

**NATIONAL JOINT**  
**HEALTH, SAFETY AND ENVIRONMENT COMMITTEE MINUTES**

**Attendees**

|                            |     |                          |
|----------------------------|-----|--------------------------|
| Sue Ferns (Chair)          | SF  | Prospect                 |
| David Spillett (Secretary) | DS  | ENA                      |
| Jamie Reeve                | JR  | ENA                      |
| Candice Orr                | CO  | Energy UK                |
| Mike McDonald              | MMc | Prospect                 |
| Paul Turner                | PT  | ENWL                     |
| Gareth Pearson             | GP  | Northern Powergrid       |
| Graham Smith               | GS  | National Grid            |
| Lee Wallace                | LW  | WPD                      |
| Mark Patterson             | MP  | SSE Group                |
| Bud Hudspith               | BH  | Unite                    |
| Bill Gant                  | BG  | Prospect (National Grid) |
| Neil Freeman               | NF  | Prospect (UKPN)          |
| Chris Warburton            | CW  | Prospect                 |
| David Morgan               | DM  | Unite                    |
| Adele Davies               | AD  | HSE                      |

**Apologies**

|                    |             |
|--------------------|-------------|
| Dave Morgan        | WPD         |
| Iain Graham        | SSEN        |
| Pete Vujanic       | UKPN        |
| Roger Henderson    | NIEN        |
| Simon Willis       | Centrica    |
| Kim Marie Mortimer | OVO Energy  |
| Matt Richardson    | EDF Energy  |
| Phil Swift         | WPD         |
| Tracy Kellegher    | Unison      |
| Vincent Edwards    | OVO Energy  |
| Dan Shears         | GMB         |
| Stephen Smith      | SSE Thermal |
| Matt Lay           | Unison      |

| Item | Title   |
|------|---|
| 1.   | <p><b>Welcome, introductions and apologies</b><br/>SF welcomed all members to the 141<sup>st</sup> meeting of the Electricity Industry National HESAC. Apologies were noted.</p> <p>AD was welcomed to her first meeting representing the Health and Safety Executive (HSE).</p>  |
| 2.   | <p><b>National HESAC – COVID-19 Update</b><br/>SF asked LW to lead the session relating to updates on Covid-19.</p> <p>It was noted that since the last Covid-19 HESAC meeting, no additional questions had been submitted by TUs for response. Generally, it was felt that little had changed since the last meeting and no workplace guidance appears to have changed over recent weeks. However, TUs were keen to meet closer to, or after the next government roadmap easement dates (21<sup>st</sup> June for England) when further guidance may be available for occupational settings.</p> <p>LW asked DS to provide a short update on behalf of ENA member companies. DS explained that ENA Electricity Network companies continue to hold their Covid-19 calls on a monthly basis, the last meeting was held on Tuesday 25<sup>th</sup> May.</p> <p>DS took the opportunity to highlight several key topics being discussed and considered by the companies currently:</p> <ul style="list-style-type: none"> <li>- Generally, companies are seeing low positive cases and low numbers of staff self-isolating with some companies having noted zero Covid cases for several weeks. There are also notably low sickness absence rates being witnessed by the member companies over recent months.</li> <li>- Some companies are looking at the potential of vehicle sharing (multi-occupancy) with additional controls in place and for existent teams (in occupational bubbles).</li> <li>- Companies are reviewing guidance from government as and when available, at present advice relating to new and emerging Covid-19 variants being a priority. It was noted that no significant change to existing company mitigation controls are foreseen at present.</li> <li>- Most companies are continuing to conduct climate and staff surveys to gain employee feedback for future planning. This includes extensive engagement and consultation through safety rep forums and with Trade Union (TU) representatives. This will also help companies to look at occupational health issues particularly mental health to ensure appropriate support and advice can be offered to staff moving forward.</li> <li>- Companies awaiting further guidance and government announcements post June 21<sup>st</sup> to understand how to start easing on current COVID operating controls, this will be managed slowly and carefully.</li> <li>- Broadly, companies are looking at how to embed Covid routine practices in the workplace and maintain good provisions of hygiene as well as social distancing.</li> </ul> |

