

CHARGE – 21 October 2009

Location: Pilkington Group Ltd, St Helens, Lancashire

Present: Geoff Cox (HSE – Chair) Bob Baldwin (Unite) Dave Donkin (Pilkington) Philip Marsh (BG) Francis Morrall (BCC)
 Keith Morton Istock) Colin Nessfield (BPCF) Andrea Prystupa (Unite) Irene Stevenson (Proskills)
 Phil Smith (Secretary)

Number	Item	Details	Action
Item 1		Introduction and Apologies	
1.	0	<p>Introduction and Apologies</p> <p>The Chair welcomed all to the 12th meeting of CHARGE.</p> <p><u>Apologies:</u></p> <ul style="list-style-type: none"> • David Appleton (HSE) • Dave Cockroft (BPCF) • Ian Gibson (MPA-Cement) • Chris Haigh – (Unite Section) • Harry Hockaday (Unity the Union) • Paul Underwood (Unite) <p>Colin Nessfield confirmed Dave Cockroft had been nominated as a BPCF (employers) representative</p> <p>The Chair thanked Dave Donkin for hosting this meeting</p> <p>The Chair informed the Committee that following a recent promotion panel Tracey had been successful and now worked in Bootle as assistant to the HSE Health & Safety Advisor. Secretary to convey the Committee's congratulations to Tracey on her promotion, and to thank her for the excellent service provided to the Committee over the last 4 years.</p> <p>The Chair advised the Committee that David remains off work due to illness. The Secretary to convey to David the Committee's best wishes for a speedy recovery</p>	<p>P Smith</p> <p>P Smith</p>

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Number		Item	Details	Action
Item 2		Actions from previous meeting		
2	0	CHARGE Strategy document	<ul style="list-style-type: none"> • 3.1 - Dr Smith to remove appendix 2 and identify key components in the draft which reflect the HSE Strategy - (action conditional, pending outcomes of the HSE Strategy consultation, due to report mid May 2009) • 3.2 - Draft CHARGE Strategy to be circulated. (via CHARGE community site) • 3.3 - Comments to Dr Smith by the end of May 2009 	Discharged On-agenda Item 3

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Number	Item	Details	Action
1	Silica exposure (Occupational health)	<ul style="list-style-type: none"> • 7.4 - John Osman (HSE Medical Inspector) to be contacted to establish the completion date of the Silica Working Groups generic protocol. <p>Update:</p> <p>HSE's will only provide a framework for decision taking, since the actual requirements will need to be assessed on an individual basis taking into account a number of circumstances i.e. workplace exposure levels, years of exposure and previous exposure in former employment, etc.</p> <p>A literature review of the evidence base, around which such a framework can be developed, is under review. The framework planned for June / July 2009 is now expected in early 2010.</p> <p>Mr Morrall and Mr Morton would like to see a steer from HSE sooner rather than later. The brick industry have developed guidance, however they would like to incorporate HSEs framework.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Dr Smith to circulate a note to CHARGE members outlining the reasons for the delay in issuing the framework <p>Update:</p> <p>Explanation circulated via web community on 25 August. Current position is that results from HSL research expected March 2010, when matter will be referred back to Expert Working Group for development of Health Surveillance protocol for those exposed to silica. The BCC guidance had been forwarded to J Osman, HSE's Chief Medical Advisor and Chair of the Expert Working group for information</p> <p>Action:</p> <p>2.1.1 Committee to be kept apprised of developments.</p>	Discharged
2	Heat Stress Research	<ul style="list-style-type: none"> • 4.1 - Mr Marsh to invite Richard Graveling to present at the next CHARGE meeting • 4.2 - Mr Marsh to investigate the publication / promotion opportunities available through IOSH (Institute of Occupational Safety and Health) and consider a joint launch of the findings. 	Discharged

