

**MINUTES OF THE 9th MEETING OF THE
WOOD ADVISORY GROUP
Held on 19th February 2009 at**

HSE, City Gate West, Toll House Hill, Nottingham NG1 5AT

Present

Tony Kaye
Mark Murphy
Nick Bartmanis
Michael Lee
David Sulman
Irene Stevenson
Tim Small (Chair)
Cliff Seymour
Wendie Drammeh

Representing

WMSA
Trussed Rafter Association
EEF – West Midlands
British Woodworking Federation
UK Forest Products Association
Proskills
Principal Inspector, Woodworking - HSE
Inspector, Woodworking - HSE
Minutes Secretary - HSE

APOLOGIES

Alun Watkins – Furniture Ind. Research Assoc.
Phil Wilson - Furniture Ind. Research Assoc.
Alistair Bromhead - British Furniture Man. Association
Tony Hollyer – UK Woodchain
Phil Davies - GMB
Jon Gibson - Institute of Machine Woodworking Technology
Sandra Jacobs – Saw Doctors Association

OBSERVER

Dave Campbell – BWF – Woodworking Industry Training Forum

PRESENTER

Andy Cartridge – Working Well Together

ACTIONS AGREED:

1.	(Min 2.2) Members agreed to give Mr Small details of any issues they wish to have addressed at the LEV SHAD.
2.	(Min 2.2) Members agreed to send Mr Seymour suggestions for possible 'topics of the month' for inclusion on the website.
3.	(Min 2.2) Mr Murphy to send Mr Small his suggestions on the need for improved design features on machinery.
4.	(Min 2.4) Mrs Drammeh to investigate what this year's European Health & Safety Week topic is and update members.
5.	Min 2.6) Mr Small agreed to pass on the Committees' comments, on the LEV Training Advisor Briefing Days to the organisers, suggesting there may be further demand for more events.

6.	(Min 2.8) Members to contact Mr Small with details of anyone they thought would like to attend the SHAD's being organised by FOD.
7.	(Min 2.9) Mr Small asked members to let him have any questions they would like included on the LEV website and he would pass them on to Mark Piney.
8.	(Min 2.171) Mr Small agreed to circulate updated statistics to members after the end of the financial year.
9.	(Min 3.1) Mrs Drammeh to send a copy of the Corporate Manslaughter presentation to members.
10.	(Min 4.1) Mrs Drammeh to send a copy of the Transportation & Movement of Roof Trusses Presentation to members.
11	(Min 9.3) Following the Working Well together presentation Mr Seymour agreed to contact members after a month to discuss any suggestions that they may have of developing the WAG in this direction.

1.0 CHAIR'S INTRODUCTION & APOLOGIES

1.1 The Chairman welcomed members to the meeting and gave apologies from: Alun Watkins, Phil Wilson, Jon Gibson, Paul Gaze, Alistair Bromhead, Tony Hollyer, Mike Marchant & Phil Davies. He welcomed Mrs Irene Stevenson from Proskills and Mr Dave Campbell from British Woodworking Federation's Woodworking Training Forum. The Chairman also welcomed Mr Andy Cartridge from Working Well Together and presented at item 6 on the Agenda.

2.0 ACTIONS FROM MEETING HELD ON 3rd SEPT 2008

2.1 **(Min 2.1) Mrs Drammeh** agreed to contact Mr Gunn to acquire further details from the meeting held by MP's and MEP's on EU funding to teach English to migrant workers. Mr Gunn had not responded to Mrs Drammeh but she agreed to continue to try contact him.

2.2 **(Min 2.7) Members** agreed to send Mrs Drammeh details of what their organisations have, and are going to do, to promote the LEV Initiative. Mr Small spoke about a presentation he was to deliver at the WMSA meeting on LEV and confirmed that HSE, in conjunction with WMSA would be holding an LEV event w/c 18th May 2009. Members agreed to give Mr Small details of any issues they wish to have addressed at the event. Mr Lee spoke about BWF having to cancel 3 events due to woodworking companies facing economic pressures and not being able to afford time away from their workplaces.

