

NATIONAL JOINT
HEALTH, SAFETY AND ENVIRONMENT COMMITTEE MINUTES

Attendees

Sue Ferns (Chair)	SF	Prospect
David Spillett	DS	ENA
Bud Hudspith	BH	Unite
Candice Orr	CO	Energy UK
Chris Warburton	CW	Prospect
Dan Shears	DSh	GMB
David Morgan	DM	Unite
Doug Smart	DSm	EDF
Geoff Earl	GE	Northern Powergrid
Jamie Reeve	JR	ENA
Lee Wallace	LW	WPD
Michael Bailey	MB	National Grid
Mike McDonald	MMc	Prospect
Neil Freeman	NF	Prospect
Paul Fidler	PF	ENA
Phil Swift	PS	WPD
Stephen Smith	SS	SSE
Tracy Kellegher	TK	Unison
Vincent Edwards	VE	Ovo Energy

Apologies

Alan Feakins	EDF
David Lefever	HSE
Graham Smith	GS
Iain Graham	SSEN
Mark Patterson	SSE
Pete Vujanic	UK PN

Item	Title
1.	<p>Welcome, introductions and apologies SF welcomed all members to the 139th meeting of the Electricity Industry National HESAC. Apologies were noted.</p>
2.	<p>Minutes and actions of meeting held on 29th July 2019</p> <p>2.1 Accuracy</p> <p>The members agreed that the minutes from the meeting held 16 July 2020 accurately reflected the discussion of that meeting.</p> <p>2.2 Actions:</p> <p>With the exception of the following the majority of actions were noted as being included on the agenda and will be picked up during the course of the meeting.</p>
2.2.1	<p>2019 HESAC Annual Report</p> <p>DS updated the members on the latest version which was circulated in advance of the meeting. The final will be published to the National HESAC area of the PI website (This is work in progress).</p> <p>Action: MMc/PV/DSm to report on the Peter McCormick award at the January 2021 Meeting.</p>
3.	<p>On Site Facilities</p>
3.1	<p>Action from previous meeting. SF invited MMc to lead on the discussions.</p> <p>MMc expressed a concern regarding consistency when it comes to welfare arrangements for on-site staff, stating how it was clear there were areas of excellence and areas for certain improvement as staff were unhappy with the inadequate provision at some sites. There was a need to focus on the worst performing sites and check standard for new or renovated sites. It was proposed that further work is required across member organisations through planning and inspections to address areas of poor quality when it comes to providing suitable and sufficient welfare facilities.</p> <p>GE agreed that there are some historic remedial issues where the quality and standards have been below standard however these are reducing and there are plans in place to address these.</p> <p>A spreadsheet documenting individual member company positions will be circulated post meeting for companies to populate. It will be reviewed at the next meeting with a view of raising at local HESACs to address individual company issues.</p> <p>Action: Update spreadsheet with individual company position in time to be discussed and shared at the next meeting. All Members.</p>
4.	<p>Occupational Health Updates</p>
4.1	<p>CO provided a brief update on behalf of Energy UK to suggest that initial discussions are progressing internally on how to support collaborative occupational health initiatives between Energy UK member companies</p>

	<p>with a view of supporting ENA and its existing Occupational Health Committee group going forward.</p> <p>A meeting between ENA and Energy UK senior management has been canvassed to discuss active support to a joint working group going forward. An update will be provided at future meeting.</p> <p>CO to attend ENA Occupational Health Committee meeting on 2nd December 2020.</p>
4.2	<p>JR provided an update on behalf of ENAs Occupational Health Committee. Much of the focus of the group over recent months has been sharing best practice exchange on dealing with health issues associated with the COVID pandemic, with a focus on supporting staff from a mental health perspective.</p> <p>The group continues to collate industry health data both qualitative (engagements, services provided etc.) and quantitative (sickness absence data, referrals etc.) and are looking to produce a high level summary for inclusion in the Powering Improvement Progress report for 2015-2020.</p> <p>GE added that the sickness absence rate for 2015-2019 (phase 2 of PI) show a slight incline however broadly speaking in 2020 we are seeing a reduction across Electricity Networks Companies. The difficulty is producing some uniform metrics to demonstrate how the industry is managing and generally increasing its focus on occupational health year on year.</p> <p>The delivery plan for 2020/2021 has been circulated for comment to the Powering Improvement Steering Group and National HESAC, and to date there is concerns that the current outputs are too ambitious and that the scope needs to be refined to ensure the outputs for the annual theme are more realistic and effective.</p> <p>Action: CW offered to provide some additional comments on the existing 2020/2021 draft delivery plan for consideration at the next Occupational Health Committee.</p>
5.	ENA Fatigue Management Task Force Update
5.1	<p>JR provided a progress update on the work of the ENA task force. The group is made up of Electricity members and has met several times over the last year, sharing company position information, shared information regarding existing programmes supporting the individual management of fatigue particularly from a health management perspective, have gleaned advice from occupational health professionals i.e. The Keil Centre and Beyond the Barriers on the causes of Fatigue to support our ongoing work and have also engaged with GDNs with a focus on the parameters set by the Health and Safety Executive. The group has also welcomed Trade Union representation to the future meetings for input. CW and BH will attend on 5th November 2020, though it was noted that this was due to conclude by the end of the year.</p> <p>*Post meeting note: The meeting has been rescheduled.</p> <p>At present the group considers that better planning and management of staffing at companies through local standby and shift arrangements will reduce the risk of fatigue developing. It was noted that both hours of rest and the type of work undertaken contributed to fatigue.</p>

