

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

Date of Meeting: 9th September 2008, 10:00am, Derby Conference Room.

Attendees:

A Bowden            HSQE Manager  
 A Cowburn        H&S Advisor J&E Hall  
 G Mason            H&S Advisor McQuay  
 R Renner           Manchester  
 J Waites            Plymouth  
 T Baugh            Botley  
 R Grieve           Glasgow  
 A James            Cardiff  
 G Argent            Westerham  
 P Rodgers        Derby (Warehouse & Facilities Manager)  
 P Williams        MTC  
 J Jackson         Derby (Reman)  
 D Houldsworth   Midlands  
 J O'Reilly         Avonmouth

Non-Attendees:

C Morgan           HR Director  
 L Bowman         Rochester  
 G Chamberlain   Derby  
 P Deakin           Offshore  
 D Tarrant          Dartford  
 M Walker          C&P  
 Representative    Leeds

Item	Agenda Item Details	Actioned By	Date Actioned By
1	<p><b>Introductions &amp; Apologies</b></p> <p>AB welcomed everyone to the meeting and made apologies for non attendees. H&amp;S Brief was given.</p>		
2	<p><b>Minutes from last meeting February 2008</b></p> <p>AB Reviewed minutes and discussed any outstanding issues.</p> <p>AB Informed the committee that J&amp;E Hall have recently been successful in been accredited to the Safe Contractor Award Scheme and in addition outlined the benefits to the business.</p> <p>AB informed attendees that he will issue the new J&amp;E Hall stress at work policy.</p> <p>AB Commented that Risk Assessment training is being conducted in accordance with the company schedule and AB reiterated that it was a business objective from the service director that all service centres have conducted site risk assessments for all their customers.</p> <p>AB Confirmed that the Safety Bulletins and Technical Bulletins have now been reinstated and AB Explained the process.</p> <p>AB Outlined the updated process for completing COSHH assessments.</p> <p>AB Informed attendees on the BRA Working Time directive policy</p>	AB	Sep-08

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3	<p><b>Review of Policies</b></p> <p>AB issued copies of the new H&amp;S policy dated 18th December 2007 and recommended two changes, these were agreed by all.</p> <p>when issued AB instructed all persons to ensure this policy is displayed within the manual and on all notice boards to promote communication throughout.</p>	AB	Feb-08
4	<p><b>Risk Assessments</b></p> <p>AB updated the committee on the Risk assessment process. AB displayed the company specific risk assessment sheet and briefly outlined the process.</p> <p>AB commented that all service centres will be given risk assessment training within 2008 in accordance with company objectives.</p>	AB	Dec-08
5	<p><b>Skill Cards</b></p> <p>As agreed with the service director, all service engineers must have a skill card issued before January 2009. AB confirmed to all that a procedure has been generated and issued out to all service centres in addition AB has issued supportive information. A DVD and book which assists the engineer in successfully completing the H&amp;S test. The procedure gives the Service centre manager the information required to identify which skill card to obtain and the process of arranging test days.</p>		
6	<p><b>Fire Log Book &amp; Risk Assessments</b></p> <p>AB Commented that upon review of the Site H&amp;S reviews, some locations were not recording details in the fire log book and in some circumstances no log book was available. AB stressed the importance and asked all committee member to ensure these are conducted by an appointed person. AB commented that the fire risk assessments are being conducted in accordance with procedures</p>		
7	<p><b>Registration, Evaluation, Authorisation, restriction of Chemicals Regulations. (REACH)</b></p> <p>AB briefly outlined the requirements under the REACH regulations and its potential impacts on the business.</p> <p>AB to issue the REACH Statement to all service centres</p>	AB	Sep-08
8	<p><b>Working in Confined Spaces (Roof)</b></p> <p>AB explained that the above safe working instruction has been updated (01/06/08) and in addition, a new SWI has been generated Ref B70 Site reporting (Medway Ports). AB asked the committee to review its contents and comment, prior to implementation. When agreed this SWI could be adapted to any specific customer site.</p>	All	Oct-08

