

**MINUTES OF THE 4<sup>th</sup> MEETING OF THE  
WOOD ADVISORY GROUP  
Held on 2<sup>nd</sup> March 2007 at**

**The Health & Safety Executive, Marshalls Mill,  
Marshall Street, Leeds LS11 9YJ**

**Present**

David Sulman

Mark Murphy

Richard Lambert

Alun Watkins

Jon Gibson

Mike Marchant

Tony Kaye

Tim Small (Chair)

Brian Coggans

Wendie Drammeh

**APOLOGIES**

Alistair Bromhead

Tony Hollyer

Nick Boulton

Robert Hudson

Patrick Martin

Tony Bachelor

John O'Connell

Phil Davies

**Representing**

UK Forest Products Association

Trussed Rafter Association

British Woodworking Federation

Health and Safety Consultant, Furniture  
Industry Research Association

Institute of Machine Woodworking  
Technology

UK Woodchain

WMSA

Principal Inspector, Woodworking - HSE

Inspector, Woodworking - HSE

Minutes Secretary - HSE

British Furniture Man. Association

UK Woodchain

Timber Trade Federation

Nat. Assoc. Shopfitters

Trussed Rafter Association

CITB

British Inter. Freight Association

TGWU

**ACTIONS AGREED:**

1. **(Min 2.1) Chair** to chase up accident statistics report.
2. **(Min 2.2) Members** agreed to publicise the final SHAD in Leeds.
3. **(Min 2.4) Mr Coggans** agreed to speak with Mr Bromhead to ascertain whether a meeting between him & Dr Scobbie had taken place.
4. **(Min 2.5) Chair / Dr Scobbie** to develop "loading/unloading" material for the woodworking webpage.
5. **(Min 2.6) Chair** agreed to investigate whether TRA use can use the HSE logo on guidance.

6. **(Min 2.7) Members** agreed to send a copy of WIS 8, if they had one, to the Chair.
7. **(Min 2.9) Mr Coggans** to draft some thoughts on workplace transport for WAG action plan.
8. **(Min 2.10) Chair** to send members draft of best practice questionnaire.
9. **(Min 2.11) Members** agreed to submit their health & safety plans by the end of March.
10. **(Min 2.11) Mr Coggans** agreed to telephone members in April to follow up any outstanding health & safety plans.
11. **(Min 2.12) Chair / Mr Coggans** agreed to develop and complete possible Work Plan by the beginning of May.
12. **(Min 2.14) Chair** agreed to ask Mr Boulton to circulate the Timber Trades Federation careers leaflet to all members.
13. **(Min 3.3) Chair** agreed to summarise the Greenstreet Berman Report and send bullet point list to members.
14. **(Min 4.2) Chair** agreed to speak with those running the Moving Goods Safely Programme to ascertain if only trussed rafter companies are to be visited.
15. **(Min 4.3) Chair** to forward to members an e-mail from the noise inspection team.
16. **(Min 4.4) Mr Lambert** agreed to send the Chair the BWF's outline programme and schedule of work.
17. **(Min 4.5) Chair** agreed to investigate the possibility of a 'communities' style website for the Group.
18. **(Min 4.5) Members** agreed to send the Chair 2 examples/ideas of what they expect a potential website to contain.
19. **(Min 4.6) Chair** agreed to speak to those who had sent apologies to establish their commitment to the group.
20. **(Min 4.7) Members** agreed to include Mr Coggans & the Chair on their mailing lists for newsletters and updates.
21. **(Min 4.8) Members** to bring suggestions to next meeting of people they feel should be invited to join the Group.
22. **(Min 4.8) Members** agreed to bring their objectives for the group to the next meeting.

## **1.0 CHAIR'S INTRODUCTION & APOLOGIES**

- 1.1 Apologies from Alistair Bromhead, Tony Hollyer, Nick Boulton, Robert Hudson, Patrick Martin, Tony Batchelor, John O'Connell & Phil Davies
- 1.2 The Chair introduced Jon Gibson attending his first meeting representing the Institute of Machine Woodworking Technology. The Chair also introduced Brian Coggans who has replaced Alan Scobbie. He previously worked on the Agriculture and Food Sector.

