Transport for London

Minutes of the Safety, Health and Environment Committee

Boardroom, 14th Floor Windsor House, London 10.00am, Tuesday 18 November 2008

Members

Christopher Garnett Chair, Board Member

Charles Belcher Board Member
Judith Hunt Board Member
Tony West Board Member

In Attendance

Gordon Sellers Committee Adviser Brian Wilkinson Committee Adviser

Staff

David Brown Managing Director, Surface Transport

Ian Brown Managing Director, London Rail

Howard Carter General Counsel

Richard Stephenson Director of Group Health, Safety and Environment

Mike Strzelecki Director of Safety, London Underground

James Varley Secretariat Officer

33/11/08 Apologies and Declarations of Interest

The Chair welcomed Charles Belcher to the Committee and, on behalf of the Committee, thanked Sir Mike Hodgkinson for his contribution.

Apologies for absence had been received from Dame Tanni Grey-Thompson and Tim O'Toole.

Christopher Garnett declared an interest in his capacity as a Member of the Olympic Delivery Authority.

The Chair explained to Members that prior to each Committee Meeting, he would meet with the Committee Advisers, General Counsel and the Director of Group Health, Safety and Environment to discuss the agenda. Any questions raised would be passed to the appropriate Managing Director for clarification at the meeting.

34/11/08 Minutes of the Meeting held on 16 September 2008

The minutes of the meeting held on 16 September 2008 were approved as a correct record and signed by the Chair.

35/11/08 Matters Arising and Actions List

The Committee noted the Actions List.

36/11/08 Health and Well Being

Olivia Carlton introduced the report and presentation. There had been a good uptake of health services by all the modes during the half year April to September 2008.

Mental illness and musculoskeletal problems remained the largest contributors to sickness absence. Gastrointestinal problems, colds and flu and accidents (at work and home) were also significant contributors to sickness absence.

There continued to be a key focus on managing attendance across all modes of TfL. The occupational health team contributed to this through advising on workplace adjustments and return to work programmes, providing counselling and physiotherapy services (for back pain) to speed up recovery and prevent recurrence. A report on the referrals process would be given to a future meeting.

[ACTION: Olivia Carlton]

Significant plans for the rest of the year included the continued roll out of the Health Fair programme outside of London Underground, a review of Occupational Health processes and procedures and a programme of SAP improvements to better support and meet customer needs.

A business case was being put together to reinstate the lower limb service and the Committee would be kept advised of any updates. [ACTION: Olivia Carlton]

Additional information on the structure of the Occupational Health department would be circulated to Tony West. [ACTION: Olivia Carlton]

The Occupational Health department had formed links with public health bodies within London to share information.

In a recent initiative to improve health in the workplace, the Global Corporate Challenge, TfL had come second out of 142 companies from around the world.

The intranet site had been updated and now contained comprehensive health and well being information for staff.

It was agreed that Health and Well Being would continue to be an annual item on the SHEC agenda, however, greater prominence to relevant issues would also be given in the Quarterly HSE reports.

The Committee noted the Health and Well Being report and presentation.

37/11/08 <u>London Underground Quarterly Health, Safety and Environment</u> Report

Mike Strzelecki introduced the report. All safety key performance indicators were stable or had improved during the quarter and were on, or better, than target. Notably, workplace violence incidents had been reduced by 15 per cent to 367 compared to the same quarter last year. London Underground also reported the start of a trial of customer recycling bins at a number of stations.

The Committee noted the report.

38/11/08 <u>Surface Transport Quarterly Health, Safety and Environment</u> Report

David Brown introduced the report. Bus Driver Quality Monitoring scores, based on independent monitoring undertaken by the Driving Standards Agency, continued to show improvements.

The Committee noted the report.

39/11/08 London Rail Quarterly Health, Safety and Environment Report

lan Brown introduced the report. London Rail had presented its safety management arrangements to Her Majesty's Railway Inspectorate at the first of a planned series of high level liaison meetings. These were designed to further develop the relationship between London Rail and its regulators.

The Committee noted the report.

40/11/08 <u>Corporate Directorates Quarterly Health, Safety and Environment</u> Report

Howard Carter introduced the report. TfL, in collaboration with Tube Lines Distribution Services and the Institute of Advanced Motorists, had developed an online risk assessment to help the modes comply with the new Group driving/riding at work standard. Full implementation was planned from March 2009.

The Committee noted the report.

41/11/08 Crossrail – Management of Health, Safety and Environment

Richard Stephenson introduced the report. Cross London Rail Link's (CLRL's) Board had adopted the TfL Group HSE Policy Statement as its overarching HSE policy and was proposing to develop a CLRL Project HSE Policy focussing on design and construction safety issues.

CLRL was currently reviewing its Health and Safety management system with a view to establishing agreed reporting arrangements to meet TfL Group requirements and

to adopting Level 1 standards from TfL's HSE management system and Level 2 standards where appropriate.

CLRL HSE assurance arrangements had also been incorporated into the CLRL project agreements. CLRL would be in the same position with regard to the management and provision of HSE and security/resilience assurance as the existing TfL group.

The Committee noted the report.

42/11/08 Induction of Committee Members

Richard Stephenson introduced the report. The purpose of the Induction Programme was to give Members a better understanding of how TfL identifies and manages HSE and resilience risks.

The Committee requested that the proposed induction programme be extended to a full day and that a visit to the Occupational Health Unit should be included.

The Committee noted the report.

43/11/08 Proposed Agenda Items for 2009 Committee Meetings

Richard Stephenson introduced the report. The Committee had four meetings scheduled for 2009 and the report proposed an outline agenda for those meetings. Members were invited to consider if there were additional items they wished to add to the list of proposed agenda items. Members agreed that Road Safety should be added as a specific agenda item at one of the 2009 meetings.

The Committee noted the report.

44/11/08	Any Other Business
No additiona	l items of business were raised and the meeting closed at 11.45am.
Chair:	
Date:	