

Minutes of the J&E Hall Limited Health & Safety Meeting.

Date of Meeting: 18th March 2009, 10:00am, Days Inn Hotel Derby.

Attendees:

C Morgan HR Director
 P McAllister Service Director
 A Bowden HSQE Manager
 A Cowburn H&S Advisor J&E Hall
 G Mason HSE Manager McQuay
 R Renner Manchester
 A Treharne Plymouth
 T Baugh Botley
 R Grieve Glasgow
 A James Cardiff
 G Argent Westerham
 P Williams MTC
 J Jackson Derby (Reman)
 D Houldsworth Midlands
 J O'Reilly Avonmouth

G Chamberlain Derby
 R Hall Peterborough
 S Green Leeds
 T Poulton Daikin UK

Non-Attendees:

P Deakin Offshore
 D Tarrant Dartford
 M Walker C&P
 P Rodgers Derby
 L Bowman Contracting
 T Mathews Offshore

Item	Agenda Item Details	Actioned By	Date Actioned By
1	<p>Introductions & Apologies</p> <p>AB welcomed everyone to the meeting and made apologies for non attendees. H&S agenda & outline brief was given.</p>		
2	<p>Please note, a presentation was generated for supportive information and structure.</p> <p>Minutes from last meeting September 2008</p> <p>AB Reviewed minutes and discussed any outstanding issues.</p>		
3	<p>AB reviewed 2008 H&S Objectives</p> <p>➤ IMPROVE COMMUNICATION & AWARENESS</p> <p>AB confirmed the following actions:-</p> <p>Direct communication with Managers, Supervisors & Employees</p> <p>J&E Hall HSQE Website</p> <p>Regular Meetings with DAIKIN & McQuay Service</p> <p>Updated H&S Policy – Included Sub Contractors</p> <p>Updated H&S Manual</p> <p>Updated Safe working Instructions</p>		

Item	Agenda Item Details	Actioned By	Date Actioned By
	<p>➤DEVELOP MONITORING AND MEASURING TECHNIQUES OF PROCESS AND PROCEDURES</p> <p>AB confirmed the following actions:-</p> <p>Developed Reporting system to Determine:-</p> <ul style="list-style-type: none"> •Accident Incident Rates •Lost Time Severity Rates •Accident Frequency Rates <p>Defined Audit Schedule and Defect List Analysis Inspections by ZURICH (Crimson) Lifting Equipment</p>		
	<p>➤DEVELOP FIRE RISK ASSESSMENTS IN ACCORDANCE WITH (RRFSO)</p> <p>MTC requires their Fire Risk Assessment to be updated. All other sites have been reviewed and are up to date.</p>		
	<p>➤ALL SERVICE ENGINEERS TO HAVE A SKILL CARD</p> <p>Following a recent review and subsequent data from service centre managers, it was confirmed that 80% of our engineers have the relevant Skill card. The short fall is due to operational restrictions and new employees joining the company. It is anticipated that all engineers will hold a Skill Card by the end of June 2009.</p>		
	<p>➤ESTABLISH AND MAINTAIN AN EFFECTIVE SITE RISK ASSESSMENT SYSTEM</p> <p>ongoing training is conducted for all managers and their appointed person, where a site risk assessment is completed for all customer sites.</p>		
4	<p>Review of Policies</p> <p>AB issued copies of the new H&S policy dated 18th November 2008</p> <p>Upon review, AB recommended that the policy was inline with current company objectives and direction and that no amendments were required at this stage. However the policy will be reviewed at the next meeting.</p>		
5	<p>Accident Review</p> <p>AB confirmed the current accident procedure was on the HSQE web site and the accident process flow chart was available on the meeting presentation.</p>		

	Agenda Item Details	Actioned By	Date Actioned By
	<p>Accident Review (Cont)</p> <p>AB commented that the reporting of accidents from service centre location could be improved, as the HR and HSQE function in some instances were not informed.</p> <p>AB commented that the procedure was complex and requires clarification.</p> <p>AB invited Glen Mason, Alan Cowburn & Tracey Pulton to assist him in reviewing the procedure with the aim to have a holistic procedure between all group companies.</p> <p>meeting to be arranged.</p> <p>Within the presentation AB identified the current documentation and the reporting procedure.</p> <p>AB communicated the Accident Incident rates for the business.</p> <p>AB commented on the spurious recorded value in 2006 and AB will confirm this with HR</p> <p>Within the presentation, accident statistics were reviewed and benchmarked against our industry body (BRA). AB commented of these statistics and compared them against ours.</p> <p>Following a review of the accidents by location, AB informed all attendees of the results. (attached in Presentation)</p> <p>Following the review AB proposed actions to be taken to reduce accidents</p> <p># manual handling information, instruction & training # review of lifting aids # information, instruction & training on slips, trips & falls.</p> <p>AB confirmed that we now have a collection of training DVDs for general use.</p> <p>Induction Training COSHH Fire Manual Handling Noise Environment</p>	AB	Apr-09
6	<p>Near Miss</p> <p>AB outlined the importance of recording near miss events and with the supportive information went through the form and the reported near miss to date. AB confirmed that near following near miss events Safe working procedures and safety bulletins can be developed.</p>		

