

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

Minutes of the CHARGE meeting held on 22nd January 2003

Present

Mr M Cross
Mr T R Aston
Mr M Young
Mr P Davies
Mr K Morton
Mr F Morrall
Mr A Hansbury
Mr H Fraser
Mr M Roden
Dr M Moore
Ms A Bettac
Mr M Thomas
Miss L Ollerhead

Representing

Chair
Secretary
TUC
TUC
Heavy Clay
BCC
Whiteware
Ceramic Craft Industry
Material Suppliers
Technical Ceramics
Glass
HSE
HSE

Apologies

Mr E Blackwell
Ms J Dawson

Observers

Mr D Donkin
Mr S Bristow

Summary of Action agreed:

1. CHARGE WORKPLAN

- i) Secretary to arrange a meeting of working group.
- ii) Working group to present workplan proposals at next CHARGE meeting.

2. WORKPLACE INSPECTION GUIDANCE

Mr Thomas to organise a meeting of the working group.

3. CERAMICS NEWS

- i) Any articles or suggestions for articles, for future issues to be passed to Miss Ollerhead.
- ii) Item to be included as agenda item at workplan working group meeting.

4. MUSCULOSKELETAL DISORDERS (MSD)

Members to send nominations for MSD working group to Secretary by 10th February 2003.

5. INFORMATION TECHNOLOGY

The next issue of Ceramics News and the revised Workplace Inspection Guidance to be distributed electronically as a pilot, to assess the effectiveness of electronic distribution.

0. CHAIR'S INTRODUCTION

The Chair welcomed everyone to the first meeting of CHARGE, this included Stuart Bristow, the guest speaker. Introductions were also made for the benefit of new members. Dave Donkin from Pilkington's attended as an observer on behalf of the glass industry.

1 MINUTES OF THE MEETING HELD ON THE 28TH November 2002

The minutes were agreed as a true and accurate record.

2. MATTERS ARISING

2.1 Kiln wrecks

The draft of the guidance is still not available, the Secretary will distribute to members as soon as it is received.

2.2 AWN Technology

Barry Wilkes is still awaiting information on the above subject. The Secretary will distribute this to members as soon as it is received.

3. CHARGE CONSTITUTION

At the last CERiac meeting the draft constitution for CHARGE (CERiac Paper 02/05) was presented to members and agreed. CHARGE members voted to formally adopt the constitution.

4. CHARGE WORKPLAN

CHARGE's workplan will be heavily influenced by the actions, outlined in the Ceramics 'Pledge' and the G.L.A.S.S. Charter. All members agreed that items included on the workplan should be SMART (specific, measurable, achievable, realistic and timebound). The workplan will also be short-term and project focused to encourage the completion of tasks.

It was decided that the best way forward would be to set up a working group. They will have the authority to decide which items from CERiac's workplan would be carried over and which new items will be added. They will then present their proposals at the next CHARGE meeting. The working group will consist of Mr Morrall, Ms Bettac, Mr Davies, Mr Young and the Secretary.

Members felt that training was an important issue, especially of senior management and should be considered when compiling the workplan. All present also agreed this was an ideal opportunity to review all IAC guidance and perhaps revise it to take into account the extended membership of CHARGE.

Resources were also discussed as they will be an important factor in ensuring that tasks are completed. It is also important that the effectiveness of tasks is evaluated.

- Action agreed:**
- i) Secretary to arrange a meeting of the working group.**
 - ii) Working group to present workplan proposals at next CHARGE meeting.**

5 WORKPLACE INSPECTION GUIDANCE

As discussed at a previous CERIAC meeting, stocks of the above guidance are low. CERIAC members agreed that the guidance needed updating and would be an ideal testbed for CHARGE.

It was decided that a working group should be set up. They will not only revise the content but also decide on ownership and format of the revised guidance. The working group will consist of Mr Thomas, Mr Fraser, Mr Young and Mr Hansbury.

Action agreed: Mr Thomas to organise a meeting of the working group.

6 CERAMIC NEWS

Members discussed whether the scope of the above newsletter needed to be enlarged to include the glass industry. This led onto discussions of whether the format was still relevant and the effectiveness of the newsletter.

