



**Minutes of the
POOSH Committee Meeting**

Held on 28 January 2014

Lloyd's Register

71 Fenchurch Street, London EC3M 4BS

Present:

Ms Susanna Everton	AOHNP	(Chair)	SE
Ms Sharon Brunt	BOHS		SB
Mr Reg Sell	IEHF		RS
Mr Richard Jones	IOSH		RJ
Mr Harry Hopkins	SARS		HH
Mr Barry Holt	IIRSM		BH

Invited Guests:

Ms Cathy Booth	Head of OHS Systems	Lloyd's Register	CB
Mr Abhay Shah	Business Assurance Manager	Lloyd's Register	AS
Mr Martin Cottam	Head of Technical Development & Business Assurance, Energy	Lloyd's Register	MC

Secretariat:

Mrs Anna McNeil	Secretariat	AM
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1. Welcome, apologies and membership update

Susanna Everton welcomed everybody to the meeting and the group thanked Lloyds Register for hosting the meeting and providing lunch.

Apologies had been received from:

Ms Jenny Morris	CIEH	JM
Ms Carolyn Williams	IRM	CW
Ms Beverley Griggs	RCN	BG
Mr Roger Bibbings	RoSPA	RB
Ms Karen McDonnell	RoSPA	KM
Mr Peter Lennon	HSE	PL
Mr Rob Vondy	HSE	RV
Mr Paul Madgwick	RSPH	PM

It was noted that Roger Bibbings would be retiring and Karen McDonnell would represent RoSPA.

It was also noted that Peter Lennon was changing roles within HSE and therefore Rob Vondy would represent HSE at future meetings.

Thanks were expressed by the group to Roger and Peter for all their work with POOSH.

2. Minutes of the POOSH committee meeting held on 10 October 2013

The minutes of the meeting held on 10 October 2013 were agreed as an accurate account. The minutes would be placed in the POOSH website.

Action: AM

3. Matters arising from the minutes not covered by the agenda

There were no matters arising not already included on the agenda.

4. Reports from member organisations

It was noted that the following reports had been circulated prior to the meeting:

AOHNP, BOHS, HSE, IEHF, IOSH, (RoSPA and IRM reports circulated with the minutes)

The following updates were noted:

AOHNP

The launch of the AOHNP book 'Contemporary Occupational Health Nursing' in November 2013 had been very successful. It was hoped that the book would be the definitive textbook for occupational health nurse training.

The annual Ruth Alston lecture will take place on 4 March 2014 at the Crown Plaza Hotel, NEC Birmingham. The format will be a debate between the AOHNP Chair (Christina Butterworth), a public health doctor and an occupational health nurse.

It was noted that Susanna Everton was now Vice-President of the AOHNP.

BOHS

SB showed the group a selection of videos from BOHS showing what occupational hygiene is, why it is a good thing, and what a career in occupational hygiene is like.

These videos are available on the BOHS website (<http://www.bohs.org/occupationalhygieneexplained/>)

SB reminded the group that BOHS regional meetings were open to non-members and the next three meetings were taking place as follows:

5 February 2014	UCL, London	1700 – 1900
Legionella – HSE Legionella intervention programme and new Legionella ACOP and Technical guidance.		
13 February 2014	North East Regional Meeting	1600 – 1800
Case Studies Presentation Meeting		
15 May 2014	North East Joint Regional Meeting with SOM	1800 – 2000

A joint meeting with the Society of Occupational Medicine. Topics to be covered will be vibration and COSHH (to be confirmed).

IEHF

RS reported that the IEHF Charter application was proceeding, had been gazetted and they were awaiting the outcome.

2014 would be the IEHF year of transport and the annual conference would be held in Southampton from 7-10 April 2014. A meeting would also be held from 10-11 June 2014 in Nottingham to celebrate the work of John Wilson who died in 2013.

Staffing difficulties at the IEHF have proved difficult over the last year, but hopefully new staff members would be able to take the various projects forward.

IIRSM

BH reported that he was now back at work following knee surgery. It was noted that Brian Nimick had retired at CEO and been replaced by Phillip Pearson. Keith Scott had come to the end of his term of office as Chairman and been replaced by Peter Hall.

BH added that the IIRSM continued to contribute to consultations, including the Legionella and Triennial Review.

