

**MINUTES OF THE SEVENTEENTH MEETING OF THE MOTOR VEHICLE
REPAIR HEALTH & SAFETY FORUM**

WEDNESDAY 7TH NOVEMBER 2007

HSE, BIRMINGHAM OFFICE

Present:

A Mair	FTA
Alison Higginson	Profit From Training
Aslam Vaid	MVRA
Colin Copelin	Confederation of Passenger Transport
Desmond Fitzpatrick	Toyota (GB) PLC (representing Motor Importers H&S Group)
Dave Garratt	Garage Equipment Association Ltd
David Littleford	Signum Publications Ltd
Eric Hammond	representing AVRO
Eric McDonald	Transport and General Workers Union
Ian Holmes	Sigerson
John Graham	Zurich Risk Services (representing SAFeD)
John Morecroft	VBRA
Keir Clayton	Unite - Amicus
Mike Battrick	Akzo Nobel Coatings (representing BCF)
Mark Hooker	Solihull MBC
Mark McLeod	British Safety Council
Paul Cooper	Hartwell PLC (representing Motor Dealer Safety Group)
Peter Barlow	RMIF
Steve Green	Association of Colleges
Terry Crampton	Institute of Vehicle Recovery
Peter Woolgar	HSE, Birmingham (Chairman)
Anne Rayner	HSE, Leeds (Minute Secretary)
Andrew Lake	HSE, East Grinstead
Bob Rajan	HSE, Bootle
Gerry Kasprzok	HSE, Norwich (LA Unit)
David Head	HSE, Luton
Ian Gardner	HSE, Birmingham
Peter Griffin	HSE, Bootle

1. Welcome, Introduction and Apologies.

Peter Woolgar welcomed members and speakers to the meeting. He explained that John Hazeldean who was originally on the agenda to speak about fire and explosion risks from acetylene was unable to attend and would be replaced by Bob Rajan who would speak about dermatitis. Peter asked members to think about anything they would like to raise under the 'Review of MVR Forum' agenda item.

2. Minutes of the last meeting and matters arising

The minutes of the previous meeting on March 7th 2007 were agreed as a true record.

Actions arising from previous minutes:

- **Better Backs Article** – Peter Woolgar had spoken to HSE's Policy Lead and was informed that a campaign was scheduled for January/February 2008. They had agreed to produce an article for insertion into Trade Magazines which Peter Woolgar would send to members.
- **Evaluation of the Peterborough Pilot** – this subject had been placed on the current Agenda as agreed.
- **Working Group to be set up to look at HSG publications** – this had been placed on the Agenda and Andrew Lake would report back.
- **Andy Mann to send SMART Guidance Final Draft with the minutes** – The final draft of the guidance had been published and copies were in the meeting topic packs.
- **Peter Woolgar to look into the issue surrounding 'Rotators' for righting overturned vehicles and on the application of the draft SIM for Transporters to recovery vehicles and to speak to Terry Crampton of his findings** – Peter had done this and had spoken to Terry
- **Approach by 'Blue Tork Tools' requesting that they speak to the Forum about their products** – this was to be discussed on the Agenda under 'Review of MVR Forum activity'
- **Peter Woolgar to confirm dates of next meetings with the minutes** – this was done, the following meeting had been arranged to take place on May 14th 2008.

3. Isocyanate Paints Update

– Andrew Lake and Peter Griffin

This item was presented by Andrew Lake and Peter Griffin. Andrew reminded members that isocyanate paints were the biggest cause of occupational

asthma in the UK. There were no SHAD's (Safety and Health Awareness Days) planned for the current workyear apart from one in March in the London area. Instead, Inspectors have been asked to visit the premises of firms that didn't attend SHAD's to check they were providing suitable standards.

Andrew then gave a short presentation on the analysis of HSE Body Shop Visits made between April and August 2007. 109 visits were made during the period resulting in the following actions being taken:

Advice	51
Letter	19
Follow up visit	18
Improvement Notice Issued	25
Prohibition Notice Issued	7

Andrew provided examples taken from HSE visit reports that showed the range of conditions found and the action taken. There was a discussion as to whether prohibition notices or improvement notices should be issued in some of the cases. Some expressed the view that HSE was being too lenient, others thought that the action was about right. Andrew said this was a discussion that could be carried on outside meeting.

