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| Date | 20/04/2024 | |
| Time | 13:00 | |
| Attendees | David Bullock | Ionel Dobrea |
| Lee Payne |  |
| Bill Hamilton |  |
| Paul Rye |  |
| Mike Arkle |  |
| Si Coupland |  |
| James Paul |  |
| Andrew Davison |  |
| Jonathon Marshall |  |
| Dan McCann |  |

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| Item | Subject | Actions Arising | Assigned |
| 1 | **Minutes**  Agree Minutes of previous meeting | Agreed and ratified |  |
| 2 | **Action Points**  Review action points arising from previous meetings | None raised at last meeting |  |
| 3 | **Health, Safety and Wellbeing Performance** | Lee Payne presented statistics on 2024 performance to end of August performance.  Pleasingly no injuries or accidents resulting in any injuries or lost time |  |
| 4 | **Environmental Performance** | Lee Payne presented statistics on 2024 performance to end of August performance.  Incident register reviewed and one incident recorded. Initial report and full investigation reviewed. |  |
| 5 | **Quality Performance**  Including CAR and audit results | Lee Payne presented the Corrective Actions log on Airtable.  Discussed CARs 20-25 which have been raised via External and Internal Audits and inspections.  CARs 20, 22 and 25 now closed.  Reminded everyone how they can raise CAR’s when they feel it necessary. |  |
| 6 | **Customer Feedback** | None received. |  |
| 7 | **Inspections, Surveillance, Observation Reports** | Monthly H&S inspection being carried out by Paul every month.  Everyone once again reminded to raise a near miss or observation using the form links if they feel as though they need too. |  |
| 8 | **Policy Review** | Lee Payne asked for any feedback on the integrated management system, quality, environmental and Health and Safety Management policies. None forthcoming.  Lee Payne reiterated that all policies and documents are available on the company SharePoint or the information board in Unit 8 shopfloor.  Policies therefore confirmed to be agreed. |  |
| 9 | **Accident/Incidents** | No Near Misses reported  Went through the Accident/Incident procedure again and the links to the various forms and encouraged everyone to use them.  One incident (already discussed) raised since the last meeting |  |
| 10 | **Reporting System** | Lee Payne presented the various IMS forms again and reiterated that the links to these forms are on the poster on the shop floor in Unit 8. |  |
| 11 | **Health, Safety & Wellbeing Updates** | National Highways [Lighting Unit Fall Onto a Live Carriageway Incident](https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/nha348_-_national_highways_safety_alert_for_information_-_lighting_unit_fall.pdf) & [ProSolve Metal Cutting Disc](https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/nha349_-_national_highways_safety_alert_for_information_-_prosolve_metal_cutting_disc__pvcutmet300_.pdf) alerts reviewed and discussed. |  |
| 12 | **Campaigns** | None at present |  |
| 13 | **Bulletins** | None at present |  |
| 14 | **AOB** | None |  |

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| Date of Next Meeting | 03/01/2025 |
| Time of Next Meeting | 13:00 |
| Location of Next Meeting | Unit 9 Training Room |