

**Rubber Industry Advisory Committee (RUBIAC)**

**Actions/Minutes of the 71<sup>st</sup> Meeting of RUBIAC Held on April 11<sup>th</sup> 2007 at  
Pirelli Tyres Ltd. Derby Road, Burton on Trent.**

<b><u>Present</u></b>	<b><u>Representing</u></b>
Mr J Barrett	HSE, Chair
Dr A Dost	CBI/ BTMA & BRPPA
Mr R A Hudspith	TUC / Amicus
Mr D White	CBI/NTDA
Mr D Tovey	CBI/Mitchelin
Mr G King	HSE
Mr I Hilton	TGWU
Mr J Cash	CBI/Cooper Avon
Mr K Campbell	TUC/GMB
Mr P Taylor	CBI/ITMA & TRA
Mr R Taylor	TUC / TGWU
Mr S Hinks	CBI / Pirelli
Mr S Mills	LA/Hull City Council
Ms A Rayner	HSE, Minutes Secretary
Ms S Rank	HSE, Secretary
<b><u>Apologies</u></b> Mr T Aston Mr R Edy Mr J Reed Ms M Armstrong Mr M Smith Mr J Bramwell Mr M Jenkins Mr D Wilson Ms H Collins	<b><u>Observers</u></b> Mr G Wilson, Amicus

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
<b>1</b>	<b>Introduction</b>			
1.1	As Mr Aston had sent his apologies, Mr Barrett, acting Chair, opened the meeting. He welcomed the members and the observer (Mr Wilson) to the meeting. He also welcomed Mr Mills, representing the Local Authorities, and Mr Tovey, representing the CBI, to their first meetings.	-	-	-
<b>2</b>	<b>Apologies for Absence</b>			
2.1	Apologies for absence had been receive from: Mr Aston, Mr Edy, Mr Reed, Ms Armstrong, Mr Smith, Mr Bramwell, Mr Jenkins, Mr Wilson and Ms Collins.	-	-	
<b>3</b>	<b>Minutes of the meeting of 13<sup>th</sup> December 2006.</b>	-	-	-
3.1	The previous minutes were agreed as a true record.	-	-	-
<b>4</b>	<b>Matters arising from the minutes,</b>			
4.1	<b>(Min 4.1)</b> Rubber e-COSHH essentials sheets – Carcinogens. Mr Hinks said he would forward his comments to Mr Flint the following day.	Mr Hinks was unable to forward his comments as he had left his laptop behind at the meeting. But he said he was happy with those made by Mr Reed. Mrs Rank reported that rubber e-COSHH essentials are now available on the website <a href="http://www.coshh-essentials.org.uk/">http://www.coshh-essentials.org.uk/</a>	-	-
4.2	<b>(Min 4.2)</b> Regarding the missing Suzy Curtis paper - the files had been retrieved and Ms Curtis was looking at them. John McAlinden offered to keep an eye on the situation. Further update at next meeting.	Nothing further to report Mr McAlinden and Ms Rank will update the committee when further information is available	Ms Rank	Next meeting.
4.3	<b>(min 4.3)</b> Companies signed up to 'Rubbing out Risk' - NTDA had discussed this but hadn't felt they could ask members to sign up until a clearer plan was in place. RMA explained that all 21 processing members should be	Update at report.	-	-

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	regarded as signed up automatically. BTMA and BRPPA to provide a list of signed up members. Situation with TRA and ITMA to be confirmed at a later date. Further update at meeting Names of signed up companies to be shared with the TU's when the information became available.			
4.4	<b>(min 4.4)</b> RUBIAC Reconstitution paper - Secretary to refine paper once missing information available.	Committee had been reconstituted and members were sent confirmation by e-mail.	-	-
4.5	<p><b>(min 4.7)</b> RUBIAC publications</p> <p>1) Mr Flint said RUBIAC priced publications were now being edited by him so they could be made freely available from the web. He hoped to complete this in January and would then send them to Dr Dost and Mr Hudspith for agreement.</p> <p>2) He wasn't sure what to do about the RUBIAC training document, as it would be difficult to edit. Members said they wished to retain the document and Mr Flint offered to find out if it could be hosted on one of the Trade Associations websites.</p>	<p>1) Mr Flint would shortly be sending edited versions to Dr Dost and Mr Hudspith, agreement obtained to create pdf versions of the document so they could be put on the HSE website – further update at next meeting. Any remaining hard copies of these priced publications will be available from the Leeds office and this will be indicated in the HSE Books Catalogue.</p> <p>2) The RUBIAC Training Document had been withdrawn from the new (May 20<sup>th</sup> 2007) HSE books Catalogue. All remaining copies were to be held by the Sector and would be made available to members. Mr Flint was still waiting to hear from Communications Directorate for agreement to allow partners to host it on their websites. Further update at next meeting.</p> <p>2a) Minutes Secretary to inform Trade Associations of numbers of Training Documents (and other RUBIAC publication) available when they had been received by</p>	<p>Secretary</p> <p>Secretary</p> <p>Minutes Secretary</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>When documents received.</p>