Mr Sulman spoke about their routine mailings to members to keep up levels of awareness. Mr Small stressed the importance of keeping the profile of LEV in the forefront of people's minds and said the woodworking website was to be updated regularly with new material to maintain interest. Members also agreed to send Mr Seymour any suggestions for the website and subjects for a 'Topic of the Month' feature. Mr Murphy agreed to send his thoughts to Mr Small on the need for improved design features on machinery.

2.3 **(Min 2.101) Members** agreed to send their key industry priorities to Mrs Drammeh after the meeting. Mr Small reminded members to inform him and his team of any initiatives they are carrying out as he has to include them in his quarterly reports for HSE's Board.

2.4 **(Min 2.101) Mrs Drammeh** to send European Health & Safety Week link to members. Done – item discharged. Mrs Drammeh to investigate whether the topic for European Health & Safety Week this October is the same as last years' topic and send a link to members.

The topic for 2009-2010 is year 2 of Risk Assessments.

- 2.5 (Min 3.1) Mr Small** agreed to send a link to Members of the LEV Topic Inspection pack when available. Mr Small showed the Committee a draft copy of the pack which is due for publication in mid-March. It will also be available on HSE's website.
- 2.6 (Min 3.2) Mrs Drammeh** agreed to send details to members of the LEV Training Advisor Briefing Days. Done. Mr Lee & Mr Kaye said they had attended one of the training days and found them very good although they did know some people who had not been able to attend because the events were oversubscribed. Mr Small agreed to pass member's comments on the events, back to the organisers and would suggest there may be demand for more Briefing Days.
- 2.7 (Min 3.2) Mr Small & Mr Seymour** to investigate and report back to members where the equipment given to HSE inspectors for the LEV Campaign can be purchased. Mr Seymour distributed details of where the equipment and similar could be bought, although he stressed that HSE does not endorse any of these products but they are similar to the ones inspectors are using on their visits.
- 2.8 (Min 3.3) Mr Small** agreed to look into who FOD are using to run the LEV SHADS. Mr Small spoke about the events. Two are being run in early March in the Midlands the third had to be cancelled in London as there was very little uptake for it. He said he thought there were places still for the Midlands events and suggested members contact him if they knew of anyone who would like to attend.
- 2.9 (Min 3.6) Mr Small** spoke about refining the LEV key messages on the website and agreed to send them out to members when completed. Mr Small spoke about the Frequently Asked Questions (FAQ's) page on the LEV website and specifically the guidance on air-flow indicators. He asked members to send any questions they felt weren't being addressed to himself, or Mark Piney, so they could potentially be included.
- Mr Small asked members to let him have any questions they would like included on the LEV website and he would pass them on to Mark Piney.
- 2.10 (Min 4.1) Mr Small** agreed to put an alert on HSE's woodworking website on the Machinery Braking deadlines. Done, item discharged.
- 2.11 (Min 6.2) Mr Small** agreed to do a presentation on Corporate Manslaughter at the next meeting. Agenda item 3.
- 2.12 (Min 6.2) Mr Murphy** agreed to do a presentation to the Committee on transportation and moving of roof trusses. Agenda item 4.
- 2.13 (Min 6.2) Mrs Drammeh** agreed to send members a link to 'When an Inspector Calls' Done – item discharged.
- 2.14 (Min 6.2) Members** agreed to invite other Committee members to events they were running to enable the sharing of good practice. Mr Small reminded members to consider each other when holding events where other members could benefit from the messages being discussed.
- 2.15 (Min 6.2) Members** agreed to send Mr Small an e-mail detailing what their particular organisations are doing so Mr Small can include their activities on the Sector quarterly updates. Discussed at item 2.3.
- 2.16 (Min 6.2) Mr Seymour** agreed to send Mr Murphy further information on CDM. Done, item discharged.

