

## **CHARGE Industry Advisory Committee**

**Minutes of the meeting held at Aggregate Industries, Bardon Hall, Copt Oak Road,  
Markfield, Leicestershire, LE67 9PJ - Wednesday 6 July 2011 at 10.30 am**

### **Present:**

Mr P Woolgar  
Dr P Smith  
Mr M Bone  
Ms D Llewellyn  
Mr C Nessfield  
Mr M Clarke  
Ms I Stevenson  
Mr A Rotherham  
Mr F Morrall  
Mr D Donkin  
Mr D Moore  
Mr P Marsh  
Mr M Isles  
Ms M Garfield  
Mr B Hudspith  
Ms C Flannigan

### **Representing:**

HSE (Chair)  
HSE  
HSE  
HSE  
British Precast Concrete Federation (BPCF)  
British Precast Concrete Federation (BPCF)  
Proskills  
Proskills  
British Ceramic Confederation (BCC)  
Pilkington  
Glass & Glazing Federation (GGF)  
British Glass Confederation (BGC)  
Mineral Products Association (MPA)  
Aggregates Industries  
Unite  
HSE (Minutes)

### **Apologies:**

Mr R Baldwin  
Mr P Underwood  
Ms M Mitchell

### **Representing:**

Unite  
Unite  
HSE

## 1. Welcome, Apologies and Previous Minutes.

- 1.1 Chair welcomed everyone to the meeting and thanked Aggregate Industries for hosting. Marion Garfield, Aggregate Industries, was welcomed as a new member. Andrea Przystupa, (Unite), had resigned from the committee due to a change of job role and Bud Hudspith was welcomed as the new Unite representative. Paul Underwood has also resigned from the committee and Unite. Michael Bone, HSE, has replaced David Appleton. Apologies as listed.
- 1.2 Previous minutes. An amendment was required at (7.3) - Glass Charter - insurance / industry traffic light scheme to reflect that trials had **not** been abandoned and that work was still in progress.
- 1.3 A query was raised regarding who comprised BPDWG membership. Dr Smith provided an update. End user representation on this particular committee had been sought. CHARGE members who wished to volunteer for BPDWG were advised to contact Dr Smith.

**Action: Members**

## 2. Matters Arising.

- (1.2) A letter of thanks had been sent to Keith Morton who had recently retired from this committee.

**Discharged**

- (3.2) Schemes -v- industry performance. At the previous meeting a request was made for a comparison of both sets of statistics. The trend was generally in the downward direction for both datasets. Although the Scheme stats were higher than HSE's, they were likely to be more accurate. HSE's data was an estimate using ONS figures which were based on samples.

HSE agreed to submit a bid to revisit RR620: "Review of targeted initiatives in the manufacturing sector".

**Action: HSE**

- (7.1) Heat stress / work in elevated temperature guidance. A third draft had now been completed. Final approval was expected at the next BGC committee meeting. It would then be forwarded to PGG for clearance.

Unite raised the matter of new rules surrounding the production of new HSE guidance and the review of existing HSE guidance whereby industry was no longer required to do more than necessary in order to achieve compliance with the law. In contrast, industry-produced guidance generally went beyond compliance. It was reported that TUC had expressed concern about this. Unite had raised the issue in a letter to the HSE Board.

- (7.3) Traffic light scheme – ongoing.

**Action: Carry forward**

- (3.2) Health surveillance. Mr Underwood had agreed to explore the availability of ill-health statistics / recommended frequency of chest x-rays. He provided an update via email and Dr Smith informed the meeting of the advice given.

Members discussed the pros and cons of the frequency of x-rays and of the need to avoid having more than necessary.

No feedback had been received from John Osman, HSE Chief Medical Adviser. British Ceramic Confederation informed members that the Institute of Occupational Medicine in Edinburgh had been commissioned to conduct further studies and a report was expected in September.

**Action: Carry forward**

- (4.2) Dr Smith to write to trade associations expressing concern about the level of slip/trip and manual handling incidents.

**Action: Carry forward**

- (5.3) CHARGE Strategy leadership guidance. Members were invited to submit to Mr Bone, examples of case studies of good leadership prior to the next CHARGE steering group meeting to be held on 3 August. Members to respond by 27 July.