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		the Sector.		
4.6	<p><b>(min 5a) BTMA/BRPPA – Dr Dost</b></p> <p>1a) Cancer study paper</p> <p>1b) A small Project Group be convened to revise the RUBIAC Cancer Statement text.</p> <p>2) Problems with funding workshops for ‘Better backs’ campaign. Dr Dost to e-mail Mr Flint with contact details to he could look into it.</p> <p>3) Manual handling accidents - Ms Rank to contact the HSL ergonomists but would need to discuss further with Dr Dost.</p>	<p>1a) The paper accepted for publication in the Journal of Occupational Medicine</p> <p>1b) Group met on March 2<sup>nd</sup> 07, the draft-updated statement was circulated and members asked to forward comments to the Secretary as soon as possible. The statement is to be circulated to a small number of people within HSE before being issued. Dr Dost to provide the introduction and references for the secretary. Secretary to prepare final document.</p> <p>2) Dr Dost made contact with fund holder and secured funding for one seminar. He would contact them again later in the new financial year to try to obtain funding for more.</p> <p>3a) Mr Hinks thought Darren Green had done useful work with Goodyear on Tyre handling. Mr King said he would find out what progress had been made.</p> <p>3b) Mr Tovey asked to see relevant HSE guidance and presentations – HSE to provide it to Mr Tovey.</p> <p>3c) Ms Rank to speak with Dr Dost outside the meeting.</p>	<p>-</p> <p>Members</p> <p>Dr Dost/Mrs Rank</p> <p>Mr King</p> <p>Mr King</p> <p>Ms Rank &amp; Dr Dost</p>	<p>-</p> <p>ASAP</p> <p>April/May 07</p> <p>Next Meeting</p> <p>Outside the meeting.</p>
4.7	<p><b>(min 5b) RMA – Mr Wilson</b></p> <p>1) Mr Wilson planned to visit all his processing members and put together an H&amp;S pack (which would include the</p>	Update at Report	-	-

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	RUBIAC action plan, the RMA action plan and other information) He was hoping to hand them all out personally. 3) Individual plans – Technical committee to develop action plans.	Update at Report	-	-
4.8	<b>(min 5c) ITMA</b> – BTMA had been asked to manage the statistical return for ITMA and implement and monitor their Action Plan.	Update at Report	-	-
4.9	<b>(min 5d) NTDA</b> – 1) Mr Edy thought he could cascade Dr Dost's paper on leadership out to larger companies quite successfully. 3) Mr Edy thought he needed to start looking at Safety Management Tools and he intended to discuss with Ms Rank how to take it forward. 5) Mr Edy wanted to set up a small working group for the Retail sector and develop a Depot Managers Tool and Mr King suggested waiting until the LA member joined, as there would be an opportunity to do it then.	Update at Report  Update at Report  Update/discussion at Report	-  -  -	-  -  -
4.10	<b>(min 5e) TRA</b> - Dr Dost said that the BTMA had made a representation to deliver the same service to the TRA as they were delivering to ITMA.	Update at Report	-	-
4.11	<b>(min 5g) HSE – Mr King</b> a) Mr King gave a short presentation on the research HSE had commissioned into securing loads on curtain sided lorries. Mr King to keep members informed on the progress of the research b) LA member to be appointed to RUBIAC in time for next meeting. c) Industry WebPages should be on the website by the end of January.	a) Update at HSE Report  b) Mr Steve Mills from Hull City Council had been appointed to represent the LA's. c) Industry WebPages expected to be with the HSE Web Team within following 2 weeks, members to be informed when the	-  -  Minutes Secretary	-  -  When the pages became

