

Minutes of Trainers MEETING held at Munloch on Thursday 2nd June 2022 at 6pm

1. WELCOME to the Meeting to discuss the Lathe Check Sheet (LCS) documents.

Present :- Alec Mutch, Geoff Potter, John Ruickbie, Errol Levings, Nick Simpson

LATHE CHECK SHEET

GP tabled 3 documents.

- A 14 point LCS to be ticked and signed by everyone using a lathe.
- A LCS with signatures only.
- A LCS suitable for display by each lathe.

AM commented that there was insufficient time for a full Committee meeting so had called this meeting with the limited numbers of today's trainers present. AM's aim was to have a suitable document which would require the minimum amount of paper and effort to complete.

NS had provided the original checklist based on an AWGB document. He proposed adding an additional item regarding power off whilst eg. changing the chuck.

It was agreed that the additional item would be added and a revised LCS without a tick list or signatures would be circulated to all present before circulating to all the HWC Committee. It was intended that laminated copies of the LCS would be displayed at each lathe station.

DISCLAIMER AND REGISTER OF SIGNED DOCUMENTS

AM advised that Cliff Sim had consulted the HWC insurers and they had confirmed that all the training activities were covered by the HWC policy. The relevant e-mail from Zurich had been circulated to all the Committee this week.

Concern was expressed about the need for a disclaimer and a need for a register of signed documentation from each member.

JR stated that we should follow industry practice and require a statement to be signed by all members which would verify they understand and agree to abide by all the HWC Safety Policies, Safe Working Practices and Procedures.

It was agreed that this would form a register of all members and would be updated if Policies were amended or updated.

- It was intended to be a single document and would be signed only once annually and kept in a register.

GP was tasked with producing a draft which would include a general disclaimer.

END OF MEETING 6.45pm