

Minutes of the Ceramics Industry Advisory Committee
Minutes of the CERIAC meeting held on 28th November 2002

Present

Mr M Cross
Mr T R Aston
Mr M Young
Mr E Blackwell
Mr K Morton
Mr F Morrall
Mr A Hansbury
Mr H Fraser
Mr M Thomas
Miss L Ollerhead

Representing

Chair
Secretary
TUC
TUC
CBI
CBI
CBI
CBI
HSE
HSE

Apologies

Mr S Adams
Mr G Oakes
Mr A Black
Ms J Dawson
Dr M Moore

Observers

Ms A Bettac
Mr P Harvey
Mr M Morgan
Mr M Darvill
Mr R Graham
Mr B Wilkes
Ms A Harrington

Summary of Action agreed:

1. KILN WRECKS

Secretary to distribute draft of guidance to members when available.

2. WORKPLACE INSPECTION GUIDANCE

To be included as agenda item at first meeting of new committee.

3. RECONSTITUTION OF CERIAC

- i) Any items for CHARGE workplan or agenda to be sent to the Secretary by beginning of January 2003.
- ii) Member bodies to forward names for membership of CHARGE to the Secretary by 16th December 2002.
- iii) Chair to write to HSC/E informing them of outcome of CERIAC reconstitution.

4. MUSCULOSKELETAL DISORDERS

Secretary to discuss with Trade Association representatives whether a MSD working group should be formed and prepare a paper for the next meeting.

5. OCCUPATIONAL HEALTH

To be included as an agenda item at first CHARGE meeting.

6. REVITALISING HEALTH AND SAFETY INSPECTION PACKS

Secretary to send electronic versions of the Revitalising inspection packs to Trade Associations and Trade Unions.

7. AWM TECHNOLOGY

Mr Wilkes to forward information on AWN technology to the Secretary.

0. CHAIR'S INTRODUCTION

The Chair welcomed the guest speakers to the meeting and Mr Harvey, who is Secretary of FIAC. Mr McCluskey (TUC) has now resigned and been replaced by Mr Blackman who unfortunately could not attend the meeting so Mr Blackwell attended in his place.

1 MINUTES OF THE MEETING HELD ON THE 18TH JUNE 2002

The minutes were agreed as a true and accurate record.

2. MATTERS ARISING

2.1 Kiln wrecks

The research report on "The Development of a practical heat stress assessment methodology for use in UK industry" has now been published. This is not the expected guidance but will have some input to it.

A draft of the guidance will be available in the new year and will be distributed to members for consultation.

Action agreed: Secretary to distribute draft of guidance to members when available.

2.2 Workplace Inspection Guidance

The updating of this leaflet has been overtaken by the reconstitution of CERIAC. Once the reconstitution proposal has been accepted, this will be one of the first work items to be addressed by the new committee.

Action agreed: To be included as agenda item at first meeting of new committee.

2.3 Ceramics 'Pledge' – 5 Best Practice Guidance Notes

The topics for the above guidance have now been agreed and closely link to the Revitalising topics. Once the reconstitution proposal has been accepted, work will start on the guidance.

2.4 G.L.A.S.S. Charter

Copies of British Glass' best practice guidelines have now been received by the Secretary and will be distributed to members.

3. RECONSTITUTION OF CERIAC PAPER CERIAC 02/05 by Secretary

The working group has met twice since the last CERIAC meeting. The proposal, "Constitution for CHARGE (ceramics, heavy clay, refractories and glass manufacturing industries joint health and safety advisory committee)." for the new committee had been distributed to members, prior to this meeting.

It was agreed to accept the proposal for the new committee. Its constitution will be kept under review as the committee develops. It was also agreed that the new committee will be called CHARGE (Ceramics, Heavy Clay, Refractories and Glass industries joint health and safety advisory committee).

It was agreed that any guidance produced by the new committee would follow a set format and standard e.g. issue date and number.

CHARGE to be publicised in trade journals and through Ceramics News.

