

Asbestos Liaison Group Technical Sub Committee (ALGTSC)	
Minutes of the meeting of the ALTSC held on the 3rd November 2010 at TICA offices Darlington	
<p>Present: Martin Gibson (HSE), Colette Willoughby (BOHS), Steve Sadley (ARCA), Steve Watkins (UKATA), Dave Simpson (ACAD), Guest – John Corr (ACAD)</p> <p>Apologies for absence: None</p> <p>Introductions: Dave Simpson opened the meeting by welcoming everyone and thanking them for attending. Dave asked for acceptance that John Corr attend as a guest which was agreed by all.</p>	
1.0	<p>Appointment of Chair:</p> <p>Since the previous meeting and the departure of Peter Austin the group has been without a chair person. The first item of the meeting was to appoint a new chairperson and also discuss the frequency of future meetings. It was agreed that a chair person would be appointed on an annual basis with meetings held every 4 months.</p> <p>Martin Gibson was appointed to chair meetings for the next 12 month period. The process by which items for discussion can be received and also the output of meetings was discussed.</p>
2.0	<p>Items for Discussion by the Committee:</p> <p>Items for discussion can be received in a number of ways and through a number of organisations. The routes by which proposed discussion items can be received are:</p> <p>From ALG Meetings From members of the technical sub-committee Questions from HSE through Martin Gibson Questions from BOHS/UKAS through Colette Willoughby</p>
3.0	<p>Output of Meetings:</p> <p>Once items have been discussed they will be put forward as:</p> <ol style="list-style-type: none"> 1. ALG Memos or as; 2. Multi-ALG Memo which will contain a number of items along with an index. The multi memo will be updated when required to show new items and also items which have been removed/replaced. 3. ALG approval may need to be sought on wider issues but generally memos can be issued once the technical sub-committee have reached agreement. <p>It was also acknowledged that some items may just require clarification and will not have a need to be incorporated into a memo.</p>
4.0	<p>Minutes of previous meeting:</p>

	Minutes of the previous meeting were reviewed and accepted by the Committee. As there had been a considerable time lapse since the previous meeting it was agreed to revisit the items raised.
Matters Arising	
Items from meeting held in 2009.	
Item 6.0	Waste water from DCU's and discharge (Previous Minute item 5.5)
	The matter was discussed and will be monitored. It was agreed that this does not appear to be an issue at the moment and no current action is required.
Item 7.0	ALG memos with the same number. (Previous Minute A.O.B. item)
	MG had reviewed the previous ALG memos which had been given the same numbers. The changes between the two memos were minor and so didn't require a new number. There is a new draft memo on this item which is due to be issued shortly and will supersede the current one. Actions: Item discharged
Items from meeting held 10th March 2010.	
8.0	The use of unpowered ori-nasal half masks and the guidance in HSG53 (Previous Minute item 1.0)
	MG provided an update on the current position. All non powered half face masks and disposable masks can be worn throughout the day on several occasions so long as each occasion of use is for less than an hour. The issue regarding the impact on analysts carrying out 4 stage clearance testing was raised by CW as current guidance in HSG 248 advises analysts can stay inside an enclosure for 2 hours before needing a break and they invariably will be wearing non powered half face masks. Action: The guidance is still undergoing consultation within HSE. MG to provide an update at the next meeting.
9.0	The use of flame retardant coveralls for asbestos removal work on offshore installations (Minute item 2.0)
	<p>1. Various standards currently exist depending on the circumstances of use, the specification for asbestos work use needs clarifying. Action: MG to look into the specification of flame retardant coveralls used for asbestos work and produce a paper for discussion at the next meeting. All committee members to look at the memo on fire-retardant coveralls for off-shore work and comment (if necessary) before the next meeting.</p> <p>2. SW provided information regarding cotton disposable underwear sets (inc. socks, shorts, vests, towel) which are preferred by contractors rather than paper disposables. These cotton sets are available from various suppliers. Action: Item discharged</p>