|                  |   |
|------------------|---|
|                  | <p>CO provided a similar update on behalf of Energy UK (EUK) Retail and Generation colleagues:</p> <ul style="list-style-type: none"> <li>- Awaiting government advice and mindful of rapid rule changes in areas of UK.</li> <li>- Covid groups at EUK continuing to meet regularly. Continuing to monitor and provide advice regarding vaccinations.</li> <li>- Companies are conscious of complacency particularly in non-occupational settings.</li> <li>- Long Covid is an issue that is being monitored with work being undertaken to better understand how this is can be managed moving forward.</li> </ul> <p>MMc provided feedback on behalf of TUs:</p> <ul style="list-style-type: none"> <li>- No additional questions raised however may need to revisit at a later date once more guidance is available from government.</li> <li>- Increased satisfactions with company measures and controls being adhered to.</li> <li>- Issue of mental health is high on the agenda with TUs keen to understand more detail on individual company initiatives.</li> <li>- TUs keen to retain local communications and consultations to align agreed national guidelines.</li> </ul>   |
| <p><b>3.</b></p> | <p><b>Minutes and actions of meeting held on 19<sup>th</sup> February 2021</b></p> <p><b>3.1 Accuracy</b></p> <p>The members agreed that the minutes from the meeting held on 18<sup>th</sup> February reflected the discussion of that meeting. Now available to view on the PI Website. <a href="#">National HESAC 19<sup>th</sup> February 2021.</a></p> <p><b>3.2 Actions</b></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> <p><b>3.3 Peter McCormick Award</b></p> <p>MMc provided the members with an update on the award criteria that he, DS and PV had devised.</p> <p>It is agreed that the award should be presented to an individual who has made a significant impact on health and safety across the electricity supply industry and will be awarded annually and presented to the winning recipient at one of the Industry's Annual Health &amp; Safety Conference. There are three characteristics individuals need to display to be considered for this award and these are as follows:</p> <ul style="list-style-type: none"> <li>• Leadership on national safety issues.</li> <li>• Advocacy at a Company level to promote Powering Improvement objectives; and</li> <li>• Promoting partnership and joint working.</li> </ul> <p>DS explained that the award for 2020 had been assigned and could be suitably awarded at ENAs SHE Conference (now to be held in 2022). MMc suggested that depending on the winner moving forward, the award could also be issued at future TU Conferences.</p> |