Research was a key area for IIRSM and for the past 18 months they had been collaborating with the Manchester Business School to develop a risk management decision support tool. The project had been funded by the Technology Strategy Board. It was noted that the Royal Mail were trialling the project and it was hoped that the tool would be launched in June 2014.

It was noted that the IIRSM structure had continued to expand and there were currently 23 branches in the UK, Middle East, Nigeria and Central and SE Asia. In November 2013 representatives of the UK and Nigeria branches met in Birmingham for the inaugural branch forum with other overseas delegated joining via Skype.

IOSH

RJ had circulated Quarter 4 of the IOSH newsletter and updated the following items.

IOSH were launching their Life Savings initiative in Dublin Castle in February 2014. It was noted that IOSH had a new website and more work was being undertaken to move work and content from the previous website. The recent 'Intersect Conference' had been chaired by IOSH Chief Executive, Jan Chmiel. Transport for London and IOSH were working together on cycle safety initiatives, including construction issues.

RJ reported that IOSH had applied for, and been granted, a Category A Liaison Status in connection with the ISO-450001.

Future events included the Honorary Vice Presidents' Lunch, which this year would be held on 23 March 2014 in the House of Lords. IOSH would also be participating in the SHE Expo, taking place from 17-18 June 2014 at the Excel Centre in London.

IOSH continued to participate in consultations, and recent consultation included the following:

Financial reporting – Council guidance on strategic reporting
BIS Consultation on the UK / EU balance of competencies
Triennial review – IOSH welcomed it was remaining as a non-governmental department.
However concerns regarding future funding were noted.

It was noted that Geoffrey Podger had moved to New Zealand and has taken up the post of Acting Chief Executive-Designate for WorkSafe New Zealand, a role he took up on 16 September 2013.

It was noted that the IOSH Foods and Drinks Group had produced videos on the electrical danger in food and drink production. (see YouTube link <http://www.youtube.com/playlist?list=PL9xPWvNwRCLHlemyXMueyk-7Nzw7zXO-t>)

SaRS

HH reported that Dr Jacqueline Christadoulou had received an MBE, in the New Year's Honours, for services to vulnerable people. It was noted that progress was continuing with developing competency schemes for safety and reliability practitioners, centred around offshore applications and the SaRS North of Scotland (Aberdeen) Branch.

Approval of training courses has now commenced. SaRS was also leading up to renewal of the Engineering Council Professional Affiliate Licence; the interview and assessment will take place in March 2014.

Forthcoming events:

Annual North of Scotland Dinner will take place on 14 May 2014. Guest speaker is Professor David Spiegelhalter and the SaRs Annual Conference will take place in Aberdeen on 2 October 2014.

5.1 Invited Speaker:

Abhay Shah, Business Assurance Manager, Lloyd's Register

SE welcomed AS, and thanked him for coming to speak to the POOSH Group.

AS informed the group that he manages internal and external audits in Lloyd's Register. Their mission statement is "Enhance the safety of life property and environment". Helping clients to ensure the quality construction and operation of critical infrastructure achieve this aim.

The core businesses are marine, energy, rail and management systems business.

Lloyd's cover 17% of the world's marine fleet and set construction standards, award certification and carry out survey inspections. The energy business covers the period from exploration to the refinery, and the rail business covers rolling stock design to safety cases for signalling systems.

The management systems business issues more than 65,000 approvals for approximately 45,000 clients.

The key aim is to ensure that there are competent trained personnel across all sectors adhering to a common standard. The main areas of Lloyd's operations are Asia, Americas and Europe.

AS showed the group 'Stop' cards, which had been produced to help workers to evaluate if they were in a safe position to commence or continue operating. The main headlines being as follows:

STOP: in a safe place
THINK: where are you, what are you doing
OBSERVE: what is happening around you, what are the hazards
PLAN: your safe route to the task and the safe completion of your task

These cards have helped to create the right safety culture, which can be difficult when working on someone else's site.

Management systems are integrated into principles, policies and procedures, and internal audits (now called business assurance reviews) set standards, set competencies and training, process coverage and take a risk-based approach.

AS added that marine locations were audited a minimum of once every three years. These audits were carried out by competent personnel with business and standard-specific expertise. The audits were processed through an audit database with the results being analysed periodically.

