

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

Date of Meeting: 18th March 2010, 10:00am, Days Inn Hotel Derby.

Attendees:

P McAllister	Service Director	S Jones	C&P
A Bowden	HSQE Manager	R Hall	Contracting
A Cowburn	H&S Advisor J&E Hall & National Account Manager	S Green	Leeds
G Mason	HSE Manager McQuay	T Blake	Contracting
T Poulton	Daikin UK HSQE Manager	K Gratton	HSQE Officer
R Renner	Manchester		
J Waites	Plymouth	Non-Attendees:	
T Baugh	Botley	C Morgan	HR Director
R Grieve	Glasgow	D Tarrant	Questor
A James	Cardiff	G Chamberlain	Derby
G Argent	Westerham	P Rodgers	Derby
P Williams	MTC	J Jackson	Derby
L Bowman	Contracting	T Mathews	Offshore
M Stafford	Derby (Service)		
J O'Reilly	Avonmouth		

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 October 2009</p> <p>AB Reviewed minutes and discussed any outstanding issues.</p> <p>a) distributed key contact list</p> <p>b) confirmed CO2 training information</p> <p>AB generated a contact list of key contacts throughout the business & he commented that it was not fully inclusive or a comprehensive contact list.</p> <p>AB explained that the HSQE Function attend meetings with the BRA & FETA. AB found 3 training providers for CO2 training. Summit Skills can provide training in line with the new QCF qualification, starting September of this year</p> <p>It was agreed by the committee that bird attack was for the customers to control</p>		
3	<p>AB reviewed 2009 H&S Objectives</p>		

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4	<p>Accident review</p> <p>KG presented the 2009 accident statistics to the committee giving an over view of the amount of accidents/incident for vehicles & personnel</p> <p>The reporting of accidents on line were discussed explaining the advantages of clear communication</p> <p>A review of the vehicle incidents will be conducted and to review the reporting process to clarify the route cause.</p> <p>AB explained the expectations of our insurers regarding accident investigation</p> <p>KG will deliver manual handling & slip/trip training during 2010 for all front line engineers</p>	<p>KG & AB</p> <p>KG</p>	<p>May-10</p> <p>Dec-10</p>
5	<p>Apprentices</p> <p>AC presented an update on the apprentices & the importance of Managers signing off their log books monthly</p> <p>AC went on to highlight the importance of training apprentices to the highest of standards as an investment. To provide future high quality engineers to the business with a good H&S back ground</p> <p>PM & AC commented on NH3 training being brought in on year 2 of apprentice training at Grimsby college. Also NH3 training could be provided & recorded at branch level</p> <p>It was confirmed that all 6 apprentices will attend the electrical training course</p> <p>AB talked about the advantages of well trained apprentices</p> <p>TP mentioned that Daikin were not taking any apprentices on at present</p> <p>GM added that McQuay have 6 apprentices & the best performers get rewarded with £250 worth of tools</p>		
6	<p>Internal Audits</p> <p>Internal audits had been conducted in accordance to Company Audit Schedule at Glasgow, Cardiff, McQuay service, C&P & Offshore</p>		
7	<p>3rd Party BSI Audits</p> <p>AB clarified that BSI gave some notice before visits.</p> <p>1 full day at most locations would be adequate time for EMS & QMS Audits however location such as Derby C&P & Unit 69 would need a full 2 days for the Audit because of the nature of their business</p> <p>AB explained that the QMS system was evolving into a Business Management system, this would look at business improvements.</p> <p>PW talked about the non-conformance at unit 69, this was to do with a fork lift truck having no insurance inspection conducted</p> <p>AB informed the committee of how Zurich's reporting procedure works. He then went on to explain the NCR data base & its future developments to be part of the HSQE web site, so that managers could enter on their own non-conformances & use the information to spot trends. Each location would have a unique pass word the system will be provided by Net Extra</p>		

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8	<p>ADR</p> <p>GM explained the new ADR regulations The new regulations state the amounts of gas that is permitted to be carried through tunnels & the correct signage required KG advised the committee on how to acquire the magnetic signs that are required to be placed on the loading door of the vehicle</p>		
9	<p>Safe Work Instructions</p> <p>It was brought to light that some safe work instructions required review for technical accuracy, volunteers came forward. A James, T Blake & S Green. To assist the HSQE function in the SWI review It was recommended that the company logo be displayed on all SWI</p>	AB AB	May-10 May-10
10	<p>HSQE web site up date</p> <p>AB showed the committee the new up dates to the HSQE web site examples included, COSHH assessments, induction presentations & how to complete the AC1 form on line Remove the word generic from risk assessment & enable them to be filled in on line, same as the AC1 report form The F Gas interim certificate is available on the web site</p>	AB	Apr-10
11	<p>F Gas</p> <p>AB confirmed that all front line engineers would be 2079 qualified by the end of this year & that hands on managers will be qualified by the end of next year. No engineers would be put on the course during the busy period. Once the course is booked there are no refunds some one will have to fill that vacancy</p>		
12	<p>Electrical Training</p> <p>AB has developed an electrical competence training course there has been lots of good feed back, he has been asked to arrange training to work on control panels. Manager can contact AB to secure places on the course AB went on to thank Daikin for the comprehensive range of training DVDs. He also talked about the training that KG has provided for Working at Height, Risk Assessment & Environmental Human focus are requiring a competence card to work on SKANSKA sites, this can be obtained through E- Learning GM reported that the feed back was poor</p> <p>To review & issue a competence matrix that will be communicated to customers when requested. AB distributed a procedure for disposal of R22 and requested any feedback.</p>	AB All	 1 week
13	<p>Safety Representatives Reports</p> <p>Daikin - T Poulton</p> <p>Mentioned waste streams for batteries & that she would look at a way the group could dispose of them for free KG commented that he will collect the batteries when attending site and return them to Derby at the central collection point.</p>		

<p>Service Director- P McAllister</p> <p>No comment</p>		
<p>H&S Advisor & National Accounts Manager- A Cowburn</p> <p>No comment</p>		
<p>McQuay Service HSQE Manager- G Mason</p> <p>No Comment</p>		
<p>Leeds - S Green</p> <p>Asked about suitable scaffolding in cold rooms following an incident of a spanner falling from a temporary scaffold & breaking a clip of the supporting brace</p> <p>HSQE to review technical requirements</p>	AB & KG	Apr-10
<p>Dartford - P Williams</p> <p>Brought an issue of waste a stream for soiled bandagers</p> <p>A waste stream has been identified & details will be communicated</p>	KG	Mar-10
<p>Plymouth - J Waites</p> <p>Asked about carrying gas bottles in vehicles</p> <p>PM quoted No gas bottles are to be carried on the back seats of cars</p> <p>AB advised secure them adequately</p>		
<p>Contracting - T Blake</p> <p>Explained the work he & C Goodwin have conducted over the past 18 month to review regulations & update J& E Hall standards</p>		
<p>Manchester- R Renner</p> <p>No comment</p>		
<p>Botley- T Bough</p> <p>No comment</p>		
<p>Glasgow- R Grieve</p> <p>No comment</p>		
<p>Cardiff- A James</p> <p>No comment</p>		
<p>Westerham- G Argent</p> <p>No comment</p>		
<p>Contracting- L Bowman</p> <p>No comment</p>		