|                   |   |
|-------------------|---|
|                   | <p>CO updated that Energy UK are hosting a H&amp;S conference later in the year (November – TBC) and that there is a potential during this conference for a session dedicated to Powering Improvement which can be jointly put together with support from ENA (Occupational Health Committee – theme for 2021).</p> <p>There is a potential for the award to also be presented during this session.</p> <p><b>Action: JR/DS/CO to discuss arrangements offline and feedback to the group for an event later in the year.</b></p> <p>Item 3 – On agenda for discussion for On-site facilities.<br/> Item 5 – Update on Fatigue Management Task Force on main agenda.<br/> Item 6 – Update on Powering Improvement (PI) on main agenda.<br/> Item 7 – PI Website update - on main agenda for update.<br/> Item 7.4 – DS updated that having engaged with HSE, AD had been put in place to provide support for the National HESAC group moving forward, representing the views of HSE.<br/> Item 8.5.3 – Accident and incident data discussion – updates on main agenda.<br/> Item 8.5.4 – Local HESAC comms – on main agenda.</p>   |
| <p><b>4.</b></p>  | <p><b>On site facilities</b></p> <p>MMc introduced this item, it had been raised at the last meeting, there were some concerns regarding the provision of welfare facilities for staff across the electricity sector.</p> <p>An exercise had been carried out several years ago to collate Network company policies with regards to welfare arrangements, DS updated that the table collating the information had been circulated to ENA members only to revise and populate in advance of the meeting. The completed version (HESAC Paper 859) had since been shared with TUs.</p> <p>MMc took the opportunity to thank the Network companies for their feedback as this was helpful and the policies seemed sensible and consistent. It was also helpful to have a clear structure to benchmark and use as a satisfactory standard to be applied. It was asked that any future issues would be encouraged to be picked up at local/company HESACs as first point of call.</p> <p>An issue had been raised in the renewables sector specifically on smaller sites with no fixed staffing arrangements however it was suggested that this would be a matter for local/company HESACs to manage and monitor.</p> <p><b>Action: CO took an action to provide an update from Retail and Generation colleagues at a later date.</b></p> |
| <p><b>5.</b></p>  | <p><b>Occupational Health Updates</b></p>   |
| <p><b>5.1</b></p> | <p>JR provided an update on behalf of ENAs Occupational Health Committee.</p> <p>It was announced that Frank Monaghan (Director of Safety, Health and Environment for Scottish Power Energy Networks) had been appointed as chair of ENAs Occupational Health Committee and will look to provide future updates for National HESAC and Powering Improvement Steering</p>  |

|  |   |
|--|---|
|  | <p>Group (PISG) meetings as well as providing line of site to ENAs SHE Committee who ultimately govern the group on behalf of ENA.</p> <p>It is recognised that there will be areas that will be of specific interest to Networks and equally for Generation and Retail companies, however there will also be areas that will be common for all three sectors and as such ENAs Occupational Health Committee will act as conduit for the cross sector issues on occupational health to be discussed under the banner of Powering Improvement in the interim.</p> <p>The first meeting of 2021 with a new chair and cross sector representation (ENA and Energy UK members companies) took place on 20<sup>th</sup> May 2021, much of the focus was on the <a href="#">Powering Improvement Delivery Plan for 2021</a> and it was agreed that efforts to achieve the deliverables as set out in the delivery plan will be stretched out over the duration of Powering Improvement phase 3 as a holistic focus on Occupational Health and the variety of topics identified.</p> <p>There were a series of outputs highlighted as a priority for the group to get started on. The first step identified by the group will be to carry out a bench marking exercise, there is a series of data collated by ENA member companies from 2015-2020 used within the <a href="#">Powering Improvement Phase 2 progress report</a> however the group will look to refine the reporting to establish some useful metrics to monitor progress on the risk areas identified throughout phase 3, but also to monitor progress against to specific health targets set out within the <a href="#">Phase 3 Strategy</a>.</p> <p>The group will also be looking to enhance the platforms to share best practice and promote internal occupational health campaigns including alignment with national health initiatives. It was identified that the existing Occupational Health Roadmap will need to be developed and enhanced to provide this platform to capture this information.</p> <p>ENA Member companies have been supporting campaigns on mental health with a focus during mental health awareness week in April to promote internal initiatives and highlight support services available for colleagues across the sector. Individual companies have also been promoting specific material for their companies.</p> <p>A third focus for the group will be to plan for a Powering Improvement event to be held later in the year which will focus primarily on Occupational Health and provide a platform for companies and TUs to promote work their companies are doing to support their staff, it will also be an opportunity for the sector to provide feedback on the work carried out over the last 18 months on Covid-19. *The event is likely to take place in November 2021.</p> <p><b>Action: ENA and Energy UK to engage offline to discuss how the workshop will be managed and when it will take place and feedback to the HESAC group at the earliest opportunity.</b></p> |
|  | <p>ENAs Occupational Health Committee for the benefit of Electricity Network Companies will also be revising their Occupational Health Business Plan which will align with the Powering Improvement Delivery Plan however will emphasise predominantly on the specific issues for Network Companies on Occupational Health.</p> <p>Fatigue Management – An ENA Fatigue Management Principles Paper (ENA Position Paper 10) has been developed and is awaiting approval through ENAs SHE Committee (Due end Q2 2021). The working group</p>  |

