

**MINUTES OF SIXTEENTH MEETING OF THE MOTOR VEHICLE REPAIR
HEALTH & SAFETY FORUM
WEDNESDAY 7TH MARCH 2007**

JURY'S INN HOTEL, 245 BROAD STREET, BIRMINGHAM B1 2HQ

Present:

Alison Higginson	Profit From Training
John Morecroft	VBRA
Steve Biddle	RHA
Paul Cooper	Hartwell PLC
Peter Barlow	RMIF
Ian Lewis	Motor Insurance Repair Research Centre
Rob Kinna	Kinnavations Ltd
Aslam Vaid	MVRA
Steve Green	Association of Colleges
Bud Hudspith	Amicus
Ian Holmes	Sigerson
David Littleford	Signum Publications Ltd
David Innes	Scottish Motor Trade Association
Mal Banner	Zurich Risk Services
Gareth Davis	ATS (Representing NTDA)
Nick Bicknell	Chipsaway
Terry Crampton	Institute of Vehicle Recovery
Peter Concannon	Communication Workers Union
Colin Copelin	Confederation of Passenger Transport
Peter Woolgar	HSE Birmingham (Chairman)
Andy Manns	HSE Birmingham (Minute Secretary)
Bob Easterby	HSE Birmingham
Jon Harper	HSE Birmingham
Andrew Lake	HSE East Grinstead
Mike Walters	HSE Ashford
Peter Griffin	HSE Bootle
Claire Lyons	HSE Bootle
Jackie Germain	HSE Rose Court
James Bunn	HSL Buxton

1. Welcome and Apologies

Peter Woolgar welcomed Nick Bicknell, Bud Hudspith and Mal Banner to the Forum along with regular members.

Apologies were received from the following: -

Malcolm Downey	HSE Northern Ireland
Steve Schofield	Institute of the Motor Industry
Mike Battrick	Akzo Nobel Coatings
Paul Whitehead	FTA
Adrian Lawson	Automotive Skills Limited
Richard Burgess	Toyota (GB) PLC representing Motor Importers H&S Group
Eric McDonald	TGWU
Brian Spratt	Automotive Distribution Federation
Gary Satchwell	AVRO
Mark Hooker	Solihull MBC Environmental Health
Philip Preece	Birmingham City Council Env Health
Andy Lucas	Birmingham City Council Env Health

2. Minutes of last meeting & matters arising

The minutes of the last meeting held on 4th October 2006 had been sent to Forum members who had attended. Peter Woolgar had received no comments, and advised that, in the absence of any such comments, the minutes were believed to be accurate. A further copy of these minutes was included in the delegate packs issued to all attendees. From the actions arising:

- SMART Repair Guidance was sent to Forum members with the minutes of the previous meeting.
- The “Bak Jak” demonstration to be held later in this meeting. The article on ‘Better Backs’ had not been received from the campaign team despite repeated requests. A further “Better Backs” campaign is to be run later in the 2007/08 year and Peter Woolgar volunteered to ensure a suitable article was available for publication in time for the new campaign.
- Research on Tyre Inflation is on the agenda for this meeting.
- Further analysis of accident data is on the agenda for this meeting.
- The evaluation of the Peterborough Pilot has been delayed. This will be placed on the agenda for the next meeting, when full details should be available.

ACTION

Peter Woolgar to arrange Better Backs article in time for the campaign in 2007/08.

Evaluation of Peterborough pilot to be included on agenda of next meeting

3. Tyre Fitting Investigations

Mike Walters (HSE) and James Bunn (HSL) gave a joint presentation featuring Powerpoint and Video clips "Better Backs 2006 Kent Tyre & Exhaust Campaign". Copies of the Powerpoint slides were issued to attendees in the delegate packs. Mike explained that HSE and Local Authority (LA) inspectors conducted joint visits of Tyre Depots in the Kent and surrounding areas. This was due to overlapping enforcement of this industry (LA's carry out enforcement of the depots, HSE enforce mobile fitters, etc).

