

CHARGE – 29 October 2008

Location: Ibis Hotel – Rotherham, Sheffield

Present: David Appleton (HSE) Bob Baldwin (Unite – T&G Section) Geoff Cox (HSE – Chair) Dave Donkin (Pilkington) Philip Marsh (BG)
 Declan Moore (GGF) Francis Morrall (BCC) Colin Nessfield (BPCF) Tracey Oliva (HSE) Phil Smith (HSE)
 Irene Stevenson (Proskills) Paul Underwood (Unite – Amicus)

Number	Item	Details	Action
Item 1	Introduction and Apologies		
1.	1.0	Introduction and Apologies <u>Welcome to:</u> <ul style="list-style-type: none"> • Geoff Cox (HSE) who replaces James Barrett as Chair, and • Colin Nessfield (British Pre-cast Concrete Federation) who replaces Norman Brown. <u>Awaiting representations:</u> <ul style="list-style-type: none"> • David Gilbert (Hanson) has retired; awaiting new employer nomination to represent the pre-cast concrete industry, and • Keir Clayton has left Unite; awaiting comment from Rob Miguel. <u>Apologies:</u> <ul style="list-style-type: none"> • Ian Gibson (British Cement Association) • Chris Haigh – (Unite T&G Section) • Harry Hockaday (Unity the Union) • Pam Kaur (HSE) • Rob Miguel (Unite – Amicus Section) • Keith Morton (Ibstock) <u>Observers:</u> <ul style="list-style-type: none"> • Jon Cornforth (Solaglas) • Andrew Easterbrook (HSL) • Steve Francis (Saint Gobain) • Martin Isles (QPA) • Eileen Street (Roy Castle Foundation) 	None

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Number	Item	Details	Action
Item 2	Actions from previous meeting		
2.	3.4	<p>'Silica and You' – draft publication</p> <p>(min 2.3.4 – 13/03/2008)</p> <p>The draft has been circulated within HSE; comments are varied and the precise target audience and document style has not yet been resolved. It is expected any revisions will be built into the 2009/10 work-plan.</p>	
Action Point	3.4	<ul style="list-style-type: none"> ○ Draft 'Silica and You' to be circulated to CHARGE members in due course. 	Mr Appleton
2.	6.6	<p>PLEDGE Management Report</p> <p>(min 2.6.6 – 13/08/2008)</p> <p>At the last meeting, Mr Morrall agreed to circulate to members a copy of the congratulatory letter the British Ceramics Confederation (BCC) received from Judith Hackitt in response to the 2001- 2006 PLEDGE Management Board Report.</p>	
Action Point	6.6	<ul style="list-style-type: none"> ○ Judith Hackitt's letter to be placed on the CHARGE community site. 	Dr Smith Discharged
2.	3.0	<p>Strategy Document – Strategic aim</p> <p>(min 2.4.0 – 26/11/07)</p> <p>Background: The Chair previously asked if a sub committee could be formed to discuss the strategic direction of the group. The sub committee consists of Mr Gibson, Mr Moore, Mr Morrall, Dr Smith and Mr Underwood. A first draft of 'CHARGE...towards the future' has been disseminated to the meeting for comment. Following revision, an electronic version was circulated to members for comment by 1 February 2008.</p> <p>Update: Dr Smith thanked the meeting for their comments, a revised version will be circulated and members are invited to comment / agree on the targets set before publication.</p>	
Action Point	3.1	<ul style="list-style-type: none"> ○ Revised version to be circulated for comment / agreement by the end of November 2008 (via CHARGE community site and e-mail). 	Dr Smith
	3.2	<ul style="list-style-type: none"> ○ If you are not a member of the CHARGE community site, please contact Lisa Weston. 	All Discharged
2.	4.4	<p>FOD Delivery Plan</p> <p>(min 2.4.3 – 26/11/2007)</p> <p>Feedback from the 3 initiatives (Brick, Noise/HAV and MGS3), if available, will be provided at the next meeting.</p> <p>Update: On agenda, Item 5 and 6</p>	Discharged

