

**CHARGE**

**17 March 2010**

**10.30 am, HSE, 1 Hagley Road, Birmingham B16 8HS**

**Present:**

Mr G Cox  
Mr P Underwood  
Mr R Baldwin  
Mr P Marsh  
Mr I Gibson  
Mr D Donkin  
Mr M Lombardo  
Mr F Morrall  
Dr P Smith  
Ms R Bricis  
Mr S Bridge  
Ms C Flannigan  
Ms I Stevenson

**Representing:**

HSE (Chair)  
Unite  
Unite  
British Glass Confederation  
MPA (Cement)  
Pilkington  
Ibstock Brick Ltd  
BCC  
HSE  
HSE  
HSE  
HSE (Minutes)  
Proskills

**Apologies:**

Ms A Przystupa  
Mr C Haigh  
Mr D Moore  
Mr D Appleton

Unite  
Unite (T&G Section)  
Glass & Glazing Federation  
HSE

1. <b>Welcome, Apologies and Previous Minutes.</b>	Action:
1.1 The Chair welcomed everyone to the meeting and introduced Celia Flannigan as the Minutes Secretary. Apologies as listed.	
The minutes of the previous meeting on 21 October 2009 were agreed.	
<b>2. Matters Arising from the Previous Minutes.</b>	
(2.1.1) Silica exposure – results from HSL research expected at the end of March 2010. The Expert Working Group under the Chairmanship of HSE’s Chief Medical Advisor will be reconvened with a view to producing a protocol for health surveillance of silica-exposed workers. Dr Smith to keep members apprised of developments.	<b>Ongoing</b> <b>Dr Smith</b>
(2.2.) Heat stress research – main agenda item.	
(2.3) Glass SHAD – bids had been placed for 7 glazing SHADs.	<b>Discharged</b>
(2.4) Updated statistical information – main agenda item.	
(2.5.1) Nina Day was unable to attend the meeting. Dr Smith to invite to future meeting.	<b>Dr Smith</b>
(2.6) BPDWG draft guidance – circulated to members and placed on the communities website.	<b>Discharged</b>
(2.7) CHARGE Strategy – main agenda item.	
(2.8) Heat Stress Research Project – report available on communities website.	<b>Discharged</b>
<b>Publications</b>	
(2.9) <b>Silica and you</b> – this leaflet had been withdrawn and was erroneously replaced with <b>Stone Dust and you</b> . It did not contain the same information as its predecessor. As a consequence a new version of Silica & You had been produced but comments from HSE consultees indicated a possible need for a more detailed version which was in preparation. It had been the intention to ask the CHARGE members which of the 2 versions they thought to be most useful but there had been no further progress on these revisions. Dr Smith would revisit the matter with the intention of producing one consolidated version which would hopefully be available to members for comment during the next work year.	<b>Dr Smith</b>
The HSE Dust Initiative had identified silica as an issue for foundries, quarries and stonemasons so the partnership teams for each of these industry strands of the dust initiative would also be consulted on the suitability of the draft.	<b>Dr Smith</b>
As part of the current review of HSE COSHH guidance, Dr Smith advised that the Potteries ACoP was in urgent need of review and he was liaising with colleagues in HQ. The guidance could be either revised and republished or withdrawn completely. HSE would be consulting with BCC and unions.	<b>Ongoing</b>