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9	<p><b>Working with Asbestos</b></p> <p>Following the attendance by AB &amp; GM, AB outlined the content. Discussions were conducted to the impact on the business and the potential exposure to the engineers. AB recommended that a working party be formed where there are to attend a further briefing by a competent person and report back to the committee for actions.</p> <p>AB informed the committee that the safe working instruction R210 removal of gaskets (asbestos) which references the HSE Guidance HSG210.</p> <p>Upon review the committee will decide the company policy on working with asbestos.</p> <p>AB would like to invite any members of the committee to participate in the working party and advise ASAP</p>	<p>AB &amp; Working Party</p> <p>All</p>	<p>Oct-08</p> <p>Sep-08</p>
10	<p><b>Control of Substances Hazardous to Health (COSHH)</b></p> <p>AB advised all attendees of the updated COSHH assessments following information received from service centres. The COSHH assessment are available to print via the HSQE Website. These assessments are continually been reviewed, any substances found without an up to date assessment is to be communicated to the health &amp; safety function along with the supplier details and where possible an updated MSDS sheet.</p>	<p>AB</p>	<p>Continual development &amp; Review</p>
11	<p><b>New Safe Working Instruction (Ref B65) Operating instructions (Full Face Mask) Ammonia</b></p> <p>Following a recent request, AB developed the above SWI, which identifies the safe operating instructions in the use of an Ammonia full face mask.</p> <p>AB requested that the committee review the SWI and comment where applicable prior to general release.</p>	<p>All</p>	<p>Oct-08</p>
12	<p><b>Information Data Base</b></p> <p>Abs was pleased to comment that the J&amp;E Hall HSQE Database was now in operation. AB advised all of the unique username and password.</p> <p>AB accessed the site and went through its contents. AB invited all attendees to access the database and give any feedback positive or negative on its contents and ease of use. AB advised that this site was to be the medium of communication and the committee will be advised on any amendments.</p>	<p>All</p>	<p>Oct-08</p>

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<p><b>Safety Representatives Reports</b></p> <p>Cramlington - G Mason Reported specific accidents and commented that some engineers still have not received their training certificates. AB commented on the recent low service levels from COMECH, AB will contact the service provider and advise accordingly.</p> <p>MTC - P Williams Reported minor accidents (cut fingers)</p> <p>Midlands - D Houldsworth</p> <p>No Comments</p> <p>Plymouth - J Waites Jim Commented that their H&amp;S Representative is due to retire next year and he will identify a replacement.</p> <p>Botley - T Baugh Trevor commented on specific compressor information. AB to contact contracting and document / data control &amp; advise accordingly.</p> <p>Westerham - G Argent Graham commented on a recent customer enquiry on engineers electrical competence and asked what is the company policy</p> <p>Please see "any other business"</p> <p>Derby - J Jackson (Reman) Commented on a recent accident, AB aware and is currently investigating.</p> <p>Cardiff - A James Commented on the PPE Requirements and requested on the template for auditing PPE.</p>	AB	Oct-08
<p>AB To Issue</p>	AB	Sep-08
<p>Manchester - R Renner No Comments</p>		
<p>Avonmouth - J O'Reilly Commented on the first aid requirements in vehicles. AB Commented that he will forward the basic requirements to site but expanded in saying a risk assessment must be conducted to ascertain its contents. AB went on to say what should not be contained within a first aid box. PPE Details to be forwarded to Avonmouth.</p>	AB	Sep-08

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	<p>Glasgow - R Grieve Comment on the accident (Chemical Irritation) to engineer and confirmed that no additional contact has been made by the HSE following the RIDDOR Report.</p> <p>Derby (Warehouse) -Paul Rodgers</p> <p>Comment on some remedial site specific issues follow the implementation of the site Facilities management system PR &amp; AB will address these in the following weeks and report any significant findings to the committee.</p>	AB / PR	Oct-08
13	<p><b>Any Other Business</b></p> <p>Electrical competence.</p> <p>As identified above, clarification is required as to the company policy on electrical competence. General discussions were conducted throughout to determine current education and skills of engineers. Basic electrical training is given prior to successfully completing the Refrigeration engineers course. Company Basic requirement. AB issued the contents an electrical refrigeration course currently provided by an external body. The contents was reviewed and found to be relevant and comprehensive. AB Commented that an internal course could be arranged and delivered by AB. This would reflect industry standards in refrigeration electrics and would determine the electrical competence of its attendees.</p> <p>It was agreed that AB would develop and training course and communicate this to Service centre managers and the H&amp;S Committee to determine usage. Resources and provisions will be required to deliver the course. AB to determine implications and report to HR and the committee.</p> <p>Next meeting AB wishes to thank all attendees for their participation and will advise the H&amp;S Committee of the next meeting March 2009, Date to be confirmed</p> <p>Minutes Prepared by  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>	AB	Oct-08