

**Minutes of the Ceramics, Heavy Clay, Refractories and Glass Industries Joint
Health and Safety Advisory Committee**

Minutes of the CHARGE meeting held on 7th May 2003

Present

Mr J Barrett
Mr T R Aston
Mr M Young
Mr E Blackwell
Mr K Morton
Mr F Morrall
Mr A Hansbury
Mr H Fraser
Mr M Roden
Dr M Moore
Ms A Bettac
Mr D Donkin
Ms J Dawson
Mr M Thomas
Miss L Ollerhead

Representing

Chair
Secretary
TUC
TUC
Heavy Clay
BCC
Whiteware
Ceramic Craft Industry
Material Suppliers
Technical Ceramics
Glass
Glass
Ceram Research
HSE
HSE

Apologies

Mr P Davies

Observers

Miss Y Williams
Mr M Piney

Summary of Action agreed:

1. CHARGE MEMBERSHIP

Secretary to amend CHARGE constitution to include Mr Donkin as a full member.

2. CHARGE WORKPLAN

- i) Project leaders to compile a project plan and formulate a team to address the issues raised in the plan.**
- ii) Project teams to report back on progress at next meeting of CHARGE.**
- iii) Ms Bettac and Mr Morrall to report back at next meeting on progress made in establishing validation protocol for Revitalising initiatives.**

3. WORKPLACE INSPECTION GUIDANCE

Comments on the draft guidance to be passed to Mr Thomas by 9th June.

4. CERAMICS NEWS

- i) Comments on the draft of Ceramics News to be forwarded to Miss Ollerhead by 26th May.**

ii) Any suggestions for the new title to also be forwarded by 26th May.

0. CHAIR'S INTRODUCTION AND APOLOGIES

The Chair welcomed everyone to the second meeting of CHARGE. He also explained that he is the new Head of Sector, for the Manufacturing Sector. This new Sector is made up of the Metals and Minerals, Polymers and Fibres, Wood and Engineering and Utilities Sector.

The new Sector is a result of a review within HSE to look at new ways of working, the review concluded that by grouping the above Sectors together there would be numerous benefits, including the cross fertilisation of ideas. The changes will not affect the day-to-day contacts that companies have with HSE.

The Chair introduced Mark Piney, a guest speaker and Yvonne Williams who will provide HSE occupational health specialist support as required for the occupational health working party. Dave Donkin also attended his second meeting.

1 MINUTES OF THE MEETING HELD ON THE 22ND JANUARY 2003

The minutes were agreed as a true and accurate record.

2. MATTERS ARISING

2.1 Kiln Wrecks

No further information on the draft guidance has been received. The scope is however to be expanded to include the glass industry and visits are currently underway.

2.2 AWN Technology

Again no further information on this has been received, as the item is not essential, it was decided to discharge it from the agenda.

2.3 Musculoskeletal Disorders (MSD)

The Secretary has not received any nominations for the working group but the compilation of the workplan has overtaken events. MSD will be a major factor in the workplan so the subject cannot be progressed until the workplan has been finalised.

2.4 Metals and Minerals Sector Conference

The Sector review temporarily put planning for the conference on hold and there has been a complication with the budget but this should be solved within the next couple of weeks.

The theme for the conference will be 'How to do it' case studies that concentrate on successes and failures which all industry can learn from.

3. CHARGE MEMBERSHIP

Ms Bettac asked that Mr Donkin be voted in as a full member of CHARGE to represent the flat glass industries. Members unanimously agreed.

The Chair asked members how they would like future CHARGE meetings to be chaired. Under the new Sector, the Chair will have at least eight committees under his remit and it will be impossible for him to chair them all. Options include for the chair to be rotated or for the Secretary to chair future meetings.

Members agreed that continuity is the key to successful meetings so they are happy for the Chair to remain with HSE. If the Chair is unable to attend, then the Secretary will deputise.

Action agreed: Secretary to amend CHARGE constitution to include Mr Donkin as a full member.

4. REVITALISING INITIATIVES – SECRETARY MEETING

4.1 G.L.A.S.S. Charter

Ms Bettac gave a presentation outlining the main elements of the Charter and the commitments that companies are signing up to. Numerous industry guidelines have now been produced and are collectively known as the 'Glass Bible.' Since the launch of the Charter, there has been a 5% reduction in accidents.

4.2 Ceramics Pledge

Mr Morrall outlined the key components of the 'Pledge.' So far outcomes of the initiative have included The Ceramic Certificate in Health and Safety Management, and the Contractor's Charter. A training course for Directors is also being finalised. Mr Morrall reiterated how target initiatives have provided a focus for all companies in the industry and a target to work towards.

Statistics for the second year are being collated and when compared to last years statistics should show a reduction in accident figures. A second 'Pledge' conference is also planned as this was useful for communicating to the whole industry and in getting feedback on the initiative.

CATU have also nationally launched their health and safety training course for trade union representatives.

