

**Minutes of the Ceramics Industry Advisory Committee**  
**Minutes of the CERIAC meeting held on 23rd October 2001**

**Present**

Mr G Baker  
Mr P R Monaghan  
Mr M Young  
Mr R Pearman  
Mr J Alcock  
Mr A Black  
Mr K Morton  
Mr F Morrall  
Mr H Fraser  
Mr M Morgan  
Mr M Thomas  
Miss L Ollerhead

**Representing**

Chair  
Secretary  
TUC  
TUC  
TUC  
TUC  
CBI  
CBI  
CBI  
HSE  
HSE  
HSE

**Apologies**

Mr A Hansbury  
Mr S Adams  
Dr M Moore  
Mr D Beattie  
Mr L McCluskey  
Mr Bromley

**Observers**

Mr J Rice

**Summary of Action agreed:**

**1. AUTOMATED BRICK EQUIPMENT**

**Secretary to contact working group and include as agenda item for next meeting.**

**2. REVIEW OF IAC'S**

**Secretary to prepare paper on extending the role of CERIAC.**

**3. REGISTER OF INTERESTS**

**Members to provide Secretary with information for the register by end of November.**

**4. OPEN MEETINGS**

**Secretary to enquire if open meetings are compulsory or optional.**

**5. BCC POTTERIES WHITEWARE COMMITTEE - Rehabilitation**

The Monitoring Board to continue to progress with this issue.

**6. CERAMICS INDUSTRY 'PLEDGE'**

Pledge Monitoring Board to discuss barriers to progress, new ways of working and how to evaluate progress of the 'Pledge' and report back to HSC.

**7. CERAMICS INDUSTRY 'PLEDGE' - Management**

i) Regional Craft Potters Associations to be contacted, HSE representative to attend meeting to discuss the 'Pledge'

ii) Subject to feedback the 'Pledge' will be adapted for small companies .

**8. CERAMICS INDUSTRY 'PLEDGE' - Best Practice Guidance**

Comments to the Secretary by end of November.

**9. HSC/HSE/FOD WORKPLAN 2002/2003 AND BEYOND - TRANSPORT**

Copy of company best practice guidance for sheeting and netting of loads to be sent to Secretary.

**10. CONCORDATS**

i) Members to consider options and comment to Secretary by end of November

ii) Chair to circulate other industries Concordat schemes.

**11. SPECIFIC WORK ITEMS - Silica**

Members to forward concerns to the Secretary.

**0. CHAIR'S INTRODUCTION**

The Chair gave members a brief outline of HSC's Strategic Plan, a summary of which had been sent out with the agenda.

**1 MINUTES OF THE MEETING HELD ON THE 14TH JUNE 2001**

The minutes were agreed as a true and accurate record.

## **2. MATTERS ARISING**

### **2.1 Introduction**

The Chair has enquired about the rationale for HSC/E moving government department and had been assured that the move was in the best interests of occupational health and safety.

### **2.2 High Visibility Clothing**

Members reported that deterioration was not a significant problem. The brick/quarry industry is however, taking part in trials which will run until Spring, results will then be reported back.

### **2.3 Automated Brick Equipment**

No meeting to discuss current standards of guarding in the industry has occurred.

**Action Agreed: Secretary to contact working group and include as agenda item for next meeting.**

## **3. INDUSTRY ADVISORY COMMITTEE MATTERS**

### **3.1 Review of IAC's**

Members will receive letters from HSC outlining the proposals, produced as a result of the review.

Discussions also took place on extending the terms of reference to include other industries e.g. glass.

**Action Agreed: Secretary to prepare paper on extending the role of CERiac.**

**3.2 Register of Interest** Paper CERiac 01/11 by Secretary  
The Secretary explained the purpose of the register. It will list any interests which may be perceived to influence a member's judgment.

**Agreed Action: Members to provide Secretary with information for the register by end of November.**

### **3.3 Open meetings**

HSC has asked the Secretary if CERiac hold open meetings. Different ways of holding these meetings were discussed. Members can bring observers to meetings on an informal basis.

**Action agreed: Secretary to enquire if open meetings are compulsory or optional.**

#### **4. BCC POTTERIES WHITEWARE COMMITTEE**

Members were informed that the BCC also holds a Policy Committee which has members from the refractory and heavy clay industry.

##### **4.1 Fettling Tools**

Fettling tools have been modified by attaching a handle to the blade. The new tool has been tested with positive results. HSL are to review the design and depending on the results, guidance may be produced.

##### **4.2 Rehabilitation**

The provision of an occupational health and physiotherapist package is being pursued by the Pledge Monitoring Board. Members agreed that the faster employees return to work, the better it is for the individual and the company.

**Action agreed: The Monitoring Board to continue to progress with this issue.**

##### **4.3 Semi Automatic Roller Flatware Making Machine**

The Secretary explained that accidents have occurred on these machines because the flap on the machine is altered to the required shape for the product being made. In time, the hole increases in size until the operator can reach through. The issue is to be analysed further.

