

# **Health & Safety Meeting – Number Twenty Six**

**Held on Wednesday 1<sup>st</sup> April 2009 @ 1:00pm**

## **Present**

Richard Armes	Contracts Director
Debbie Shorthouse	Office Manager
Dave Hithersay	IMS Manager
Dave Peach	BTOL Director
Carl Dent	Contracts Director
Steve Locke	Managing Director
Richard Hinton	Contracts Engineer
Len Harper	Technical Director
M W Cripwell	Chairman
Scott Kirk	Contracts Manager
Paul Wallis	Contracts Supervisor
James Morrison	BTS Manager
Darren Goddard	Contracts Manager
Shaw Thornton	Contracts Manager
Norman Calder	Contracts Manager
Steve Moore	Procurement Manager
James Yeomans	Contracts Engineer
Martyn Jones	H&S Co-ordinator
Martin Rathbone	Geo Hodges & son

Martyn Jones opened the meeting by carrying out a presentation, Martin Rathbone then highlighted the key areas that need to be looked at.

## **Matters arising from the Previous Minutes**

1. This item is now completed.
2. This item is now completed
3. Ongoing monitoring is being carried out on this item.
4. This item is now completed.
5. This item is now completed.
6. Ongoing monitoring is being carried out on this item.

7. Martin Rathbone has now started carrying out the site audits. HMP Lowdham Grange Prison being the 1<sup>st</sup> visit completed. Martyn Jones has completed a site visit at Mansfield Community Hospital.
8. This item is now completed.
9. This item is now completed.
10. Dave Peach advises that progress continues with the candidates on the 17th Edition course by attending evening classes over 8 weeks.
11. Mick Cripwell to continue to do co-ordinating with ECA Handouts/Safety Updates
12. This item is now completed.
13. This item is now completed.

#### Item 4 progress

- BTS Logo to be added to the Health & Safety Policy
- Policy to be produced in A6 size
- MEWP statement policy may be need to be included in the policy
- If there is any suggested edits on the existing policy, they should be forwarded to Martyn Jones by email within the next 2 weeks, by w/e 17/04/09.
- Investigation works to be done on the legal requirements and policy statement on workers under 18 years of age and also disabled and special needs.
- Health & Safety files to be produced for site managers/supervisors for collation of Tool Box Talk handouts and issued documents.
- Health & Safety documentation to be added to site job files.

#### Item 5 progress

Richard Armes to assess the Major Project Site Audit requirements including the sites to be inspected, accessibility and frequency of the visits.

A site audit was requested by Carl Dent on canning line 4 lighting job at Coors Brewery, Station Street, B O T, w/e 24th April 2009.

Steve Locke requested van and uniform inspections as part of the site audit inspections, with reports being sent directly to himself.

While carrying out a site audit at Lowham Grange Prison, it was identified that an M W Cripwell mobile scaffold tower did not have toe boards fitted. It was agreed that toe boards are to be issued by the stores or a new compliant tower is to be delivered to site. Tool box talk 28 Mobile Scaffold Towers to be Issued.

#### Item 6 progress

There was a minor injury to Matt West finger over at Kingsmill Hospital, Mansfield. Martyn Jones to follow up report.

All future accidents and near misses are to be reported to Martyn Jones, this will enable him to ensure that they are all followed up and paperwork is completed.

#### Item 7 progress

All training and Development is to be ordered through Steve Moore and Andy Oates at the Buying Office and they are to advise Denise to ensure that the certificates come in and are recorded.

All managers to receive IOSH Health and Safety training, Martyn Jones to investigate options on getting this completed.

Risk Assessment Training is required for managers undertaking Richard Armes duties, options to be investigated further.

Asbestos awareness training is required throughout the workforce, with employees working on Staffordshire County Council projects to be given priority.

#### Item 9 progress

Tool box talks to be delivered within the next month on General Health and Safety, Slips, Trips and Falls and Safe Working at Height which will last 10 minutes for each topic.

Martyn Jones went through the procedures to complete and ensure that paperwork is returned.

Any additional tool box talks should be recorded on site and Martyn Jones informed of the recipients.

Steve Locke asked Martyn Jones to collate statistics to see who did not get tool box talks.

#### Item 10 Any other Business

- A vetting form for Sub-Contract employees to be developed, to include information of previous relationships with MW Cripwell if any. Suggested and existing formats are to be forwarded on to Martyn Jones.
- All subcontractors are to hold a CSCS Certificate
- Next meeting to be held at 1.00pm on Wednesday 6th May 2009

Meeting closed at 4 pm.