- 2.17 (Min 7.0) Mrs Drammeh** agreed to send statistics information to members when they became available. Done. Statistics Booklet sent to each member through the post. Item discharged.
- 2.171** Mr Small spoke about the current preliminary statistics he has for the year to date. He said major accidents are up by 14% on the full year last year but 'over 3-day' accidents have remained the same. Mr Small said it was of great concern that the major accidents had increased and spoke about work that HSL would be doing to analyse woodworking accidents for the Manufacturing Sector covering the past 5 years.
- 2.172** Mr Small gave an update on Improvement Notices (IN's) and Prohibition Notices (PN's) that have been issued by inspectors on woodworking companies.
- Improvement Notices:**
- **341 in total**
 - 29% issued under COSHH
 - 26% issued under PUWER
 - 10% issued for Working from Height
- Prohibition Notices:**
- **112 in total**
 - 46% issued under PUWER
 - 21% issued for Working at Height
 - 15% issued under the Health & Safety at Work Act.
- Mr Small commented how the notices issued for Working from Height were very surprising. <http://www.hse.gov.uk/falls/index.htm>
- Mr Small also reported that three woodworking companies had been prosecuted since April 2008 and how 10 more were in preparation. Mr Small agreed to circulate the final figures to members after the end of the work year.
- 2.18 (Min 7.0) Mrs Drammeh** agreed to circulate up-to-date members list to the Committee. Done, item discharged.
- 3.0 CORPORATE MANSLAUGHTER PRESENTATION – Tim Small**
- 3.1** Mr Small gave a presentation on Corporate Manslaughter & Homicide Legislation.
- Mrs Drammeh to send a copy of the presentation to members.
- 4.0 TRANSPORTATION & MOVEMENT OF ROOF TRUSSES PRESENTATION – Mark Murphy, Trussed Rafters Association.**
- 4.1** Mr Murphy gave a presentation on transporting & moving roof trusses to and from vehicles.
- Mrs Drammeh to send a copy of the presentation to members.
- 4.2** Mr Small asked Mr Campbell to give a brief synopsis of the work he is involved with at the British Woodworking Federation. He explained how their aim was ultimately for a better skilled workforce and how they receive funding from Construction Skills for management training. The Forum aims to get a dialogue going between training schemes and employers and more information can be obtained through the British Woodworking Federation Website: www.bwf.org.uk/wit-forum The WITForum aims to improve training for those joining the industry and those already in the industry, addressing the training

needs of the industry.

5.0 UPDATE ON LEV CAMPAIGN

5.1 Covered in items 2.5 to 2.9.

6.0 WORKING WELL TOGETHER – Andy Cartridge

6.1 Mr Cartridge gave an overview of Working Well Together (WWT) and how it aims to improve health & safety in the construction industry, particularly in small and micro businesses. There are 16 WWT groups providing events giving practical hands on experience. HSE supports WWT and can help fund events. Further information can be found at: www.wwt.uk.com

Mr Small asked members to think about what Mr Cartridge had said and encouraged members to keep each other informed of things that they may be involved in so best practice was shared amongst the Committee.

7.0 CURRENT ISSUES – Tim Small

Mr Small spoke about HSE's new strategy document which is open for consultation. It can be found at: <http://www.hse.gov.uk/strategy/index.htm>
Deadline for comments is: 2nd March 2009.

8.0 SHARING BEST PRACTICE – All

Mrs Stevenson explained her role within Proskills, one of which is lead for Health & Safety. She spoke about developing a fact sheet for English speakers of other languages and her involvement with an accreditation scheme for RPE fitters. Mr Sulman spoke about the problems people working in his industries face including, lone working and working near overhead power lines. He spoke about building a portfolio of good practice in sawmills that could be included on the woodworking website.

9.0 AOB

9.1 Cutting Edge Videos

Mr Seymour provided an update of progress to amalgamate and re-edit these woodworking videos onto a single chargeable DVD. They will also include sections on Asthma & LEV. He said he hoped the DVD's would be available in approximately four months time.

9.2 WIS Sheets

Mr Seymour spoke about progress on updating these information sheets.

9.3 Mr Small closed the meeting and asked members to consider the Working Well Together presentation and their mantra – Challenges are Opportunities – and think seriously how members can help each other. Mr Seymour agreed to contact members after a month to discuss any suggestions that they may have of developing the WAG in this direction.

9.4 It was agreed that the next meeting would be held in HSE's Nottingham Office on Wednesday 30th September 2009. Meeting Room booked.