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Number	Item	Details	Action
2	Heat Stress Research (Continued)	<ul style="list-style-type: none"> • 4.3 – Mr Marsh to send Mr Underwood the latest report available asap <i>Action discharged</i> <i>Update:</i> Mr Underwood reported that unfortunately, Hanson was not able to supply further funding for the research project. • 4.4 – Dr Smith to send Mr Marsh contact details for EEF <i>Action complete, discharged</i> • 4.5 – Mr Marsh to send Ms Oliva the latest report for circulation to committee members <i>Action superseded, discharged</i> • 4.6 - Once the research is finalised HSE may need to review the current guidance available to industry <i>Action carried forward</i> 	
2	3 Glass SHAD (Newcastle upon Tyne)	<ul style="list-style-type: none"> • 5.1 - The Chair to place a bid for funding in the 2009/10 workplan and consult Operational colleagues with a view to their support (action due – September 2009) <p><i>Update:</i> The Chair reported that HSEs North West region are happy to support a SHAD this year however Dr Smith will be placing a bid for additional SHADs in work year 2010/11.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Dr Smith to place bid ○ Mr Moore to liaise with Mr Appleton re the North West SHAD <p><i>Update:</i> Bids placed for FOD Operational resource for a minimum of 7 glazing SHADs – notionally accepted and a bid will now be made for funding. In Mr Appleton's absence P Smith will liaise over the NW Glazing SHAD</p>	Discharged

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Number		Item	Details	Action
2	4	CHARGE Industries - Statistics	<ul style="list-style-type: none"> 7.1 - Ms Oliva to seek internal agreement to release detailed statistic information to industry <i>Action carried forward</i> <p>Update: P Smith reported that agreement to release the statistical information produced by Tracey had not been forthcoming. In view of the imminent release of HSE statistics, with the agreement of the Committee, this line of enquiry would cease with a view to updating the presentation with the information for 2008-2009. This would be sourced via a different route with the explicit request that the information provided by HSE's Statistics Unit can be released to the Committee.</p> <p>Action 2.4.1 Update statistical information for CHARGE industries for next meeting</p>	<p>Discharged</p> <p>P Smith</p>
		Load Security		
2	5	Presentation – Nina Day (HSL)	<p>Nina was unable to attend the meeting.</p> <ul style="list-style-type: none"> Ms Oliva to circulate a copy of Nina's presentation Ms Oliva to invite Nina to speak at the October meeting <p>Update: P Smith reported that Nina Day was not attending this meeting but would be invited to the March meeting, following which her presentation would be circulated.</p> <p>Action 2.5.1. Invite Nina Day to March 2010 meeting</p>	<p>P Smith</p>

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Number		Item	Details	Action
2	6	BPDWG draft guidance	<p>The Chair provided the meeting with an overview of the Building Products Delivery Working Group's (BPDWG) draft guidance on eliminating and mitigating falls from height.</p> <p>Mr Morton reported that elements of the guidance, which relate to applying 'strap, net and space' when loading vehicles have in two severe braking incidents, successfully resulted in the control measure retaining the load and preventing injury to the driver.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ A revised copy of the draft guidance will be circulated to CHARGE members and placed on the community website after the next meeting of the working group (20 July 2009) 	Discharged On agenda item 5
		Strategies		
2	7	CHARGE Strategy	<p>The meeting discussed the draft CHARGE strategy, it was agreed:</p> <ul style="list-style-type: none"> • Page 2 – <i>'These industries together employ nearly 200,000 people and contribute £ ... billions per annum to the UK economy'</i> – This will remain and the sectors represented at CHARGE will individually supply their sectors estimated contribution • Page 2 – <i>'The CHARGE goal is zero injuries and cases of ill health'</i> – This statement will be removed. • Page 3 – <i>'Outcomes should be linked to reductions in the numbers of injuries, cases of ill health and days lost through work related sickness absence'</i> will be replaced with <i>'Outcomes should be linked to reductions in the number of injuries, cases of ill health and subsequent reduction in days lost'</i>. 	

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Number	Item	Details	Action
	CHARGE Strategy (continued)	<p>Mr Moore asked the Chair to consider how CHARGE and health and safety professionals could distance themselves from the fallacies both the public and the media have towards health and safety; considering the majority of bad publicity relates to the supposed ban of activities in schools, could we rename ourselves 'Industrial Health and Safety'?</p> <p>The Chair agreed with the points made by Mr Moore, however there is little CHARGE can do. HSE through myth of the month addresses some of the fallacies and the new strategy focuses on the need for strong leadership and a need to focus on real health and safety issues as opposed to instances where health and safety is used as a convenient excuse for not doing something.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Dr Smith to refer to the Construction Products Association web pages for an estimation of this sectors contribution to the UK economy ○ Mr Moore to provide for the glazing industry ○ Mr Marsh to provide for the glass industry ○ The Chair to convey to HSE CHARGE support for the need to address health and safety myths <p>Update:</p> <p>The Chair confirmed that he had e-mailed both HSE's Chair and CEO regarding the need to address health and safety myths and had a positive reply from Geoffrey Podger (CEO)</p>	<p>Discharged On agenda item 3</p>