- In summary Andrew identified that:
- A wide variety of premises had been visited
- The messages on isocyanates are getting out to operators
- Biological monitoring is being promoted by issuing free samples but not regularly recorded.
- Back-street facilities are being visited – not just larger bodyshops
- Action is being taken against poor standards
- It is not just large companies who are implementing good practice.

Accident stats which came out on September 1st show cases of asthma in vehicle paint sprayers have dropped by about a half. Andrew said he believed that the MVR Forum should take some credit for this.

Peter Griffin showed slides of isocyanate spraying of larger vehicles... He said there were a lot of asthma cases coming in from SIC codes other than for Motor Vehicle Repair. He had looked into them and the deficiencies and behaviour were similar to those in MVR. There were also some excellent examples of good practice.

The problems areas were in:

Pit Extraction;

Clearing fumes inside trailers;

Entry into containers with no extraction;

Issues within spray booths;

Large vehicles – falls from height.

There will be more feedback once further visits have been made to premises spraying large vehicles.

Mike Battrick questioned whether some of the many companies who are now offering 'Clearance Testing' for spray booths are using the correct methods and whether companies can have any faith in the results.

Others questioned whether there was an issue concerning the clearance of isocyanates that get inside the bodies of large commercial vehicles.

John Morecroft thought that the recommendation for low flow alarms on the air supply to breathing apparatus should be made compulsory for sprayers of large vehicles due to greater physical effort involved and heavier breathing.

Peter Griffin responded to these helpful comments, saying these issues would be considered as his work progresses.

Members asked if information in the topic packs could be shared with others outside the MVR Forum, and were told that there was no reason why it couldn't. They also requested that presentations be sent to them electronically - prior to the meetings if possible.

ACTION: Peter Woolgar/Anne Rayner – electronic copies of presentations to be sent to members

4) Welding - Peter Griffin and Peter Woolgar

Mr Griffin explained that welding in MVR was on mild steel and usually of short duration. Welding on large vehicles would essentially be during fabrication and could include stainless steel welding on specialist vehicles. He pointed out health risks from welding included risk of asthma and information and advice on prevention could be found on the MVR pages on the HSE website.

Peter Woolgar explained the outcome from some recent HSE research on control of welding fume. The aim of the research was to determine conditions under which local exhaust ventilation can achieve adequate control of welders exposure to fume from gas-shielded manual arc welding whilst not affecting the shielding gas - i.e. maintaining weld integrity.

5) Dermatitis – Bob Rajan

Bob Rajan said he had been working with the British Safety Industries Federation to highlight the problem of dermatitis... In order to promote awareness about dermatitis the theme of "Prevent Work-Related Dermatitis- It's in your hands' had been developed, which included a free leaflet and DVD. Bob said he wanted to create interest in all industries, including MVR. He asked for support from the Forum and said partners may consider running seminars similar to those in the Printing, Catering and Hairdressing sectors.

He showed members extracts from a free CD about skin awareness which contained a toolbox tool. Several members expressed an interest in receiving a copy and it was agreed to send a copy to all those attending. More information about the work with BSIF (in a free leaflet) and more information on skin problems can be found on HSE's website at:

<http://www.hse.gov.uk/skin/index.htm>

ACTION: Anne Rayner to send copies of the Dermatitis CD

**6) Peterborough transfer of Enforcement for MVR
– David Head, Gerry Kasprozok.**

Gerry Kasprozok (LA Unit) reminded members that the Pilot had transferred responsibility for health and safety for MVR and Dry-cleaning to the Local Authority in Peterborough, who had created capacity by prioritising their workload and had willingly taken over responsibility. 150 MVR premises and 10 dry-cleaning ones were transferred to the LA. An evaluation report was commissioned by the Institute of Employment Studies which concluded that there was potential for the LA to work within premises normally assigned to HSE.

Gerry mentioned a number of other national issues including the development of a Common Competency Framework for HSE and LA inspectors to encourage consistency; a review of health and safety enforcement allocation in small and medium enterprises; and a call for evidence on how the health and safety regime affects small employers and employees whose overall risk is relatively low. It's hoped to come up with a range of options on enforcement allocation by March 2008.

