

QNJAC Board Meeting 31st January 2019 - Workshop session on QNJAC role and activities

The session followed the QNJAC Board meeting with updates from the working groups present and in the light of the establishment of the H&S strategic forum for the mineral products sector.

The purpose of the session was to review how QNJAC has been operating, understand what has worked well, areas where things could be improved and what the next steps for the QNJAC Board should be.

A summary of the session's outputs are captured in the table below and reflect the broad outline of the conversations. Through the discussions a number of areas of potential review and development became clear which are suggested will form the basis for the next steps of QNJAC.

Actions/Next steps

- Develop and circulate a summary of the workshop session to all QNJAC Board members and working groups
- Carry out a review of all existing QNJAC materials to establish what is still relevant, what may need to be refreshed and what can be stopped
- Develop a priority list of actions for the QNJAC board that complements the work of the Strategic forum and respects the focus on Quarrying
- Develop ToR's for the Board and formalise task and finish approach for working groups
- Develop a 12month workplan for the Board
- Establish a new approach to building communications for QNJAC engaging stakeholders
- Set date of next meeting for April/May

WIN/MAINTAIN/CONTINUE	IMPROVE/LEARN/START	CHANGE/STOP
<ul style="list-style-type: none"> • Strong technical guidance – supports HSE ACOP • Tripartite approach is the core strength of the group • A strong brand which benefits from links to HSE • Respected and well attended events/roadshows • Not for profit providing freely available resources • Guidance is proportionate which reflects good or best practice • Has been embedded in core training products for the industry e.g. MPQC and University of Derby 	<ul style="list-style-type: none"> • Guidance is not always meeting all of the right audiences • Opportunities to learn from examples where guidance has been successfully implemented and embedded • Communication and promotion needs to improve both content and process • Structure and governance could be reviewed with a set of ToR's developed for the QNJAC Board • Board needs to have a workplan and more accountability • Need to make more effective use of the expertise, time and resources given to QNJAC • Need to broaden the net to bring new people into support QNJAC • Opportunity to remove duplication and work collaboratively e.g. with MPA safety committees • Move to a task and finish approach for all working groups • Review of the existing materials developed and asses which ones to keep/continue to support • Establish a priority list of action in liaison with H&S strategic forum • Focus needs to be on Quarry industry stick to our core needs not creep into other areas of expertise e.g. Transport 	<ul style="list-style-type: none"> • Working Group's can stop, meet only when they have a project to complete. Would still be represented at QNJAC Board • Need to review materials • Need to engage with support organisations e.g. IQ, MPQC,MPA, BAA in a more structured way to promote guidance • Opportunity to engage with HSE in promoting and possibly developing inspection guidance • Communication is key and needs to be a priority area for Board to develop systems and processes • Establish measurement and monitoring to track uptake and impact of guidance