



	<p>Managing sickness absence and return to work:  <a href="http://www.hse.gov.uk/sicknessabsence">www.hse.gov.uk/sicknessabsence</a></p> <p><i>Tax rules and the purchase of occupational health support.</i>  <a href="http://www.hse.gov.uk/pubns/taxrules.pdf">www.hse.gov.uk/pubns/taxrules.pdf</a></p> <p>Case studies:</p> <p>British Polythene Industries: <a href="http://www.hse.gov.uk/business/casestudy/bpi.pdf">www.hse.gov.uk/business/casestudy/bpi.pdf</a></p> <p>Port of London Authority: <a href="http://www.hse.gov.uk/business/casestudy/pla.pdf">www.hse.gov.uk/business/casestudy/pla.pdf</a></p> <p>Wilson James: <a href="http://www.hse.gov.uk/business/casestudy/wilsonjames.pdf">www.hse.gov.uk/business/casestudy/wilsonjames.pdf</a></p> <p>Barts and The London NHS Trust:  <a href="http://www.hse.gov.uk/business/casestudy/barts.pdf">www.hse.gov.uk/business/casestudy/barts.pdf</a></p> <p>Useful information can also be found in the HSE publication, <i>Managing sickness absence and return to work: An employers' and managers' guide</i> (HSG 249, ISBN 0 7176 2882 5), particularly paragraphs 70-82.</p>	
4	<p><b>(Min 2.13) Mrs Drammeh</b> to send information on Safe Interventions project to members.</p> <p>Information about this project can be found on the HSE website at: <a href="http://www.hse.gov.uk/lau/lacs/55-9appendix1.pdf">www.hse.gov.uk/lau/lacs/55-9appendix1.pdf</a>. The questionnaire used by local authority and HSE Inspectors for this initiative can also be downloaded from the webpage – this is a very useful way for companies to check their own performance in this area.</p>	complete
5	<p><b>(Min 2.13) Ms Bricis</b> to find out why textile balers will not be included in HSE's updated baler guidance and report to Members.</p>	end Jun 08
6	<p><b>(Min 2.17) Members</b> to confirm that the processes listed as using LEV (see Min 2.17) are correct and to let Ms Bricis know of any others. Also to provide any further comments or views on the subject of LEV.</p>	end Jun 08
7	<p><b>(Min 3.2) Mr Small</b> to forward a questionnaire to members to gauge their views about TEXIAC.</p>	complete
8	<p><b>(Min 3.2) Members</b> to return their completed questionnaires to Rosie Bricis.</p>	end Jun 08
9	<p><b>(Min 6.1) Ms Bricis</b> to send members copies of the presentation on the Corporate Manslaughter and Corporate Homicide Act 2007.</p> <p>Further information can be found on the following websites:</p> <p>HSE:  <a href="http://www.hse.gov.uk/corpmanslaughter/index.htm">www.hse.gov.uk/corpmanslaughter/index.htm</a>  <a href="http://intranet/comms/corpbrief/manslaughter.pdf">http://intranet/comms/corpbrief/manslaughter.pdf</a>  <a href="http://www.hse.gov.uk/corpmanslaughter/downloads.htm">www.hse.gov.uk/corpmanslaughter/downloads.htm</a></p>	complete

Ministry of Justice:

[www.justice.gov.uk/publications/corporatemanslaughter2007.htm](http://www.justice.gov.uk/publications/corporatemanslaughter2007.htm)

Office of Public Sector Information:

[www.opsi.gov.uk/acts/acts2007/ukpga\\_20070019\\_en\\_1](http://www.opsi.gov.uk/acts/acts2007/ukpga_20070019_en_1)

## **MINUTES**

### **1.0 CHAIR'S INTRODUCTION**

1.1 Apologies were received from Anne Carvell and Robert Sneddon.

The Chair welcomed two new members attending their first meeting: Brendan Gold from Unite and Terry Britton from TGWU; also Tim Price from the Textile Finishers Association, who had previously attended the Open Meeting.

The Chair also thanked the Community Union for hosting the meeting.

### **2.0 MINUTES OF LAST MEETING, ACTIONS AND MATTERS ARISING**

The Minutes from the meeting held on 29 January 2008 were agreed.

2.1 **(Min 2.3) Mr Dickson** to send Ms Bricis statistics on leather industry knife accidents.  
*Complete.*

2.2 **(Min 2.6) All Members** to send knife accident information to Ms Bricis.  
Ongoing - some information received.

