

**MINUTES OF THE TWENTY-THIRD MEETING OF THE
TEXTILES INDUSTRY ADVISORY COMMITTEE
HELD ON 13 MAY 2003 AT
MARSHALLS MILL, LEEDS**

Present

Mr M Wilcock
Ms Anne Carvell
Mr R Johnson
Mr N Campbell
Mr S Walsh
Mr Kevin Wilson
Mr Paul Gates
Dr F Gallagher
Ms M Kingman
Mr S Kay
Mr I Cook
Mrs W Drammeh

Representing

HSE Chairman
Knitting Ind. Federation
Conf. British Wool Textiles
British Footwear Association
Lancashire Textile Man. Association
TGWU
KFAT
HSE Medical Advisor
Secretary
HSE
HSE
Minutes Secretary

Apologies

Mr N Halton
Mr T Trenear
Mr A Jones
Mr J Beardsley

Observers

Mr M Lee - HSE
Ms Claire Mason

Summary of actions agreed:

- 1) **(Min 3.1) Secretary:** List of organisations represented at January 2003 Open Meeting to be appended to Minutes.
- 2) **(Min 3.5) Secretary:** To distribute revisions to Textiles Audit for agreement.

- 3) **(Min 3.7) Secretary:** To submit business case for a second information sheet on controlling textiles dusts to allow the existing draft information sheet be split for wool and cotton dusts and, if agreed, prepare new drafts for consultation.
- 4) **(Min 4.6) Secretary:** To invite representative of tanning industry to next meeting.
- 5) **(Min 6.1) Secretary:** To convey employer and trade union support for the revocation of the Anthrax Prevention Order in paper to be submitted to HSC in September.
- 6) **(Min 8.1) Secretary:** To enquire whether Mr Johnson would be prepared to accept nomination as Chairman. Also, to approach the trades union members to seek agreement on a nomination for deputy Chair.
- 7) **(Min 7.2) Secretary:** Banner for ITMA stand to include the words 'Textiles Industry Advisory Committee for health and safety'. To distribute calendar of dates for staffing stand at ITMA. **Members:** to indicate availability for at least ½ day each.
- 8) **(Min 7.6) Members:** To provide feedback on draft Workplan within one month.
- 9) **(Min 7.7) Chairman:** To invite representative from British Printing Industries Federation to speak at a subsequent meeting on obtaining discounts from ELCI.
- 10) **(Min 11) Secretary:** To distribute list of 'What's New' electronically.
- 11) **(Min 12.1) Secretary:** To include a discussion on the EU Reach proposals on agenda for next meeting

1 CHAIRMAN'S INTRODUCTION

1.1 The Chairman welcomed observers to the meeting, Claire Mason, Occupational Health Inspector and Martin Lee, a new member of Ms Kingman's team looking after Woodworking. Ms Kingman had also taken over responsibility for the printing industry. The Chairman explained that as of 1st May 2003, the Polymers & Fibres Sector no longer existed and the industries previously covered by the Sector had joined with the engineering, metals and minerals, and woodworking industries to form a new Manufacturing Sector, headed by James Barrett.

1.2 The Chairman explained the on-going review of industry advisory committees (IAC's). The continuation of an IAC would be judged against the Hamid/Tudor indicative criteria. These were:

- 1 - high numbers/rates of injury/ill-health
 - large numbers workers/public
 - defined causes of harm
 - multiplicity of representative organisations
 - external requirements, eg European Law & political pressures
 - change of culture
 - high/major hazard
 - societal concern
- 2 - Operating on a tripartite basis
- 3 - Contribution on strategic outcomes

The Chairman stated that TEXIAC would be required to produce a

business case to provide assurance that it satisfied the Commission's indicative criteria.

