems and heat pumps – Safety and Environmental requirements – Update 2016</p> <p>Dangerous Substances, Explosive Atmosphere Regs (DSEAR Regs) Update 1st June to now include corrosive substances</p>	M.E	

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Company Fleet Management Presentation	Veson's, J & E Hall's fleet management provider gave a presentation and overview on the fleet of vehicles in use. New internet access and individual log on system for each fleet driver. Reporting of any incidents and for service enquires. General feedback and comments were also discussed.	Lee O'Neill - Venson Accident and Maintenance Manager A.B	
Sentencing Guideline Changes 2016	<p>A presentation was given on the new sentencing guideline changes that came into force from 1st of February 2016. This included:</p> <ul style="list-style-type: none"> • Corporate Manslaughter • Health & Safety Offences – Employers • Health & Safety Offences – Employees <p>Corporate Manslaughter:</p> <ul style="list-style-type: none"> • Every case will involve a death • Based on Culpability (A or B) – Derived by 4 questions. • Offence Category A: <ul style="list-style-type: none"> – Indicates a high level of culpability within the context of offence • Offence Category B: <ul style="list-style-type: none"> – Indicates low level of culpability <p>Health & Safety Offences – Employers based on culpability (Very High, High, Medium & Low) & Harm (Cat 1, 2, 3, 4)</p> <p>Health & Safety Offences – Employees based on culpability (Very High, High, Medium & Low) & Harm (Cat 1, 2, 3, 4)</p> <p>In Practice: Prosecutions and fines so far this year was also presented and the implications to the businesses prosecuted.</p>	G.M	
BS EN ISO Quality & Environmental Standard Changes 2015	<p>Revision of the ISO 9001:2008 & ISO14001:2004 Quality & Environmental into 2015 standards</p> <p>A presentation with discussion was given on the benefits of the new standards</p> <p>Bringing Quality and Environmental management and Continuous Improvement into the heart of our business and to meet our ever changing requirements</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>	A.B, M.E	

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BS EN ISO Quality & Environmental Standard Changes 2015 (Continued)	<p>Deadline for implementation of these standards by 2018</p> <p>J & E Hall to carry out gap analysis throughout the rest of 2016 with meetings arranged in September 2016 with BSI to conduct a readiness review</p> <p>Transition assessment with BSI arranged for December 2016</p> <p>Implementation of 2015 standards into J & E Hall management system in 2017</p>	A.B, M.E	End of 2017
Personal Protective Equipment Provision - Arco	<p>Pre 2013 –</p> <ul style="list-style-type: none"> • Purchased from Arco and other suppliers • No control over selection • Arco refused to acknowledge J&E Hall as a group – 11 sites <p>2013 – 2016</p> <ul style="list-style-type: none"> • Transferred PPE requirements and supply to Staples • Reduced spend by 25% • Able to get JEH branded products next day • Merged spend with Stationary using an online ordering process <p>Quality</p> <ul style="list-style-type: none"> • Boots uncomfortable • Polo's / Sweatshirts Shrink • Logo's peeled off Coveralls • Generally poor quality <p>Transferring supply wholly back to Arco</p> <ul style="list-style-type: none"> • Arco now looking at JEH as a Group and pricing will reflect this. • Consignment stocking in Derby • Very good quality <p>Consignment stock to be held in Derby and issued out as required across all business units.</p> <p>PPE posters with clothing and safety shoes/boots to be created to give better selection whilst still under control and managed centrally.</p>	L.T, M.E	By Sep 2016

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<p>J & E Hall, Daikin Apprenticeship Programme</p>	<p>The apprenticeship programme was discussed and that a review of the recruitment and selection process carried out.</p> <p>In 2015 we had an intake of 7 apprentices 4 J & E Hall and 3 at Daikin UK.</p> <p>2016 saw the recruitment of 6 more apprentices with 4 for J & E Hall and 2 for Daikin Applied Service.</p> <p>The apprenticeship was highlighted that it is a 4 year programme which includes working out of an local area service branch but also includes:</p> <ul style="list-style-type: none"> • Three day induction programme • Grimsby College Placement over 3 years for industrial refrigeration qualification <p>Internal/External HSQE training is also delivered which includes:</p> <ul style="list-style-type: none"> • Risk Assessments & Safe Systems of Work • Permits to Work & Lock Tag & Try • Asbestos Awareness • Legionella Awareness • Ammonia Awareness • Electrical Safety • Working at Height • PPE & Slips, Trips & Falls • Manual Handling & Lifting Equipment 	<p>P.W, M.E</p>	<p>On-going</p>
<p>Legionella Update</p>	<p>A brief overview and update of Legionella and the requirements was given and how it impacts our activities working on customer's sites where evaporative condensing cooling towers are used as part of the industrial refrigeration equipment and cooling requirements that we install, maintain and service.</p> <p>Recent intervention visits by the HSE to Morrisons sites (Sittingbourne and Thrapston were improvement notices were served (15/07/2016)</p> <p>We have identified that Legionella awareness training is required for all our service engineers.</p> <p>To be arranged.</p>	<p>P.W, M.E</p>	<p>By October 2016</p>

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HSQE Representative Reports & Questions	<p>Robin Renner, SWI, Oil Draining – two men requires reviewing.</p> <p>Glasgow Services</p> <p>Roddy MacMillan, pressure testing (410a) SWI needs reviewing. Example: states max gauges to be used 36 bar, they test systems greater than this. Glen Mason suggested that Roddy sends a copy over to him and he will review.</p> <p>Cardiff Services</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>Derby Services, Product & Spares</p> <p>No comments</p> <p>Leeds Services</p> <p>No comments</p> <p>General</p> <p>Safety shoe policy to be reviewed with agreed set allowance</p>	<p>M.E</p> <p>G.M, M.E</p> <p>A.J, M.E</p> <p>A.B, L.T, G.C</p>	Sept 16
	<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 TBC</p>		

Minutes Generated by: M Eastburn HSQE Manager