	<p>JR highlighted that based on incident analysis carried out by the group, fatigue does not play a significant contributing factor towards incident occurrences. As an industry its recognised that aspiring to a 16 hour maximum continuous working arrangement is ideal and where the industry should be working towards, which is believed to be attainable with current resources. This is coined with increased engagement and education to staff and management on how to assess the risks. There is potential scope for this hour maximum to reduce in the longer term and the group will look to consider how this will be achieved going forward.</p> <p>The group is in the process of drafting an industry position statement which will set out several key overarching principles that companies should incorporate into their overall safety management system to help manage the risk of fatigue developing across the workforce.</p> <p>The group will be discussing the framework documents over the coming months.</p> <p>Action: Working Group to report back to the next HESAC meeting.</p>
<p>6.</p>	<p>Powering Improvement Update</p>
<p>6.1</p>	<p>DS provided a short update on the work of Powering Improvement.</p> <p>PISG met on 29th September</p> <p>6.1.1 Phase 3 2020-2025 Strategy has been agreed and finalised. This will be made available via PI website (once refreshed).</p> <p>Ongoing action: DS asked members to continue sending documentation or communications in alignment with corporate memory for the industry to continue to send to DS, these will be collated and again shared via the PI website.</p> <p>6.1.2 Work to review the existing PI website is ongoing, ENA and Energy UK to discuss future resourcing and management of the site.</p> <p>6.1.3 The PI Progress Report for 2015-2020 is in its final stages. The report is still awaiting input from TUs and Occupational Health Data.</p> <p>Action: Reminder to MMc to work with BH and CW to incorporate some wording into the current Progress Report draft with supportive statements from a TU perspective to demonstrate ongoing commitment to the strategy. Draft to be circulated with notes. Deadline for inclusion COP 13th November 2020.</p> <p>6.1.4 Launch for the Phase 3 strategy was postponed earlier in the year with a view of coordinating a virtual launch of the strategy. Preliminary discussions have taken place between ENA and Energy UK with further discussions due to take place on how to facilitate a virtual launch.</p>

	<p>6.1.5 JR is working with website developer to gain quotes to develop the existing PI website to ensure 2020-2025 data sharing. ENA and Energy UK to discuss and provide proposal at next meeting.</p> <p>Action: JR, DS, CO to draft proposal for future meeting for both a launch event and PI website developments.</p>
6.2	<p>Mental Health Initiatives</p> <p>MMc explained that Occupational Health Delivery Plan and Fatigue working group had been covered. With a disciplined plan going forward which will focus on the learnings from previous years will help drive performance improvement in occupational health management. Mental Health issues appear to be rising particularly as a result and impact of COVID, companies are looking to understand the areas which require support having also placed a number of mental health first aiders across the industry to support and identify risk. GE explained there is a lot of great work taking place between companies with best practice sharing via the ENA Occupational Health Committee.</p>
6.3	<p>Local Programmes to follow up the HSL report</p> <p>DS explained that the progress to date from the HSL report and outcomes would be re-visited at the next meeting in January. There is an appetite from the PISG to facilitate a workshop in 2021 (September) for PI stakeholders in particular member companies to present on progress.</p> <p>In the interim companies suggested circulating a proforma to capture current work programmes to tackle the outcomes of the HSL (HSE Science Division) report and provide an update on work progressing.</p> <p>Action: A proforma to be drafted by DS/JR and be issued for companies to populate in time to discuss at the next meeting.</p>
6.4	<p>PI Occupational Health Delivery Plan</p> <p>It was noted this was sufficiently covered earlier in the agenda and awaiting feedback from TUs to be discussed at the next Occupational Health Committee between ENA and Energy UK companies. (Item 4.2)</p>
7.	SHE Updates
7.1	<p>ENA Update</p> <p>DS provided a short update on the top items being looked at from an ENA SHE perspective.</p> <ul style="list-style-type: none"> - Think Before You Dig – A third public safety video and press/social media campaign was launched on 29th October in response to a rise in cable damages and injuries over recent years and months. Engaging with general members of public working in their gardens, trade people working as landscapers and construction workers working on public highways and footways. - A Plant and Vehicles Task Force has been set up within ENA to look at plant and vehicle incidents on sites, particularly large scale construction projects to look at support more consistent safety behaviours and improving safety performance. - Environmental issues are being looked at through various ENA groups with the main challenges being SF6, PCBs and excavated spoil as top significance for the Networks companies. Ongoing