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Number		Item	Details	Action
2.	7.0	Social Dialogue Agreement (SDA) – Crystalline Silica	<p>(min 7.7.0 - 13/03/2008)</p> <p>Background:</p> <ol style="list-style-type: none"> Silicosis, a lung disease caused by prolonged exposure to Respirable Crystalline Silica (RCS), can only be diagnosed by X-ray. This in turn poses its own health risks by exposing the patient to ionising radiation. Under current legislation, the onus is placed on the medical professional to decide the frequency of chest X-rays based on individual patient assessment. Under the SDA, industries are required to monitor employee exposure to RCS and report these findings. A meeting comprising of Silica Industry Representatives, Occupational Health Professionals and HSE will be convened in February 2008 at the Health and Safety Laboratories (HSL) to discuss the issue of exposure to ionising radiation vs. exposure to RCS and agree a common viewpoint. Update: The Chair asked members present at the HSL meeting to comment on the progress of work to date. The working group consisting of HSE, Trade Associations, Trade Unions and Medical Professionals are currently drafting a generic protocol with appropriate guidelines. No deadline for its completion has been established. 'Silica Base Line Study' – Author - Paul Brough, the draft report has been reviewed and comments sent to the author. The report is expected to be published at the end of March 2008 (although this could be delayed). 	
Action Points	7.1		<ul style="list-style-type: none"> SIM (Sector Information Minute) - To be circulated to the meeting when available. Update: Circulated in June 2008. Hard copies distributed at the meeting. 	Discharged
	7.2		<ul style="list-style-type: none"> Silica Base Line Study – to be circulated to the meeting when available. Update: Due for publication in November 2008, CHARGE members to be notified when the study is placed on the HSE website. 	Dr Smith
	7.3		<ul style="list-style-type: none"> Andrew Easterbrook (who is completing the report) will be invited to present at the next meeting Update: On agenda Item 3 	Discharged
	7.4		<ul style="list-style-type: none"> John Osman (HSE Medical Inspector) to be contacted to establish the completion date of the Silica Working Groups generic protocol. 	Dr Smith

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Number		Item	Details	Action
2.	7a.0	Heat stress research	<p><u>(min 2.8.0 – 26/11/07)</u></p> <p>Background: Heat stress is an on going issue with CHARGE industries. The glass industry initiated research to pin point the relationship between core body and tympanic membrane temperature to establish a reliable differential between the two. Mr Moore, who initiated the research, originally approached CHARGE members for financial support in November 2007.</p> <p>Update: HSE has declined financial support for the research.</p> <p>The Chair invited Mr Marsh to provide new committee members with a brief overview of the project. (Project brief / interim reports attached)</p> <p>In response to the news that HSE has declined financial support, Mr Marsh confirmed the project is fully funded however, if HSE are able to reconsider their position and financially support the research the contribution will be used to expand the sample size to deliver a statistically robust data set for analysis.</p> <p><u>Research phases:</u></p> <ul style="list-style-type: none"> • Data collection – complete • Collation and analysis - on-going • Report due – May 2009 (may be delayed) 	
Action Point		7a.1	<ul style="list-style-type: none"> ○ Research project specifications to be sent to Mr Appleton and Dr Smith (COP 30/10/2008) 	Mr Marsh Discharged
		7a.2	<ul style="list-style-type: none"> ○ Interim reports to be circulated to meeting members. 	Ms Oliva
		7a.3	<ul style="list-style-type: none"> ○ HSEs Science Unit to be approached with the project specifications and asked to reconsider their decision 	Mr Appleton / Dr Smith
2.	9.1	Safe Operation of Ceramic Kilns	<p><u>(min 9.9.1 – 13/03/2008)</u></p> <p>Background: Mr Appleton asked the meeting to consider and contact him by the end of April 2008, if the 1993 publication ‘Safe operation of ceramic kilns’ is one worth being revised.</p> <p>Update: Mr Appleton thanked the meeting for their comments. The consensus amongst members is the publication has outlived its usefulness. It is now out of print and no longer available as a web-only publication.</p> <p>Recent external queries have raised issues surrounding door interlock switching on imported studio size kilns. HSE’s Safety Unit and electrical specialists are currently involved in reviewing the standards. This will determine the need for revision of Ceramic Information Sheet No.3 on safe use of electric kilns in craft and education.</p>	Discharged