Manual Handling issues were identified due to the wide variations in the size and weight of tyres. In some cases weights of 120-130kgs were expected to be lifted by one person and in one case an agricultural tyre weighing 288kg was expected to be lifted by one mobile fitter. Other problems included tyre casings being stacked too high, and possible fire issues due to storage near fences and buildings. A video clip was shown illustrating these problems, and demonstrating some of the typical things occurring in a tyre depot. It is felt that the industry was not fully complying with Manual Handling Regulations, and that Training and Risk Assessments need to be looked at.

James Bunn (HSL) advised that he had used specialist equipment to verify that 50kg lifts were being carried out on large tyres, and some lifts were up to 80kgs. A video clip was shown of the tests. This was shown to go against the advice of the HSE MAC tool, which is available as a free download through the HSE website.

Bud Hudspith explained that people in the industry might not know the pulling/pushing forces required to move and lift tyres, as they do not have access to or knowledge of how to use this specialist equipment. He suggested that HSE could produce data regarding what is an acceptable level. Discussion followed amongst the Forum. Mike Walters suggested it might be an idea for employers to assess risk based on a "worse case scenario" ie the heaviest loads to be handled. If this were done, the smaller loads would be "easier" to manage. Peter Woolgar thought the issue of guidance should be considered during the discussions of update to HSG 62 and HSG 67.

4. Petrol Retrieval – Safe Methods/AA Fuel Assist

Bob Easterby (HSE Specialist Inspector) delivered an update of the current procedures, as petrol draining is still a cause of several accidents annually, even though it is known that it is a dangerous substance. Bob highlighted the fact that proprietary fuel retrievers were not always being used, and that fuel retrieval is still often done inside rather than outside workshops. Vehicle Recovery Operators also carry out fuel retrieval, usually at their depots. Due to quantities of fuel retrieved it is often dispensed to underground tanks.

AA Fuel Assist is a service offered to AA members who have incorrectly fuelled their vehicles (ie usually petrol erroneously put into a diesel fuelled vehicle). The AA operate a number of recovery vehicles which are adapted 4x4 vehicles with a retrieval unit fitted. After recovery of the contaminated fuel, the vehicle is refuelled with the correct fuel. From a recent demonstration of the service attended by Bob Easterby and Peter Woolgar, it was established that there are no plans to conduct this service at the roadside of motorways or main roads. The driver/operative of the Fuel Recovery Vehicle will carry out an “on the spot” Risk Assessment to see if it is safe to carry out the operation in a particular area, but the operation could be carried out on petrol station forecourts or in open air car parks. The Operatives carrying out this work specialise in this work only, and have received special training, they are not general AA Roadside Mechanics. Currently, there are six of these vehicles in operation nationally, but there are plans to double this number.

Terry Crampton stated that his company no longer carried out this type of work due to allegations being made by vehicle owners of damage caused to their vehicle during the fuel retrieval process. The AA has addressed this issue by getting the customer to sign a disclaimer to cover them should damage be incurred during the procedure.

Peter Woolgar put the following question to the Forum: - “What does the Forum feel can be done to ensure we do not get the current toll of accidents/injuries/fatalities from petrol retrieval?”

Colin Copelin suggested manufacturers could be doing more, under pressure from HSE, to come up with ways to reduce instances of accidental mis-fuelling.

5. Vehicle Lifts

Andrew Lake gave a Powerpoint presentation regarding “Two Post Mini Lifts”, the slides from this presentation were included in the delegate packs issued. Contrary to what the name suggests, they are not necessarily small. The “Profimaster 3000” and “Maywood Minilift” are both “CE” marked, but are not produced to the BSEN standard for lifts. Even though they are described as “lifts”, they are, in fact, jacks rather than lifts. Andrew has written to the companies manufacturing these products asking them to clarify that these devices are not to be used as a sole supporting device to allow people to work under vehicles, and that additional support devices (eg axle stands) should be

used in conjunction – and that this information is made clear in the operating instructions .

6. Update to HSG62 & HSG67/Review of Accidents & Incidents in MVR

Peter Woolgar combined these issues, as they are linked to a degree.

HSG62 & HSG67 booklets were originally published in 1991. The stocks of both of these booklets held by HSE are running low. There are no plans to replace them in printed form, but he suggested that, in future, updated information could be placed on the HSE website.

Peter Barlow spoke about the meeting of a group to consider revision of HSG62 & HSG67 that took place several years ago. He advocated the revision and re-issue of the guidance booklets, and also enquired about the current HSE Publication Policy.

