

**Minutes of the Ceramics, Heavy Clay, Refractories and Glass Industries  
Joint Health and Safety Advisory Committee**

**Minutes of the CHARGE meeting held at on 3<sup>rd</sup> February 2004**

**Present**

Mr James Barrett  
Mr Terry Aston  
Mr Keith Morton  
Ms Alison Bettac  
Mr David Donkin  
Mr Mick Young  
Mr Rob Miguel  
Mr John Rice  
Mr Mike Thomas  
Mrs Julia Stanley

**Representing**

Chair (HSE)  
Secretary (HSE)  
BCC and Ibstock Brick (Heavy Clay)  
British Glass  
Pilkingtons (Glass)  
TUC (CATU)  
TUC (AMICUS)  
Dudsons (Whitewares)  
HSE  
HSE

**Apologies**

Mr P Davies (GMB)  
Ms Joanne Dawson  
(Ceram Research)  
Mr Alan Hansbury (Royal Doulton)  
Francis Morrall (BCC)  
Dr Martin Moore (Morgan Ther)  
Mr E Blackwell (T &G)  
Mr Mark Roden (Johnson Matthey)

**Observers**

Mr Peter Storey (Bibby Sterilin)  
Mr Paul Underwood (AMICUS)  
Dr Len Levy (ACTS)

**Summary of action agreed**

**1. CERAMICS NEWS**

**John Rice to attend editorial team meetings**

**2. ENLARGEMENT**

**Mr Aston to formally invite the Cement and Concrete**

## **Industries employer's associations to join CHARGE.**

**HSE to discuss with RBPTC possible membership and report to next meeting. (Secretary)**

### **0. CHAIR'S INTRODUCTION AND APOLOGIES**

The Chair welcomed everyone to the meeting. The Chair thanked John Rice for stepping in to replace Francis Morrall, who had been called away on urgent business and welcomed Rob Miguel and Paul Underwood from Amicus. He introduced Dr Len Levy, Head of Toxicology and Risk Assessment of the Medical Research Council, who had kindly offered to make a presentation to the committee on the changes to the OES / OEL framework. The Chair also, on behalf of the committee, thanked Peter Storey and his colleagues at Bibby Sterilin for their hospitality, presentation and an interesting factory tour. This marked a new departure in having the meeting hosted at factory premises and provided the opportunity to see best practice in action. Dave Donkin was welcomed to his first meeting as a full member of the committee.

### **1. MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> MAY 2003**

The minutes were agreed as a true and accurate record.

### **2. MATTERS ARISING**

1. CHARGE membership  
Dave Donkin is now a full member of CHARGE
2. CHARGE Workplan
  - i) and ii). 4 projects established. Project leaders report back at Item 4 on the agenda.
  - iii). Mr Keith Morton and Ms Alison Bettac to report back at Item 4 on the agenda.
3. Workplace Inspection Guidance  
No comments were received on the draft guidance. This is now complete apart from one diagram and will be issued shortly.
4. Ceramics News  
See separate agenda item 5.

**3. MANUFACTURING SECTOR. HSE STRUCTURE AND FUTURE PLANS**

The Chair explained the structure of the Manufacturing Sector following the review of sectors in HSE. The Sector forms a bridge between HSE Policy and Operations and externally between industry and unions. A handout was provided to illustrate the workings of the workstream structure. The Chair explained that the links to HSE that the committee members have would remain for the time being. However this may change in the future in order to facilitate the spread of best practice.

**4. CHANGES TO THE OES / OEL FRAMEWORK**

Dr Levy gave a presentation on the role of the Advisory Committee on Toxic Substances and the impending changes to the OEL framework. A Communication Pack was issued to all members which included information on ACTS outline Work Plan 2003 – 2006 and briefing material on Asthma Strategy and e-COSHH Essentials. Dr Levy explained that ACTS was looking for engagement with CHARGE and that any concerns that the committee had about hazardous substances should be brought forward through CHARGE and HSE.