- Action agreed:**
- i) Any items for the workplan or agenda to be sent to the Secretary by beginning of January 2003.**
 - ii) Member bodies to forward names for membership of CHARGE to the Secretary by 16th December 2002.**
 - iii) Chair to write to HSC/E informing them of outcome of CERIAC reconstitution.**

4. CONCORDATS

The Chair outlined the main concepts of concordats e.g. a co-coordinated approach to enforcement within a group of companies. How concordats link to the 'Pledge' and Charter was discussed, it was agreed that the two Revitalising initiatives are for all companies regardless of size whilst concordat schemes are aimed at multi site organisations.

It was also agreed that concordats is not an issue for CERIAC or CHARGE so will removed from the agenda.

5 REVITALISING INITIATIVES

5.1 Ceramics Industry 'Pledge'

2003 marks the second anniversary of the 'Pledge' so companies will be asked to submit accident figures to BCC and information on how they are progressing with the actions outlined in the action plan.

The Contractors' Charter has now been officially launched and sent out to members. The working group will meet in due course to review its effectiveness. CERISHEC will be launched in the new year.

An ill health working group has been set up to produce guidance similar to the Contractors' Charter for ill health. A training package is also being arranged for Nominated Directors identified in the 'Pledge', the package will ensure consistency and raise awareness amongst the Directors.

5.2 G.L.A.S.S. Charter

19 best practice guidelines have now been produced under the Charter. The annual British Glass conference was held in November and seminars highlighting the dangers of drugs and alcohol have also been held.

An award scheme for companies signed up to the Charter is in the pipeline, along with a national audit programme.

Finally, an alert programme initiative is being proposed, companies signed to the Charter will alert a central contact to any issues within the industry and this information will be disseminated to the whole industry.

6 MUSCULOSKELETAL DISORDERS

Mr Darvill gave a presentation on how the priority programme was developed. The benefits of the programme were outlined, along with supporting material e.g. guidance and legislation.

This is one of the topics that the ill health working group will be discussing as MSD is the largest cause of occupational health. Whether a separate MSD working group should be formed was also discussed.

Action agreed: **Secretary to discuss with Trade Association representatives whether a MSD working group should be formed and prepare a paper for the next meeting.**

7 OCCUPATIONAL HEALTH

Mr Wilkes and Ms Harrington outlined the occupational health requirements of SME's and the provisions that are available. Only 2% of SME's currently have access to occupational health provisions. This subject is closely linked to those actions outlined in the 'Pledge' that SME's need to address.

Action agreed: **To be included as an agenda item at first CHARGE meeting.**

8 REHABILITATION

Mr Graham's presentation showed how his company had approached problems with ill health through a rehabilitation programme. The programme had resulted in reducing days lost through ill health and reducing costs for the company.

This is a subject that will be covered by the ill health working group.

9 ANY OTHER BUSINESS

9.1 Revitalising Health and Safety Inspection Packs

All members have been given a copy of the above packs. All inspectors within HSE have been issued with a pack and they contain the issues that inspectors will be targeting during inspections.

Action agreed: **Secretary to send electronic versions of the Revitalising inspection packs to Trade Associations and Trade Unions.**

9.2 Potteries Approved Code of Practice

The above is now out of date as the Asbestos, Lead and COSHH regulations have been updated. The proposal is to rewrite the publication as guidance in a more user-friendly format.

9.3 Chair

Mr Cross is changing jobs within HSE so will not be able to continue as Chair. He will however Chair the first meeting of CHARGE.

9.4 AWM Technology

Barry Wilkes informed members of work by AWM [Advantage West Midlands (the Regional Development Agency)]. They are funding the development of a Regional movement laboratory that is a mobile ergonomic assessment system. It will go out to workplaces and be linked by satellite to a central resource.

Action agreed: **Mr Wilkes to forward information on AWN technology to the Secretary.**

10 **DATE AND VENUE OF NEXT MEETING**

Wednesday 22nd January 2003, British Ceramic Confederation

Close