		<b>Action:</b>
(2.11)	Ceramics Information Sheet update – a Working Group had been established to conduct the revisions. The Ceramics Priorities for Action Information Sheet was circulated with the meeting papers. Members' comments were invited. All were content for it to be processed and uploaded onto the BCC and community websites.	<b>Discharged</b>
(2.12)	Glass Information Sheet – A BG/GGF Working Group had been set up to conduct the revisions.	<b>Mr Marsh/Mr Moore</b>
(4.0)	CHARGE Strategy – main agenda item.	
(5.0)	Buildings Product Delivery – falls from height. A hyperlink had been sent to members to access the guidance on Wincantons server. There would be a review in June to take on board any comments received by the Chair of BPDWG. If members had any further comments they were invited to submit them to Dr Smith by the end of May.	<b>All</b>
(5.1)	Buildings Product Delivery – The Delivery Charter – main agenda item.  Registering for Safety Bulletins. Dr Smith informed members of the Safety Notice and Safety Alert System on the HSE website and encouraged members to sign up for the bulletin alerts. The website was demonstrated at the meeting. The issue was raised that it did not appear possible to sign up simultaneously for alerts for more than one specific industry. Dr Smith agreed to raise the matter with the HSE Webteam.	<b>Dr Smith</b>
	<b>Update:</b> Dr Smith had raised the matter with HSE's Webteam who thanked him for the feedback. They replied that unfortunately HSE's current mechanism for sending email alerts was not very sophisticated at present, but in the longer term they were hoping to adopt a more sophisticated approach.	
	Members wanted greater clarification of Safety Alerts and Safety Notices. Safety Alerts were usually issued for major faults that would result in serious or fatal injury and where urgent remedial action is required. Safety Notices, not as immediate as Safety Alerts, were usually issued to facilitate a change in procedure or require an action to be undertaken to improve the level of protection or instruction in a potentially dangerous situation. It must be acted upon within a reasonable time, if a time period is not stated.	
<b>3.</b>	<b>CHARGE Industries RIDDOR Provisional Statistics 08-09.</b>	
3.1	Rose Bricis provided members with provisional HSE statistics for glass, ceramics, cement and concrete industries.	
	<b>Glass:</b>	
	<ul style="list-style-type: none"> <li>• 2001-02 to 2008-09. Over 3-day injuries were above those in manufacturing.</li> <li>• Accident kind: 2007-08 to 2008-09. Handling accounted for most injuries followed by slips and trips and hit by moving, falling object.</li> <li>• Enforcement: since 1 April 2009 6 Prohibition Notices and 18 Improvement Notices were issued.</li> </ul>	

**Action:****Ceramics:**

- 2001-02 to 2008-09. Over 3-day injuries were above those in manufacturing.
- Accident kind: 2007-08 to 2008-09. Handling accounted for most injuries followed by slips and trips and hit by moving, falling object.
- Enforcement: since 1 April 2009 1 Prohibition Notice and 11 Improvement Notices were issued.

**Cement:**

- 2001-02 to 2008-09. There had been some reduction in the number of over 3-day injuries. These were now fewer than in manufacturing.
- Accident kind: 2007-08 to 2008-09. Slips and trips accounted for the majority of injuries followed by handling and hit by moving, falling object.
- Enforcement: since 1 April 2009 2 REACH Notices had been issued for non-registration of substances.

Ian Gibson enquired what the substances were. Rose Bricis agreed to find out.

**R Bricis****Concrete:**

- 2001-02 to 2008-09. There had been a reduction in the number of over 3-day injuries. These were now approximately in line with the manufacturing industry.
- Accident kind: 2007-08 to 2008-09. Slips and trips accounted for the majority of injuries followed by handling and hit by moving, falling object.
- Enforcement: since 1 April 2009 2 Prohibition Notices and 6 Improvement Notices were issued.
- Fatalities: there had been 2 fatalities in the 2008-09 year.

Dr Smith would upload Rose's presentation to the communities website.

**Dr Smith**

- 3.2 Chair asked for a summary report that compared injury trends over time between industry Schemes and HSE data to see whether the trends were similar or the drop greater for Scheme members than for an industry sector as a whole which might indicate whether Scheme membership resulted in a better performance in reducing injury.

**R Bricis**

- 3.3 Phillip Marsh enquired about the enforcement details. Rose to send a link to Dr Smith.

**R Bricis**

- 3.4 Individual Scheme performance had not been included in stats to enable a comparison between Scheme members and HSE industry data.

