

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

Held on July 19th 2005 at T&G Regional Office, West Bromwich

<u>Present</u>	<u>Representing</u>
James Barrett	Chairman (HSE)
Rob Pearce	Secretary (HSE)
Terry Aston	HSE
Anne Rayner	Minutes Secretary (HSE)
David Burgess	Hanson Concrete Products
Susan Murray	T&GWU
Declan Moore	British Glass
Alison Bettac	British Glass
David Donkin	Pilkington
Francis Morrall	Ibstock Brick
Mick Young	CATU
Dr Martin Moore	Morgan Materials Technology
<u>Apologies</u>	<u>Observers</u>
Keith Morton (Ibstock Brick)	Bob Baldwin (T&GWU)
Gwyn Baker (BPTC)	Wendy Griegson (CATU)
Alan Hansbury (Royal Doulton)	
Eddie Blackwell (T&G)	
Phil Davies (GMB)	
Richard Edmunds (GMB)	

Summary of Actions Agreed

- 1) (Min 5.5) Mr Aston to look into funding for the launch of the stress; also to find out the dates for the launches of the HSE’s programmes.
- 2) (Min 6.1) A Working Group comprising of: Mr Morrall; Dr Moore; Mr Miguel; Mr Young and Ms Murray to be formed to look again at the plan.
- 3) (Min 8.2) Mr Miguel requested that the future constitution of CHARGE be put onto the agenda for discussion at the next meeting.
- 4) (Min 8.2) Mr Miguel asked members for contributions for AMICUS’s bi-monthly newsletter.
- 5) (Min 8.2) Mr Migel asked if HSE could provide a speaker on ‘cancer’ for a meeting later in the year.
- 6) (Min 8.5) Ms Murray asked if HSE could provide something on the Backs campaign for their newsletter later in the year.

1.	INTRODUCTION AND APOLOGIES.
1.1	The Chairman welcomed everyone to the meeting. Apologies had been received from Keith Morton, Gwyn Baker, Alan Hansbury, Eddie Blackwell and Phil Davies. Phil Davies’s deputy Richard Edmunds was also unable to attend.
2	HOSTS ADDRESS.
2.1	Ms Murray welcomed members to the T&G’s Regional Office in West Bromwich. She explained that the T&G represented workers from a broad area of industrial sectors. She went on to say that the union campaigns, amongst other things, for Gangmaster licences and corporate manslaughter reform. And that the union supports and encourages safety representatives in their workplaces. The union publishes information on health and safety related topics which includes a Safety Representatives Handbook, COSHH Booklet and information on MSD.
3	MINUTES OF THE MEETING OF 17 FEBRUARY 2005 AND MATTERS ARISING.
3.1	The minutes of the previous meeting on 17 February 2005 were agreed to be a true and accurate record of the proceedings.
3.2	<p><u>Matters Arising</u></p> <p>(Min 3.1) All to read and consider the proposed constitution before agreeing to adopt it-distributed at last meeting – This was covered at item 6 of the Agenda</p> <p>(Min 3.2) Members who have not yet joined the Revitalising Network Community and wish to do so to contact Julia Stanley who would send them an invitation to join - This had been done and the invitations sent out.</p> <p>(Min 4.3) Alison Bettac to distribute stress package to committee members for consultation. “CHARGE” branded, free version to be prepared and distributed – This had been done.</p> <p>(Min 4.4) Paul Underwood to locate any suitable sites in the concrete industry for examples for STF group - Dave Burgess agreed to look into this further and to report back.</p> <p>(Min 4.5) Mr Aston to arrange a meeting of the project leaders to consider delivery of project group packages – Terry Aston agreed to report back at Agenda Item 5.</p>