	Agenda Item Details	Actioned By	Date Actioned By
7	<p>Vehicle accidents</p> <p>Following the inclusion of vehicle accidents onto the accident review sheet, Vehicle accidents will be reviewed at all HSQE meetings.</p> <p>These statistics will be generated by a fleet management company J&E Hall accident information.</p>		
8	<p>Internal Audit Review</p> <p>AB outlined the process approach to the company audit schedule and confirmed that H&S, Environment, Quality and Fire assessments are conducted. A report is generated and communicated throughout any opportunities for improvements are identified on relevant documentation and agreed action and dates are recorded.</p> <p>Internal audits conducted by AB were communicated and summarised</p>		
9	<p>3rd party audits (BSI)</p> <p>A spread sheet identifying the agreed audit schedule from BSI was displayed the committee and the new format was outlined.</p> <p>External Audits (Customers)</p> <p>AB outlined the recent external audits completed by the HSQE function these have had positive feedback and in addition have added value to the relevant service centre.</p> <p>AB commented on the range of external audits available and invited any enquiries to conduct additional assessments or customer support.</p>		
10	<p>Asbestos</p> <p>AB confirmed that the SWI for working with asbestos has been updated in accordance with HSG210.</p> <p>General discussions were conducted as to the potential risk to our engineers.</p> <p>AT made a good point on the likelihood of asbestos being present on board ships.</p> <p>AB & AT is to conduct a further assessment to gauge the exposure to our engineers.</p> <p>A tool box talk will be generated to issue to our engineers & AB will develop a company policy on working with asbestos.</p> <p>AB will issue a directive to all business functions which will highlight working with Asbestos and to ensure the site we work on either have an Asbestos survey and its communicated to our engineers or the engineers must ask if there are Asbestos containing Materials in their working area prior to working on any building fabrication.</p>		

	Agenda Item Details	Actioned By	Date Actioned By
11	<p>Web Site Update</p> <p>AB updated all attendees on the HSQE website. The website has proved to be an effective tool as it makes sure the most up to date information is available for all employees at any time.</p> <p>The site has evolved throughout the last six months and now includes McQuay Service and Coulstock & Place.</p> <p>Some attendees requested the username & password for the site AB will forward to the HSQE committee.</p>	AB	Mar-09
12	<p>F-Gas (2079 Qualification)</p> <p>AB outlined the requirements of the new F-Gas regulations and specifically the new training requirements.</p> <p>AB & PM have conducted meeting to ascertain the impact and the schedule of training for our engineers.</p> <p>PM has generated a business objective which ensures adequate resources are available to ensure 30% of our engineers undertake 2079 training this year.</p> <p>AB & PM will investigate further to ensure the most efficient and effective system is adopted to ensure this objective is achieved. It was confirmed that all refrigeration engineers must have the 2079 qualification before July 2011.</p> <p>AB outlined the company documentation in reference to the F-Gas Regulations and AB/ PM/ AC will review and implement throughout.</p>	<p>AB / PM</p> <p>AB/PM/AC</p>	<p>May-09</p> <p>May-09</p>
13	<p>Safety Representatives Reports</p> <p>Cramlington - G Mason</p> <p>All issues have been addressed within meeting</p> <p>MTC - P Williams</p> <p>No Comments</p> <p>Midlands - D Houldsworth</p> <p>Darren brought up the issue of asbestos and exposure to our engineers. General discussion were conducted and the general consensus was that this work is to be conducted by trained and licensed personnel.</p> <p>Apprentice driving - confirmation was required as to their authorisation. Currently this is being reviewed by CM/ PM/ AC/AB and will be communicated throughout when a policy has been agreed and developed.</p>	AB/PM/CM/AC	Jun-09

