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BODIES ESTABLISHED UNDER GOVERNANCE OF THE HSE BOARD: SELECTED ADVISORY COMMITTEE WORKPLANS FOR 2009/10			

Purpose of the paper

1. To seek the Board's views on the attached workplans which were commissioned from the Advisory Committees covering Agriculture, Construction and Toxic Substances. The Board's views will be relayed to the committees and will also inform the development of principles or criteria for how HSE-supported industry or subject committees should be established and operate in future.

Background

2. As noted in February's paper (HSE/09/26), the Board's Strategy consultation has given the Advisory Committees a clear basis for planning their work in 2009/10 – and for demonstrating how this will support delivery of the Strategy's key themes.

3. In reviewing each of the three workplans attached as annexes 1-3, the Board may wish to consider the following questions (alongside any issues that are raised in the plans themselves:

- What contribution does the plan make to delivery of the key themes in the Board's strategy?
- Does the plan contribute to improving health and safety outcomes in the sector or subject area?
- Looking ahead, what if anything would you like the committee to do differently?

Conclusion

4. Board members are invited to respond to the questions in paragraph 3 above and to provide any other comments on the workplans. If the paper is not raised above the line for discussion, written comments would be very much appreciated, by Friday 8 May if possible.

Agriculture Industry Advisory Committee (AIAC)

Plan of work 2009/10

Summary

This plan of work will complement HSE activity in support of the new HSE Strategy and Agriculture Revisited Initiative and fall within the wide ranging remit of the Agriculture Industry Advisory Committee, being made up of many land based industries. Members are invited to populate the AIAC Actions in support of each work stream on behalf of the organisations they represent. These can include actions that are not HSE led, but that are a priority for the industry and support the HSE Strategy and Agriculture Revisited Initiative.

The majority of effort during this year is needed in support of the Agriculture Revisited Initiative, which is made up of five work streams designed to promote a reduction in the number of deaths in the industry in the longer term and prompt changes in behaviour and culture. The balance of effort will be focused on cross cutting issues and maintaining progress in selected parts of the sector.

1. Agriculture Revisited Initiative

Justification

Agriculture constitutes about 1.5% of the working population but is responsible for about 19% of deaths at work. The overall ambition of the Initiative is to reduce the number of deaths in agriculture

Links to the HSE Strategy

Everyone has a role – contribution by machinery suppliers and others

The need for strong leadership – much of the work calls on the strengths of existing relationships and the need to forge new partnerships

Building competence – work includes contributions to the development and promotion of vocational qualifications and free practical training for small business

Customising support for SMEs – target groups include family farms, the self-employed and those employing up to four workers – products, guidance and events are designed accordingly

AIAC Actions in support of this work stream

(a) Advertising, press and publicity including agricultural shows

NAAC and NFU – Jill Hewitt, Marcus Themans, Pat Stanley, Andrew Clark - Will obtain case studies that can be used in different ways, named and anonymised, to support the campaign and development of associated products.

ALL – Each organisation will nominate a contact to form a stakeholder conduit group to ensure effective use of electronic and other routes to distribute campaign messages, collect stories etc. Those nominated will not form a formal working group, but will co-operate to ensure best use of all routes to deliver messages/products and to build upon the mapping carried out by the consultant working on stakeholder engagement.

Landex - Geoffrey Gregory. Landex (Land Based Colleges Aspiring to Excellence) is present at most local agricultural shows and will devote an area of their stand to promote products and messages.

AFAG - James Brown – The Forestry e-mail network will distribute material and messages.

(b) Safety and Health Awareness Days (SHADs)

No specific commitments as yet

(c) Improving competency and training

TGWU - Charlie Clutterbuck – Will write and present the argument as to the need for Sector Skills funding for vocational qualifications on the basis of the contribution they make to behavioural change and will engage with Lantra and NPTC on this issue

TGWU - Charlie Clutterbuck - will include in the Ethical Trading Initiative Growers Handbook, part 3 (currently under revision) the need to recognise roving representatives where appropriate and promote vocational qualifications

TGWU - Charlie Clutterbuck – will continue work on developing open learning materials

(d) Equipment suppliers and manufacturers

No specific commitments as yet

(e) Stakeholder Engagement

No specific commitments as yet

2. Gathering Intelligence about Behaviours, Attitudes and Cultures

Justification

Risk taking behaviour and underlying attitudes and culture needs to be better understood, in the context of the current political and economic climate, to help shape the activities carried out by AIAC to combat such behaviours and to influence the design of products and events. This extends beyond a reliance on statistics and will focus on forming a clearer understanding of the environment in which farmers work and how barriers to change can be overcome.

