

## CHARGE – 15<sup>th</sup> March 2006

Location: British Glass - Sheffield  
 Present: David Appleton (HSE)  
 Ian Gibson (BCA)  
 Declan Moore (BGC)

Bob Baldwin (TGWU)  
 David Gilbert (Hanson)  
 Tracey Oliva (HSE Minutes)

James Barrett (HSE Chair)  
 Francis Morrall (BCC)  
 Phil Smith (HSE Secretary)

Clive Brookes (HSE)  
 Keith Morton (Ibstock)  
 Paul Underwood (Amicus)

Number	Item	Details	Action
<b>Item 1 Introduction and Apologies</b>			
	1.0	Introductions The chair welcomed new members to the meeting Dr Phil Smith (HSE) and David Gilbert (Hanson.) The minutes of the previous meeting were agreed as a fair record of proceedings.	None
	1.1	Apologies Phil Davies (GMB), Chris Haigh (TGWU), Rob Miguel (Amicus), Mick Young (Unity)	None
<b>Item 2 Actions from previous meeting</b>			
	4.3	Slips & Trips Procedures Mr Morrall has the finished documentation to present to the meeting in Item 3	None
	5.1	Transport Initiative Mr Morrall to present the meeting with a progress update in Item 4.	None
	7.1	The future constitution of CHARGE In the absence of Mr Miguel it was agreed by the committee this item be closed on the understanding it could be re-introduced at a later date	None
<b>Item 3 Slips &amp; Trips</b>			
	3.0	Working party results Background – the Slips and Trips issue was identified by HSE to be a priority area that was taken forward by CHARGE members in the form of a working party. The working party felt enough guidance had been produced on this issue and their aim was to produce a simple tool for industry to enable appropriate control methods to be implemented in SMEs. The resulting tool kit has been trialled at Steelite and GEC (Stafford) and their comments have been incorporated in the finished article.  <ul style="list-style-type: none"> <li>▪ Mr Morrall passed a copy of the completed Slips and Trips tool kit document to all members in attendance to peruse.</li> <li>▪ It was agreed by the committee that no copyright would be placed on the document, allowing organisations to place their logo on it, and organisations participating in the trial could be attributed to it.</li> <li>▪ The Chair thanked Francis for his effort and commitment to bringing this project to fruition.</li> </ul>	
<b>Action Points</b>	3.1	The next step is to make the tool kit available to small and large businesses through various media. Mr Brookes agreed to take this to the HSE national slips and trips programme with a view to publication on the website, and to publish via the Revitalising Network (newsletter / website.)	Mr Brookes
	3.2	The Chair highlighted the importance of obtaining feedback from users of the tool to evaluate its success and penetration into industry, with a possible review by FOD inspectors during 2007/08.	Dr Smith
	3.3	Letter of thanks to be sent to Chris Briggs, Sonia Mayer, Francis Morrall for their contributions	Mr Brookes
<b>Item 4 Transport</b>			
	4.0	Working party progress initiative The first meeting is scheduled for the end of March 2006. The working party intends to adapt the format used for the slips and trips initiative. Mr Brookes suggested that the working party segment the issue and tackle each area individually.	
<b>Action Points</b>	4.1	Mr Morrall and Mr Appleton to take forward.	Mr Morrall / Mr Appleton