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Number		Item	Details	Action
2.	11.1	CHARGE Community web-site	<p>(min 11.11.1 – 13/03/2008)</p> <p>Background: Dr Smith asked if the meeting would like an on-line community website for sharing information, posting documents, etc. Members agreed they would like this facility – Mrs Weston to organise.</p> <p>Update: The CHARGE community site is now 'live' if you do not have access to this contact Lisa Weston who will make the necessary arrangements.</p>	Discharged
The minutes of the meeting, 13 March 2008 were agreed as a true record of proceedings.				
Item 3		Silica Baseline Survey (SBS) for bricks – Andrew Easterbrook (HSL)		
3.	0	Silica Baseline Survey	<p>Mr Easterbrook, an occupational hygienist based at the Health and Safety Laboratories, provided the meeting with an overview of the 2006/07 Silica Baseline (Brick) survey which is due to be published in the next few weeks. (Presentation attached)</p> <p>Mr Morrall raised the point that the findings are historic and do not take account of the improvements the industry has made in the interim period. He also queried if distinctions between members of the Social Dialogue Agreement (SDA), (i.e. Quarries, Brick) and non-members (Construction, Stone Masons) are made clear in the report. Dr Smith highlighted the survey was intended to establish a 'before' picture of the industries involved and a follow-up survey is expected to be carried out.</p> <p>Mr Moore raised the issues surrounding Respiratory Protective Equipment (RPE) and asked how competency is being measured in industry and if there is guidance available on correct 'fit' techniques that could be disseminated.</p>	
Action Point		3.3	RPE concerns to be raised with HSEs Disease Reduction Programme (DRP).	Mr Appleton
Item 4		Look after your lungs programme – Eileen Street (Roy Castle Foundation)		
4.	0	Look after your lungs	Mrs Street, Health Awareness Programme Manger, representing the Roy Castle Lung Cancer Foundation gave the meeting an overview of the services they provide. (Presentation attached)	
Action Point		4.1	<ul style="list-style-type: none"> o For further information / involvement, contact Mrs Street. 	All Discharged

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Item 5		FOD delivery plan – David Appleton		
5.	0	FOD delivery plan	<p>There are no specific interventions aimed at CHARGE industries however the following Sector Information Minutes (SIMs) maybe of interest:</p> <ul style="list-style-type: none"> • SIM 03/2008/09 - Silica dust guidance on risk and enforcement • SIM 03/2008/07 – Inspection intervention on worker protection: Asbestos duty to manage (DTM) • SIM 03/2008/06 – Targeted Initiatives within the Manufacturing Industries • SIM 03/2008/05 – Local exhaust ventilation: Assessment and inspection • SIM 03/2008/01 - Injuries Reduction Programme 2008-09: Prevention of fatal and major injuries through safe interventions project 2004-2009 <p>(The SIMs will also be available from the CHARGE community site)</p>	None
Item 6		Silica in brickworks initiative – David Appleton		
6.	0	Feedback – Silica in brickworks initiative	<p>Mr Appleton gave the meeting an overview of the ‘Brick Industry Inspection 2007/08’ (Presentation attached)</p> <p>The intervention, year 2 of a 3-year inspection plan, focused on promoting the good practice control guidance in ‘Silica Essentials’ to reduce the number of cases of respiratory ill health, in particular, silicosis and COPD (Chronic Obstructive Pulmonary Disease).</p> <ul style="list-style-type: none"> • Thirty-three site visits took place (16 large/multi sites – 17 small/single sites) throughout the UK. • 4 Improvement notices were issued (all to undertake COSHH assessments) <p><u>Areas for improvement:</u></p> <ul style="list-style-type: none"> • Reduce dust at source • Stop dry sweeping • Carry out dust monitoring • Improve / Install Local Exhaust Ventilation (LEV) • Consider misting systems • Face-fit testing for respiratory protective equipment (RPE) • Health surveillance 	None