	<p>work with the relevant agencies to deliver strategies to support companies with internal and external targets.</p> <ul style="list-style-type: none"> - ENA members continue to meet fortnightly to discuss and share best practice on COVI and current company positions. - ENA SHE Conference is currently due to take place in Brighton on 26th and 27th May 2021.
7.2	<p>Energy UK Update</p> <p>CO provided a short update on behalf of Energy UK:</p> <ul style="list-style-type: none"> - Energy UK thanked members for supporting their annual conference on 15th October a successful event which included discussion on occupational health and safety in the generation and retail industry. - Future engagements are scheduled with ENA to increase collaborative efforts to facilitate cross industry engagement. - Further discussions ongoing internally through Safety Leaders group, further updates to be provided at the next meeting.
7.3	<p>TU Update</p> <p>MMc provided a brief update from TUs perspective however most had been covered on the main agenda.</p> <p>Top three areas being:</p> <ul style="list-style-type: none"> - Approach to Fatigue Management as a sector in relation to the outcomes following the HSL report but also aligning with best practice is a challenge warranting collaboration between companies and TUs. - Mental Ill Health Initiatives and the industry plan for the next 5 years to drive sector performance improvement. - Sharing of accident reports and good practice – The importance of incident learning and sharing and maintaining corporate memory across the industry. <p>Action: Members to consider how HESAC will review lessons from incidents in 2021 see item 8.1.3</p> <p>BH also added the issue regarding hexavalent chromium although is an isolated issue for Energy UK it is also good to hear progress updates through National HESAC going forward.</p>
7.4	<p>HSE Update</p> <p>DS noted that David Lefever had given his apologies in advance of the meeting and also noted that David would no longer be representing HSE on the National HESAC. Discussions are being had internally at HSE to offer a replacement to represent the interest of the energy sector for future engagements.</p> <p>Action: DS to follow up with HSE going forward to confirm representation.</p>
8.	ENA and Energy UK Data
8.1	<p>8.1.1 ENA Update</p> <p>JR presented slides on behalf of ENA member companies showing high level OSHA TRIR rates / LTAFR and AIFR rates for networks companies</p>

	<p>over a 10 year period (2020 YTD) and also some high level figures regarding Public Safety Information.</p> <p>Action: Slides to be shared post meeting with meeting notes.</p> <p>It was noted also that GE, ML and JR were pulling together health data on behalf of ENA members for a progress update for Phase 2 of PI but to also set benchmarks for phase 3. These will be shared in due course.</p>
	<p>8.1.2 Energy UK update</p> <p>SS highlighted in terms of Energy UK data, the safety leaders' group will be engaging to discuss high level Safety Data to demonstrate at future meetings which include High Potential data up to January 2020.</p>
	<p>8.1.3 Learning from Incidents</p> <p>Action: MMc asked how as an industry, we can better share information regarding recent serious incidents across the sector. DS explained this would be down to the level of information available particularly with incidents under legal privilege. DS to discuss with MMc offline to shape a proposal.</p>
	<p>LW also raised how ENA is also looking to improve the level of data being collated through the ENA accident database and to enhance data sharing by looking at the high frequency low impact incidents and to also look at incidents by cause to understand the collective risk areas. JR and LW to provide an update at a later date.</p>
	<p>8.1.4 National HESAC – Local HESAC Comms</p> <p>DS highlighted that in advance of the meeting MMc had circulated a draft proposal on the purpose of National HESAC and current strategic objectives. It will set the scene for future HESAC engagement and also helps local HESACs focus their response to the briefing and improve the two way 'Bottom-Up' engagement and help drive consistency.</p> <p>Action: This will be shared post meeting for comment and feedback with a view of agreeing at the next meeting.</p>
9.	AOB
9.1	<p>DS made one request which was for progress update reports to be reintroduced (i.e. ENA update, Energy UK Update, TU Update and HSE Update). The progress updates will be issued to the secretariat in advance of each meeting to be circulated. The top items of interest should be covered within the progress reports. This will ensure the time at meetings is used efficiently.</p> <p>Action: All members agreed. DS/SF-MMc-BH/CO&HSE to provide progress reports going forward.</p>
10.	<p>Date of next meeting</p> <p>DS suggested a series of dates in January / June and September 2021.</p> <p>Action: DS to circulate calendar invite and meeting placeholders.</p>