

Minutes of Health, Safety & Environmental Meeting

Date:	16.01.2013	Time:	09.00	Place:	Boardroom								
Present:	TJ	AK	SJ	SS	BT	PW	SB						

	Action
Purpose of Meeting	
To discuss H & S issues and receive any feedback from representatives to improve how and what the Company do to ensure our staff are safe and to comply with our standards	
Accident, Incident & Near Miss review	
During 2012 there were no reportable accidents but several near misses could have led to accidents. Near Miss reports have been prepared and any lessons learnt circulated to all by memo / bulletins.	
New Practices	
<p>Yellow & Red card system to recognise all poor or unsafe working practices. These unsafe actions will not be tolerated. Refer to the following section for safety bulletins issued during 2012.</p> <p>Issue a Document explaining A3 Unintended Movement devices.</p> <p>A person has been appointed to complete spot checks.</p>	SB
Issued Bulletins since last meeting	
<ul style="list-style-type: none"> • Shorting wires • Nylon Slings • Handbook issue • Unintended Movement Devices • Ladder Checks • Interfering with safety components 	
Training	
Asbestos Awareness is an annual requirement, consider bringing in house.	SB
Lift Safety Handbook and BS 7255	
The new handbooks have been issued to all and a copy of the revised BS7255 Safe Working on Lifts will be issued to all engineers within the Engineers Safety Packs. Important changes to BS 7255 are included within the memo.	
CDM	
No changes to CDM	
COSHH	
Assessments are being updated to be more specific. Any new materials being used are to be reported to the office so that an Assessment can be generated.	
Risk Assessments	
Refresh Memo about Hazardous Access routes. Personal RA is required.	SB

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Method Statements	
The template included in the H & S policy is to be used in future	SB
Personal Protective Equipment (PPE)	
A PPE bag will be issued shortly including all required PPE (excluding anything special). 3 types of gloves will be stocked for general use () It is the users responsibility to check their PPE and ask for replacement items if it becomes damaged or worn	NF NF
Portable Appliance Testing	
Confirm how much PAT testing costs per annum	SB
Lifting Tackles & Slings	
<ul style="list-style-type: none"> • 6 monthly inspections are required for all lifting equipment under LOLER. • Ensure that the Company Policy on slings and lifting methods is mentioned on any new bulletins issued concerning suspension of cars. 	SB
HSE Inspections	
During March the HSE will be conducting spot checks focusing on falls from height and isolation of lifts.	
Independent Inspections (Spot checks) External Sources of Advice	
ADF are still retained as our external consultant. Appoint Bob Reid as our site spot check auditor.	SB
Any Other Business	
<ul style="list-style-type: none"> • Waste Containment & New Bag Colour System has been circulated • Oil Spillage Kits to be kept in all vans. • Accident/ Incident Attendance is to be carried out on the same day by an independent person from another department. • Stores – Asbestos report required for Aylesford. • Risk Assessment Folders for Engineers to keep in the vans (Service & Repairs) • Hand Winding Training – Preferred LITS (BS-7255 within door zone only) • Nominate Engineers for next meeting and send invites. <ul style="list-style-type: none"> ✓ Chris Johnson ✓ Paul Klyszcz ✓ Dave Knapp ✓ John Lewis ✓ Nick Foale 	
Date of next meeting	
Time: <u>8.30am</u> Day: <u>Wednesday</u> Month: <u>3rd July</u> Year: <u>2013</u>	