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## CHARGE

### CHARGE WORKPLAN WORKING PARTY – MEETING 28/3/03 A paper by Terry Aston, Secretary CHARGE

#### **Present:**

Mr Francis Morrall - BCC  
Mrs Alison Bettac - British Glass  
Mr Mick Young - CATU  
Mr Terry Aston - HSE (Secretary)

#### **Apologies:**

Mr Phil Davies - GMBU

- 1) The meeting had no set agenda, its main purpose was to generate ideas for a realistic workplan for the first operational year of CHARGE. The workplan activities for its predecessor body, CERIAC, fell broadly under three headings of representation, research and publications. The committee did not identify any particular benefit in trying to emulate these per se.

The committee did however consider certain fundamental issues such as:

- Workplan items should have a positive link to the "Revitalising Agenda;"
- Generally speaking we should "task and finish" with fixed time spans for projects and clear defined outcomes;
- The relationship between the activities of Trade Associations and CHARGE should avoid overlap;
- We should not seek to be over ambitious in the first year and the emphasis should be on ensuring we can deliver what we propose;
- The importance of communication. We should continue with "Ceramics News" but possibly rename it to reflect the reconstituted and expanded nature of CHARGE;
- Each member of CHARGE should be prepared to make a positive contribution to workplan items, including chairing committees and providing meaningful contributions to activities.

- 2) The meeting agreed that the workplan link to the "Revitalising Agenda" means that these should be the key issues that are concentrated on. The most beneficial topics for activity are:

- Musculoskeletal Disorders;
- Transport Safety (including on the road);
- Slips & Trips (possible contributions could come from the current revision of the "Workplace Inspection Guidance backed up with a "Stop and Think" campaign);
- Stress.

(The production of the Contractors Charter is believed to have already made a substantial contribution to the "falls from height" issue.)

- 3) The committee considered that the best way of taking forward these issues is through individual education and awareness programmes. There was debate over the need for any further definitive guidance, but the overall view was that a good deal of guidance already exists and activity needs to primarily focus on implementing the guidance. It was suggested that for each identified issue in para 2), the process needs to be:

- Identify where we are now;
- Identify where we want to be;
- Identify the means by which we get there;
- Identify and put into effect implementation programs;
- Evaluate the effect (We should have some clear measures of achievement set down at the start - these do not necessarily need to be simple accident statistics, as there may be some gap between implementation and effect, but could be activity indices etc that give participants a "feel good factor" to maintain motivation early in the process).

- 4) "CHARGE" will be asked to decide:

- Are these the right issues;
- How do we expedite them;
- By when;
- By whom (i.e. who is to take on the leadership on each issue and bring proposals back to the main committee).

- 5) The committee also discussed whether "CHARGE" should itself lead on any specific issues. It was proposed that a highly visible activity (probably a publicity initiative) should be staged during this year's European Health and Safety Week, and should obviously be linked to the theme for the week. This will be discussed and agreed at the May 7th meeting. Active participation of all CHARGE members will be vital.

- 6) Fundamental to the activities of member industries are the target initiatives launched under the "Revitalising" campaign, "The Pledge" for the ceramics and brick industries and "The GLASS Charter" for the glass industries. There was debate over the evaluation of these programmes and there was agreement that we should seek to establish mechanisms to assess how well they are working and whether they are delivering the right outcomes. There are no clear mechanisms for this as yet and it is proposed that a specific working party be set up to look into

this.

- 7) The committee debated at some length the value of making CHARGE more visible to those whom it seeks to serve. To this end it is proposed that the programme of meetings for the main committee should take it closer to the "coal-face" with meetings at factory sites, where they are willing to host them, and where time exists, the opportunity for site visits. There needs to be due regard for travel constraints so that locations are convenient and costs remain reasonable. Members of CHARGE will be invited to volunteer locations.