One suggestion put forward was that the next issue could be used to promote CHARGE, the Ceramics 'Pledge' and the G.L.A.S.S. Charter. This would include articles from companies signed up to the initiatives and articles from the shop floor.

Action agreed:

- i) Any articles or suggestions for articles, for future issues to be passed to Miss Ollerhead.**
- ii) Item to be included as agenda item at workplan working group meeting.**

7 REDUCING RISKS, PROTECTING PEOPLE – STRATEGY FOR THE FUTURE (R2P2)

R2P2 describes the process and underlying principles through which HSE (on behalf of HSC) reaches decisions on risk control measures. It gives HSE staff guidance and ensures consistency, and opens up the decision making process to others.

Mr Bristow explained the process to members and answered any question that arose. A paper was also distributed to members.

8 MUSCULOSKELETAL DISORDERS (MSD) PAPER CHARGE 03/01 BY SECRETARY

The paper had been distributed to members prior to the meeting. It reiterated that musculoskeletal disorders are the largest single cause of accidents within CHARGE industries and though there are initiatives underway to address the issues, there are gaps.

It was decided that a working group should be formed to map out what is currently available and what is missing. This will enable a package, e.g. workshops, guidance, networking etc, to be compiled for all companies, regardless of their size.

Such a working group has already been set up within the glass industry. Ms Bettac kindly offered to extend membership to include representatives from CHARGE industries.

Action agreed: **Members to send nominations for MSD working group to Secretary by 10th February 2003.**

9 OCCUPATIONAL HEALTH

Following on from the occupational health presentations at the last CERIAC meeting, the Secretary enquired if the issue needed to be taken forward. A list of recommendations concerning occupational health provision was distributed to members.

An occupational health working group has already been set up within the confines of the 'Pledge'. The working group's aim is consistent with the recommendations put forward e.g. not only to provide occupational health guidance but access to provisions for all companies, regardless of size. A similar arrangement exists in British Glass for the G.L.A.S.S. Charter.

It was decided therefore that the occupational health needs at present are adequately catered for and no new initiative was required. The new MSD working group will need to establish good liaison with the occupational health groups.

10 INFORMATION TECHNOLOGY

The use of information technology (IT) when disseminating information was discussed. The majority of companies, including SME's now have access to IT and it allows information to be distributed quickly and to a large audience.

The use of organisational websites to promote information was also discussed. It was decided that CHARGE should use electronic distribution for future guidance and information. On demand printing will be available though to ensure that everyone has access to the information.

Action agreed: **The next issue of Ceramics News and the revised Workplace Inspection Guidance to be distributed electronically as a pilot, to assess the effectiveness of electronic distribution.**

11 ANY OTHER BUSINESS

11.1 Ball mill guidance

This guidance has now been sent for publication and will be distributed on completion.

11.2 Revitalising Initiatives – Secretary meeting

A meeting of the Secretaries of the Revitalising initiatives currently underway within the Metals and Minerals Sector, has been planned for February 20th. This aim of the meeting is to encourage a cross-fertilisation of ideas and plot a course for the future.

11.3 Metals and Minerals Sector Conference

A CD of the presentations from the above conference held last September, is now being copied and will be distributed on completion.

11.4 Publication Liability

At the end of the last meeting, the question of the committee's liability for any guidance they produce was raised. The Secretary is still making enquiries into the matter.

11.5 Personal Protective Equipment

Ceramic companies have found that when the new PPE is washed, its durability is reduced. Laundering costs are also high so it has become evident that a reduction in the number of new overalls issued is required. The new overalls are only needed where exposure risks are high so a risk assessment should be carried out to ascertain the type of overall required, for a specific task.

Mr Morrall asked that this point be raised in the revised version of the PPE guidance.

11.6 Race Equality Plan

A race equality plan for the Metals and Minerals Sector is currently being drafted. The aim of the plan is to set out, how the sector will take account of racial equality when dealing with stakeholders. It is hoped that race equality issues will become an integral part of the CHARGE workplan

12 **DATE AND VENUE OF NEXT MEETING**

Wednesday 7th May 2003, British Ceramic Confederation.

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