#### **5 CERAMICS INDUSTRY 'PLEDGE'**

Progress on first year actions was discussed. In the afternoon, three HS Commissioners joined the meeting to support the ceramics initiative by countersigning the 'Pledge.' The Commissioners reiterated how important the 'Pledge' initiative is in achieving the "Revitalising" targets.

HSC has asked IAC Secretaries for an update on the target initiatives they are involved with.

**Action agreed: Pledge Monitoring Board to discuss barriers to progress, new ways of working and how to evaluate progress of the 'Pledge' and report back to HSC.**

## 5.1 Training

The existing CERISHEC course is being updated. It will be produced as a manual with modules for the brick and refractory industry. A CD will also be produced which will help illustrate good and bad practice.

Three pilot courses will be run and modifications made. The completed package will be launched in March 2002.

## 5.2 Management

95% of BCC members have now signed the 'Pledge.' It is hoped 100% will be achieved by the end of the year.

Members raised the question of how the 'Pledge' will apply to sole traders and family run companies. Such small companies may have difficulty in complying with actions outlined in the 'Pledge' as it stands.

**Action agreed:**

- i) Regional Craft Potters Associations to be contacted, HSE representative to attend meeting to discuss the 'Pledge'.**
- ii) Subject to feedback the Pledge' will be adapted for small companies.**

## 5.3 Contractors

Draft guidance to help ceramic companies choose contractors was distributed. Members asked not to circulate or copy the papers as they are only preliminary.

The guidance contains a questionnaire for all contractors. The Working Group is to consider criteria for measuring the responses.

Guidance on high risk issues will be produced and launched in Spring.

## 5.4 Best Practice Guidance

A draft information sheet outlining the major accident causations in the industry was circulated. The information sheet includes priorities for action, ill health information and an outline of the 'Pledge'.

**Action agreed:** **Comments to the Secretary by end of November.**

## 6 **HSC/HSE/FOD WORKPLANS 2002/2003 AND BEYOND**

HSC's strategic plan identifies five priority programmes. Three of them have been adopted by the Metals and Metals Sector.

### 6.1 Manual Handling

'Manual Handling in the Brick Industry' was produced in Summer 2000, since then inspectors have visited premises to assess the level of manual handling carried out and methods used to reduce handling.

## 6.2 Falls from Heights

Corroding roof beams and purlins can affect many industries. A letter has been sent to industry representatives asking them a series of questions which will help to evaluate the extent of the problem.

## 6.3 Transport

The reasons for netting and sheeting of loads in the concrete products industry is currently being researched, brick companies may also be considered. One company has already produced best practice guidance.

**Action agreed: Copy of company best practice guidance for sheeting and netting of loads to be sent to Secretary.**

## 7 **CONCORDATS** Paper CERIAC 01/10 by Secretary

The paper distributed to members outlined various Concordat options, open to the ceramics industry. The general view was that the 'Pledge' and Concordat concept are closely linked but separate programmes are needed for implementation.

**Action agreed:**

- i) Members to consider options and comment to Secretary by end of November**
- ii) Chair to circulate other industries Concordat schemes.**

## 8 **SPECIFIC WORK ITEMS**

### 8.1 HSC Funded Training

Item covered under Ceramics Industry 'Pledge' - Training

### 8.2 Ball Mills

A draft of an information document will be discussed at the meeting of the working group on the 12th November.

### 8.3 Publications

The silica information sheet is being printed and will be distributed with Ceramics News.

The next issue of Ceramics News will give details on the Ceramics 'Pledge' and related initiatives. It will be circulated to a wider audience than normal.

### 8.4 Kiln Wrecks

Visits will take place in November to revise the current IAC leaflet.

**8.5**      Silica

The outcome of Phase 1 of the study concerning the fibrogenicity was outlined. A joint presentation to all Sector industries is proposed.

**Action agreed:**      **Members to forward concerns to the Secretary.**

**9**            **ANY OTHER BUSINESS**

**9.1**          HSC/E Strategic Research Outlook 2002

The document 'HSC/E Strategic Research Outlook 2002' is on the HSE web-site at <http://www.hse.gov.uk/research> and will be available until 31st December 2001.

**9.2**          Gas Kiln Maintenance/Training

Members will be receiving letters requesting information on training courses for individuals who carry out work on gas kilns. The information will be used to produce guidance for industry.

**9.3**          Electrical Kiln Emissions and Ventilation

A letter will be sent to members asking for information on emissions from electric kilns and information on ventilation.

**9.4**          Body Mapping

A paper on a new technique call Body Mapping has been distributed to members. The technique helps employees pinpoint hazards early. The Pledge Monitoring Board will discuss the issue in greater detail.

**10**          **Date and venue of next meeting**

To be confirmed.

**Close**