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	d) European standards – Mr Flint was the Chair of BSI Shadow committee for rubber standards that needed a meeting in the near future to update members and appoint a new Chair.	pages became 'live' d) The meeting had been held, it was that the Chair would be taken by the PMMDA	-	'live' -
4.12	(min 6.2) With regard to the e-COSHH sheet revisions members felt there was likely to be some confusion by the references to silica. Mr McAlinden to speak to the team working on the e-COSHH sheets and report back to Mr Flint.	Concerns had been raised following the circulation of the silica COSHH essentials sheets as an example of the style of the COSHH essentials sheets. However, as silica is used in the rubber industry some people had been alarmed when reading the sheets. The sheets refer to the more hazardous crystalline silica rather than amorphous silica which is used in the rubber industry.  The Chair apologised for the confusion caused.	-	-
5	<b>Progress Reports</b>			
5a	<b>BTMA/BRPPA - Dr Dost</b> 1) 97% of companies had signed up to 'Rubbing out Risk' and they were in the process of issuing the Certificates. 2) Action plans had been received from all the tyre companies. 3) There had been a depth of discussions on the shop floor regarding the action plan. But some smaller companies said were happy to sign up but felt some issues were not			

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	<p>relevant for them.</p> <p>4) The accident statistics for 2006 were almost completed and they were probably showing a 10% accident reduction.</p> <p>5) In the process looking at all published European studies regarding rubber cancers – with a view to combining all the information into a Meta Analysis study. If/when a paper published was published it would be circulated to committee.</p> <p>6) The contractor working on the HSE project on – delivery of goods and curtain sided lorries had contacted Dr Dost.</p> <p>7) Manual Handling – when the 2006 figures became available they would be combined with 2005 figures to provide an overall view of MH incidents in the industry.</p>			
<b>5b</b>	<p><b>TRA – Mr Taylor</b> Mr Taylor reported a possible MH problem with importers /hauliers. The Chair said RUBIAC could speak to colleagues on the ‘moving goods safely’ project on the subject</p>			
<b>5c</b>	<p><b>ITMA – Mr Taylor</b> Mr Taylor reported that ITMA now had a draft Action Plan that would be ready by the mid year.</p>			
<b>5d</b>	<p><b>NTDA – Mr White</b> 1) The results of the accident survey had been good but it would be necessary to draw a line between wholesale and retail/distribution. There had been a good response from the 54 companies who had taken part. 2) Mr White said the publications HSG 62 and 67 were both in need of reprinting – different regulatory people visiting premises – documents very out of date. 3) The NTDA had received calls from its members who were</p>	3) Mr White and Mr Hinks to look for a	Mr White	

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	<p>being visited by LA Inspectors finding it difficult to interpret the regulations. Mr King said that at last meeting Mr Edy wanted to set a working group in which Mr King would be happy to be involved possibly with Mr Hinks. Mr King also thought it would be helpful if the Local Authority could send a representative.</p> <p>4) General discussion about video clips on 'Best Practice' that Mr Hinks had produced.</p>	<p>suitable date and venue. – Graham thought it would be helpful if lead authority could send a representative.</p>	<p>and Mr Hinks</p>	<p>2 Weeks</p>
<p><b>5e</b></p>	<p><b>RMA</b></p> <p>Mr Wilson was unable to attend the meeting but he sent the following update on the RMA's progress on implementation of 'Rubbing out Risk':</p> <p>'There is little more to report at the moment. I am in the process of collecting all the accident statistics returns from our members. I haven't received them all yet but should be able to provide a more detailed report on progress, once I do'.</p>			
<p><b>5f</b></p>	<p><b>Trade Unions</b></p>			
<p><b>5f.1</b></p>	<p><b>Amicus – Mr Hudspith</b></p> <p>1) COSHH Essential Sheets - Amicus would promote new and updated sheets on its websites and ling HSE's website. The same would apply with other publications.</p> <p>2) Slips and trips, Amicus had produced a Slips and Trips leaflet mapping tool which would be available on their website.</p> <p>3) April 28<sup>th</sup> was Workers Memorial Day, the focus for the event was to be enforcement.</p> <p>4) The European Week of Health and Safety was to be held in October and would focus on Manual Handling and repetitive injuries</p>			