## **2.0 MINUTES OF LAST MEETING & ACTIONS**

- 2.1 **(Min 2.4) Chair** to progress profiling of the woodworking industry and confirm the feasibility of an up to date, detailed accident statistics report.  
  
**Incomplete** - The Chair explained that this information had been requested but as yet, not received. He agreed to chase this with the relevant team and

report back to the Group.

- 2.2 **(Min 2.5) Dr Scobbie** to forward to members details of the remaining SHADs when they become available, and **members** to publicise them on behalf of HSE.

**Part Complete.** Three SHAD's had taken place since the last meeting in October - the last one on 4<sup>th</sup> April is to be held in Leeds. Members agreed to publicise this final SHAD.

- 2.3 **(Min 2.6) Chair** to circulate the wood dust topic inspection pack to members.  
**Complete.**

- 2.4 **(Min 2.7) Dr Scobbie / Mr Bromhead** to arrange a meeting in Sheffield at the earliest opportunity.

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**Incomplete** - Mr Coggans agreed to speak with Mr Bromhead to ascertain whether the meeting had gone ahead.

- 2.5 **(Min 2.13) Chair / Dr Scobbie** to develop "loading / unloading" material for the woodworking webpage.

**Incomplete.** The Chair asked for this item to be carried over to the next meeting.

- 2.6 The Chair explained that HSE's loading and unloading of goods programme would focus on supply chain issues. In the wood industry, the focus would be on trussed rafters (& possibly timber framed houses). Mr Murphy referred to guidance the TRA had produced on this and asked whether HSE would consider whether this could be badged with its logo in some way as the material had been reviewed by HSE for technical and legal accuracy. The Chair agreed to investigate whether this was possible.

- 2.7 In the same vein, Mr Kaye mentioned WIS40 (Four sided planer moulders - still in draft), and offered WMSA's services to update it and publish it jointly with HSE. The Chair thanked WMSA for the offer, but explained that aspects of WIS8 (Noise) needed to be integrated with WIS40 – given the technical nature of the document; it would need HSE to complete the revision. As WIS 8 was withdrawn several years ago & copies are no longer available, the Chair asked if any member with a copy could forward it to him to assist the process.

- 2.8 **(Min 3.1) HSE and Mr Marchant** to meet and progress the "Industry profile".  
**Complete.**

- 2.9 **(Min 4.3) HSE** to draft a workplace transport section for the WAG Action Plan.

**Incomplete.** Mr Coggans agreed to take this forward.

- 2.10 **(Min 4.6) HSE** to discuss with WMSA a best practice question and answer set for inclusion on the woodworking webpage.

**Part complete** - Mr Coggans has drafted this and the Chair agreed to send members the draft copy for comment before uploading to the website.

- 2.11 **(Min 4.7) Members** to send copies of completed health and safety plans to the Chair as soon as possible.

**Incomplete.** Only one received. Members agreed to submit by the end of March. Mr Coggans agreed to telephone members in April to remind them.

- 2.12 **(Min 4.7) HSE** to complete a final WAG action plan for agreement by end of

December 2006.

**Incomplete.** The Chair & Mr Coggans agreed to develop and complete this by the beginning of May 2007.

- 2.13 **(Min 5.2) HSE and UK Woodchain** to meet and discuss if HSE can contribute to the development of the proposed “standards”.

**Complete.**

- 2.14 **(Min 7.1) Mr Boulton** to provide Mr Sulman with a copy of the new Timber Trades Federation careers leaflet.

**Complete.** The Group asked if this leaflet could be circulated to all members. Chair to ask Mr Boulton to circulate it to all members.

### **3.0 HSE UPDATE**

#### **3.1 Finances:**

The Chair explained briefly the difficulties HSE are facing at the moment financially and how it is affecting HSE’s work and staffing.

#### **3.2 Sector Role:**

The Chair spoke about the Manufacturing Sector and the role they have in HSE’s programme working. He spoke about the challenge of getting the health & safety message to all industries, including woodworking, and the need to always be looking at new ways to get the messages across.