Members were content that the information they provided could be included in the charts.

Different Schemes had different criteria for reporting accidents and that could make comparisons difficult although trends could be compared.

Chair commented that the Schemes were a response to the 10-year RHS agenda. HSE would commission a 10-year report on progress and members'

**Action:**

stats and HSE stats would be compiled at the end of the revitalising period and published. It was queried what year would be the end of the revitalising period. HSE would raise this with stats people.

**Dr Smith**

#### **4. CHARGE Strategy Working Group Feedback.**

4.1 The Steering Group had held its first meeting in January. Strategic targets had been identified in the Strategy statement launched in October and it was now necessary to work on delivery planned by 2015 of:

- leadership, management commitment and governance;
- effective Health & Safety management system;
- culture of continuous improvement;
- communications.

At its next meeting tools for assessing leadership/management commitment/governance would be discussed with a view to seeing how appropriate they are to CHARGE industries and how they could best be utilised or whether a bespoke tool needed to be produced.

Members debated how best to get the message across to those who were not members of a trade association or part of an Initiative. A workshop of events idea was put forward. Proskills agreed to raise awareness of the Strategy through its publicity procedures. Another idea was certificates of professional development to record what had been done/achieved. Insurance industry involvement was put forward by Phillip Marsh as it could result in discounted premiums for organisations that agreed to sign up to the Charter.

**Proskills**

The PABIAC survey tool was suggested as a possible tool to use/adapt. Dave Donkin to inform Dr Smith of the contact name at HSL regarding the PABIAC tool. The Chair queried whether the Safety Climate Tool would be suitable.

**D Donkin**

Members discussed how continuous improvement could be measured and whether any further guidance should be drawn up to assist organisations in demonstrating this.

Ian Gibson to consider this in the context of the Cement industry sustainability initiative and feedback to Dr Smith.

**I Gibson**

Members were invited to submit further views which would be raised at the next Steering Group meeting in April. This should be kept as a standing agenda item for progress reports.

**All  
Ongoing**

#### **5. Load Safety.**

5.1 Steve Bridges presented this item. A "Load Safety" campaign pack was available to members at the meeting. Discussion took place on load stability, loading for safe transport, and safe unloading as well as segregating pedestrians and vehicles. He spoke of two types of load shift. Direct load shift which involved the vehicle overturning, and indirect shift which happened when the load shifts on the bed of the vehicle. He outlined the factors in load shift (accelerating, braking, cornering), and product damage in load shift (often due

**Action:**

to insufficient load restraint). The importance of loading to the headboard of vehicles was also emphasised.

VOSA had issued a number of PNs regarding vehicle load safety. Some members thought that there was a lack of knowledge among drivers in the transport industry as how to strap loads and felt it was something to be built into HGV training.

The Load Safety Campaign was being publicised via press articles, radio and liaison with LAs.

## **6. Building Products Delivery Working Group – The Delivery Charter.**

6.1 A draft paper of the Delivery Charter in which suppliers, hauliers and end users would agree to sign up to with regard to safe loading and unloading was discussed by members. They were invited to submit any comments to Dr Smith by 20 April which he would raise at the next meeting of BPD Working Group on 22 April.

**All**

6.2 Members were invited to offer site visits and advised to contact Steve Bridge to arrange.

**All**

## **7. Reliable Industrial Measurement of Body Temperature – Research Report.**

7.1 IOSH had helped to fund this research and the first stage had been completed. HSE had funded the next stage of the project but there was no timescale for completion. Dr Smith would investigate the timetable for this work

**Dr Smith**

British Glass was reviewing its draft guidance on this topic.

## **8. Safe Maintenance Project.**

8.1 Chair updated members of the Euro Week campaigns that usually take place in October. This year's topic would be Safe Maintenance and would run for 2 years. Inspectors will focus on safe maintenance activities during routine inspections. Such items as machinery isolation, fall of heavy objects, asbestos, safe plant, falls from height, for example, cleaning gutters. GB launch would be mid June; information would be on HSE website.