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Number	Item	Details	Action
		Heat Stress	
2	8	<p>Presentation – Richard Graveling (IOM) – Research project</p> <p>Dr Graveling provided the meeting with an update of the heat stress research project: <i>(Presentation circulated with minutes)</i></p> <ul style="list-style-type: none"> • Six companies took part in the research • 272 pairs of body temperatures were measured • Temperatures measured from the tympanic membrane were consistently lower than core body temperatures measured using the radial pill • Very few temperatures exceeded 39°C • Taking into account the confidence levels it would be necessary to set a tympanic membrane temperature of 37.04°C to ensure that core body temperatures would be below 39°C. This is clearly impractical as over 60% of the data collected during the study showed temperatures greater than this. <p>Action:</p> <ul style="list-style-type: none"> ○ Mr Marsh to convene the research team to discuss the findings, proposed course of action and feedback to CHARGE in due course <p>Update:</p> <p>Mr Marsh reported that IOSH were arranging publication of the research findings and that he would e-mail CHARGE members with a copy. HSE funding had been released for the next phase of the project</p> <p>2.8.1. Action to be carried forward</p> <p>2.8.2 Once the research is finalised HSE may need to review the current guidance available to industry <i>Action carried forward</i></p>	<p>Mr Marsh</p> <p>P Smith</p>
		HSE Publications	
2	9	Silica and You	Draft will be circulated to members for comment in due course
	10	Silica and lead: Control of exposure in the pottery industry (1992)	This publication was effectively replaced by Ceramics information sheet 2 'Control of exposure to silica dust in small potteries'. It was agreed 'Silica and Lead' would be withdrawn from sale however parts still relevant to the industry will be revised by the working group and reissued as CHARGE information sheets.

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Number		Item	Details	Action
	11	Ceramics information sheets	<p>There are three ceramic information sheets to be revised / updated:</p> <ul style="list-style-type: none"> • Priorities for health and safety in the ceramics industry (April 2002) • Control of exposure to silica dust in small potteries (April 2002) • Safe use of electric kilns (Aug 2003) <p>Action:</p> <ul style="list-style-type: none"> ○ Mr Morrall to contact Dr Smith to establish a working group to conduct the revisions <p>Update: Working Group convened and revision work commenced</p>	Discharged On agenda item 6
2	12	Glass information sheets	<p>There is one glass information sheet for revision / updating:</p> <ul style="list-style-type: none"> • Priorities for health and safety in the glass industry (Oct 2002) <p>Actions:</p> <ul style="list-style-type: none"> ○ Mr Moore and Mr Marsh to contact Dr Smith to establish a working group to conduct the revisions <p>Update: 2.12.1 Working Group to be convened</p>	Mr Moore Mr Marsh
Feedback – Scheme activities				
2	13	Cement Industry	<p><u>Cementing Good Practice</u></p> <p>Mr Gibson was not at the meeting however, the Chair reported that MPA Cement would be hosting an 'Improving Safety for Contractors' workshop at the end of July. Those interested in attending contact Mr Gibson via the CHARGE community or by e-mail ian.gibson@mineralproducts.org</p>	None