|    |   |
|----|---|
|    | <p>has since disbanded to take the paper internally to support the development of internal company policies on fatigue risk management. The working group will reconvene on a 6 monthly basis to monitor progress. The next meeting will take place in Q3 2021, TUs represented on that group will also be invited to attend.</p> <p>MMc provided an update on behalf of the TUs to highlight the importance of Mental Health and Wellbeing and the major cause of sickness absence across the energy and utility sector. MMc asked for further visibility through ENAs Occupational Health Committee and on the area of mental health first aiders and how this can be better integrated into the process for safety rep management processes.</p> <p>All comments will be taken and considered by ENAs Occupational Health Committee for areas of collective effort for the industry through the Powering Improvement Initiative moving forward.</p>  |
| 6. | <p><b>Powering Improvement Update</b></p>   |
|    | <p>DS provided a short update on the work of Powering Improvement.</p> <p><b>6.1 Powering Improvement Steering Group (PISG) Chair</b></p> <p>It was highlighted that Peter Vujanic (PV - Head of Safety, Health and Environment, UK Power Networks) had taken up the role as chair of Powering Improvement Strategy Steering Group (PISG) and will look to provide regular progress updates at National HESAC meetings moving forward. PV has been a regular attendee of previous PISG meetings and an advocate of PI since it started in 2010.</p> <p><b>6.2 PI 2021 Delivery Plan – Web version</b></p> <p>HESAC 860 - <a href="#">PI 2021 Delivery Plan – Managing Occupational Ill Health Risks</a> is now available via PI website.</p> <p><b>6.2 ENA Workshop – Health and Safety Laboratory (HSL – now HSE Science and Research Centre) Study Report</b></p> <p>Following the work being carried out by companies in 2019, one of the key priorities under Powering Improvement and committee were to see the work through to reinforce the good practice so it fitted with the committee’s long term goals of staff engagement, corporate memory and increasing competence. Through ENAs SHE Committee, electricity network companies have agreed to undertake a review of the HSL study findings and recommendations via an industry workshop which will be held on 23<sup>rd</sup> September 2021 (virtual event subject to Covid-19). The workshop will be an opportunity to provide feedback to the original partakers in the study (Management &amp; Operatives including SAPs and CPs) as well as other interested stakeholders including TUs, HSL and HSE.</p> <p><b>Action: PISG to support the arrangement of industry workshop in September 2021 to review progress of implementation of the HSL report and its findings. DS to table at their next meeting on 29/06/21 and feedback to National HESAC at a later date.</b></p> |