Peter Woolgar replied that current policy is more geared to encouraging the industry to publish guidance with input from HSE and by the use of the HSE logo to highlight HSE's endorsement. He asked the Forum members for information from their respective industries as to what they would like to see done. Would they prefer HSE to invest in publishing information on their website, or would they like HSG62 & HSG67 reprinted? He advised that it was unlikely resource would be available to permit both.

Peter moved on to talk about RIDDOR reports of injuries to MVR employees since 2000, concentrating on reports during 2004/2005 and 2005/2006. Slips & Trips/Struck by Moving or Falling Object/Manual Handling are the causes of 75% of reported accidents. Peter feels that these issues are not sufficiently emphasised in the 1990's publications. Peter asked the Forum members if they wanted HSE rather than industry guidance.

ACTION: - A Working Group is to be set up to explore in more detail ways to move this issue forward, and to decide if the MVR industry could contribute or take ownership. Members who have put their names forward so far are: - John Morecroft, Peter Barlow, Peter Concannon. Aslam Vaid and Alison Higginson.

7. MSD in MVR – “Bak-Jak” Demonstration

Rob Kinna of Kinnavations Ltd demonstrated a device his company has invented and is currently marketing. Known as the “Bak-Jak”, it is a support device, similar to an adjustable bench that motor mechanics can lean, face down, on to enable them to reach into the engine of a car and carry out their work. The idea of the device is to reduce back strain caused by constant bending over the engine compartment of cars and lifting or supporting parts from the engine. Rob is currently working with an American company who

have designed a similar device specifically for use on 4x4 vehicles to enable their product to be marketed in the UK.

8. Update on Isocyanates in MVR

This was a multi presentation by Andrew Lake, Jackie Germain and Peter Griffin.

Andrew delivered information on the Safety & Health Awareness Day (SHAD) programme, and gave details of the number carried out, and numbers of people seen. This was delivered in the form of a Powerpoint presentation, the slides from which were included in the delegate packs. The final three SHAD events will be in Lincoln on 16th March, Luton on 21st March and Penrith on 28th March. No more events will take place after these.

Andrew advised that the development of the guidance on SMART repairs had now reached final draft stage, with expected completion and publication in summer 2007.

ACTION: - Andy Manns to send out the SMART Guidance Final Draft with the minutes of this meeting.

Andrew advised about the variation in European views about the standards of protection needed during spraying of isocyanate paints in bodyshops. The French believe you do not need any Breathing Apparatus to spray vehicles inside a spray booth.

Jackie Germain advised that she is now the 'Isocyanates in MVR' Project Manager, taking over from Mark Piney. She gave details of the HSE Disease Reduction Programme, and it's aims and objectives. A joint HSE/BCF leaflet is now available on the HSE website for use by suppliers to give improved details of risks from and precautions for use of MVR isocyanate paints. It can be found at:- <http://www.hse.gov.uk/pubns/isocyanatesa4.pdf> Further guidance is currently being developed through a Booth Suppliers Working Group.

During 2007/2008, HSE will move away from the SHAD programme but:

- a) Health & Safety Awareness Officers (HSAO's) will be visiting Bodyshops
- b) HSE will continue to work with Stakeholders
- c) 8,200 Bodyshops are to be sent a letter and posters. These will be sent to non-attenders at SHAD events.

Jackie advised she will be working closely with the project on Vehicle Paint Spraying (VPS) in non-MVR. Jackie asked the Forum members for assistance regarding ideas in getting key messages across to Vehicle Paint Sprayers. Jackie can be contacted via E-mail at:-
Jackie.germain@hse.gsi.gov.uk

Peter Griffin's presentation featured Powerpoint slides, which were included in the delegate pack. He highlighted that occupational asthma levels are similar in both motor vehicle repair and motor vehicle manufacture, which includes trailer and semi-trailer manufacture. HSE believes that the most likely source is truck and semi-trailer manufacturers – many of whom also carry out commercial vehicle repair. Some companies that conduct spraying of large vehicles are not immediately identifiable, as their work is often commissioned by "word of mouth". Peter had visited companies spraying buses, trucks trailers, etc. Some booths can be large, 20x4x5 metres is not unheard of. Additional risks include falls from height, as ladders have been used in the spraying of high vehicles. Good practice would be a stable, tower type structure with edge protection. During his visits, he found that some locations have pits used to spray the underside of vehicles. The Health & Safety Laboratory (HSL) is currently checking the clearance times of these pits, as spray mist will gather in them.