#### **3.3 Greenstreet Berman Report:**

The report looked at ‘Targeted Initiatives’, which have been used very successfully in other industries to reduce accident and ill-health figures. However, it is unlikely that such an initiative could work in the wood industry because of its diversity, fragmentation and preponderance of very small companies. Nonetheless, the Chair agreed to provide members with a summary of the key findings particularly relevant to the wood industry.

#### **3.4 Proposed HSE/HSC Merger:**

This has been initiated by Chairman of the HSC, Bill Callaghan. The existing structure is anachronistic and inconsistent with corporate governance arrangements for other similar public bodies in Whitehall. The Chair did not envisage the merger would have any impact on the committee and that it would not remove the need for HSE to talk to industry and stakeholders. More information is available on HSE’s website.

### **4.0 DRAFT WORKPLAN**

- 4.1 A general discussion was held on what the work plan should consist of. The Chair noted the importance of exploring what people feel they can deliver and achieve rather than create an unrealistic work plan without the means to deliver it i.e. in recognition of the very finite resources both HSE and members are able to provide.

It was suggested that short, medium and long-range objectives should be set. The TFA noted that they straddle both the manufacturing and construction sectors, so links with construction groups should also be established.

- 4.2 The Chair identified 3 areas where HSE is proposing to devote resource in the 07/08 work year:

- Wood dust – visits are part of the Disease Reduction Programme.
- Moving Goods Safely programme – discussed previously. Chair agreed to ascertain if only trussed rafter companies are to be visited.
- Noise - The Chair outlined some of the initiatives proposed by the Noise and Vibration programme, which has identified woodworking as a key industry. The focus is very much on practical solutions rather than measurement and assessment. The Chair agreed to e-mail members further details and noted the Noise team were eager to engage with wood industry stakeholders. The practical focus was welcomed by all, given the high costs and limitations of independent noise reports, many of which fail to provide recommendations or practical solutions.

4.3 Mr Lambert stressed the importance for BWF of being informed of HSE's initiatives well in advance so they could include them in their yearly plans. He mentioned BWF's themed monthly meetings (health and safety presentations delivered by DIDAC) and agreed to provide the outline programme.

4.4 Mr Marchant suggested a one-stop information pool was needed so all members could swap ideas and strategies. A general discussion was held on the possibility of a website to assemble useful information. The Chair agreed to investigate the possibility of a 'communities' type website and Group Members agreed to send the Chair 2 examples of what they expect a potential website to contain.

Woodnig News was mentioned as a good way to get messages to companies. The Chair noted several shortcomings with this i.e. it is only practicable to produce two issues a year because of resources and the need for sufficient copy. Logically, therefore, much of the content is out of date by the time it is published. There is also a cost for HSE in producing this. In reality, it has been superceded by the woodworking website (launched last year) which is a much better way of getting information out to the majority of people instantly. HSE recognises that not everyone is on the internet, but the numbers who are have increased dramatically and continue to do so.

4.5 The extent of penetration by trade associations of their particular sectors was discussed as well as how to reach more non-members. BWF are starting a recruitment campaign in their sector and are targeting 4,500 companies.

Membership of the group was discussed. It was suggested that all stakeholders who represented all woodworking SIC codes should be included in the Action Group. This would enable the message to get to as many companies as was possible. However, it was recognised that the Group cannot operate effectively beyond a certain size. The Chair requested members nominate the best / most influential Trade Associations to invite to future meetings.

Mr Sulman stressed the important role the Group meetings have in enabling members to share information and learn from one and other. There was consensus that the Group fulfilled an important role in this respect. The Chair agreed to speak to those who had sent apologies for non-attendance to establish their continuing commitment to the Group.

4.6 Mr Murphy said that the TRA have an insurance Industry representative on their committee and suggested engaging with them to help spread the health & safety message.

All members agreed to send their regular newsletters to Mr Coggans & the Chair when they are issued.

4.7 For the next meeting members agreed to bring along suggestions of those who they feel should be part of the Action Group and also bring along objectives so a way forward can be established.

**5.0 AOB**

There was no other business to be discussed.

**6.0 DATE FOR NEXT MEETING**

6.1 Next meeting to be held either 5<sup>th</sup> or 7<sup>th</sup> June  
Venue to be confirmed – dependent on how many more organisations wish to attend.