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	5) Amicus and T&G were to be amalgamated on May 1 <sup>st</sup> , but would continue to exist separately for 18 months and after that time would be completely united.			
5f.2	<p><b>TGWU – Mr Taylor</b></p> <p>1) Mr Taylor thought that the ‘video clips’ were a good idea.</p> <p>2) The Rubbing out Risk document had gone out within senior management. But he felt that no one in his industry knew what RUBIAC was and that this represented a massive breakdown in communications and that it needed positive re-enforcement.</p> <p>3) Mr Tovey said he would speak Mr Taylor outside the meeting regarding Michelin tyre fitters working alone.</p>			
5f3	<p><b>TGWU – Mr Ian Hilton</b></p> <p>1) Manual Handling/lifting problems had been experienced with Super Singles but Mr Hilton said he was sure that a solution would be found.</p> <p>2) Dust problems had been experienced with Silica Dust at a bag station but a new extraction system had got it down to a bare minimum. Mr Campbell said compounds came from all over the world including Peru and wondered if the exact compounds should be looked into but Mr Hinks pointed out that once it was formed into a compound it was no longer respirable.</p> <p>3) Mr. Peter Taylor enquired about buffing dust but Dr Dost said that was termed as nuisance dust and they hadn’t had an issue (formed from cured rubber material) Dr Dost pointed out that in order to turn amorphous material into crystalline a temperatures in excess of 2000 degrees was required.</p>			
5g	<b>HSE</b>			

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5g.1	<p><b>HSE – Mr. King</b></p> <p>1) The research project was behind timetable and it probably wouldn't be finished by the end of the year. Mr King and Mr Grady were having meetings every 6 weeks. Work package 2 was to look at different restraining methods, using a computer-generated tool. Mr King would continue to keep the committee informed on progress.</p> <p>2) Safe interventions enforcement initiative – the initiative wasn't targeting particular industries this year and entry into confined spaces was to be included. New proforma to be circulate with minutes.</p> <p>3) Benchmarking tools – the Health and Safety Performance Indicator for SME's was available on business links website. The Corporate Health and Safety Performance Index (CHaSPI) for companies with more than 250 employees was on the HSE Website.</p> <p>4) A member of the public had requested information on the Incidences of spontaneous combustion from rubber crumb. Mr King had asked HSL to put together single page document on the subject. Mr Taylor said this had also been raised at the BSI working group, it was something that may have happened in America (possibly due to climate) but was unknown in the UK.</p> <p>4) Mr King had been contacted by a Local Authority inspector who had concerns regarding the manual handling risks in the unloading of tyres at distribution companies. Mr King said he would discuss this with tyre industry members outside the meeting and possibly arrange a meeting. Mr Taylor pointed out that it might be useful to look at the whole supply trade supply matrix.</p>	Proforma to be circulate with minutes.	Mr King/ Minutes Secretary	With the minutes.

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6	<b>AOB</b>			
6.1	The HSE Rubber WebPages were due to be forwarded to the web teams within the following two weeks – including video clips of best practice might be a possibility.			
6.2	Dr Dost asked if a member of the REACH team could give a presentation at a RUBIAC meeting in view of the European legislations. The Chairman and members agreed to this.	Invite a member of the REACH Team to the following meeting.	Secretary	Next Meeting
6.3	The Chairman said the committee should take the opportunity to promote RUBIAC in their in-house magazines etc to build the 'brand'. Dr Dost pointed out that there was great variability regarding coroner's knowledge of disease in the industry. Also that medical student were still being told that working in the rubber industry was still being cited as one of the causes of bladder cancer. Mr Hinks was thinking of launching an 'in-house' magazine on health and safety and would take this into account.			
7	<b>Date and time of next meeting.</b>			
7.1	Mr Tovey offered Michelin's premises at Stoke-on-Trent to host the meeting. Secretary to confirm date The following meeting to be hosted by HSE.	Secretary to confirm/discuss with Michelin Date of next meeting confirmed as 11 July 2007. Members informed by email.	Secretary	2 Weeks
7.2	Mr Tovey asked if 'other business' could be done after meetings to justify cost of time and travel. The Chairman said the matter would be better left until Mr Aston returned to work. Members also requested that they be given a target closing time for the meetings to make organising travel easier.	These matters to be put onto the next Agenda for discussion.	Secretary	Next meeting.