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<b>Item 5</b>		<b>HSE Field Operations Division (FOD)</b>	
5.0	2006/07 Impact on CHARGE industries	<p>Over the next 12 months HSE inspectors will be, as part of their pro-active interventions focusing on slips and trips, falls from height, dermatitis, asbestos, transport and vibration issues in the workplace.</p> <p>CHARGE industries may be affected by the work at height (WAH) campaign planned for May – June 2006. The visits will be conducted by health and safety advisory officers (HSAO) and Inspectors and will focus on WAH above and below 2m.</p> <p>The Safe Intervention Programme will be looking at machinery breakdown, shut down procedures for maintenance and dealing with blockages in certain categories of dangerous machines.</p> <p>Yorkshire/North East will be running a WAH pilot scheme focusing on glazing companies. Mr Brookes will pass the information to Mr Moore.</p> <p>Re-active - accidents/ill-health investigations will continue as usual with inspectors taking the opportunity (if applicable) to pick up on relevant pro-active issues whilst on the premises and to deal with matters of evident concern.</p> <p>The plans will commence in April 2006 and will be available via the HSE internet.</p>	None
<b>Item 6</b>		<b>European Silica Work</b>	
6.0	Workplace Exposure Limits (WEL) Negotiations	<p>Mr Morrall reported that the crystalline silica debate is continuing in Brussels, with a signing by the Social Partners at the end of March 2006 of the agreement related to the use of crystalline silica.</p> <p>The industry has been asked for each site, company, country and sector to produce data based on the number of employees exposed to silica and the number subject to health surveillance. The report is due to be submitted to the European Commission for consideration in 2008, and then every 2 years thereafter.</p> <p>The dialogue agreement (not part of the regulatory framework) comprises the agreement, good practice guide, task sheets and reporting formats.</p>	
<b>Action Points</b>	6.1	Mr Morrall will keep the CHARGE committee informed of progress.	Mr Morrall
	6.2	Mr Barrett suggested the possibility of an expert from HSE attending to discuss the issue with the CHARGE committee	Dr Smith
<b>Item 7</b>		<b>Representation</b>	
7.0	New members	The issue was raised following the retirement / moving on of previous members of the CHARGE committee. The Chair requested the group to consider if there is appropriate representation amongst current committee members.	
<b>Action Points</b>	7.1	Mr Morton would like to see attendance from Proskills and suggested Mr Eric Turner be approached to act as their representative – Mr Gilbert to take this forward	Mr Gilbert
	7.1	Any further nominations should be forwarded to the Chair.	All

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<b>Item 8</b>		<b>Joint MSD approach</b>		
	8.0	CHARGE Industries	This work was previously suspended, however Mr Brookes is now in a position to restart. The work to date is more than half way to producing an outcome, and he has good buy in from previous members (pending company release.) The working group is tackling musculoskeletal disorders affecting the whole body.	
<b>Action Points</b>	8.1		Mr Brookes requested the group's assistance in identifying a possible Occupational Health expert (ergonomics and physiology) to assist the group's progress. Nominations to Mr Brookes preferably by 3 <sup>rd</sup> April 2006.	All
<b>Item 10</b>		<b>AOB</b>		
	10.0	Substitutions	Mr Morton raised the issue of allowing substitutes to attend the meeting in the absence of regular members. This was accepted by the committee	None
	10.1	RIDDOR / contractors	Mr Morrall raised the issue of RIDDOR and the problems with contractor reporting. Mr Barrett confirmed that HSE is aware of the problems with the reporting procedures, including under reporting. Many companies are refusing to employ contractors if they cannot demonstrate an accurate record of accident data, which should lead to a change in attitude and contribute to better reporting. Mr Brookes suggested that the trade associations might be able to help by recording contractor incidents.	None
<b>Action Points</b>	10.2	REACH	Mr Morrall asked who is the competent authority in the UK for REACH? The Secretary will make enquiries and feedback.	Dr Smith
	10.3	Strategic aim	Mr Barrett is keen to ensure that CHARGE gets the appropriate recognition for its contribution towards strategic programmes and suggests that a sub committee is to be set up to discuss the strategic direction of the group. All interested parties to contact Mr Barrett. Mr Barrett and Dr Smith to select suitable documents to disseminate to interested parties to prompt discussion.	All Mr Barrett / Dr Smith
	10.4	Passport scheme	Mr Morton raised the issue of the reluctance of business in signing up to the passport scheme and requested that HSE put some weight behind the initiative through FOD inspectors. Mr Barrett stated that as the scheme is not a legal requirement inspectors would be unable to use enforcement action. It was suggested that the CHARGE committee could begin to raise awareness through various meetings, conferences, etc and possibly look at a press release. Dr Smith will contact construction division to get their perspective on passport schemes.	Dr Smith
<b>Item 9</b>		<b>Date and venue of next meeting</b>		
<b>Action Points</b>	9.0	July meeting	Wednesday 5 <sup>th</sup> July 2006 at Hanson Building Products in Leicester Mr Gilbert kindly agreed to confirm this.	All Mr Gilbert
	9.1	October meeting	Mr Barrett suggested the following meeting be held at the new HSE offices in Nottingham on Wednesday 18 <sup>th</sup> October 2006. All to check availability and confirm at next meeting	Mr Barrett All