

TRIM REF: XXXXXXXX

**Minutes of the 50<sup>th</sup> meeting of the Quarries National Joint Advisory Committee  
(QNJAC)**

**Held on Thursday 31st January 2019**

**at The Novotel Hotel, Long Eaton, Nottingham, NG10 4EP**

**10:00 – 14:00**

**(Unconfirmed Minutes)**

**Present:**

Viv Russell  
Stewart Franklin  
Tyrone Partridge  
Colin Mew  
Andy Price  
Bud Hudspith  
Andrew Taylor  
Mike Phillips  
Roy Bush  
Simon R Day  
James Thorne  
John Wilkinson  
Jim Holmes  
Rob Thompson  
Mike Tetley  
Neil Peacock

**Representing**

- Chairman  
- Chair - Contractors Group  
- MPA  
- HSE  
- Sibelco – SAMSA – KABCA  
- Unite the Union  
- CEMEX (MPA)  
- The Institute of Quarrying (& Chair Communications WG)  
- BAA  
- Chair - Plant WG  
- Institute of Quarrying  
- MPQC  
- HAS  
- Celtic Energy (Coal-Imp)  
- Drilling & Blasting Rep  
- Invited attendance

**Apologies**

Bruce Hamilton - PCS Union  
Chris Leese - CEMEX  
Carl Milton - Chair - Road Haulage Committee  
Stewart Vale - KABCA  
Jim Donnelly - Coal Imp  
Ken Logan - HSE NI  
Rob Thomson - Coal Imp  
Rory Graham - MPA  
Ben Williams - EPC Explosives  
Simon Grey - Tarmac  
Jon Bennett - CSM (Leading Indicators)  
Paul Joel - Chair – Geotechnical WG  
*Brian James* - SAMSA  
*Kye Brown* - BLA  
*Martin Riley* - Tarmac

Nick Horsley - SAMSA

### **Not Attending**

*Helmut Ehnes* - *Atlantic Alliance*  
*Lauren Darby* - *British Ceramics Confederation*  
*Malcolm Mellow* - *Imerys (Chair Leadership & WE Group)*  
*Nick Muir* - *Raymond Brown*  
*Norrie Russell* - *Forestry Commission*  
*Ray Engley* - *RHA*  
*Patrick Foster* - *IMMM*  
 Ruth Allington - Geological Society  
 Mark Pritchard - GWP/Geolsoc

<b>1. Welcome, apologies &amp; previous minutes</b>	<b>Chair</b>
<p>The Chairman welcomed all to the meeting notifying everyone that all attendees of the meeting are there for the best interests of QNJAC, and any conflicts of interest should be declared at the earliest opportunity.</p> <p>He explained to the group that the Past Chair, Mr Phil Redmond had taken up a new position with his company and had passed on the role of Chair of QNJAC to the Current Dept Chair of the Institute of Quarrying, which was himself.</p> <p>Apologies were received from the above and read out to the attendees.</p> <p>The previous minutes of the meeting held 2<sup>nd</sup> August 2018 meeting were reviewed and accepted by all.</p>	
<b>2. Matters arising</b>	<b>Chair</b>
<p>Action 1, Unfortunately, the past Chairman was unsuccessful to make contact with Malcolm Mellow (Chair L&amp;WE). Colin Mew explained that the group had not held any meetings nor have any planned in the immediate future. He explained that the work that the group had planned had stalled and that further contact would need to be made with Malcolm. The Chairman said he would cover this later during the working group progress reports.</p>	
<b>2. H&amp;S Strategic Forum</b>	<b>James Thorne</b>
<p>James informed the group that the current focus of the meeting was the subject of Lock Off and Isolation, and that the MPA had produced a handy size booklet on LOTOTO and</p>	

that the Institute had agreed to distribute a copy to members through Quarry Management Magazine.

John Wilkinson explained that MPQC would be happy to also distribute to the current holders of the Contractors Safety Passport (CSP) where information persons was held on their database.

James informed the group that MPQC & IQ had joined to provide a combined training resource that would combine existing materials into one useful tool. He explained that this would have a real impetus on informing the industry that its “OK to Say No” when they are not 100% happy with situations in the workplace.