9. Gloves in MVR

Andrew Lake gave a presentation about dermatitis in MVR. The Powerpoint slides used are in the delegate packs. Levels of contact dermatitis amongst sprayers are 6 to 7 times the working average. Used engine oil, paint thinners and degreasers can contribute, along with glass fibre and abrasive materials. Wet work and/or cold environments can also play a part. During his presentation, Andrew pointed out the need for: -

- **A**void contact
- **P**rotect skin
- **C**heck for early signs of dermatitis

Thin nitrile gloves or low protein non-powdered latex gloves should be used. These should be replaced each time they are taken off. Inner gloves can be used to supplement glove wearing, reducing perspiration of hands etc.

Andrew also illustrated, with the aid of video clips, the best way to remove both disposable and reusable gloves without getting the skin contaminated by substances being used. It highlighted that the removal of gloves is by no means easy, and great care needs to be taken to avoid contact with skin.

Steve Green pointed out that nitrile gloves need to be provided in a range of sizes as they do not stretch in the same way as latex gloves.

10. News – Forthcoming Legislation/Recent Incidents

Jon Harper (HSE Construction Inspector) spoke about the new Construction Design and Management (CDM) Regulations. CDM 2007 comes into force on 6th April 2007 and will apply to all construction projects. Jon's Powerpoint presentation slides were included in the delegate pack. A key issue is that anyone carrying out or commissioning building work (eg new building or building alterations) will have duties under the revised regs as a 'client'. If

advice or guidance is needed, please contact Jon Harper via E-mail at: -
jon.harper@hse.gsi.gov.uk

A challenge has been made in the European Court to the phrase “so far as is reasonably practicable.” While initial indications appear to support the UK use of the phrase, the final judgement is awaited. Information will be circulated when it becomes available.

Corporate Manslaughter legislation could come into force during autumn of 2007. Again, information will be provided when details are known.

The European Directive on EMFs is due for transposition into national legislation by April 2008. EMF’s can be generated during welding, but the implications for MVR are not yet known.

11. Open Forum/Any Other Business

Terry Crampton asked about HSE activity on Rotators for righting overturned vehicles.

ACTION: - Peter Woolgar to look at this issue and notify Terry of his findings.

Terry also asked about the application of the current draft SIM (copy in the delegate pack) for Transporters to recovery vehicles .

ACTION: - Peter will check and get back to Terry.

Peter Barlow advised about Renewable Transport Fuels – fuel should be more biodegradable. Some retailers are already putting in biocide, this means the wearing of gloves is vital.

Colin Copelin enquired whether any further qualifications would be required for people working on high voltages used in hybrid vehicles. This is now becoming an issue due to the introduction of this new technology in modern bus designs.

Peter Woolgar replied that it was not necessarily an issue of qualifications but ensuring they had adequate information, instruction and training. In the absence of formal qualifications being available it would be up to the various companies to determine what skills/knowledge would be required in the service/repair of these vehicles.

Peter Woolgar has been approached by a company called Blue Tork Tools, who specialise in “solutions to vibrations in vehicle repair.” They would like to address the Forum to talk about products they have. Peter asked the Forum for their views on this. The opinion was that it would not be appropriate for the next meeting of the Forum bearing in mind the demonstration of the “Bak-Jak” earlier in this meeting. It was felt that the Forum could be seen as promoting/endorsing company products if this was done on a regular basis. The Forum members, however, felt a slot could possibly be made in the

meeting after next, as this would have allowed sufficient time to elapse between the product demonstrations.

ACTION: Review at the next meeting whether a presentation would be requested

12. Date/Venue of next meeting

It was agreed that the next meeting would be held in November 2007 & May 2008 at the HSE Offices, 1 Hagley Road, Birmingham B16 8HS

ACTION: - Peter Woolgar to confirm dates of next meetings with minutes of this meeting

Post meeting note:

Next meetings are 7th November 2007 and 14th May 2008