2.3 **(Min 2.16) Mr Small** to provide Mr Sneddon with details about the Carpet Foundation.  
*Complete.*

2.4 **(Min 3.1) Dr Cooper** to send Ms Bricis a copy of the final slide in his presentation for distribution with the minutes.  
*Complete.*

2.5 **(Min 3.2) Mr Pearson** to provide Members with details of the BATC REACH seminars.  
*Complete - copy sent with these minutes.*

Mr Price explained the difficulties that are likely to be faced by the European and UK markets when the REACH Regulations are introduced. Ms Bricis to contact Mr Price for further discussion.

2.6 **(Min 4.3) Ms Worthington** to send Ms Bricis a copy of CBWT's accident and ill-health survey.  
*Complete.*

2.7 **(Min 4.4) Mr Edmonds** to send Mr O'Neill a copy of the FLIHSC guidance on safe work at height.  
*Complete.*

2.8 **(Min 5.1) Ms Bricis** to forward to the Chair the link to information about knife safety on the HSE Textiles Audit.  
*Complete.*

- 2.9 **(Min 5.1) Mr Dickson** to send the Chair a copy of UK Leather's guidance on risk assessment and safe systems of work.  
*Complete.*
- 2.10 **(Min 6.0) Mr Dickson** to find further information about the Scottish Centre for Healthy Working Lives.  
*Complete.* Mr Dickson also agreed to send the Chair the occupational health policy used by Scottish Leather for distribution to members.
- 2.11 **(Min 6.1) Ms Bricis** to include relevant web links to occupational health provision with Minutes of the meeting.  
*Complete* – but additional information requested, including case studies.
- 2.12 **(Min 6.1) Chair** to distribute his model policy on rehabilitation and occupational health to members.  
*Complete.*
- 2.13 **(Min 7.0) Ms Bricis** to provide Members with current RIDDOR statistics for their industries.  
*Complete.*

Members discussed the major causes of accidents in the textile, footwear and leather industries, which included slips and trips and musculoskeletal disorders but also, in particular, machinery.

Mr Small noted that, although HSE had not focused on machinery safety in recent years, a successful Safe Interventions Project had been run for a number of years. The aim is to achieve a major reduction in the risk of serious or fatal injuries by ensuring safe interventions at machines / processes that are known to present a significant risk. Interventions during normal running are often legitimate eg to clear blockages or make adjustments. However, guards and other safety devices are frequently removed to do so, which means that proper, robust safe systems of work are crucial to doing this work safely. Mrs Drammeh agreed to send information on the project to members.

Mr Small also spoke about the new baler guidance being produced by HSE. Ms Bricis to investigate why textile balers were not being included and to report back to members. However, it was noted that there is some guidance about textile balers on the HSE website at [www.hse.gov.uk/textiles/audit/part10.htm#2](http://www.hse.gov.uk/textiles/audit/part10.htm#2); and the industry has also had guidance on balers in the past, eg the Joint Standing Committee for the Wool Textile Industry publication, *Safety in early processes*, published in 1990 (now out of print).

Ms Bricis explained that the web pages for textiles, leather and footwear were to be completely re-vamped over the coming year and should provide a much improved source of information.

- 2.14 **(Min 8.0) Mr Sneddon** to send Mrs Drammeh Community's information on balers for dissemination to Members.  
*Complete.*
- 2.15 **(Min 9.0) Ms Bricis and Mrs Drammeh** to review the Open Meeting evaluation forms to determine the number of people who had voiced a preference for the next Open Meeting to be held further north.  
*Complete.*
- 2.16 **(Min 9.0) Members** to forward to Ms Bricis their thoughts on possible themes for the Open Meeting.  
This topic was discussed at item 5.

- 2.17 (Min 11.1) Members** to provide Miss Bricis with brief details of the principle processes where local exhaust ventilation (LEV) is used in their industries, together with details of the substance(s) being controlled; also provide any other comments and views on this topic.

Ongoing - LEV is commonly used where cotton, wool and leather dusts are generated, eg:

- weaving;
- finishing;
- dyeing, eg with reactive dyes in dye stores and dispensing of dyestuffs; in dye baths;
- fabric printing;
- drying, baking and printing machines;
- stenters, as part of the fabric-setting process;
- where “spray mount” is used;
- mechanics workshops, eg welding;
- spot-cleaning, where solvents are used;
- footwear production;
- laboratories for the leather industry, eg testing booths;
- steaming processes;
- laminating and fabric-coating.