The Chairman reiterated at the subject of Lock Off and Isolation coupled with Entrapment may take a more specific role within each of the T&F working groups and that each of the Chairs should look into this further.

Colin Mew also informed the group that the subjects of Stress and Vetting of Contractors was discussed at the meeting however, this was parked and agreed that this would be investigated further at a later date as there was already a considerable amount of work been done by other parties..

### 3. Task and Finish Working Group Updates

#### Plant Working Group

Simon Day

Simon presented an update of the groups work. Guidance on ADT's is completed and has passed HSE's Publications Guidance Group (PGG)  
He Explained that the group had also completed two TBT's and are currently looking at transferring these into a suitable format that may be delivered to IQ Technical Evenings. Neil Peacock from MPQC was invited to present the current progress of the work completed on ADT's into an e-learning/interactive format. He explained that this has been tested on numerous individuals and was working well. In the future there is an aspiration to link these to the current industry CPD Apps and would have an automatic pre-populated entry added for the learner.

#### Leadership & Workforce Engagement

James Thorne

Unfortunately, Malcolm Mellow was unable to attend the meeting however the Chairman reiterated to the group that this was considered a very important group and would not like to see this falter. He would talk to Malcolm and look at repurposing the group and should be more of a signposting/redirecting conduit for people to existing materials.

#### Leading Indicators

James explained to the group that Jon was unable to attend the meeting, however he had produced a webinar which was disseminated during one of the IQ's Lunch and Learn offerings which was received very well and the feedback was positive.

#### Contractors

Stuart  
Franklin

<p>Stuart reported that a review of past guidance has been completed. One of the focus points of the group was to produce a Power Point presentation that may be delivered at the IQ tech evenings. This has been primarily aimed at not just the people that work in the industry but also suppliers and contractors who serve within it. These will be rolled out in the coming months and progress will be reported on at the next meeting.</p>	
<b>Drilling &amp; Blasting</b>	<b>Mike Tetley</b>
<p>Mike Tetley informed the board that the T&amp;F Group had been working on two pieces of guidance</p> <ol style="list-style-type: none"> <li>1, Quarry personnel finding unexploded explosives – this is currently with PGG and would be published shortly.</li> <li>2, Missfires – this is currently being undertaken alongside MPQC as they are currently revising their own guidance on misfires which can be completed in conjunction.</li> </ol>	
<b>Communications</b>	<b>Mike Phillips</b>
<p>Mike reported that a meeting was planned to be held in December 18, however this did not take place due to a large number of people dropped out from either leaving their company, changes in job roles or simply could not make it. This will be rescheduled in the near future and reported upon at the next meeting. The Chairmen reiterated the fact that the dissemination of the works that have produced as well as the general promotion of QNJAC is of great importance.</p>	
<b>Geotechnics Faces and Stockpiles</b>	<b>Paul Joel</b>
<p>Unfortunately, Paul was unable to attend the meeting and an update will be made at the next meeting.</p>	
<b>4. QNJAC Facilitated Review Session</b>	<b>All</b>
<b>WIN/MAINTAIN/CONTINUE - IMPROVE/LEARN/START - CHANGE/STOP</b>	
<p>The chairman explained 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 comments 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.</p> <ul style="list-style-type: none"> <li>• Develop and circulate a summary of the workshop session to all QNJAC Board members and working groups</li> <li>• 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</li> <li>• Develop a priority list of actions for the QNJAC board that complements the work of the Strategic forum and respects the focus on Quarrying</li> </ul>	

- 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**

- 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

### **IMPROVE/LEARN/START**

- 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

### **CHANGE/STOP**

- 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

<p>guidance</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	
<b>10. Any other business.</b>	<b>Chair</b>
<p>The Chairman asked all attendees for any other business to which there was only one comment. It was explained that 2 pieces of work from HSENI regarding brake testing results are currently being undertaken. The results from this study will be shared with the HSE on the mainland as well as be forwarded to the members of this group.</p> <p>The meeting was then drawn to a close and the Chairman thanked everyone for their participation and wished them all a safe journey home.</p>	