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Number	Item	Details	Action
14	Ceramic Industry	<p><u>Ceramic Industry Pledge</u></p> <p>Mr Morrall reported that phase two of the Ceramics Pledge ends in 2010. The PLEDGE Board is currently discussing phase three of the initiative and ensuring its objectives align with those of the HSE Strategy. Phase three will be launched at the conference, due to take place on 29 October 2009.</p> <p>Mr Morrall would like HSE to acknowledge formally the efforts and achievements CHARGE industries have made in reducing the number of workplace incidents through industry initiatives since the inception of Revitalising Health and Safety targets in 2000.</p> <p>Mr Morrall agreed that the CHARGE Strategy could be launched at the conference in October. Mr Donkin asked if the strategy should also be launched at the Glass conference, which will be held in March / April 2010.</p> <p>The Occupational Health Toolkit should be available at the end of summer.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Suitable wording to be incorporated into the HSE Chairs speech at the Pledge Conference in October, i.e. 'CHARGE is part of the solution'. ○ The Chair and Dr Smith to consider further launching the CHARGE strategy at the conference. <p>Update:</p> <p>Appropriate bullet points provided for HSE Chair's PLEDGE speech Strategy launch arrangements in place</p>	Discharged On agenda item 3
15	Concrete Industry	<p><u>Concrete Targets 2010</u></p> <p>Mr Cockcroft reported phase two of their initiative also ends in 2010. A Board meeting on the 3 September 2009 will discuss the industries next steps.</p> <p>The annual statistics are currently being gathered and should be available for the October meeting.</p>	None
16	Glass Industry	<p><u>Glass Charter</u></p> <p>Mr Marsh circulated to the meeting a DVD of the new Glass Charter and hard copies of a summary document.</p> <p>Accident statistics are currently being gathered and should be available for the October meeting</p>	None

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Number	Item	Details	Action
<i>The Minutes of the 2 July 2009 meeting were agreed as an accurate record of proceedings</i>			
Item 3		CHARGE Strategy	
3	0	<p>Launch</p> <p>P Smith reported that amendments agreed at the previous meeting had been incorporated into the Strategy statement and missing information sourced. An e-consultation confirmed that members were content with the revisions. The document had been sent to HSE's Creative Services and 1000 hard copies would be printed ready for the planned launch at the evening reception on 28 October 2009, and a web-based version would go live on HSE's website on 29 October 2009.</p> <p>P Smith & Mr Morrall had arranged for the launch to take place on the 28 October 2009 at the 'Potters Club' Federation house, Stoke on Trent, at a dinner hosted by HSE at which Judith Hackitt had agreed to speak. This was for CHARGE members or nominated substitutes. Members agreed that Francis would reply on behalf of the Committee to the Chair's address.</p>	Discharged

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Item 4		CHARGE Strategy	
4	0	<p>Next Steps</p> <p>P Smith advised the Committee that the formation of a small steering group would be useful in taking forward the requirements of the Strategy to translate words into actions. This would include a communications strategy, The following were nominated as possible group members:</p> <p>Andrea Prystupa (Unite), Ian Gibson (MPA-Cement), Francis Morrall (BCC), Philip Marsh (BG), Declan Moore (GGF), Colin Nessfield (or Dave Cockroft) (BPCF), P Smith (HSE).</p> <p>Members agreed that the CHARGE Strategy is aspirational and debated issues regarding the difficulty in identifying/monitoring soft targets as opposed to numerical measures, defining key performance indicators, providing reporting mechanisms, and suggesting improvement plans. It was generally agreed that the task of the SG is to convert the CHARGE strategy aims into targets/actions linked to an evaluation process which considers inputs/outputs/outcomes, which support the HSE Strategy and link to the individual industry health & safety improvement initiatives (PLEDGE, GLASS CHARTER, Concrete Targets, Cementing Good Practice). BCC, BG, BPCF have signed up to the HSE Strategy Pledge and Francis confirmed that BCC is actively promoting the joint HSE/loD guidance on leadership within their industry sector (see INDG 417 http://www.hse.gov.uk/pubns/indg417.pdf)</p> <p>Action:</p> <p>4.0.1 Group members to be contacted and meeting convened before next CHARGE meeting (Nottingham preferred location)</p>	<p>P Smith</p>