Links to HSE Strategy

Everyone has a role – there are opportunities for many stakeholders to gather and share intelligence

Customising support for SMEs – work should create a better understanding of the methods best suited to change behaviours in SMEs

Taking a wider perspective – those employed in agriculture do not work in a vacuum and the overlap and impact with other issues that contributes to the culture can be examined

AIAC Action in support of the work stream

IOSH - David Knowles has given a commitment to chair a Working Group to explore how this issue might be taken forward. The focus will be on the groups identified by Oxford Strategic Marketing and taken forward into the integrated communications campaign. This may be extended later.

3. Arboriculture and Forestry Advisory Group (AFAG)

Justification

Tree work has an incidence rate of fatal injuries twice that of agriculture

Links to HSE Strategy

Building competence – building on existing training provision to introduce a scheme that recognises experience and skill and effectively demands a minimum degree of competence through employers, operators and clients including local authorities

Strong leadership – building upon existing clear standards to an emphasis on cultural change

Creating safer and healthier work places – improving the capacity of the industry to manage occupational health

AIAC Action (through AFAG Members) in support of the work stream

Development of new guidance based on research findings

Creation of a continuous professional development training scheme

4. Vulnerable workers

Justification

There remains widespread concern about poor working conditions, exploitation, and enhanced levels of risk faced by workers in agriculture, horticulture and related industries. There is evidence that older workers and those new to a work place or task may be particularly vulnerable to injury or death.

Links to HSE Strategy

Everyone has a role – work requires close co-operation between stakeholders, including community and voluntary groups

Creating healthier and safer workplaces – improving the capacity of the industry to understand and manage the risks associated with vulnerable workers

AIAC Action in support of this work stream

No specific commitments as yet.

5. Innovative communication and intervention with agriculture and the wider land based industries and stakeholders

Justification

There is a need to maintain minimum standards across all sectors because of the movement of workers between them and the implications for cultural and behaviour change this creates.

Links to HSE Strategy

Everyone has a role – work requires close co-operation between stakeholders, including community and voluntary groups

AIAC Action in support of this work stream

NAAC – Jill Hewitt will lead on work to compile a list of the issues relevant to the amenity sector and is participating in an industry led forum.

List of Working Groups

- Arboriculture and Forestry Advisory Group (AFAG)
- Transport & Machinery
- Vulnerable Workers
- Training & Education
- Intelligence Gathering
- Livestock

Construction Industry Advisory Committee

Introduction - Links to the Draft HSE Strategy

The consultation on the new HSE Strategy has given Industry Advisory Committees (IACs) a clear basis for planning future work, and for demonstrating how this work will support delivery of the Strategy's key themes. These themes are:

- i. The need for strong leadership**
- ii. Building competence**
- iii. Involving the workforce**
- iv. Creating healthier, safer workplaces**
- v. Customizing support for SMEs**
- vi. Avoiding catastrophe**
- vii. Taking a wider perspective**

References in the workplan below are to the numbered themes.

Draft Workplan March 2009- April 2010

Reconstitution

1. CONIAC has been informally constituted since the start of 2009. Subject to the expected approval from the HSE Board, CONIAC Secretariat will formally reconstitute CONIAC in 2009. This reconstitution will follow established procedures¹.and will amend the terms of reference to reflect any changes in accountability or governance as a result of the merger of HSC and HSE.

CONIAC meetings

2. CONIAC will hold at least three meetings during the period, all of which will be open to the public. The new CHAIR of CONIAC has expressed a view that CONIAC should seek, through its reconstitution, to become more focused on delivery. Whilst the value of its role as a discussion forum is not doubted, it should, through its reconstitution:

- Provide a high level forum to discuss health, safety and welfare issues in the construction industry;**
- Support the developing HSE Construction Plan of Work;**
- Share and report best practice;**

¹ HSE GAP 2

- Address issues requiring IAC input and support.

