

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

Minutes of the CHARGE meeting held at on 26th October 2004

Present

Mr Mike Wilcock
Mr Terry Aston
Mr Keith Morton
Ms Alison Bettac
Mr Francis Morrall
Alan Hansbury
Ian Gibson
Dr Martin Moore
Mr Mark Roden
Mr Rob Miguel
Mr Clive Brookes
Mrs Julia Stanley

Representing

Chair (HSE)
Secretary (HSE)
BCC and Ibstock Brick (Heavy Clay)
British Glass
BCC
Royal Doulton (Whitewares)
BCA
Morgan Advanced Ceramics
Johnson Matthey
TUC (AMICUS)
HSE
HSE

Apologies

Mr P Davies (GMB)
Mr E Blackwell (T &G)
Mr David Donkin (Pilkington)
Mr James Barrett (HSE)

Observers

Craig Streak (BPCF)
Gwyn Baker (BPTC)

Summary of action agreed

- **Mr Aston to formally invite BPTC to join CHARGE**
- **Ms Bettac to forward the stress package to Mr Aston for distribution to members of CHARGE.**
- **Francis Morrall, Ian Gibson and Craig Streak to consult on co-operating over transport and slips and trips project groups.**

- **Francis Morrall to prepare discussion paper.**
- **Members to send e-mail addresses to Julia Stanley.**
- **Julia Stanley to arrange access to the community for interested members.**

1. **CHAIR'S INTRODUCTION AND APOLOGIES**

The Chair welcomed everyone to the meeting. Apologies were received from Phil Davies, James Barrett, David Donkin and Eddie Blackwell. Mike Wilcock introduced himself to the committee and explained that he was filling the role of Chair in the absence of James Barrett who was on secondment. The Chair also, on behalf of the committee, thanked Keith Morton and his colleagues at Ibstock for hosting the day. This continued the theme of taking meetings out to industry. He encouraged everyone to participate in the factory tour later in the day as it provided an opportunity to the 'The Pledge' in action. The Chair welcomed Ian Gibson to his first meeting as a full member of CHARGE. Also attending for the first time as observers were Gwyn Baker from the Building Products Training Council and Craig Streak from the British Precast Concrete Federation. The Chair welcomed them both. Clive Brookes was introduced and welcomed to CHARGE having taken up the role formerly filled by Mike Thomas who has moved on following promotion.

2. **MINUTES OF THE MEETING HELD ON 3rd FEBRUARY 2004**

The minutes were agreed as a true and accurate record.

MATTERS ARISING

1. CHARGE membership
Ian Gibson is now a full member of CHARGE
2. Workplace Inspection Guidance
Alan Hansbury advised the committee the Workplace Inspection Document referred to at Item 2.3 would be released shortly

3. **BUILDING PRODUCTS TRAINING COUNCIL**

Gwyn Baker (Director, BPTC) was invited to address the meeting

with a view to becoming a full member of CHARGE. Mr Baker described the business of the training council and its future plans. He outlined the areas of work in which they held expertise which could be of benefit to CHARGE such as delivering training, the development of specialised plant and machinery standards, promoting competence and NVQs, the development of training materials, promoting best practice and their role as a Government appointed voice for training matters. BPTC would benefit from membership of CHARGE by being in the mainstream of Health and Safety development, having early notice of developments and an opportunity to network and share with other members. Mr Aston commented that having BPTC on board would give the committee access to training councils for the first time.

**Action
agreed:
4.**

Mr Aston to formally invite BPTC to join CHARGE

BRITISH CEMENT ASSOCIATION

Ian Gibson, representing the British Cement Association, was invited to address the meeting for the first time as a full member of CHARGE. Mr Gibson outlined the work the BCA had undertaken since 2003 when the Association decided to rise to the 'Revitalising' challenge and reduce accident rates by 30% per year. The Association has looked at customer site safety, as there are concerns for the safety of tankers drivers exposed to the dangers from over pressurisation of concrete silos on site, and has produced brochures to address this. The Association is also planning to consult customers operating 'bagged' sites about the risks of vehicles overturning. These sites are often small with restricted movement for unloading. As a consequence one side of the vehicle is unloaded first which can result in the vehicle overturning. Working groups have been set up to look at Slips, Trips and Falls, concrete hot meal burns, and workplace transport.

Mr Aston noted that the BCA is working in parallel with other CHARGE projects and will be able to bring their experience to CHARGE. There are other issues in common with other CHARGE industries, for example, heat stress.

5. PROJECT GROUP PROGRAMMES

The Chair reminded members that the Commission was looking for outcomes from this work, not just outputs. It was not enough to produce more guidance, what was needed was complete packages which followed through with promotion, training etc. The project groups needed to produce delivery plans.

Terry Aston explained the concept of the project groups and reminded the committee the constitution for CHARGE required RHS to be driven forward in member companies. The groups were charged with producing resource packs to enable companies to get results, not more guidance per se. The priority areas in CHARGE industries had been identified as stress, MSD, workplace transport and slips and trips.