**Action: Members**

**Update:** Three case studies had been received from BCC.

- (6.2) Issue of Rigger boots fed back to BPDWG. Electronic version of leaflet sent to Mr Nessfield.

**Discharged**

- (6.3) BPDWG – The Delivery Charter. Main agenda item.

- (7.2) HSE publications review. Feedback had been received from members regarding appropriate categories.

**Discharged**

- (8.4) Health & safety improvement schemes. Dr Smith reported there would be some form of recognition for the HSISs.

**Discharged**

### **3. Manufacturing Sector Strategy.**

- 3.1 A presentation was given that outlined future HSE activity in manufacturing industries. Four influencing factors were highlighted:

1. Evidence base and risk:

- RIDDOR/III-health incidence rates and trends across industries.

2. Political environment:

- Good H&S, Good for Everyone – reduce burden of bureaucracy on business.
- Review of regulation – the Löfstedt review.
- Red Tape Challenge – opportunity for the public and business to have their say on regulations that affect their everyday lives.
- Business Innovation & Skills Consultation Document (BIS CD) “*Transforming Regulatory Enforcement*” can be accessed at <http://www.bis.gov.uk/Consultations/transforming-regulatory-enforcement-discussion?cat=open> Closing date for consultation is 15 September 2011.
- Big Society.

### 3. Mechanisms to influence:

- Cost recovery – fee for material breach of H&S law.
- HSE reduction in funding.
- Communications spending restrictions.
- Reduction in number of proactive inspection visits in non-major hazard industries.
- Infoline closure.
- Stakeholder activity.

### 4. Manufacturing Sector Strategy:

The Strategy was under development and would be made available for consultation. It would guide HSE activity from 2012. Industries were categorised according to risk and HSE's approach outlined. (A = higher risk industries, D = lower risk industries). Strategic goals and aims and objectives were set out for each category. There were four levels of HSE activity within employment sectors:

- Continued proactive inspection.
- Strategic interventions.
- Stakeholder-led activity (increased stakeholder ownership/control).
- Business maintained compliance.

Members were asked to consider if the aims and objectives were appropriate for each category, how best to reach/influence SMEs and the capacity for stakeholder engagement.

Unite raised concerns about the categorisations and felt that while they may meet government requirements they didn't meet industry's requirements. Additionally, it was felt there was insufficient focus on health issues in the Strategy, eg stress/mental health.

It was queried how some businesses within certain groupings would take ownership and how those businesses would be identified. HSE responded saying poor performers would be targeted and reference would be made to previous inspections and enforcement.

3.2 Members were invited to submit any further comments by the end of July.

**Action: Members**

## 4. **Securing a Competency Assured Industry.**

4.1 A presentation was delivered to members that outlined the MPA approach. The meaning of fully competence assured was explained and continuing professional development emphasised.

The presentation illustrated:

- Sectors covered by MPA.
- Stats analysis (LTIs) and interim targets.
- RIDDORs: 2004 to date – increase in contractor injuries.
- Fatalities for employees/contractors – two-thirds were contractors.
- Qualifications and levels to meet National Occupational Standards (NOS) – a recognised benchmark.

Members were also advised of three other MPA initiatives:

- MPA Safer by Design project – voluntary best practice guidance re mobile plant available at [http://www.safequarry.com/\(S/lnkl23ewriptfgj1wif10d55\)\)/safer\\_by\\_design.aspx](http://www.safequarry.com/(S/lnkl23ewriptfgj1wif10d55))/safer_by_design.aspx)
- Safer by Sharing – series of seminars delivered by experts in their field.
- Safer by Association – site based audit aimed at smaller companies.

Discussion on competency followed. BCC advised they were trying to address the issue of incidents and fatalities involving contractors. It was said that although there were various contractor card schemes, the word “competence” did not feature on the cards.

Members were in agreement that there was a need to generate a clear definition of what competence meant for the CHARGE industries and that it should include contractors as well as employees. Leadership was also key. Members’ comments would be fed back to the CHARGE Steering Group.

**Action: HSE**

## **5. Occupational Hygiene and Behavioural Safety Tool.**

- 5.1 HSE gave a presentation regarding a research proposal to develop a performance indicator tool aimed at improving the prevention of lung disease from silica. The presentation described how this may be achieved and how an assessment tool could be developed.