10.0	<p>The entry into live enclosures by other trades (Previous Minute item 3.0)</p> <p>Clarification had been provided by Greg Haywood in a letter to SS. If it is an emergency situation then a licence is not required however if it is part of planned work then this will be classed as ancillary and so requires a licence.</p> <p>Although a licence may not be required (i.e. in emergency situations) there will still be requirements for training including use of PPE, personal decontamination and also face fit testing. The timescales will determine the type of RPE to be used.</p> <p>Emergency situations should be included as part of job planning.</p> <p>Actions:</p> <p>Letter provided by Greg Haywood to be attached to these minutes.</p>
11.0	<p>Gas and electrical safety of DCU's (Previous Minute item 4.0)</p> <p>HSE are currently updating the memo on electrical safety in DCUs.</p> <p>A memo is required for gas safety and testing of DCUs which can include carbon monoxide checks. There is no real guidance on who can test DCUs, this is usually done by supplier in-house who typically will not be gas safe registered.</p> <p>Any memo could also cover appliances, boiler, gas bottle & regulator plus storage.</p> <p>Actions:</p> <p>MG to contact HSE process safety department for assistance.</p> <p>Will be discussed at ACAD technical committee meeting on 25th November for additional input.</p> <p>Draft memo to be produced for the next TSC meeting.</p>
12.0	<p>ARCA article on the use of enclosures (Previous Minute item 5.0)</p> <ol style="list-style-type: none"> Issues regarding client's knowledge and understanding on asbestos removal works were discussed. The use of enclosures was discussed with particular reference to removal of external soffits. MG advised that there was some guidance on this which identified that if the works were external then an enclosure wasn't always necessary. Some form of clearance (i.e. visual inspection) needs to be carried out but an air test is not required. "Visual clearance is required for all soffit DCU jobs and it is proposed that air testing should be carried out on the DCU on every 5th job (but subject to agreement in HSE)". <p>Actions:</p> <p>MG to circulate information within HSE and obtain procedures on soffits.</p> <ol style="list-style-type: none"> Concerns were raised regarding hot works and that many clients do not appreciate the risks as they will insist that work is carried out with live hot services. <p>Actions:</p> <p>ACAD/ARCA to prepare a document to be presented at ALG, to list concerns and possible solutions.</p>
13.0	<p>How the ALGTSC will issue guidance (Previous Minute item 6.0)</p> <p>Discussed earlier in the meeting.</p>
14.0	<p>Previous Minutes A.O.B.</p> <p>MG informed the Committee that funding was still in place for the study which is to look at the design of airlocks/baglocks and the way this effects the movement of air through an enclosure. The study will consider how airflow is affected by the shape and size of airlocks and also airlock flaps; whether 8 air changes per hour is sufficient and how ducting affects things.</p>

	<p>Actions: MG to circulate information on this shortly for comment.</p>
Agenda	
15.0	New Items
	No new items were put forward for consideration
16.0	A.O.B. 1 - Decontamination Procedures
	DS commented that various ACAD members seem to adopt different procedures. MG advised that procedures in HSG 247 should be followed or better. Any changes would be viewed in relation to risk and why they were needed.
17.0	A.O.B. 2 - Audits of Suppliers
	Through audits of suppliers SW has identified discrepancies and inconsistencies with how equipment is provided to site but also how suppliers receive equipment back e.g. vacuums just single bagged or not sealed at all. Some suppliers have good written policies but they just don't follow them.
18.0	A.O.B. 3 - Sample Taking
	DS advised that they have been getting requests for training on how to take bulk samples. This would not involve surveying but just sampling specific points. UKATA Category 2 courses have dealt with this previously. Actions: Item to be taken forward to UKATA for them to debate and provide feedback.
19.0	Dates for Meetings in 2011
	<p>25th January – to be held at BOHS, Derby 18th May – to be held at ARCA, Address to be confirmed 21st September – to be held at ACAD, Darlington</p> <p>All meetings are scheduled to start at 10:30am</p>