**Meeting Minutes**

Subject : HSE JWG Meeting

Date : 14th Apr 2015

Time : 09:00 – 15:15

Location : Diodes, Oldham

Minutes : Ken Williamson

Attendees : Ken Williamson, Dave Spence, Chris Clegg, David Starling, Tony Catallan, Vanessa Carter, Paul Goodliffe Stuart Cook, Bud Hudspith, Bruno Porter.

Distribution : HSE JWG Members

Apologies : Paul Hodgson, Steve Grundy, Oliver Coe

**Purpose of Meeting**

HSE JWG Bi-Annual meeting to discuss various HSE topics which are pertinent to the UK Microelectronics Industry.

**Agenda**

10:00- 10:30 Arrival and coffee, (Safety Brief)

10:30 – 10:45 Introductions. Minutes of the 74-th meeting and matters arising.

10.45 – 11:30 EHS Managers meeting review on COSHH Essentials Draft Updates

11.30 – 11:45 Improvement Roadmap Progress Review update from the EHS Managers meeting

12:00 – 12:30 HSE Feedback & Review of Safety in Maintenance Visits. Discussion to follow

12.30 – 13.15 Lunch

13.15 – 13:45 Unite Current position. Discussion to follow

13.45 – 14:15 CDM 2015 Overview

14:15 – 14:45 AOB.

Next MJWG Meeting on the 15th Oct 15 at Dynex, Lincoln

**Notes**

**1. Actions arising from last MJWG meeting**

Nothing of note.

**2. EHS Roadmap**

101 : Hazardous substance exposure – Closed(Confirmation from Bruno required)

102 : Compliance Monitoring – Discussion around whether the LEV document is OK or should it be process-specific ? Probably OK to have the generic LEV document that is referenced. – Bruno to confirm method & send over amended version for review.

103 : Leading & Lagging Indicators – Closed (many thanks Vanessa)

104 : Control of contractors – being dealt with adequately (in compliance) at the moment, however working to improve (go electronic). – Closed.

105 : LEV – See 102

106 : LEV – Need to review the LEV monitoring document (see action 2.)

107 : Occ. Health provision – Job Description & Service Level Agreement put on NMI web site. Also talking with Uni. of Surrey. Closed. (See action 3. For Bruno).

108 : Audits – Closed.

109 : Other actions (items 1 through to 9) – Closed.

New actions now needed (Continuous Improvement) Bruno suggested that accident rates should be on the NMI web site – status ? Same goes for targets & objectives.

**3. COSHH Essentials draft update**

Bruno gave thanks to all that have worked on these documents over the last months. His comments are …

* Add instructions to “google” key words at end of document ?
* Further information web sites (e.g. NMI etc.)

**4. Safety & maintenance visits – summary from Bruno (HSE)**

Most processes are well under control for maintenance & breakdown activities.

* Has the company enough knowledge of what goes on after “stuff” leaves the site (e.g. parts cleaning). Some level of inconsistency here but not overly concerning.

**5. Review of LEV document**

* Rewording of the “14 month check by a competent person” paragraph to be less contentious & thus acceptable to all (i.e. continuous monitoring explained).
* Addition of paragraph that states LEV may be applicable outside Wet Processing.
* Otherwise looks OK – can now be made into a COSHH Essential

This is a significant issue that can effect workers safety and as such needs to be available ASAP (see Action point 102 on EHS Roadmap)

**6. Unite current position + Discussion**

Bob commented that he has seen good progress and that things look much more positive now than 2-3 years ago.

**7. CMD 2015 overview**

Thanks to Bruno for going through the differences between CDM 2007 and CDM 2015. Bruno to send copy of slides & further information

**8. AOB**

Stewart brought up the topic of confined work space training. Does having people trained on work to a higher level than the authoriser change the authorisation process – no, the trained people should be consulted though.

**Decisions / Actions**

1. MJWG 76th meeting 15th October @ Dynex, Lincoln (meeting #76)

2. Need to review the LEV monitoring document & send to Bruno for re-layout into COSHH Essentials format : Chris Clegg

3. Arrange for an Occ. Health person to visit a company to learn the industry, then come talk to the group. Bruno Porter (for next meeting).

4. Mail to Bruno on extending the EHS group (e-mailing lists & activities).

5. Add EHS reporting as new item for next meeting’s agenda (Dave Starling)

6. Relevant Schematics & Pictures should feature (if possible) in COSHH Essentials (relating to the old Risk Phrases).

7. Publish Bruno’s CMD 2015 overview & YouTube video. Ken