Agenda Item Details	Actioned By	Date Actioned By
<p>Safety Representatives Reports (cont)</p> <p>Plymouth - Alfie Traharne</p> <p>Alfie commented on bottle tracking and the previous system adopted. He expressed his concern about the current system</p> <p>AB will contact the Offshore business as they have adopted a weather proof system for the oil rig.</p> <p>AB will get a sample and the supplier and communicate throughout.</p> <p>Alfie commented on the Technical Bulletins and their importance in identifying safety critical features.</p>	AB	Apr-09
<p>Botley - T Baugh</p> <p>information was requested on Care 50, he was advised to contact BOC.</p> <p>Trevor requested a company tree to be issued, where all centres know who is responsible for what within the company and their contact details.</p> <p>CM will review and communicate throughout</p>	CM	May-09
<p>Westerham - G Argent</p> <p>Graham requested information and documentation for sub-contractors AB advised all on the approval process and that the procedure is available on the HSQE website.</p>		
<p>Derby - J Jackson (Reman)</p> <p>No issues</p>		
<p>Cardiff - A James</p> <p>Andrew requested an update on the electrical competence course. AB confirmed that the internal course was near completion and AB will be conducting the first electrical course at the end of April for McQuay Service. Any alterations or amendments will be implemented and used within the J&E Hall course.</p> <p>Andrew also requested information on Safe Ammonia handling for his engineers.</p>		
<p>Manchester - R Renner</p> <p>Robin required information on the current arrangement on engineers coveralls, AB will contact the purchasing function for additional information.</p>	AB/ CF	Apr-09

Agenda Item Details	Actioned By	Date Actioned By
<p>Safety Representatives Reports (cont)</p> <p>Manchester - R Renner (cont)</p> <p>Welding Certificates Robin commented that the welding certificates for certain engineers require updating. AB explained about the Welding requirement within the 2079 qualification and AB will confirm if this examination is transferable.</p> <p>Lone Working AB outlined the arrangement and the updated SWI available on the HSQE website.</p> <p>Avonmouth - J O'Reilly</p> <p>No comments</p> <p>Glasgow - R Grieve</p> <p>No comments</p> <p>Peterborough - Ron Hall</p> <p>Ron required information on Qualifications for his Engineers and the respective service providers.</p> <p>Leeds - Shaun Green</p> <p>Shaun commented on Face fitting for Ammonia Masks and vision inserts for engineers who wear glasses.</p> <p>Shaun explained the advantages of conducting face fit tests and he has arranged for his engineers to undertake this test When complete Shaun will review the process and report back to AB.</p> <p>Shaun requested additional information on gantry and access inspection requirements. This was in reference to our customer sites, AB and the H&S advisors were not aware of any specific requirements however the responsibility remains with the owner or occupier of the site, however we have an obligation to report any issue real or suspected to the relevant functions on site.</p> <p>Daikin UK - Tracey Poulton</p> <p>Tracey made general comments throughout the meeting and thanked all attendees for the invitation.</p>	<p>AB</p>	<p>Apr-09</p>

	Agenda Item Details	Actioned By	Date Actioned By
14	<p>Any Other Business</p> <p>Environmental System</p> <p>AB used various presentation slides to inform all attendees on the recent developments in the environmental management system accreditation and performance</p> <p>Environmental objectives were communicated and reviewed the system for measurement.</p> <p>AB commented on the Utilities Cost analysis and the DEMIS reporting system. AB confirmed that he has to report on a quarterly basis to Daikin and requests all relevant information to be forwarded when requested.</p> <p>AB outlined the EMS folder and its contents and advised all that each location will be issued with procedures and will be audited in accordance with the company schedule.</p> <p>Engineers Folder</p> <p>AB confirmed that an engineers folder is currently in development and the Leeds and Midlands service centres are currently piloting the system.</p> <p>Upon review it is anticipated that it will become a company standard</p>		
15	<p>Company Objectives 2009</p> <p>Discussed and agreed the following:-</p> <p>All service Engineers to be registered with Skill Cards before the end of June 2009</p> <p>2079- training to be conducted for 30% of service engineers</p> <p>Manual Handling training to be conducted for all service engineers</p> <p>Driver, information, instruction & Training to be conducted where identified.</p> <p>Next meeting</p> <p>AB wishes to thank all attendees for their participation and will advise the H&S Committee of the next meeting</p> <p>September 2009, Date to be confirmed</p> <p>Minutes Prepared by</p> <p>A Bowden HSQE Manager</p> <p>Please note these minutes must be displayed on company notice boards. All pages must be available to ensure effective communication</p>		