- 1.3** Mr Gates spoke in support of TEXIAC and commented on the number of small businesses that have benefited from health & safety knowledge and information communicated via TEXIAC members. Ms Carvell said that TEXIAC had a unique structure made up of several representative bodies, which came together to learn from HSE and from each other. Mr Campbell said that it would be wrong to disband those IACs that were serving their industries well. However, the view was expressed that the continuation of TEXIAC as an IAC was not so important, provided the Committee was retained in a similar format. The Chairman noted the comments but said that TEXIAC would need to be able to demonstrate that it was contributing to the achievement of the HSC's 'revitalising' targets if it was to keep its status as an IAC.
- 2.0** **APOLOGIES FOR ABSENCE**
Apologies were received from Jeffery Beardsley, Richard Binch, Nick Halton & Allen Jones.
- 3.0** **MINUTES OF THE 21ST MEETING OF TEXIAC HELD ON 15TH JANUARY 2003 HELD AT LEEDS TOWN HALL, LEEDS**
- 3.1** The Minutes were agreed. However, it was agreed that a list of those organisations that had attended the Open Meeting should be appended to the Minutes to illustrate the breadth of industry support for TEXIAC.
- 3.2** **MATTERS ARISING FROM THE MINUTES OF THE 22ND MEETING OF TEXIAC HELD ON 15TH JANUARY 2003**
- 3.3** **(min 3.6) Member organisations** (which had not already done so) to send a list of publications for referencing on HSE's web site. Jacqui Hardy had been in touch with members to obtain up-to-date lists and to get their written permission to link their sites from the HSE website.
- 3.4** **(min 3.8) Members** to suggest intermediaries who could help to promote the CD on simulated noise induced hearing loss. This had been discharged..
- 3.5** **(min 3.9) Secretary** to distribute revisions to the Textile Audit for agreement by post. These had been held up because work was being carried out on an extension to include footwear and to improve the question sets for the priority topics. The aim was to have the amendments completed in the next 2-3 weeks.
- 3.6** **(min 8.2) Secretary** to develop a TEXIAC plan of work based on the key messages from the feedback of the discussion. This was discussed at Agenda item 7.
- 3.7** **(min 10) Secretary** to distribute draft Information Sheet on Health Hazards from textiles dusts for comment. This had been done but the issue had now moved on. DIAS (HSE publications department) were not happy with the tabular format and suggested it would be better to produce separate Information Sheets for wool and cotton dusts. A business case had to be submitted for the second information sheet and once this was agreed the Secretary would separate the existing documents and consult on the new industry specific information sheets.

3.8 (min 12.1) Secretary to put the procedures in place for the appointment of a non-HSE Chair. This was discussed at Agenda item 8.

4.0 INDUSTRY COMMITTEE AND TEXTILE SECTOR GROUP REPORTS

4.1 Wool Industry Health and Safety Committee

Mr Johnson reported on CBWT 6 month Industrial Accident Ill Health rates which appear to be higher than HSE statistics. They had a good response from members with 53% of them responding. The Wool Industry Health & Safety Committee was proposing to set up a group to promote best practice. Volunteer companies had been submitted for the noise project and were meeting in June.

4.2 Lancashire Textiles Manufacturers Association

Mr Walsh spoke of the difficulty in progressing the proposed accident survey in member companies because of further rationalisation in the industry. The Lancashire Textile Manufacturers Association Health and Safety group was to hold a meeting in August that would include a presentation on workplace transport. 30 people attended the last meeting. Mr Gates commented that 30 small businesses giving up their time to attend showed how committed the industry was to improving their health and safety performance. Mr Walsh confirmed they were also participating in the noise project.

4.3 Clothing Health and Safety Committee

There was no report due to the non-attendance of Mr Jones. Mrs Carvell, however, stated that no meetings had taken place since the previous meeting of TEXIAC.

4.4 Knitting, Dyeing and Lace making Industries Health and Safety Committee

Ms Carvell reported that four committees had been condensed into three. They were to concentrate on induction training, training for supervision and management and on training sources, tying these in with NVQ models. A Recommendation was also being prepared on consultation with employees in small companies; it was felt that much of the guidance was designed for larger companies and was not appropriate for small employers, who needed help on more informal ways of consulting with employees.