Members were asked to confirm that these processes were correct and to let Ms Bricis know of any others. Also to provide any comments or views on the subject of LEV.

- 2.18 (Min 11.1) Ms Bricis** to forward web page links to members in relation to the LEV project.

*Complete* – information about the LEV project went live on the HSE website on 13 May 08 at [www.hse.gov.uk/lev/index.htm](http://www.hse.gov.uk/lev/index.htm). Background information can be found at [www.hse.gov.uk/foi/internalops/sectors/manuf/030805.htm](http://www.hse.gov.uk/foi/internalops/sectors/manuf/030805.htm).

- 2.19 (Min 11.2) Members** to forward to Ms Bricis their views on the reconstitution of TEXIAC. This topic was discussed at item 3.

### **3.0 RECONSTITUTION OF TEXIAC**

- 3.1** TEXIAC’s existing three-year constitution comes to an end later this year – further reconstitution requires what amounts to a business case to be made. Mr Small explained the history of Industry Advisory Committees (IACs), which were originally established to provide the Health and Safety Commission (HSC) with an additional and major source of expertise and advice on industry specific health and safety matters. They were also intended to have a key role in delivering the outcomes of HSC’s strategy for workplace health and safety. In particular, IACs were set up to:

- work with, and through, intermediary bodies to reduce injuries and ill health caused by work in their industries;
- ensure greater access to and take-up of authoritative industry specific guidance;
- contribute to improved employment and productivity by keeping those at work healthy and in work;
- seek to improve the management of health and safety risks; and
- encourage their industries to realise the benefits of employers and employees working together in partnership.

The structure and organisation of TEXIAC is governed by *General Administrative Procedure*

(GAP) 2, A Guide to managing HSC Advisory Committees  
([www.hse.gov.uk/aboutus/procedures/gap2.pdf](http://www.hse.gov.uk/aboutus/procedures/gap2.pdf)).

**However:**

- Like most IACs, TEXIAC has not provided advice to HSC for a number of years.
- Following the recent merger of HSC and HSE, HSC no longer exists – which obviously calls into question TEXIAC’s role and value – does it still have a purpose? A paper was delivered to the HSE Board about the possible future of industry and expert advisory committees but the Board requested further work. A copy of the paper and any outcomes will be forwarded to members once this work has been finalised.
- The formal workplan that has traditionally accompanied the three-yearly reconstitution of TEXIAC is now difficult to deliver for two reasons:
  - Due to changes to HSE's priorities and ways of working, the Manufacturing Sector no longer has direct influence over the work done by inspectors, ie it cannot direct activity;
  - As with other Regulators, any new guidance produced by HSE now has to go through a regulatory impact assessment, a policy tool that aims to assess the impact, in terms of costs, benefits and risks of any proposed regulation and guidance ([www.hse.gov.uk/ria/](http://www.hse.gov.uk/ria/)). This is a time-consuming process and means that HSE can no longer simply produce guidance for industry, even if industry and other interested parties agree that it is necessary.
- RIDDOR accident rates for the textile, leather and footwear industries are now well below the manufacturing sector average and HSE has to focus its limited resources on those industries that have a much higher rate of accidents.
- Do the Open meetings work? Whilst they are well received, who do they reach? Do attendees actually go away and makes changes to improve things? Are we preaching to the converted?

**3.2** TEXIAC is due for reconstitution at the end of this year and Mr Small asked members for their opinions and what TEXIAC meant to their organisations. Some of the viewpoints expressed by Members included the following:

- If HSE steps away from supporting TEXIAC, then the work of trade union and employers’ organisations in relation to health and safety will be undermined. HSE gives authority to member organisations, trade unions and employers to get things done
- The fact that such diverse industries were represented on the committee meant that different safety practices and initiatives common to all could be shared.
- Guidance produced by Member’s organisations could also be shared, particularly as HSE was no longer producing as much industry-specific guidance as it had in the past – this also saved HSE money, time and work.
- The success of TEXIAC depends on tripartite working: HSE, trade unions and employers’ representatives.

The consensus of opinion was that there would be a vacuum in the textile, leather and footwear industries without TEXIAC.

Mr Small agreed to forward a questionnaire to members to gauge their views of TEXIAC.