David Head went on to report on progress. The 150 MVR had all been visited under a risk based programme which concentrated on Isocyanates and Vehicle Lifts. A website had been produced that linked into HSE one. There was good contact with Business Link who are aware of the project. They were also linking with a local technical college and students who were on MVR courses. He said that there were a few other similar projects taking place in the country but not in MVR.

Peter Woolgar explained that the [Research Report](#) was available on the HSE website if members wished to see it.

In response to a question Gerry said if the project were to be extended it would be on an individual LA basis. Colin Copelin said he didn't care who had responsibility as long as it was logical and consistent and people knew who was responsible. Another member said there was confusion about who enforces already as it didn't make any logical sense. He didn't mind which it was, as long as there was consistency, which there wasn't at the moment.

**7. Bio fuels and Biocides
– Ian Gardner**

Ian said that because biofuels contained a high proportion of water there was increased probability of bacteria breeding in the product. Because of this biocides were added by the manufacturer to control growth.

Possible risks were from the toxicity, irritant and sensitising effects. Possible inhalation of an aerosol containing the biocide ingredient wasn't considered a great problem. Skin contact with large numbers of the bacteria would be a greater hazard.

The concentration of the biocide in the fuel was at such low levels that it would cause less of a problem than contact with the fuel itself. Standard good precautions should be protection enough. Bacterial infection of cuts could also be a problem but again a good standard of precautions should be adequate to prevent risk.

Peter Barlow explained that the main issue was that biofuels affect the integrity of the gloves normally used in the industry. Suppliers of biofuels are not identifying this to those likely to be affected and the suitable gloves are very expensive and are unlikely to be provided to those at risk.

Peter Woolgar thought that main the issue for the Forum was for suppliers to specify the correct PPE.

Action: Peter and Ian to reconsider the PPE issue and report back to the Forum at the next meeting.

8. HSG 62/67 Revision – update – Andrew Lake

The information from the SHAD's had been collated and put onto a webpage which was currently on a testbed and should be live by Christmas 2007.

HSE recently introduced a [web bulletin service](#) which users can sign up to. 117,000 people have signed up to date. Andrew hoped something similar could be organised for the motor vehicle repair industry. Also a 'vodcast' which is similar to a 'pod cast' but information is delivered to a PC in a video/magazine format.

In 2006/07 HSE's WebPages received 46,000 hits in total, and average of 3,600 per month. The MVR pages were in 12th place in the top 20 industries, the HSE site had nearly one million hits in total with half being from the UK.

Andrew provided an update on progress with the proposal to update/revise HSG 62 and HSG 67. It was expected that stock of both publications would soon run out. The MVR video was currently out of stock. One option would be to republish with an insertion to explain that the legislative information was out of date. But the preferred option of the small working group Andrew chaired in the summer was to review/revise and combine the two documents. Andrew had originally been told that the guidance couldn't be re-published but should be made freely available on the Website. However, more recently he

has been told that HSG 62/67 should remain as priced publications (or a single priced publication) and there might be money available for re-shooting the MVR Video. Andrew advised that a business case has to be made for revising or republishing, and thought a realistic timescale for completion of the work was April 2009.

9. Review of MVR Forum Activity and Membership – Peter Woolgar

Mark McLeod of the British Safety Council, was attending the MVR Forum as a guest, and provided a short introduction to the work of BSC - which was training, organising and auditing. BSC is a not for profit organisation, established for 50 years. He asked members to let him know what they needed from BSC to improve health and safety in MVR.

Peter made a short presentation on some statistics about attendance at the MVR Forum and asked members if they thought the Forum remained fit for purpose or whether it had become stale and whether membership and/or the kinds of activity and presentations needed reviewing. Peter said he would be happy for others to speak at the meeting on issues that affected them.

Some members thought that they had more knowledge on some of the subjects than was assumed by some presenters.

It was suggested that there should be some 'question and answer' sessions where their views on issues could be sought - they were all experts in their fields but no one was using this expertise.

One member thought it would be useful to have statistical information of accidents in the industry. Peter explained HSE's problems in getting accurate information on accident reporting.

Another member thought it might be useful to have the morning meeting in seminar rooms discussing a particular issue, and the afternoon as a report back session.