**5. CERAMICS NEWS**

Mr Terry Aston explained that the previous debate on Ceramics News had been overtaken by events. Firstly we were unable to change the title of the publication to reflect the inclusion of the Glass industry and secondly a moratorium has been imposed on new HSE publications which will block any further issues for the foreseeable future. We also wanted to respond to calls at the Pledge conference to get more information out to members on what was going on. With this in mind it has been decided to produce a Pledge newsletter with HSE providing the resource which would have gone into producing Ceramics News. It will mean that with the demise of Ceramics News there will no longer be an official CHARGE publication, however as British Glass already have a Charter newsletter in place we will endeavour to align the two publications and share material. It is thought that to enable wider distribution of the Pledge newsletter it will primarily be electronic (available from websites and e-mail) That should also make it possible to get it out more cheaply and quickly. But to cater for those without access to electronic distribution, people will be able to get hard copies from HSE, BCC or the trades unions, according to their preferences. However, we want to avoid large print runs due to the resources and costs involved.

The committee was invited to comment. It was agreed that the publication should be electronic though some concerns were expressed about getting the information onto the shop floor. Many workers do not have access to the internet or do not engage with it. A number of hard copies would need to be made available. It was felt that the publication needed to be attention grabbing with short, punchy, informative articles mixed with some lighter items. Mr Aston told the meeting that contributions needed to come from all quarters of the Pledge industries – employers, trades unions and employees. Ms Bettac said that she had found it difficult to get contributions from industry for the Glass newsletter. Mr John Rice was invited to join the editorial team and accepted.

**Action agreed: John Rice to attend editorial team meetings**

## **6. CHARGE PROJECT GROUP PROGRESS**

Four project groups have been formed looking at musculoskeletal disorders, workplace transport, stress and slips and trips. Their purpose is to produce toolkits to enable duty holders to take action and not simply to produce more guidance.

Mr Aston reported back for the MSD group which is now established with members from both glass and ceramics industries. A draft project plan has been prepared. The group have agreed frequency of meetings and have come up with a number of ways of promoting and supporting MSD programmes in companies signed up to the Pledge or the Charter.

Mr Donkin represented the stress project group. This group is not yet fully established but do not foresee any difficulties in meeting their targets.

Mr Morton reported that the group dealing with workplace transport was now formed and made up of eleven representatives. As part of their work they were considering issues of driving at work on the public highway having looked at the profile of road deaths and accidents involving representatives. The Chair noted that this area should be approached with some caution, as HSE has to avoid overlap with the enforcement responsibilities of other agencies who have primary responsibility for the enforcement of Road Traffic legislation and could not be acting outside its jurisdiction by being party to formal guidance issued on general road safety issues.

The meeting also debated the prime role of these projects, which was restated as the preparation of action programmes rather

than guidance, although guidance to support an action programme was not ruled out where deemed necessary.

Mr Hansbury, who leads the group looking at falls from height, was unable to attend the meeting. There was no report back from this group to the committee.

## **7. ENLARGEMENT**

It was proposed that CHARGE should invite representatives from the cement and concrete to become members, perhaps one from each industry's employers' association. A discussion paper was sent to all members prior to the meeting. The purpose of enlargement would be to bring more resources to CHARGE and initiate a further exchange of experience and ideas. The TU side were asked if further TU representation would be desirable to match the proposed expansion. During the discussion it was also suggested that a representative from a training organisation might be invited to join at a later date. The committee agreed to enlargement.

**Action agreed: Mr Aston to formally invite the Cement and Concrete Industries employer's associations to join CHARGE.**

**HSE to discuss with RBPTC possible membership and report to the next meeting. (Secretary)**

## **8. CONFERENCES**

Mr Thomas thanked all who contributed to the success of the 2003 HSE Sector Conference which was held in Cardiff last September. Feedback has been very positive. The Chair reported that the Sector and British Glass conferences were well received within HSE. The presence of Justin McCracken and Bill Callaghan at these events raises the profile of the tripartite Revitalising Initiatives.

Proposals for the 2004 sector conference were discussed. Now that the Metals and Minerals Sector is now part of the Manufacturing Sector consideration has been given as to how we might refocus to a more targeted audience of the key players in all the Manufacturing Sector Industries who can take the message back to their own industry conferences. It is thought that this might be achieved by adopting a best practice 'how to do it' format along with a workshop and syndicate exercises. This proposal will be developed further at the "Revitalising Network" meeting on March 26<sup>th</sup>.

**9. TARGETS / REGIMES – TOWARDS 2010 AND BEYOND**

Item deferred

**10. ANY OTHER BUSINESS**

No items raised.

**11. DATE AND VENUE OF NEXT MEETING**

Tuesday 27<sup>th</sup> April 2004. Venue to be confirmed.