**PPD SHE Management Committee – 15th September 2022**

**Present**: Maurits van der Grinten *(PPD DSC)*

Gary Zhang *(Radiation Protection Supervisor)*

Michael Hirsch *(Prospect Union Rep)*

Garth Harris *(STFC RAL H & S Rep)*

John Matheson

**Via Zoom:** Terry Cornford *(Secretary)*

Tony Murphy *(H & S Manager Boulby)*

Manny Olaiya *(Building Fire Manager)*

Paul Scovell *(Representing Boulby)*

**Apologies:** Dave Newbold *(Chair & PPD Director)*

**Actions from Last Meeting 15th September 2022**

1. Guide to disposal of rubbish required for the department – Terry will produce when she hears back from Estates.

*This has now been completed and a list of instructions and contacts for waste collection has been prepared and forwarded to all PPD staff members.*

**Boulby Status**

A relatively quiet quarter – no accidents or incidents. Have had several cases of Covid, however this is no longer reportable, and staff have been taking time off if necessary. CO2 monitors are still in place providing a good prompt for better ventilation. Tony is changing the limit on the monitors to 1500 PPM from 1000 PPM with new software.

Safety tours done in March and August, and Tony has a schedule for Emma, Paul and Sean to do them as well. Safety tours are done by individuals alone. STFC audit done in March, reported in April and is about to be presented to the Safety Committee. Three minors and 10 recommendations – these are being worked through. ICL, the mine owner is also doing quarterly audits and Tony reports back to them on actions. Environment Agency radiation compliance audit took place – no non-conformances but further documentation required.

Mandatory training for all staff is up to date but there is additional training from ICL to do.

Project Button – involves the construction of 30 tonne tank underground which will require underground welding meaning a high-risk element. Trial welding will take place beforehand.

Emergency evacuation from the mine last week so lessons to be learnt from that as communication was not the best.

Number 3 shaft – experiments to go in there so STFC staff will be trained as ‘onsetters’ working the cage which goes down about 150 metres, and also in emergency evacuations using ladders.

Tony has just contributed to the tender documents for the new statutory inspection contract.

Michael confirmed that the Boulby STFC audit was received positively at the STFC H & S Consultation Committee meeting.

**PPD DSC Report – Maurits– slides available on Indico**

* **New SHE notices**:

2022/23 Audit programme published once a year by the SHE group – PPD is not mentioned.

2022/23 H & S objectives which will be used as PPD objectives

PEEP (Personal Emergency Evacuation Plan) notice – bear in mind where circumstances have changed for individuals

Safe Movement on STFC sites – change in hierarchy of road users

PPD has no representative on the STFC H&S Consultation Committee

Covid reminders re return to work etc.

* **Incidents**:

None. Garth reported that there have been very few incidents across the site. If this remains the pattern, then SHE may issue a reminder to staff on the importance of reporting incidents.

* **Audit record** - September 2022

PPD is in the green on this record

* ***STFC 2022/23 H & S Objectives***:

Debbie is looking for a suitable date for an event on mental well-being

Contractor management - reminder that this is for all contractors even those on site for only a few hours. At Boulby they are looking at the possibility of all contractors being members of SSIP (Safety Schemes in Procurement)

* ***PPD 2022/23 H & S Objectives & Plans***:
  + Safety Training/communication – ensure PPD staff are aware of training status - ongoing
  + Health and Well-being event for PPD line managers – November 2022
  + Health – ensure continued Covid safe working environment - throughout 22/23
  + Lab Safety - PPD lab space in R1 to be thoroughly risk assessed – in process
  + SHE management – PPD strategy review – booked for October 2022
  + Environmental objective needed
* ***Training Landscape***
* Raja’s new programme enables all staff to see their outstanding training.
* Training status of STFC departments - PPD has no green categories.

**PPD Q1 22/23 report from RAL SHE Group**

*Garth’s report – see slides on Indico.*

* + Risk assessments – 6 of 35 risk assessments are currently overdue for review.
  + Outstanding actions from the lab tour need to be completed/closed ASAP.
  + Staff training – non-mandatory training – penalties will be charged for no-shows.
  + Department should consider updates to SHE codes and make any necessary changes - SC26 Safe Use of Lifting Equipment and SC36 Management and Provision of First Aid
  + One risk assessment due in Q2
  + Links to guides to reviewing risk assessments and re-assigning risk assessments are available in Garth’s report.
  + Evotix has had an update so please check the changes
  + Managers checking staff training can follow the link in Garth’s report to Totara for guidance.
  + SHE Risk Registers – departments should carry out annual review and update of these
  + SoPS incidents – one involving a delivery – remember to make risk assessments for any upcoming deliveries

**PPD (RAL site) RPS report – see slide on Indico within Maurits report**

* See table of sealed sources in PPD – currently 7
* 7 PPD staff attended a training course ‘Working with Ionising Radiation’.
* Concern expressed about access to the sources by too many staff.
* Any future RPA meetings and outcomes should be noted in this RPS report

**PPD report to RAL SHE meeting**

Next RAL Safety Management Committee meeting will be 20th September 2022.

Anything to be added, please let Maurits know.

**Any Other Business**

SHE Committee reports etc. now need to be moved to Sharepoint rather than Indico – there is a general SHE Sharepoint page for STFC departments to add their own content. Maurits and Terry to investigate.

John Matheson is moving to Diamond at the end of November so his responsibilities need to be taken over by another Committee member. Ben Smart will probably take over risk assessments. John is also COSH assessor. John is in the process of updating the chemical inventory – this will also need to be taken over by another staff member.

**Actions**

* Move to Sharepoint – Terry and Maurits
* Transfer responsibilities from John Matheson - Maurits

**Calendar**

**Once a year:**

* April: Ensure people include Safety Training in **APR**.

Communicate to SHE Grp names of **Summer Students** so as to exclude from Training stats.

Review Committee’s **ToR**.

* Aug: Review status in PPD Safety Mtg concerning **Risk Assessments**.
* Aug: **Boulby** Team to review RAs and Method Statements.
* Autumn: **Office Tour** (every 2 years; next in 2022)
* Dec: **Lab Tour** … include R115 Clean Rooms. Last done Oct 2021 (R115 was not included)

**Next Meeting –** November/December 2022

*Terry & MvdG 15th September 2022*