Some members said they preferred the format as it was and found it very useful. Colin Copelin said he sees the Forum as a point of information to pick up information about HSE's activities and regulations affecting the industry.

Peter asked if members thought it would be useful to invite others to the meetings – possibly people from trade associations. Members were happy with this but didn't think they should have presentations from commercial organisations on a regular basis. One member thought it might be useful to get an insurance group to do a presentation on problems from their viewpoint.

Peter advised that he gets numerous requests to join the Forum, from individual consultants, from site safety managers and from group safety advisers. He has consistently rejected any additional members but

occasionally persons attend a meeting as a guest. He asked members whether others eg advisers representing a large dealer/franchise group should be invited. One member commented that members didn't know who was who in the forum, which was a problem.

Some members pointed out they represent a number of dealer/franchise groups and the consensus was that the whole MVR industry was capable of being represented through the existing membership.

Peter thanked members for their views and said if anyone wanted to volunteer to make a presentation or initiate a discussion on a topic at the next meeting they were welcome to contact him so he could construct the meeting agenda.

Action – Mr McLeod's e-mail address to be included in the minutes of the meeting.

10. For Information Items – Peter Woolgar

10.1 Corporate Manslaughter

This is not HSE legislation and applies wherever there is death relating to corporate activity – more information is in the info packs.

10.2 Directors Duties

New Booklet – Directors Leadership Responsibilities. Brought to the attention of member companies.

10.3 MVR Fatafs 2007

There had been 6 fatal accidents in the sector in the current year, which was more than in the whole of 2006. Peter said when looking at accidents across Manufacturing industries, about half were due to movement of heavy loads in one form or another.

10.4 HSE Activity 2008/9

HSE hadn't yet had the next work year budget set. HSE were in the process of closing their London HQ and relocating it to their Bootle office. This is resulting in a number of resignations which is likely to have an effect on work activities for the next year. The current FIT3 activities will roll forward for another 12 months.

10.5 Publications

10.5.1 Example Risk assessment for Motor Vehicle

Showrooms –A draft had been produced in consultation with Peter Barlow– any comments to be sent to Geoff Brown by the end of next week.

10.5.2 Consultative Document on the LOLER Regulations –

Details in packs on who to respond to.

10.5.3 Maintenance of vehicles with tail-lifts – Leaflet in packs.

10.5.4 Revised report forms for Biological Monitoring – the document had been split into six to make the message easier to interpret.

11. AoB

– Peter Woolgar

11.1 Acetylene Storage and Transport

John Hazeldean was scheduled to speak on this issue but was unable to attend the meeting. Peter gave a brief explanation of the issues. Problems are caused when acetylene cylinders are involved in fires – there is a risk of spontaneous decomposition resulting in cylinders flying – and an exclusion zone of 200m is initially set up. The Fire Brigade policy is for them to be left for 24 hours to cool down. When fires occur in ‘railway arch’ workshops this can seriously disrupt commuter rail travel.

Additionally last summer there was an explosion in an enclosed van carrying cylinders which resulted in the death of the driver and damage to buildings. This highlighted the issue regarding transportation and mobile fitters.

- The person doing the transporting should be properly trained.
- All the cylinder valves should be closed.
- All the cylinders should be stored in an upright position.
- They should preferably be transported in an open van.
- Fire extinguishers should be carried.

A cross-government task force has been set up to examine the issues and is asking why acetylene not propane was being used in MVR.

Members advised that little oxyacetylene welding was now carried out (most used electric arc welding), but used oxyacetylene for cutting (eg rusted parts) and warming seized parts. Members thought that acetylene use was historical and convenient, but that propane could be used for most applications.

Safeguarding practice for acetylene was included in the information packs, but members were invited to encourage the use of propane where possible.

11.2 Advertising Flagpoles

Members were asked if they knew of any problems involving advertising flagpoles on dealership/second hand car sales forecourts. Only one case of a near miss was reported – it wasn’t thought to be a cause for concern.

12. Date of Next Meeting.

The next meeting would take place on May 7th 2008 at HSE Birmingham. The following meeting would be in November 2008 and Peter said he would give the date for that at the next meeting.

Post meeting note: Subsequent meeting = 12 November 2008