#### **4.0 ALCOHOL AND SUBSTANCE ABUSE IN THE WORKPLACE**

A presentation was given by Marie Dunk from ADSiS (Alcohol and Drug Services in Staffordshire). The charity works to increase awareness of alcohol and substance abuse in the workplace and provides support and advice to businesses and individuals.

Useful information can also be found on the HSE website at:

*Don't mix it (INDG 240):* [www.hse.gov.uk/pubns/indg240.htm](http://www.hse.gov.uk/pubns/indg240.htm)

*Drug misuse at work (INDG 91, rev 2):* [www.hse.gov.uk/pubns/indg91.pdf](http://www.hse.gov.uk/pubns/indg91.pdf)

#### **5.0 OPEN MEETING**

**5.1** The venue for the Open Meeting on Tuesday 16 September 2008 is the Yew Lodge Hotel in Kegworth.

**5.2** It was not possible to include all members' suggestions for Open Meeting topics because of the limited amount of time during the day (the Open Meeting is due to start at 10.30am and finish around 2.30pm). However, most of Members' suggestions had been incorporated into the draft programme.

It was agreed that the theme of the Open Meeting would be "Deadly Maintenance", ie the hazards faced by maintenance workers and contractors, eg electricity, asbestos and falls from height. The day would also focus on safe working procedures such as lock-out/tag-out and machinery isolation; and give advice on the use of contractors.

Mr Sneddon had suggested holding industry break-out groups for company representatives to discuss issues with employees, also a forum for trade union representatives to network and ask questions of management and HSE. However, there was no support for these suggestions from other Members, who did not feel that the Open Meeting was the appropriate platform for this work.

#### **6.0 CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007**

**6.1** Ms Bricis gave a short presentation on the Act and agreed to send copies of the presentation slides to members with the minutes.

#### **7.0 NEWS FROM HSE**

**7.1** Changes, developments and news from HSE:

- merger of HSE and HSC on 1 Apr 08: [www.hse.gov.uk/aboutus/index.htm](http://www.hse.gov.uk/aboutus/index.htm)
- World Asthma Day on 6 May 08: [www.hse.gov.uk/campaigns/conferences/asthma.htm](http://www.hse.gov.uk/campaigns/conferences/asthma.htm) and [www.hse.gov.uk/asthma/index.htm](http://www.hse.gov.uk/asthma/index.htm)
- *Shattered Lives* campaign to continue: [www.hse.gov.uk/shatteredlives/index.htm](http://www.hse.gov.uk/shatteredlives/index.htm)
- *Better Backs* campaign continues later in the year: [www.hse.gov.uk/msd/campaigns/index.htm](http://www.hse.gov.uk/msd/campaigns/index.htm)
- Euro Week takes place 20-24 October 2008; the theme is risk assessment and the campaign will run for two years: [www.hse.gov.uk/campaigns/euroweek/index.htm](http://www.hse.gov.uk/campaigns/euroweek/index.htm) and <http://osha.europa.eu/campaigns/hw2008/about>

- HSE has launched a web video for the *Asbestos - hidden killer* campaign: [www.hse.gov.uk/asbestos/campaign/video.htm](http://www.hse.gov.uk/asbestos/campaign/video.htm)
- HSE is going through an internal review of the organisation of its industry sectors, including the Manufacturing Sector which looks after TEXIAC. The outcome should be known in the autumn. However, it is unlikely that there will be any great impact on TEXIAC, at least in the short term.
- There have been some changes to the way in which HSE plans and delivers its field inspection work. Our Field Operations Division (ie inspectors) now plans more of its own work and, unfortunately, up to now the Manufacturing Sector has had little direct input to this. This could mean that some local HSE offices will arrange visits targeting textiles, leather and footwear companies without the Manufacturing Sector being aware. The Manufacturing Sector is taking steps to try to close this information gap and increase communication with field colleagues

## **8.0 ANY OTHER BUSINESS**

- 8.1** Mr Edmond spoke about the Footwear and Leather Industries' Annual Conference, which is to take place on 6 November 2008 at the SATRA Technology Centre in Kettering. The topics to be covered are dermatitis, workplace transport, REACH and COSHH.

## **9.0 DATES AND VENUES FOR FUTURE MEETINGS**

Open Meeting – Tuesday 16 September – Yew Tree Lodge Hotel, Kegworth.

Committee Meeting – Tuesday 27 January 2009 – HSE's Nottingham Office.