|     |  |
|-----|--|
|     | <p><b>6.3 Powering Improvement OH Event 2021</b></p> <p>Refer to item 5.1.</p> <p><b>6.4 Powering Improvement Website</b></p> <p>JR presented the newly designed and upgraded PI website to members of the committee. The new PI website as well as storing all information and reports on outputs from any work conducted during phase 3 and previous phases of the Powering Improvement Strategy (2020-2025 and Beyond), the site will also be home for all <a href="#">National HESAC</a> information (including notes, ToRs and any outputs).</p> <p>JR updated that ENA would continue to manage and maintain the PI website, should any stakeholders wish to place content on the site, this should be channelled via request (email is suffice) through the PISG.</p> <p><b>6.5 Corporate Memory</b></p> <p>DS reminded all committee members regarding the ongoing action to provide any examples of corporate memory that can be posted onto the new section of the <a href="#">Powering Improvement website</a>.</p> <p><b>Ongoing action: DS asked members to continue sending documentation or communications in alignment with corporate memory for the industry to DS, these will be collated and again shared via the PI website.</b></p> |
| 7   | <b>SHE Developments and Updates</b>  |
| 7.1 | <p><b>ENA Update</b></p> <p>Referencing paper HESAC 861 DS provided a short update on the main issues being looked at from an ENA SHE perspective in addition to updates on Powering Improvement and Occupational Health they included progress on:</p> <ul style="list-style-type: none"> <li>- ENA working groups –Plant &amp; Vehicles, SF6, Public Safety and Environment.</li> <li>- Update on ENA SHE Conference – now to take place on 29<sup>th</sup> &amp; 30<sup>th</sup> June 2022 in Brighton hosted by UKPN with a theme on ‘sustainability’.</li> </ul> <p>Further details on each of the above matters can be found in paper 861.</p>   |
| 7.2 | <p><b>Energy UK Update</b></p> <p>There was no paper for reference. CO provided a short update on behalf of Energy UK and included updates and progress from the following:</p> <ul style="list-style-type: none"> <li>- Energy UK is reviewing the structure of its Retail and Generation Health and Safety Forums.</li> <li>- Energy UK Covid-19 Policy Coordination Group – Covid Controls for field staff.</li> <li>- Energy UK’s 2021 Health and Safety Conference – November 2021.</li> </ul> <p>Energy UK Safety Leaders Group - current work includes:</p>   |

|            |  |
|------------|--|
|            | <ul style="list-style-type: none"> <li>- Retail: looking to engage HSE on line tap connectors and cable splitters / improving psychological safety and wellbeing/ changes to gas safe register and issue of labelling.</li> <li>- Generation: SSOW principles developed and peer review carried out by the Energy Institute which has been published and circulated to Energy UK members.</li> </ul>   |
| <b>7.3</b> | <p><b>TU Update</b></p> <p>Referencing paper HESAC 863, MMc provided an update on behalf of the TUs.</p> <p>Apart from COVID, the key issues discussed were:</p> <ul style="list-style-type: none"> <li>• Fatigue management: it is believed better TU involvement is needed a company level to help tackle habitual long working hours and a perceived role for high level guidance to be reached across the sector.</li> <li>• Mental Health Awareness; discussed.</li> <li>• Site facilities; and</li> <li>• SAP Competency in light of the HSL study.</li> </ul> <p>The paper also refers to two medium-term issues:</p> <ul style="list-style-type: none"> <li>• Covid-19 and wider lessons learnt.</li> <li>• ED2 and safety.</li> </ul>   |
| <b>8</b>   | <b>ENA and Energy UK Data</b>  |
| <b>8.5</b> | <p><b>8.5.1 ENA Update</b></p> <p>JR confirmed that due to the ongoing review of databases at ENA and specifically changes being made to ENA's accident database, ENA is having to currently collate data manually. However, in preparation for the meeting, JR tabled HESAC 864 which illustrated high level safety trend data for ENA Electricity Networks Member companies which included data up to the end of March 2021.</p> <ul style="list-style-type: none"> <li>- OSHA TRIR rate (ENA Members direct staff over 200,000hrs) had declined from 0.32 in 2019 down to 0.26 in 2020.</li> <li>- All Injury Frequency Rate for the same cohort had reduced from 0.52 in 2019 to 0.4 in 2020.</li> </ul> <p>It was noted also that ML and JR have completed pulling together health data on behalf of ENA members for a progress update for Phase 2 of PI (Including 2020 Data). The progress report is available on the <a href="#">Powering Improvement website</a>.</p> |
|            | <p><b>8.5.2 Energy UK update</b></p> <p>CO 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.</p> <p>ENA has shared with Energy UK the data sets template that will allow a concise and similarly aligned report to be presented at future meetings.</p>  |