It was likely that other organisations such as ROSPA and IOSH would be making their own contribution to Euro Week.

8.2 The European Good Practice Awards 2010 – Safe Maintenance. The Awards aim to demonstrate, by example, the benefits of following good safety and health practices to all European employers, workers and, intermediaries including the social partners. Members were informed if they introduced a scheme it could be nominated for an award. Further information can be found by accessing the following link

[www.hse.gov.uk/campaigns/euroweek/goodpractice.htm](http://www.hse.gov.uk/campaigns/euroweek/goodpractice.htm)

Members were asked to alert their member companies.

**All**

**Action:****9. Health & Safety Improvement Schemes – Progress Reports.**

9.1 Cementing Good Practice. Ian Gibson updated members on progress. There had been a contractors' workshop on kiln maintenance last year. Near hit reporting scheme had been introduced as being best practice.

9.2 Ceramic Industry PLEDGE. Francis Morrall updated members. The PLEDGE conference had taken place in October 2009 and the CHARGE Strategy was launched at the end of March 2010. Judith Hackitt gave the keynote address. Feedback from the conference had been positive. PLEDGE 3 was not launched at the conference. The document had now been completed and would be launched. The next conference would take place on 21 October 2010 and a speaker had been secured.

Last PLEDGE board meeting - Francis Morrall and Keith Morton had visited a single site company. This revealed that smaller companies may have difficulty in getting to grips with PLEDGE so Francis was now working on a PLEDGE tool kit for companies to enable them to follow the PLEDGE requirements more effectively.

There would be a Directors Day in May to discuss issues of importance. A REACH conference is planned in June and it would be useful to include REACH as a future CHARGE agenda item.

**Secretary**

9.3 Concrete Targets. Colin Nessfield updated members. The 3<sup>rd</sup> phase of the Concrete Target Scheme launch would take place on 11 May 2010. Judith Hackitt is a keynote speaker. A further 50% reduction of lost time injuries for contractors was being aimed for by 2015 compared to the 2010 baseline. CT 2010 scheme achieved target had met the target a year early.

9.4 Glass Charter. Phillip Marsh updated members. The industry were aiming for a further 30% reduction in injuries. The Glass Information Sheets were being reviewed.

Other projects underway were ppe in the glass industry – best practice standards; manual handling train the trainers; driving safely and attitudes, culture & behaviour workshops.

**10. Proskills Update.**

10.1 Irene Stevenson, Proskills, updated members. The Worker involvement project concluded at the end of February. It had been delivered to 7 sectors.

She informed members of the new "Safe and Sound" project. Information was now on the HSE website. HSE were offering 2 new subsidised health and safety training courses either to help organisations get started with worker involvement or improve their existing arrangements for involving workers. Further information can be found by accessing the following link <http://www.hse.gov.uk/involvement/doyourbit/subsidised-training.htm>

10.2 Irene informed members of the changes in qualifications from NVQs to QCFs and how the QCF unit levels differed to those of NVQs. An "award", "certificate" or "diploma" would be awarded depending on the number of credits achieved under the new framework.

**Action:**

She advised members that Proskills were examining funding for health & safety qualifications from April 2010. An apprenticeship in health & safety was also being developed. Mario Lombardo enquired about the content of the apprenticeship course. This was unclear and greater clarification was required.

**11. Any Other Business.**

- 11.1 The Assessment of Repetitive Tasks (ART tool), is a tool designed to help assess repetitive tasks involving the upper limbs. It assesses some of the common risk factors in repetitive work that contribute to the development of upper limb disorders. Further information can be found by accessing the following link <http://www.hse.gov.uk/msd/uld/art/index.htm>

**12. Date of Next Meeting.**

7 July 2010 – venue to be arranged.

**F Morral**