Notes from meeting of 25/02/14,

Bourns, Bedford

Compiled by David Law

**--------------------------------------------------------------------------------------------------------------------------------**

**Attendees**

Stewart Cook – Shin- Etsu

Dave Taylor - Semefab

Chris Clegg - NXP

Dave Starling - IR

Dave Spence - Diodes

Mike Fletcher – E2V

Vanessa Carter - Dynex

Paul Goodliffe - Dynex

Roy Harford  - XAAR

David Law

Fran Porfirio –IXYS

Nodhlaig  Nicholl - Oclaro

Simon Culling – Wafer Technology

Bob Old – Honeywell

Toni Catalano – Bourns - HOST

**Agenda**

09:00 – 09:15          Coffee/ Introductions

09.15 – 09.45      Review of Maintenance Document

09.45 – 10.15      Progress on EHS Roadmap (specifically point 109)

10:15 – 11.00      Accident/Incident Reporting (site presentations)

11.00 – 12:00      Gas Detection (site overview)

12.00 – 12:45      Lunch

12:45 – 13:15      NMI Site Review

13:15 – 13:45      Review of Leading/Lagging Indicators

13:45 – 14:15      Open Forum for discussion on EHS activities

14:15 – 15:15      Site Tour & Close

**Meeting Notes**

Maintenance Document

* Chris explains the procedure of inspection and the meeting with the HSE management
* Inspections will be from your local office
* Document to be changed to non COSHH format
* They are delighted with Document
* Sites must discuss with your maintenance guys
* Maintenance activities must be covered by a COSHH assessments – experience tells us that not everything won’t have so need to go through systematically
* Likely to get interventions and be charged !
* Likely to start in March ? More Likely April onwards
* FOD want to come onto sites unannounced (like standard inspections) , Bruno wanted and us want to have some sort of appointment approach.
* Discussion on experiences – suggestions that we propose that they make appointments so that the correct people are on site for the visits (ACTION)
* Email Bruno regarding the response to the plan of unannounced visits – (Action Dave S)
* Will it include Occupational Health ?
* FOD, 1 inspector, Half a day, maint. Procedures, might go see one happening, my look at health surveillance, offsite maintenance – Pumps, Shielding but very likely they will look beyond this too when on-site
* FOD might bring along a trainee ! or maybe an industrial Hygienist
* HSE want to ensure we are self-policing as we are Cat C industry
* DL to check the list of companies again (ACTION)
* Discussion on by-products from dep / etch tools
* Documentation / Discussion on Legionella inspections
* Discussions on HSE *operations and funding*
* Raise Inspections with Plant Managers – DL (ACTION)

EHS Roadmap

* DS gave update on document – latest version !
* “Top level” audit for NMI Site – DS ACTION
* 109 – Should we ask everyone to participate to come up with a best practice document once and for all ?
  + EHS Roadmap – Action on **all** to complete section 109 & send back to Dave S for discussion at the next meeting
* On-going issues with Gloves, especially at IR
* Discussion on Permits to work
* Dave Spence – electronic permit to work development – Dave to do presentation next meeting to demo
* Many issues with contractors
* Discuss whole document next meeting

Fran, Roy, Paul H, Paul G , Mike, Simon  – need site access to members area DL ACTION – Complete !

Accident Reporting , Action, Ownership / Tracking & Prevention

* Shared info of forms & protocols etc
* Slides from Chris, Toni, Vanessa,
* Can we compare notes with other industries ? Pharma ?
* Maybe try with Toyota to compare notes – Action Dave S
* BAE Systems – DL Action – Made contact and to arrange call.
* Open Action to all  - use contacts in other industries

Gas Detection

* Bob Old gave advice on his experiences
* Discussion
* No real guide from HSE
* No defined rules for sensor locations
* Legislation Differs each country – increased monitoring in Asia now
* Semi’s seems safest industry
* 6 months checks required – change sensors etc , Annual system check – end to end
* Discussion on pressurised BF3, gaskets, O-rings, personal monitoring end of life – Honeywell update next JWG.(alternatives suggested)
* Gas detection during maintenance discussion

DL NMI overview

Leading and Lagging Indicators

* Vanessa – overview  of measures used (Accidents, sickness absence, H&S audits / inspections, LEV         inspections / maintenance, Legionella, Health surveillance & checks, training,
* Often used as a tool for management reviews adopting traffic light system
* As monitoring
* InP & GAs  changes in classification and approaches

AOB

* ESIA committee representation
* NMP Alternatives ? Diodes have an alternative but doesn’t work for all processes
  + DS been chasing KMG
* Event in Japan Mitsubishi plant 5 died, 12 hospital – explosion when venting chamber
* Gloves -  still issues in IR – what do the others use ? Any information from anyone ?
* Anyone got issues with masks? (VC)
* Can’t source acid gowns – Dave – Semefab – new type not compatible for cleanroom.
  + ARCO bright yellow jobs
  + Please supply which ones you use (ACTION for all – DL mail)
* What is the frequency of acid glove change ?

JWG – Dynex  8th April

Would Analog host in June the next standard meeting ? (Action DL contact Analog)

Paul Hodgson from Compound Photonics to be added to EHS list – (Action DL - COMPLETE )