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| Date | 18/09/2023 | | |
| Time | 13:00 | Location | Unit 9 Training Room |
| Attendees | Dave Bullock | | Dan McCann |
| Lee Ratcliff | | Si Coupland |
| Lee Payne | | Andrew Davison |
| Bill Hamilton | | James Paul |
| Paul Rye | | Steve Lince |
| Helen Medcalf | | Dale Richards |
| Lee Bullock | |  |
| Matt Davison | |  |
| Ian Brown | |  |
| Mike Arkle | |  |

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| Item | Subject | Actions Arising | Assigned |
| 1 | **Minutes**  Agree Minutes of previous meeting | n/a  Discussed new meeting format and what we want to try and achieve from it. |  |
| 2 | **Action Points**  Review action points arising from previous meetings | n/a |  |
| 3 | **Health, Safety and Wellbeing Performance** | Lee Payne presented statistics showing 2023 year to date performance.  Pleasingly no injuries or accidents resulting in any injuries or lost time |  |
| 4 | **Environmental Performance** | Lee Payne presented IMD003 Environment Aspect Register and explained how we monitor environmental aspects and impacts.  Pleasingly no incidents in 2023. |  |
| 5 | **Quality Performance**  Including CAR and audit results | Lee Payne presented the Corrective Actions log on Airtable.  Discussed CARs 1-12 which have been raised via External and Internal Audits.  Discussed stage 1 audits recently conducted and the upcoming stage 2 audits in October  Went through the Corrective Action procedure and how each member of the team can raise CAR’s when they feel it necessary. |  |
| 5 | **Inspections, Surveillance, Observation Reports** | None carried out so far |  |
| 6 | **Policy Review** | Lee Payne presented the new integrated management system, quality, environmental and Health and Safety Management policies. |  |
| 7 | **Accident/Incidents** | One near miss raised (NM 7). Went through the issue and resulting action.  Went through the Accident/Incident procedure again and the links to the various forms and encouraged everyone to use them, |  |
| 8 | **Reporting System** | Lee Payne presented the Incident register on Airtable and explained how the forms link to it |  |
| 9 | **Health, Safety & Wellbeing Updates** | National Highways [VRS Reversing Incident](https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/nha_339_national_highways_safety_alert_for_information_-_vrs_reversing_incident.pdf) and [Project delivery vehicles stopping in the live carriageway](https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/nha338_national_highways_safety_alert_for_action_-_project_delivery_vehicles_stopping_in_the_live_carriageway.pdf) alerts reviewed and discussed. |  |
| 10 | **Campaigns** | None at present |  |
| 11 | **Bulletins** | Bulletins to commence from November |  |
| 12 | **AOB** | None |  |

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| Date of Next Meeting | 18/03/2024 |
| Time of Next Meeting | 13:00 |
| Location of Next Meeting | Unit 9 Training Room |