4.3 Revitalising Initiatives – Secretary Meeting

From CHARGE/CERIAC meetings it became evident that different industries had a lot to learn from each other and their approaches to Revitalising. The Secretaries of the Revitalising initiatives currently underway within the ex-Metals and Minerals Sector met up in February. Representatives from industries trying to compile target initiatives e.g. cement and foundries were also invited.

The meeting proved to be a huge success, promoting the cross fertilisation of ideas, encouraging networking and broaching the subject of how the schemes should be validated. The next meeting is planned for the 9th September in Worcester.

4.4 One Company's Approach to Revitalising

Mr Donkin gave a presentation on how his company has strived to meet the Revitalising targets, after signing up to the Charter. The programmes they have devised are computer based and can be adopted by any company.

So far his company has developed a programme on drug and alcohol consumption and the use of personal protective equipment. The programme on PPE helps companies identify what PPE is needed for a specific task or process and provides information on how to promote the wearing of PPE.

Once both programmes have been finalised, Mr Donkin has kindly agreed to distribute them to CHARGE members.

5 **CHARGE WORKPLAN PAPER CHARGE 03/02 BY SECRETARY**

The workplan working group has now met and produced a draft workplan for CHARGE. The above paper outlines the draft workplan.

The working group agreed that the workplan should have close links to the Revitalising agenda and try to get rid of some of the overlap that exists between British Glass, British Ceramic Confederation and CHARGE. The workplan also needs to concentrate on what is deliverable and should ensure all members of CHARGE contribute to its achievement.

During the working group meeting the possibility of a joint ceramics and glass conference was discussed and it was agreed that this should be included on the workplan for next year.

Activities identified in the paper for this work year were; MSD, Transport Safety, Slips and Trips and Stress. Volunteers were asked for, to be project leaders for each topic. The Secretary will take the lead for MSD, Mr Morton will lead on Transport and Stress and finally Mr Hansbury will cover Slips and Trips.

A discussion also took place on the possibility of holding an event during the Health and Safety week, which this year will concentrate on COSHH. Ms Bettac and Mr Morrall volunteered to take ownership of the event. They will also pursue how the Revitalising initiatives can be validated.

- Action agreed:**
- i) Project leaders to compile a project plan and formulate a team to address the issues raised in the plan.**
 - ii) Project teams to report back on progress at next meeting of CHARGE.**
 - iii) Ms Bettac and Mr Morrall to report back at next meeting on progress made in establishing validation protocol for Revitalising initiatives.**

6 WORKPLACE INSPECTION GUIDANCE

The working group for the above guidance has now met and their first draft of the updated guidance was distributed to members. The format has been changed to A4 to make it easier to copy, legislation references have been updated and the guidance is more user friendly.

The working group thought that this method of updating guidance had worked efficiently and effectively. It was proposed that further updates will follow this format.

Action agreed: **Comments on the draft guidance to be passed to Mr Thomas by 9th June.**

7 CERAMICS NEWS

A draft of the next issue was distributed to members, who were asked for any comments. The title of the newsletter was also discussed, as it will need to be changed to reflect the inclusion of the glass industry. Possible titles include "The Charger" or "CHARGE News," the latter appeared the most popular as it only differs slightly from the current title.

Action agreed: **i) Comments on the draft of Ceramics News to be forwarded to Miss Ollerhead by 26th May.**

ii) Any suggestions for the new title to also be forwarded by 26th May.

8 SILICA

Mr Piney from HSE's Specialist Group gave members an update on the outcome of the silica review. Phase 1 of the review has now been published and Phase 2 is nearing publication.

It is proposed that a set of "Silica Essentials" control sheets will be published. The sheets will be industry specific and provide practical standards which industry can apply to reduce exposure to silica. Members will be asked to help with the compilation of the control sheets.

Companies within the ceramics industries do have concerns about the review and its findings but are taking these forward with HSE's Policy unit. They do however agree in principle to "Silica Essentials" and Mr Morrall will liaise with HSE on their production.

9 ANY OTHER BUSINESS

9.1 Insurance Companies

A representative from an insurance company had been invited to attend this meeting to discuss Employers' Liability Insurance with members and how signing up to Revitalising initiatives can help to reduce premiums. Unfortunately as the company did not represent glass or ceramics they were unable to attend.

The Association of British Insurers has set up a working group with Trade Associations and insurance companies to address these issues. Guidance is being produced which will provide Trade Associations and

companies with advice on how to lower their premiums. BCC and British Glass have been invited to join this working group.

The possibility of contacting a risk management company was also discussed, Ms Bettac volunteered to pursue this.

9.2 Best Practice Guidance

One of the actions outlined by the 'Pledge' is the production of 5 'best practice' guidance notes by the end of 2003. It is proposed that one of these guidance notes will be "An index of health and safety guidance," this will outline all the publications offered by HSE, Trade Associations and Trade Unions.

Work has started on the guidance and some members of CHARGE have been contacted, asking for a list of publications that their association produces. Unfortunately responses have not been forthcoming.

Action agreed: **Union members and Trade Associations to forward a list of publications that they produce to Miss Ollerhead by 26th May.**

10 **DATE AND VENUE OF NEXT MEETING**

Thursday 23rd October 2003, Bibby Sterilin, Stone

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