Lloyd's Register was also subject to audit by external bodies, including BSI, EMSA, IACS, MCA, Link-Up and UKAS.

Audits were carried out to show where best practise was taking place and findings recorded as either good, minor non-compliance or major non-compliance.

AS showed the group safety booklets produced by Lloyd's Register and copies can be obtained from:

<http://www.webstore.lr.org/category/20-port-state-control-checklists.aspx>

The group expressed their thanks to AS for a very interesting presentation.

5.2 Invited Speaker: Martin Cottam, Chair BSI Committee / HS1 Occupational Health and Safety Management

MC gave an historical overview of the history of the ISO from the early 1980s to date.

In October 2013 a new ISO standard for occupational health and safety management systems was set in motion. MC's role is to Chair the committee reviewing the creation of ISO 45001. He collates comment and feeds back to the committee.

The first meeting of this committee was held in October 2013. A large group come together to consider the following topics:

- Definition of risks (the effect of uncertainty)
- Persons under the control of the management system

- Definition of workplace
- Setting policies and objectives
- The needs of SMEs (now defined as small and micro businesses)

The group broke into four groups and these groups worked on various topics until December 2013. Comments were fed back to the Chair and a draft standard was circulated to the working group, with a request for final comments by February 2014. The comments would be processed at the next meeting of the group, scheduled to take place in Casablanca from 31 March to 4 April 2014.

It was noted that the requirement was for “shell’ clauses. The group were working to a three-year time frame and it was hoped to publish the ISO in the autumn of 2016.

MC added that he wanted to increase the membership of the group to include occupational health and not just safety. He asked POOSH members to consider applying to join the group and to also comment on the draft report at various stages.

It was agreed that AM would send MC a list of the POOSH membership.

Action: AM / ALL

It was also noted that it was up to the OHSAS to decide if this new ISO (when published) could be recommended as the standard and therefore to remove the previous ISO.

The group thanked Martin for coming to speak to them.

6. Aims and Objectives

The aims and objectives document had been circulated to the group for consideration and updating. It was agreed that the current mission was still valid and should remain.

The document was discussed and the following changes recommended:

- a. Mission statement was agreed
- b. No. 1 – Agreed, and delete heading ‘awareness raising’
- c. No. 2 – no comment
- d. No. 3 – delete the competencies guide from the website

It was agreed that the Secretariat would put a link to each member organisation on the POOSH website.

Action: AM

It was also agreed that all members would send the Secretariat good links for the POOSH website.

Action: ALL / AM

A revised Aims and Objectives document is attached to these minutes for consideration.

Action: AM / ALL

7. Leaflet – Choosing a competent health and / or safety professional

After discussion, it was agreed to remove the leaflet from the POOSH website. It was agreed that AM would prepare a list of links to relevant organisations for inclusion on the website. The list would be circulated to the group for their approval, and additions.

Action: AM / ALL

8. Future speakers

Future speakers and topics were considered and the following:

Construction design management (possibly at the September 2014 meeting)

Sickness absence forum

It was agreed that, if the May 2014 meeting is held at IOSH, RJ would try to identify an IOSH speaker.

9. Consultants' Register

BH reported that he had attended a recent meeting and it was noted that the HSE were not running the register any longer, H&H, an accountancy firm in Merseyside, were now running the register.

They were looking at ways to evaluate the effectiveness of the register. There were currently approximately 2000 on the register, of which 85% were IOSH members. An audit of 100 on the register had taken place; 95 were fine, 3 withdrew their membership, 1 was unreachable and 1 was unable to provide information.

10. Any other business

10.1 Group membership

Group membership was discussed and it was agreed that AM would prepare an attendance list covering the last three years for the group's information.

Action: AM

10.2 Consultations

It was agreed that members would let AM have information regarding any relevant consultations, which could then be circulated to the group. Where possible a POOSH response could then be prepared.

Action: AM / ALL

9. Dates for meetings in 2014

The dates for POOSH meetings in 2014 were confirmed as follows:

Wednesday 7 May 2014

Venue to be confirmed

Thursday 18 September 2014

BOHS

5/6 Melbourne Business Court

Millennium Way

Pride Park

Derby DE24 8LZ