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Item 7		Greenstreet Berman report – Tracey Oliva		
7.	0	Feedback: Greenstreet Berman research report	Ms Oliva gave the meeting an overview of the findings of RR620 – Review of targeted initiatives in the manufacturing sector. (Presentation attached)	None
Item 8		Feedback – Scheme initiatives		
8.	0	Cement Industry	<p><u>Cementing Good Practice</u></p> <p>On behalf of Mr Gibson (BCA), Mr Appleton reported the following (week ending 17/10/2008):</p> <p>Lost time incidents (2008 compared with 2007):</p> <ul style="list-style-type: none"> • 50% reduction (employees) • 7 % reduction (contractors) <p>No incidents:</p> <ul style="list-style-type: none"> • A 33-week period with no incidents reported in comparison to a 26-week period last year. At the Quarry Product Association (QPA) awards some sites reported 'no incidents' for a period of >12 months. 	None
	1	Ceramics Industry	<p><u>The Ceramics PLEDGE</u></p> <p>Mr Morrall reported the Ceramics industry since 2001 have consistently achieved and exceed the reduction targets set by Government. Incident figures recorded in 2006 are now the base line for future targets.</p>	None
	2	Concrete Industry	<p><u>Concrete Targets 2010</u></p> <p>Mr Nessfield reported the original 4* scheme in 2001 achieved a 45% reduction in the number of incidents against a target of 50%.</p> <p>Incident figures from 2005 were used as the new benchmark, overall from 2001 – 2007 the initiative has achieved a 65% reduction in incidents.</p> <p>The scheme is growing in membership with future emphasis expected to be on sustainability issues.</p> <p>The annual awards are scheduled for May 2009.</p>	None

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	3	Glass Industry	<p><u>Glass Charter</u></p> <p>The annual awards conference will be taking place in Huddersfield on 6 November 2008.</p> <p>Mr Marsh (BG) and Mr Moore (GGF) reported they are currently:</p> <ul style="list-style-type: none"> • Looking at training • Producing new membership packs • Reviewing codes of practice • Adapting the strategy to encompass and engage with SMEs in the glazing sector 	None
Item 9		Update on toolkits – Francis Morrall		
9.	0	Update on toolkits	<p>Toolkits are available from the CHARGE community website:</p> <ul style="list-style-type: none"> • Slips and Trips • Sprains and Strains • Workplace Transport 	None
Item 10		Health and safety systems – Jon Cornforth		
10.	0	Solaglas: H&S Systems	Mr Cornforth, Environmental Health and Safety Manager with Solaglas Windowcare, gave the meeting an overview of the Health and Safety systems in place at Solaglas. (Presentation attached)	None
Item 11		AOB		
11.	0	HSE Statistics launch 2007/08	The 2007/08 statistics are now available from the HSE website .	None
	1	Worker involvement guidance	Revised guidance is now available from the HSE website .	None
	2	Asbestos: the hidden killer	HSE launches 'Asbestos: The Hidden Killer' campaign, for further information visit the HSE website .	None
	3	STEP – slips and trips e-learning package	To receive notification of the launch of HSEs Slips and Trips e-learning package visit the HSE website .	None
	4	Imminent launch of new HSE Strategy	Following the merger of the HSC / HSE the HSE Board is in the process of reviewing the existing strategy. Further information is available from the HSE website .	None

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	5	Health and Safety Offences Act 2008	New legislation, the Health and Safety Offences Act 2008, which comes into effect in January 2009, raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £5,000 to £20,000 and broadens the range of offences for which an individual can be imprisoned. Further information is available from the DWP website .	None
Item 12	Date and venue of next meeting			
	<ul style="list-style-type: none">▪ 18 February 2009 – HSE Office, Nottingham▪ 1 July 2009 (venue – TBC)▪ 21 October 2009 (venue TBC)			