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Item 5		Building Products Delivery		
5	0	Falls from height	<p>The BPD Working Group have now agreed the final version of the guidance document on eliminating/mitigating the risks of falls from height. It will be hosted on Wincantons server and a link will be provided in due course from HSE's website. The BPDWG have requested that details of the guidance are circulated as widely as possible .</p> <p>Action: 5.0.1. Hyperlink to be sent to CHARGE members when available</p>	P Smith
	1	Delivery Charter	<p>The BPDWG is now working on a 'delivery charter' through which suppliers, hauliers and end-users sign up to agree what will be provided to ensure safe loading/unloading. The work is in its early stage. The Committee will be kept informed of progress</p> <p>Action: 5.1.1 Progress report to be provided to CHARGE members 5.1.2 Timber roof truss suppliers may have any interest. Advise Tim Small (HSE)</p>	P Smith P Smith
Item 6		HSE Information Sheets		
6	0	Ceramics	<p>Work has commenced in revising the Ceramic Information sheets identifying what needs to be retained/updated/re-formatted and what can be removed. This work is expected to be completed before the next CHARGE meeting</p>	F Morrall
Item 7		Health & Safety Improvement Initiatives – progress reports		
	1	Ceramics	<p>PLEDGE Phase 3 is being written for launch towards the end of the year. It is linked to the HSE Strategy, of which 6 of the 8 goals are directly transferable to PLEDGE. It is hoped this will be signed off by the PLEDGE Board in December 2009, followed by BCC Council sign-up after which MDs/CEO of member companies will be asked to sign up.</p> <p>The PLEDGE Conference (29 October) has 170 delegates and rising. Judith Hackitt is giving the keynoter address and presenting the Awards for which Geoff Cox was one of the judges. Arrangements have been made for the HSE Chair to do a mini-tour of the industry on the preceding day</p>	None

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	2	Concrete	BPCF is considering its 3 rd phase of the Concrete Targets Scheme with an aspirational zero RIDDOR-reportables and a further 50% reduction by 2015. The 3 rd phase will be launched at the May 2010 conference which Judith Hackitt is attending. BPCF signed an affiliation agreement with MPA. BPCF targets will mirror those of the MPA. BPCF are promoting the MPA Safer by Design initiative and action to prevent 'near-side traffic accidents' involving cyclists. BPCF have signed the HSE Pledge	None
	3	GLASS Charter	BG have signed, and GGF will be signing the HSE Pledge. Behavioural Safety workshops are planned for 21 st and 28 January 2010 following on from an excellent presentation by Graham King (HSE) on human factors at a Introducing Behavioural Safety event. There will be a charge and all CHARGE members have a standing invitation to attend. Action is being taken to improve accident reporting into the GLASS Charter by scheme members; currently about 75% report in.	None
Item 8		Proskills - update		
8	0	HSE project	Proskills is the contractor for the working involvement training course development; 4 courses have been prepared and pilots will start in November 2009; companies to take part are being identified. Workplaces where there is active worker involvement are known from research to be safer so HSE is funding the development and provision of training through joint manager/worker training. HSE is funding £600K for delivery in the period April 2010-March 2011. The course being trialled are different in content and style to see which might be the most effective.	None
	1	Occupational standards	Proskills is working with IOSH, British Safety Council etc regarding qualifications health & safety and for including h&s components in National Occupational Standards (NOS) which are built into qualifications. There are changes to NVQs as a result of the introduction of the Qualifications & Curriculum Framework (QCF). NVQs will stand but as part of QCF will be written differently.	None

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Item 9		Any other business	
9	0	Glass handling accidents	<p>Dave Donkin summarised 2 fatal accidents, one at a builders yard in Derbyshire and the other in Chile.. Declan is offering technical support to the local EHO investigating the Derbyshire incident. Pilkington have a 1-page procedure document which contains ‘safe behaviours’ guidance including the need to keep clear of the defined danger zone. They are prepared to share this with the industry by way of a safety alert.</p> <p>The Chile incident involved end cappings used in transporting sheet glass. When the first strap of the crate is released for unpacking the crate effectively becomes unsecured and therefore a risk. No reliance should be placed on suppliers outside of the UK regarding securing of loads; Pilkington’s are working out how to see crates without the need to enter the shipping container..</p> <p>The Chair advised members that HSE will shortly be introducing a revised ‘safety alert’ system, developed in response to 2 fatalities in the printing sector, which will enable users to select receiving text messages alerting them to a new alert. HSE Board is keen that as much information as possible is disclosed whilst not prejudicing any enforcement actions. Other opportunities exist, for example with industry issuing its own alert, or industry issuing an alert and HSE issuing general guidance by way of an alert on eliminating/reducing the risk. The new HSE system is expected to go live in early 2010.</p>
Item 10		Date and venue of next meeting – 17 March 2010 HSE Nottingham	
		<p style="text-align: center;">7 July 2010 (BPCF to source venue) 27 October 2010 (BCC to source venue)</p>	