

**MINUTES OF THE 10th MEETING OF THE
WOOD ADVISORY GROUP
Held on 30th Sept 2009 at
The Days Hotel, Wollaton Street, Nottingham**

Present

Jon Gibson

Geoff Isenman

Nick Bartmanis
Michael Lee
David Sulman
Tony Hollyer
Cliff Seymour
Wendie Drammeh

Representing

Institute of Machine Woodworking
Technology

WMSA (Woodworking Machinery Suppliers
Association)

EEF – West Midlands

British Woodworking Federation

UK Forest Products Association

UK Woodchain

Inspector, Woodworking - HSE

Minutes Secretary - HSE

APOLOGIES

Tim Small - HSE

Alun Watkins – Furniture Ind. Research
Assoc.

Irene Stevenson - Proskills

Alistair Bromhead - British Furniture Man.
Association

Phil Davies - GMB

Mark Murphy - Trussed Rafter Association

Sandra Jacobs – Saw Doctors Association

OBSERVER

ACTIONS AGREED:

1.	(Min 5.1) Mrs Drammeh agreed to alert members when the Woodworking DVD was available.
2.	(Min 5.2) Mr Gibson to provide Mr Seymour with information on training course providers so links to their websites can be included on the new woodworking website.
3.	(Min 5.2) Mr Seymour to investigate whether footage shot by HSL a few years ago, showing manual handling and lifting of sheet material, could be resurrected and used on the new woodworking website.
4.	(Min 5.2) Mr Seymour to investigate with HSE's webteam the possibility of members being able to access the new website test-bed before it 'goes live' for comments and observations to be taken into consideration.
5.	(Min 5.4) Mrs Drammeh to alert members when the WIS sheets were completed and available to download.
6.	(Min 7.2) Mrs Drammeh to email the enforcement & accident statistics

	presentation to members.
7.	(Min 7.2) Mr Seymour to investigate retrieving Local Authority (LA) Accidents & RIDDOR reports involving woodworking shops in LA inspected premises.
8.	(Min 7.2) Mr Seymour to investigate what the 8 ill health incidents in the statistics presentation related to.
9.	(Min 8.2) Mrs Drammeh to re-send WAG contact sheet to members.
10.	(Min 8.2) All members to feed back their comments and suggestions for future liaison between industry and HSE.

1.0 CHAIR'S INTRODUCTION

Mr Seymour explained he would act as Chair in Mr Small's absence.

2.0 APOLOGIES

Tim Small, Alun Watkins; Alistair Bromhead; Mark Murphy; Irene Stevenson; Mike Marchant; Phil Davies.

3.0 ACTIONS FROM MEETING HELD ON 19TH FEB 2009

- 3.1 **(Min 2.2) Members** to give Mr Small details of any issues they wish to have addressed at the LEV SHAD. Done. The SHAD was held in June 09.
- 3.2 **(Min 2.2) Members** to send Mr Seymour suggestions for possible 'topics of the month' for inclusion on the website. None received. Mr Seymour requested any suggestions to be sent to him.
- 3.3 **(Min 2.2) Mr Murphy** to send Mr Small his suggestions on the need for improved design features on machinery. Done.
- 3.4 **(Min 2.4) Mrs Drammeh** to investigate what this year's European Health & Safety Week topic is and update members. Done. Link to website was sent to members.
- 3.5 **(Min 2.6) Mr Small** 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. Done.
- 3.6 **(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. Done.
- 3.7 **(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. Done.
- 3.8 **(Min 2.171) Mr Small** to circulate updated statistics to members after the end of the financial year. The statistics are published in November 09 and all committee members would be sent details when they had been published.
- 3.9 **(Min 3.1) Mrs Drammeh** to send a copy of the Corporate Manslaughter presentation to members. Done.
- 3.10 **(Min 4.1) Mrs Drammeh** to send a copy of the Transportation & Movement of Roof Trusses Presentation to members. Done.
- 3.11 **(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. This item was discussed later in the meeting.

4.0 LEV SHAD – Feedback and Observations

4.1 Mr Seymour noted the SHAD had been well attended and feedback had been extremely positive from those who had attended. Mr Isenman explained how the event had been successful for the WMSA but was concerned that without continual communication the subject would not keep a constant momentum.

4.2 The revised Machinery Directive (if force from January 2010) was discussed. One of the WMSA members had highlighted some concerns and Phil Pappard from HSE's Safety Unit is to raise these issues with Europe in the New Year.

4.3 Mr Hollyer noted great attention was being given to adequate LEV equipment but there was also a lot of practical work that could be done to reduce dust at source - he believes it is a low priority in the industry and suggested a possible project on reducing dust. Showing the harm dust can do to the human body will make employers and employees pay much more attention to its dangers. A discussion took place on cleaning and vacuuming up dust.

5.0 SUMMARY OF NEW HSE WOODWORKING GUIDANCE BEING PRODUCED.

5.1 Health & Safety in Woodworking DVD

This DVD was shown to Committee Members.

Afterwards, members gave their observations which included;

- The guarding on the spindle moulder
- Square block with cutters
- Circular saws with no top extraction
- Wording of; carpenters & joiners, it was felt 'woodworkers' would be more appropriate.
- The woodworking machines on the video were old machines that many larger companies would not be using.
- Smaller woodworking companies would recognise much of the machinery as they were still using this type.