Mr Aston reported on the progress made by the MSD Project Group. The group has been able to secure input on occupational health from Janet Naylor of Wedgwood and Graham McKenzie of Rexam Glass. A project plan has been produced which outlines the methodology and key milestones. It is planned to trial the resource pack before its launch but it may not be possible to release it in April 2005 as initially hoped. There was a discussion on other performance measures. Using the 'Priorities' information sheets, the involvement of safety reps and the amount of training development and other such types of 'soft' targets were all identified as valuable measurements that could establish the degree of penetration.

Alison Bettac presented the Stress Group's completed package. The group identified three levels within an organisation which needed to be involved to implement a successful programme; the organisation itself, managers and individual employees. The organisation needs to get the programme off the ground, the managers need to develop and implement policy and employees need advice on stress awareness, self-help, counselling, etc. The group has devised a package which includes a step by step flow chart for each stream, a built in electronic tool kit, audit tools and PowerPoint presentations which can be used by companies as they are or customised for their own use. The Chair asked Ms Bettac whether other parties have been consulted during the development of this package. Ms Bettac said the group decided not to consult at each stage of development, as this would have slowed down the process. Felt it was more effective to present the package in its entirety for comment. The Chair asked whether the package had been trialed yet. Ms Bettac said it had been trialed within British Glass, which itself is an SME with only 30 employees, and it had worked well. It had not been trialed in other industries because of time constraints. It was planned to put the package out for consultation in the second week of November and Ms Bettac would forward the material to Mr Aston for distribution to members of CHARGE. The Chair thought it would be helpful to trial the package in another SME before launch. Ms Bettac felt that was insufficient time to evaluate in depth, as the outcomes of such a project were long term. All that could be judged in the short term was whether the pack was user-friendly.

Francis Morrall reported back on the progress made by the Transport and Slips and Trips Project Groups. The transport group has been established but decided not to have face to face meetings. The group is trawling for examples of best practice through a range of industries and planning to draw this together for their package. It was suggested that it might prove useful to collaborate with Ian Gibson's working group. Clive Brookes pointed out that there were a number of good examples which could be drawn from the recent Ceramics Pledge Awards. Craig Streak offered the assistance of Tarmac's experienced staff in this area if required.

Action agreed: Ms Bettac to forward the stress package to Mr Aston for distribution to members of CHARGE.

Francis Morrall, Ian Gibson and Craig Streak to consult on co-operating over transport and slips and trips project groups.

11. DEVELOPMENT OF CHARGE: A BETTAC

Copies of the constitution / terms of reference for CHARGE were distributed. The Secretary reminded the committee of the basic purpose of CHARGE and its remit to drive forward the 'Revitalising' agenda. Ms Bettac expressed a view as to whether the committee could be more industry lead than HSE. Mr Aston said HSE's role within CHARGE is predicated in doing what it says it is going to do within the constraints of the constitution. Ms Bettac suggested that other topics over and above Revitalising needed to be addressed such as REACH, silica and benchmarking. Keith Morton told the committee the agenda for the Pledge was now in place for the next six years and was not driven purely by the four RHS project groups. Francis Morrall felt that there were many more issues to be addressed in the future and that CHARGE needed to respond to the needs of industry and the trade unions. A discussion ensued on the conflict with workplace transport project group's remit and industry's desire to produce a package which includes 'on road' issues.

Ms Bettac concluded that she would like to see CHARGE gear up its workplans, that there should be more input from industry and not left to HSE to drive the agenda forward, and that there should be more pressure on those that fail to attend or contribute.

The Chair suggested the committee might consider holding a meeting to discuss the way forward and how the committee should manage itself. The role of Chair could be rotated providing the consistency of the work programme was maintained. Mr Aston thought it might be useful to establish a

working group to look at the work programme and any proposals. Mr Morrall offered to put together a discussion paper to address concerns in the first instance.

Action agreed: **Francis Morrall to prepare discussion paper.**

6. Changes in HSE

Item deferred

7. Targets Regimes – Towards 2010 and beyond

Deferred due to lack of time

8. Demonstration of Revitalising Network Community.

Many of the committee had already seen a demonstration of this technology. Agreed not to pursue this item due to lack of time. Anyone wishing to join the community that had not already do so to send e-mail request to Julia Stanley who would arrange.

Action agreed: **Members to send e-mail addresses to Julia Stanley. Julia Stanley to arrange access to the community for interested members.**

9. Manufacturing Sector Conference.

Mr Aston reminded the committee of the date, venue and purpose of this event.

10. Update from Trade Unions and Trade Associations.

Deferred due to lack of time

ANY OTHER BUSINESS

No items raised.

DATE AND VENUE OF NEXT MEETING

Thursday 17th February 2005 at Amicus' offices West Bromwich