4.5 Footwear Industry Health and Safety Committee

Mr Campbell reported that the FIHSC Annual Conference was to be held in November with two themes – noise & stress. HSE's Noise

Specialist, Bruce Appleton was to attend. Mr Cook said that the Audit Sub-Committee had completed its work on a Footwear supplement to the Textiles Health and Safety Audit and was ready to be put on HSE's website. The Group would then move on to producing photographs to complement the audit. Mr Gates commented that during its 2 years of membership of TEXIAC, the Footwear Health and Safety Committee had been helped to achieve considerable progress. The Chairman suggested that the IAC capitalise on its audit tool and noise initiative and demonstrate the impact these have had.

4.6 HSE's Textiles Sector Group

Mr Cook said that work was continuing on the development of a project to fulfill the commitment in the TEXIAC Common Strategy to carry out an audit of 20 companies. It was proposed to offer 20 small volunteer companies a 'mentoring' service for one year, which would include a sample audit, help to produce an action plan and a second visit to monitor progress. There would be an award for the best action plan at the TEXIAC Open Meeting in January 2004. Adverts would be placed requesting volunteers and enquirers would be sent an information pack. Member organisations were also asked for help in publicising the initiative to their members. Mr Johnson expressed concerns that the initiative would undermine the service he was already offering to his members. Mr Walsh felt the pack would be valuable to his members. Miss Kingman said it was to be a "hand-holding" exercise and was developed in response to feedback from the Open Meeting held in January. Mr Gates asked if the tanning industry was represented on TEXIAC as he had had an enquiry about health and safety from a tanning company. Miss Kingman confirmed the industry was not represented but offered to invite a representative to the next TEXIAC meeting.

5.0 REPORT FROM SKILLFAST UK

5.1 In the absence of Mr Binch, Skillfast had submitted a written report which was agreed should be distributed with the minutes.

6.0 PROPOSAL TO REVOKE THE ANTHRAX PREVENTION ORDER - 23/03/01

6.1 Miss Kingman introduced the paper which set out the HSE's arguments for revoking the APO. She also reported that she had undertaken a number of visits to importers of goat hair to promote a COSHH based approach to the control of anthrax. Mr Johnson advised that he had consulted his members on the paper and they had voted overwhelmingly 10 votes to one for the revocation of the Order. He considered that revoking the Order would not reduce the level of protection for employees. Mr Johnson stated, however, that the

existing guidance in HSG 174 'Anthrax: Safe working and the prevention of infection' contained anomalies and the proposed model risk assessment was badly needed by companies handling goathair. Mr Walsh also supported the revocation. Mr Wilson had spoken to Mr Halton before the meeting who had asked for his support for revocation to be reported to the meeting. Miss Kingman advised that the next step would be to prepare a paper to go to HSC in September. Mr Johnson asked for more Anthrax Information Cards for distribution to his members.

8.0 PROTOCOL FOR APPOINTMENT OF COMMITTEE CHAIR – 23/03/03

8.1 The Chairman introduced the paper, and general discussion ensued. (Mr Johnson had to leave the meeting at this point for another engagement.) There was general support for Mr Campbell's suggestion that the chair should serve for at least 2 years and that appointment should be on merit, rather than on seniority. Mr Johnson was the unanimous favoured candidate. The Secretary agreed to ask if he would accept this nomination. She thought it advisable to appoint a deputy and it was agreed that she should approach members representing the trades unions to fill this post. It was agreed however, that the deputy should not automatically take over the role of Chair when the incumbent stepped down.

7.0 TEXIAC WORKPLAN 2003/4 – 23/03/02

7.1 Miss Kingman introduced a draft TEXIAC Workplan which set out TEXIAC's contribution and support to four main blocks of work for the year to March 2004. These were (1) the HSE/TEXIAC stand at the International Textile Machinery Association (ITMA) Exhibition in Birmingham in October that was to highlight the dangers of noise, (2) the TEXIAC project on reducing noise at source, (3) the re-launch of the TEXIAC Action on Noise Campaign and (4) the audit project in support of the TEXIAC Common Strategy for revitalising health and safety.