	<p>(Min 4.6) Mr Aston to find out whether it would be possible to launch the project group packages through HSE Books – Terry Aston informed the meeting that he had looked into this and found it not to be possible.</p> <p>(Min 6.7) Managing sickness absence and return to work should be raised for debate at forthcoming Trade Association meetings. This had been done</p> <p>(Min 7.7) their thoughts in advance of the next meeting. This subject was taken on the Agenda at Item 6.</p>
4	UPDATE ON DEVELOPMENTS IN THE MANUFACTURING SECTOR
4.1	The Chair explained that the Manufacturing Sector had become part of HSE's Policy Programme Team. This was a lever to drive programmes forward as the HSE was moving towards being programme driven as a more effective way of using resources by being more targeted. In future work would be divided into two; me work and reactive work. HSE was also working towards developing better links with intermediaries and forming partnerships. Ms Bettac said it was felt that CHARGE was not getting the support from HSE they were previously used to. The Chair said part of this was due to changes in Sector staff and there were vacancies to be filled. Overall cadre was set to increase over next few months.
5	REPORT BACK FROM CHARGE PROJECT GROUP LEADERS MEETING AND REPORT BACK OF SUB GROUPS.
5.1	It had been agreed at the February meeting of CHARGE to arrange a meeting of project leaders. This meeting took place on June 27 th 2005 between Mr Aston, Ms Bettac, Mr Morrall, and Mr Brooks. The four main topics were discussed: Workplace Transport; Slips & Trips; MSD (Musculo Skeletal Disorders) and Stress. It was agreed at the meeting that Ms Bettac would put forward the launch arrangements.
5.2	<p><u>Workplace Transport and Slips & Trips.</u></p> <p>Mr Morrall said he had decided to put Workplace Transport on 'hold' for the time being so as to concentrate on Slips & Trips. Mr Brooks was still working on this and it was hoped to have something to take forward in Autumn that would be in the form of a toolkit rather than guidance. After this was finished work would begin on Workplace Transport for late spring next year.</p>
5.3	<p><u>MSD</u></p> <p>Mr Aston was still working on this. The framework was completed and he was pulling it together for consistency. He said that the project was not only about producing guidance but also about campaigning and the committee needed to debate how the framework was to be rolled out.</p>
5.4	<p><u>Stress</u></p> <p>Ms Bettac told the meeting that she had an 'unbadged' version of the toolkit package available for all members of CHARGE. She said that it had been difficult to find funding and that the committee had to decide whether to roll it out without or to approach other agencies.</p>
5.5	Mr Aston said the launch of the me would be in the middle of 2006 The committee needed to know when the dates were so that it could be launched as a phased me. Mr Aston agreed to look into available funding. The products would be disseminated through revitalizing network via joint presentations.
5.5	There was some discussion about tripartite badging of projects with. Mr Aston

	<p>told the meeting that there had never been any question that this wouldn't be the case. Dr Moore said authority for the project would only come from the badging.</p> <p>Mr Donkin said he would be happy to rebrand it for anyone as long as they helped toward the cost.</p>
6	FUTURE OF CHARGE
6.1	<p>Mr Morrall said that things had moved on since the paper – Review of Activities - was written. The committee had started out as CERIAC and grown since and this militated against driving towards a collective purpose. He thought that representation on the Committee might need to be revisited.</p> <p>The Chairman said that, in the light of this, the plan might have to be looked at again. Possibly by a small group of volunteers to get another direction statement.</p> <p>Mr Morrall thought that the group needed to define what purpose each body (CHARGE, CHARTER and PLEDGE) had.</p> <p>A small working group was formed consisting of: - Mr Morrall; Dr Moore; Mr Miguel; Mr Young and Ms Murray. Information about a date, time and venue for the first meeting was to be sent out as soon as possible.</p>
7	REPORT BACK FROM SUB GROUPS
7.1	<p>This report was given at Item 5 with the Report back from charge project group leaders meeting.</p>
8	UPDATE FROM TRADE UNIONS AND SUB GROUPS
8.1	<p><u>Mick Young</u></p> <p>CATU was raising awareness about stress with Union Reps. This involved organising counseling sessions which had already been attended by 250 Reps. CATU had also run three awareness seminars for management which had been attended by 70 managers</p>
8.2	<p><u>Rob Miguel</u></p> <p>Mr Miguel asked members for contributions for AMICUS's bi-monthly Newsletter. He also asked HSE if they would be able to provide a speaker on 'cancer' for a meeting to be held later in the year.</p> <p>He asked if lay union officials could attend CHARGE and the Chairman said he didn't have a problem with this. Mr Aston pointed out that the constitution had set out membership of CHARGE, but how each of the bodies went about this was up to them. The Chairman thought a flexible line could be maintained for the time being. Mr Miguel asked for the constitution to be looked into at the next meeting.</p>
8.3	<p><u>Alison Bettac</u></p> <p>British Glass was doing work on stress in the workplace and was in the process of producing a Stress Toolbox and Audit. The Association was reviewing their future campaigns and achievements and this would be developed into a draft review document available in August 2005.</p>
8.4	<p><u>Mr Donkin</u></p> <p>Mr Donkin said Pilkingtons were working on national training standards in</p>

	conjunction with Proskills.
8.5	<p><u>Ms Murray</u></p> <p>The T&GWU was promoting the HSE Backs Campaign and asked if HSE could provide something for the winter issue of their newsletter.</p> <p>The Chairman asked members to inform HSE in good time if they had a newsletter pending that they wished HSE to contribute to.</p>
9	AOB
	There was nothing under this section.
10	DATE AND VENUE OF NEXT MEETING
10.1	24th October 2005 at British Glass, Sheffield. Hosted by Declan Moore
11	Close