Mr Seymour explained that the DVD was actually an amalgamation of the woodworking videos that had been available through HSE and that he had only had a very small budget to 'merge' these videos, which is why some of the film looks a little dated. He proposed to re-shoot some of the more dated footage in the future and upload this to the Woodworking website in due course.

Mrs Drammeh agreed to alert members when the DVD was available.

5.2 New Woodworking Website

Mr Seymour showed members the proposed content for uploading on the new Woodworking website.

Mr Gibson agreed to provide information on training course providers so links to their websites can be included on the new site.

Mr Seymour agreed to investigate whether footage shot by HSL a few years ago, showing manual handling and lifting of sheet material, could be resurrected and used on the new site.

Mr Seymour agreed to investigate with HSE's web-team the possibility of members being able to access the website before it 'goes live' for comments and observations to be taken into consideration.

5.3 Proposal for replacing HSG172 – Health & Safety in Sawmilling

Mr Seymour explained how he was working on updating this document which he hoped would be available to download from HSE's website.

5.4 Updating WIS Sheets

Mr Seymour updated members on the progress being made on updating the LEV WIS sheets – Nos 23, 24, 26 & 35.

- Sheet 23 – LEV: General Principles for System Design & Use
- Sheet 24 – LEV: Dust Capture at Sawing Machines
- Sheet 26 - Dust Capture at Drum, Disc & Belt sanding Machines also incorporates WIS Sheet 25.

Sheet 35 – Safe Use of Power Operated Cross Cut Saws

Mrs Drammeh will alert members when the sheets were completed and available to download.

6.0 WOODWORKING RELATED PROJECTS

6.1 HSE Pilot project - occupational health issues in the furniture industry. Mr Seymour gave an overview of this. It will be run by Occupational Health Inspectors, starting in the New Year. (Note – furniture is one of a number of industries to be scrutinised by the EU in the near future, looking at occupational health issues. It is possible further work will be done on this issue in the future, particularly if there is further stimulus from EU to do so / or if the pilot project reveals particularly poor conditions).

6.2 Update on the Mattress Handling Project – this industry has a very poor record in terms of manual handling injuries. Unfortunately, the original project suffered with various ongoing resource problems. Mr Seymour confirmed he had been on some of the follow up visits with HSL ergonomists. They are due to produce a report on their findings in the next few weeks. The intention is to then take this back to the mattress industry Trade Association and then disseminate the key lessons out to the industry itself.

7.0 PRESENTATION AND UPDATE ON HSE ENFORCEMENT & ACCIDENT STATISTICS

7.1 Mr Seymour gave a presentation on the most current accident and enforcement statistics available.

7.2 A general discussion ensued after the presentation on the statistics including:

- The increase in accidents in the 16-18 yr & 31-40 yr category.
- The fact these accidents in the 16-18, and the 31-40 year old age group is primarily whilst working with machinery being particularly worrying.

(Mrs Drammeh to send out the presentation to members.)

Mr Seymour agreed to a) look into retrieving Local Authority (LA) Accidents & RIDDOR reports involving woodworking shops in LA inspected premises and b) to try to find out what the 8 ill health incidents in the presentation related to.

8.0 AOB

8.1 HSE Publications

Mr Seymour informed the Committee that HSE Publications were available to download free of charge from HSE's website.

8.2 Future of Wood Action Group (WAG)

HSE no longer believes that it is tenable to continue to run the Wood Action

Group for a number of reasons:

- Falling numbers attending the Wood Action Group meetings (4 and 5 respectively for the last meetings) strongly suggests that it no longer meets the needs of its members or of the wider industry. As such it can no longer presume to speak for the industry as a whole.
- The Group was set up to mimic Industry Advisory Committees (IAC) in other industries. (Many of these were set up years ago and are also struggling to reach their core audience which in most cases is now SMEs). It has become apparent that this formal committee structure is not particularly effective in reaching a fragmented industry as we have in wood and furniture. We need to collectively examine new structures / ways of doing things if we are reach a wider audience.
- Some current members are active (those who attend regularly) but confined to certain sectors only – we need to reach out to a wider audience if possible.
- The format of the WAG has been very much about delivering information to members. In the future, HSE would like to see a more two-way flow of information and things that will deliver more tangible improvements to health and safety performance in industry.
- HSE would like to thank those members who have supported WAG throughout its life, but it is now time to try something new.

A discussion was held on the future of WAG. Members felt the following was important to them, their members and the Committee;

- Members liked the cross-sectoral nature of the current WAG – it gives an opportunity to network and share best practice beyond what are often quite often discrete spheres of interest. It was felt this could be lost if meetings were restructured by grouping 'like sectors' together
- A smaller 'core' of members would still want to meet at least twice a year.
- Members agreed to host the meetings at their or their members' sites.
- More member participation in the meetings, including site tours and presentations on what members are doing etc.

Mrs Drammeh agreed to re-send WAG contact sheet to members.

All members agree to feed back their comments and suggestions for WAG in the future to Mr Seymour.

It was agreed that a meeting of interested parties would be held in April/May 2010, possibly in Scotland, to discuss future options of engagement and format.