CONIAC working/steering groups

3. CONIAC is supported by a number of working and steering groups, which are the principal mechanism for the delivery of its plan of work. The work of these groups was reviewed in 2008, and some of those which were task and finish have now been wound up. CONIAC has agreed to the continuation of the following working groups:

- Safety Working Group
- Occupational Health Working Group
- Working Well Together Steering Group

4. Concern has been expressed over the degree of overlap between CONIAC working groups and the various task groups established under the Strategic Forum for Construction (SFfC). As a principle, CONIAC Secretariat should seek opportunities to minimise such overlaps through liaison with the SFfC.

5. CONIAC members endorsed at its March 2009 meeting the establishing of a new working group to provide as a consultative and advisory body to CONIAC on the evaluation of the Construction (Design and Management) Regulations 2007 (CDM 2007). HSE is committed to an early evaluation of CDM 2007 following a 2007 parliamentary Prayer Debate against the Regulations. In practice, this will require the working group to form, meet and agree its terms of reference in 2009 prior to the evaluation which will commence in April 2010.

6. Aside from the specific planned activities listed below, a number of work streams are emerging which will inevitably require considerable input from the Working/Steering Groups. In particular, it is envisaged that work supporting both the voluntary and statutory registration of tower cranes, to which HSE is committed, will impact on the Safety Working Group.

7. Similarly, the Secretary of State's Inquiry into the underlying causes of fatal accidents in construction will report in late Spring 2009. It is likely that CONIAC and its Working Groups will be instrumental in taking forward actions arising from this Inquiry.

Key Working Group Activities planned for 2009 – 2010

8. In addition to the work streams specific to each Working/Steering Group, the Chairs of former and existing Groups have indicated that they wish to develop a mechanism for improving liaison between those Groups. They have also indicated that they wish to align their workplans with other industry groups to minimize

the duplication of work. CONIAC Secretariat will facilitate this work. Reference is made to the numbered themes of the new HSE Strategy.

Safety Working Group (ii, iii, iv, vi)

- To improve operation of the Group to give more weight to delivery and less to information sharing;
- To consider how the work of the Group will complement that of the SFfC Plant Safety Group, particularly in relation to work on tower cranes and quick hitch devices;
- To improve industry representation on the Group;
- To review critically a package of measures for tower crane safety improvements, and to contribute to the proposed voluntary and statutory registration schemes which HSE has been asked to bring into effect by the Secretary of State
- To consider the outcome of the Secretary of State's Inquiry into Construction Fatal Accidents and to contribute to delivering any arising actions;
- To consider work which has been undertaken to examine behavioural causes of fatal accidents, and making recommendations.

Occupational Health Working Group (i, iii, v, vii)

- To promote and support *Construction Occupational Health Management Essentials (COHME*, previously known as the OH management model);
- To support the development and use of Constructing Better Health;
- To support the Construction Sector Supply chain project;
- To review and source good practice case studies on occupational health from member organisations.

Working Well Together (WWT) Steering Group (i, ii, iii, iv, v)

- The network of Regional Groups continues at 16 but this is planned to expand by a further 5 new groups;
- To hold the WWT Conference and Steering group meeting in April 2009;
- To support the specific events in May 2009 to celebrate 10 years of WWT and subsequent events to highlight this anniversary;
- To continue to work with WWT Groups to trial new ways of engaging with micro SMEs and the hard to reach;
- To launch the WWT website in its final version in March 2009. and evaluate its usage;
- To incorporate a WWT award as part of major trade press health and safety awards.

CDM Evaluation Working Group (ii, vii)

- **To establish a working group to assist in the evaluation of CDM 2007 which will commence in April 2009-10.**
- **To act as a primary body for the purposes of the public consultation exercise, with particular regard to the case for amending the existing guidance and ACOP**

**ADVISORY COMMITTEE ON TOXIC SUBSTANCES (ACTS)
DRAFT WORKPLAN FOR 2009/10**

Introduction

1. ACTS is an important source of expertise and advice for the Health and Safety Executive (HSE) in respect of its work to prevent ill health in the workplace. The Committee has a record of achievement in this area such as “COSHH Essentials” (a scheme designed to help small businesses and those without a working knowledge of exposure limits), expert input that has shaped the regulatory regimes covering carcinogenic substances, respiratory and other long latency diseases, and control of exposure to dust and fumes through the initiatives on local exhaust ventilation. The composition of ACTS combines the right balance of industry and worker interests, together with specialist occupational health experts.