|  |  |
|--|--|
|  | <p><b>8.5.3 Learning points from Accidents/Incidents 2021</b></p> <p>MMc provided background and context on this issue of how to better share learning points from accidents/incidents that occur across the electricity industry. It is agreed that when we can share and summarise key points from accidents/incidents (subject to any legal privilege) this is a very effective way of updating staff with statutory safety responsibilities particularly helpful to SAPs to drive increased operational safety competence.</p> <p>The committee would review a limited number of incidents (do not want to introduce bureaucracy) and focus on National learning points.</p> <p>MMc offered four suggestions on how we could share information that would benefit the work we are trying to do:</p> <ol style="list-style-type: none"> <li>1. Early notification of potential issue;</li> <li>2. An update of significant national issues so committee can reflect on mitigation;</li> <li>3. Key learning points; and</li> <li>4. How the committee integrate the information into Powering Improvement.</li> </ol> <p>MP suggested we should consider the concept of High Potential events (HiPo) - <i>An event with the realistic potential to cause major harm to People, the Environment, Asset or Organisation's Reputation</i>. It was suggested that the HiPo concept was considered in MMc's proposal.</p> <p>GS confirmed that National Grid had a similar concept entitled HPCE (High Potential Controllable Event) and subsequently informed the committee how this process worked.</p> <p>LW informed that WPD are also looking at High/Medium and Low impact events which allows the investigation to focus on the actual potential and outcome of incidents instead of the reporting categorisation.</p> <p>There was a suggestion that it could be helpful to discuss key safety bulletins shared within ENA and its members. DS will discuss this proposal with the ENA SHE committee. To understand how we better collate more granular (near miss/high potential) data as an industry moving forward to better inform national and industry strategy will be taken for discussion at PISG.</p> <p><b>Action: MMc to share a copy of the proposal with the group post meeting.</b></p> <p><b>Action: DS/LW to raise at upcoming ENA SHE Committee to see how to take this forward and take to the PISG for consideration.</b><br/> <b>*Feedback to National HESAC at a later date.</b></p> |
|  | <p><b>8.5.4 National HESAC – Local HESAC Comms</b></p> <p>Referencing paper HESAC 866 MMc provided an overview of a proposed communication process between national and local HESACs. Communication is essential to ensure that the National HESAC operates effectively. The proposal aims to improve awareness of the issues</p>  |

|    |   |
|----|---|
|    | <p>discussed at the National HESAC, agreed actions to deliver the goals of the HESAC members and to stimulate feedback from local committees.</p> <p>As part of this process, it is proposed that an agreed briefing communicates progress and can be used at local HESAC meetings to start discussion about the national industry objectives. This briefing should also seek feedback.</p> <p>Key elements of the progress are as follows:</p> <ul style="list-style-type: none"> <li>- Introduction;</li> <li>- Key issues discussed;</li> <li>- Agreed actions;</li> <li>- Feedback sought from HESACs</li> <li>- Summary</li> <li>- Approval</li> </ul> <p><b>Action: Members were invited to review the paper (HESAC866) and provide feedback and comments by COP 25<sup>th</sup> June 2021.</b></p> <p><b>Action: DS informed that subject to no disagreements, a short summary of the meeting and future meetings will be pulled together by the acting National HESAC secretariat with a view to be approved and published for wider dissemination via the Powering Improvement Website.</b></p> <p><b>Action: MMc took the action to develop a scope and look for dedicated volunteers to help disseminate the communications once agreed.</b></p> |
| 9  | <p><b>AOB</b></p> <p>BH raised a query relating to offshore and onshore wind with the potential of bringing associated companies on board with National HESAC engagement. DS highlighted that some initial contacts had been made with Safety On.</p> <p><b>Action: DS to table at upcoming PISG meeting to take the action forward to establish an appropriate engagement link into National HESAC.</b></p> <p><b>Action: CW highlighted that he had made some initial contact previously through the Energy Institute and would look to gauge them and pass on contacts to National HESAC secretariat.</b></p>  |
| 10 | <p><b>Date of next meeting</b></p> <p><b>Thursday 30<sup>th</sup> September via MS Teams.</b></p>   |