It highlighted 2010 research into RPE programmes in the workplace. Observations from the study included the following issues:

- RPE not fitted/worn correctly.
- Wide variation in RPE training.
- Wide variation in RPE storage.
- Generally not used for short tasks.
- Workers use own judgement of when to wear it.
- Practical supervision of RPE programmes was generally poor.

Knowledge gained from the study could be used to develop a picture of use practice. A traffic light scheme may be developed to indicate *proficient*, *developing competence* and *poor practice*. Benchmarking for key tasks or scenarios might also be developed. Results could be scored and the tool used to assess performance and identify areas for improvement.

Agreement had been given for the pilot study to go ahead. The work would be carried out by HSL. Timescales were being drawn up. This was likely to be long-term, possibly a year, but could be flexible.

HSE were seeking assistance from CHARGE members to participate in the pilot study regarding developing and testing of a prototype tool. Their views were also sought on what else may be incorporated into the tool that would be useful to their industries.

- 5.2 Members wishing to volunteer were advised to contact Diane Llewellyn at [diane.llewellyn@hse.gsi.gov.uk](mailto:diane.llewellyn@hse.gsi.gov.uk)

**Action: Members**

## 6. Health Surveillance Risk Tool.

6.1 A presentation was given by HSE on exposure and control banding to help determine the frequency of health surveillance / chest x-rays for silica exposed workers. It illustrated:

- Exposure potential.
- Process generated risk – examples of high, medium and low risk processes.
- Controls – task specific (segregation, engineering, respiratory, behavioural/cultural).
- Banding uses.
- Risk ranking examples.
- Use of banding outcomes to propose frequency of health surveillance and x-rays.

6.2 Members were invited to submit any comments on the risk tool to Marjory Mitchell at [marjory.mitchell@hse.gsi.gov.uk](mailto:marjory.mitchell@hse.gsi.gov.uk)

## 7. Building Products Delivery Working Group – “The Delivery Charter”.

7.1 The finalised version of the leaflet was tabled. Organisations’ logos would be incorporated. The leaflet would be available on Wincanton’s website.

7.2 Members were invited to submit suggestions for distribution network to Celia Flannigan at [celia.flannigan@hse.gsi.gov.uk](mailto:celia.flannigan@hse.gsi.gov.uk) by end of July.

**Action: Members**

**Update:** No suggestions had been received.

## 8. Health & Safety Improvement Schemes (HSISs) – progress reports.

8.1 Ceramic Industry PLEDGE:

- Board membership had increased, safety reps and a Financial Director had now been added;
- recognised need to align to HSE Strategy re change of landscape within HSE.

8.2 Concrete Targets:

- now at end of CT 2010 – scheme met target of reducing RIDDORs by 50%;
- incidence rate had increased;
- CT 2015 revised target: new 2010 as baseline year – expectation is 0% harm;
- 50% reduction in LTIs for contractors;
- continued improvement in accident severity ratio;
- new strategy for H&S initiatives and training;
- health & safety newsletter distributed to members during the meeting.

8.3 Glass Charter:

- work at height WG concluded on text – reshoot of photos to be done;
- continuing with behavioural safety workshops;
- SHADs – two delivered, one planned for Belfast;
- ongoing work with insurance industry;

- pursuing a second version of asbestos document to incorporate review of asbestos cement;
- ppe progressing;
- guidance note will issued re swabbing;
- heat stress document in final draft – expected to be signed off at the next committee meeting and will then go to PGG by second or third quarter this year for clearance;
- assessing future targets – to be agreed with members of BGMC and GGF. Such targets likely to be a combination of hard quantitative and soft qualitative goals – together with appropriate mechanisms and tools to measure and improve.

#### 8.4 Cementing Good Practice:

- latest data revealed there had been four LTIs;
- two workshops had taken place;
- silo over-pressurisation document is available at <http://www.safequarry.com>
- A3 poster “Don’t Blow your Lid” produced.

#### 9. **AOB.**

9.1 Irene Stevenson was leaving Proskills at the end of July. Andy Rotherham would take over as the Proskills representative.

#### 10. **Date of Next Meeting.**

10.1 Tuesday 11 October at HSE office, Nottingham.