2. ACTS sees value in a closer relationship with the Board of HSE in order to maximise the expert input it can bring to workplace health issues within the context of the new HSE Strategy. The Committee therefore welcomes this opportunity to invite the Board of HSE to consider and endorse its proposed work plan.

Objectives and terms of reference

3. It is important for the Board of HSE to agree objectives and terms of reference for ACTS within which its agreed work plan can be implemented. Accordingly, for 2009/10, ACTS proposes the following:

ACTS objectives

- a) Specifically to target key health issues and to identify and work with those bodies best placed to bring about a reduction in the number of cases of work-related ill health in relation to hazardous substances.
- b) To set priorities and within them, to identify activities and their duration and scale which will deliver a reduction in the rate of substance related deaths and accidents.
- c) To encourage an increase in competence, to enable greater ownership and profiling of risk, thereby promoting sensible and proportionate risk management.

Terms of reference for ACTS

4. The Committee will consider workplace chemical strategy and direction and advise HSE on behalf of the HSE Board. Recommendations made by ACTS will be referred to the Board for endorsement or modification on:

- a) Matters relating to the prevention, control and management of hazards and risks to the health and safety of persons arising from exposure to substances at work potentially hazardous to health, with due regard to any related risks to consumers, the public and the environment and with particular emphasis on developing and recommending programmes and outcomes that are practicable and deliverable.
- b) The strategic direction of HSE's work on such substances.
- c) Specific matters referred to it by the HSE Board or HSE officials.

ACTS' Broader Remit

5. The Committee's work plan aims to stop people being made ill by exposure to substances at work and it focuses on the development, implementation and delivery of the Chemicals Strategy. In accordance with its work plan the committee shall additionally:

- a) Assist the HSE Board in support of its contribution to Government targets and programmes for health and wellbeing in relation to exposure to workplace substances.
- b) Promote the HSE Board's overall Chemicals Strategy, for instance to relevant Board Advisory Committees and external stakeholders.
- c) Continue to meet its formal advisory committee obligations to advise as appropriate, both in response to issues referred by HSE and the HSE Board and also on issues identified by the Committee itself or the social partners.
- d) Periodically carry out forward looks to identify future issues that need to be addressed.
- e) Through its links with the social partners, assist the HSE to achieve effective delivery of the agreed programmes.

Planned activities: 2009/10

6. ACTS sees its role as a blend of providing expert advice on issues referred to it by HSE or on issues that the committee itself selects, with a strong emphasis on the former. Accordingly, the plan must allow capacity for ACTS to consider matters so referred to it. Taking these factors and the above objectives and terms of reference into account, ACTS thus proposes in 2009/10 to:

- a) Advise HSE on matters referred to it relating to the Committee's remit.

- b) Advise HSE on post Disease Reduction Programme priorities in terms of their achievability.
- c) Develop programmes for assessing and improving competencies in employers and employees across industries handling health hazardous substances.
- d) Advise HSE on emerging workplace health issues such as nanotechnology, recycling operations and the implementation of REACH and its implications for standards of worker protection.
- e) Review the health impact and effective control of low toxicity particulate (“nuisance dust”).
- f) Advise HSE in preparing, evaluating and promoting a UK position in the development of EU and other international law and standards.
- g) Set and oversee a programme of work in the WATCH sub-committee that provides the scientific assessment to support delivery of the above outputs; and to do likewise as regards other task forces or sub-committees that may be needed.

Other relevant matters

7. ACTS also proposes the following actions necessary to ensure success in its delivery of the proposed work plan:

- a) The Committee should be formally reconstituted (its remit is currently extended pending decisions arising from the HSC/E merger).
- b) The chair of ACTS be appointed for a term of at least 3 years to ensure continuity and preferably s/he should be a member of the Board of HSE and not an official of the agency.
- c) The committee should meet at least three times in 2009/10, with subordinate bodies meeting as necessary, and HSE should ensure those needs are serviced appropriately.
- d) ACTS should make a presentation about progress with its plan to the Board of HSE towards the end of 2009/10, with specific ad hoc presentations in the meantime, as necessary.