7.2 There was discussion of Miss Kingman's suggestion that the Stand at ITMA have a TEXIAC rather than HSE banner. Mr Walsh stressed the difficulty of selling the brand 'TEXIAC' and felt a 'strap line' which included the words 'health and safety' would better convey what TEXIAC was about. It was agreed that the banner would read 'Textiles Industry Advisory Committee for Health and Safety'. It was also agreed that members submit dates for their availability to staff the stand for at least half a day each.

7.3 Mr Cook advised that the TEXIAC Noise at Source Working Group was intending to produce three free information sheets and input was requested from TEXIAC on the promotion of the sheets.

- 7.4 Miss Kingman said the TEXIAC was being asked to support the relaunch of the TEXIAC Action on Noise campaign, which would be based around a new 'tool box talk' product being produced by HSE's Manufacturing Sector. The campaign would entail employers undertaking a pledge to implement improved noise protection. There was general support for the campaign and for a suggestion that TEXIAC contribute to a series of half-day seminars for employers to explain the tool box talk and the commitment being sought from them.
- 7.5 Miss Kingman explained the plan to take forward the findings of the planned audit programme on an industry basis. It was proposed to set up a working group to discuss the lessons from the audit and how TEXIAC could respond to any common problems identified.
- 7.6 The Chairman asked members for feedback on the proposed work plan within one month, otherwise it would be assumed that it was agreed.
- 7.7 A discussion followed on the difficulties faced by small firms in obtaining a discount on their Employers Liability Compulsory Insurance premium despite achieving higher levels of health and safety performance than others in the same industry. The Chairman reported that the British Printing Industries Federation had negotiated a discount with insurers based on a certain audit score and offered to invite a representative to explain the scheme to a subsequent meeting.

9 Report from the TEXIAC Working Group on Noise

- 9.1 There was nothing to add on this agenda item that had not already been discussed earlier in the meeting.

10 HEALTH MATTERS – DR FRANK GALLAGHER, EMAS

Dr Gallagher spoke briefly about the recent outbreak of SARS worldwide and gave the following website addresses for the latest information on the epidemic.

www.phls.gov.uk

www.healthyworkmatters.org.uk

11. UPDATE ON INCIDENTS & PUBLICATIONS

Mr Kay reported on two prosecutions since the last TEXIAC meeting. Dream Wizard of Bolton had been fined £12,500 on 9th January 2003, after two young employees were, on their first day, without adequate supervision and training, using a rag grinding machine with poor guarding resulting in one sustaining serious hand injuries.

Flock & Felt Manufacturing were fined £4,000 on 15th April 2003, for a poorly guarded rag grinding machine, and also an unguarded feed chute to a baler at floor level. They were fined a further £1,000 for no

ELCI cover.

Mr Kay reported that details of all textiles & footwear prosecution cases (which resulted in conviction) and crown censures taken by HSE since 1st April 1999 may be found at www.hse.gov.uk/enforce/index.htm.

A list of What's New from HSE Publications was to be sent electronically with the minutes.

12. ANY OTHER BUSINESS

12.1 Mr Gates suggested that the EU Reach proposals on chemicals, which were of major concern in the leather & tanning industry be discussed at a future meeting.

12.2 Miss Kingman advised that the CD on noise induced hearing loss had been placed on HSE's website as an audio clip, and that the information packs for the European Week of Health and Safety would be available from 20 May.

13 CLOSE

Dates of Next Meetings

Tuesday 14th October 2003 – Marshalls Mill, Leeds

Wednesday 14th January 2004 – venue to be advised

Tuesday 11th May 2004 – venue to be advised.

The Chairman suggested the May 2004 meeting could be held at a site other than HSE Offices.