

**MINUTES OF THE 7th MEETING OF THE
WOOD ADVISORY GROUP
Held on 2nd April 2008 at**

**University of Derby, Kedleston Road Learning Centre,
Kedleston Road, Derby DE22 1GB**

Present

Tony Kaye
Mark Murphy
Nick Bartmanis
Sandra Jacobs
Tony Hollyer
Bob Gunn
Mike Marchant
Jon Gibson

Alun Watkins
Michael Lee
David Sulman
Tim Small (Chair)
Wendie Drammeh

Representing

WMSA
Trussed Rafter Association
EEF – West Midlands
The Saw Doctors Association
UK Woodchain
G.M.B.
UKWoodchain
Institute of Machine Woodworking
Technology
Furniture Ind. Research Assoc
British Woodworking Federation
UK Forest Products Association
Principal Inspector, Woodworking - HSE
Minutes Secretary - HSE

APOLOGIES

Richard Lambert - British Woodworking
Federation
Alistair Bromhead - British Furniture Man.
Association
Godwin Kudawoo - Furniture Industry
Research Association

SPEAKERS

Mark Piney - HSE

OBSERVERS

Alec Shelton – Derby City Partnership

Duncan King – Institute of Carpenters
David Winson – Director of Institute of
Carpenters
John Brazier – Institute of Carpenters
Jeff Braham – Head of UK Academic
Partnerships

ACTIONS AGREED:

1.	(Min 2.1) Mr Gunn to send details to Mr Small of the MEP's & MP's meeting on EU funding on teaching English to migrant workers.
2.	(Min 2.1) Chair to investigate whether HSE had a permanently manned helpline for Polish speakers and report back to Mr Sulman.
3.	(Min 2.3) All to complete and return the questionnaire to Mr Small giving details of their experiences employing and working with migrant workers.
4.	(Min 2.12) (Min 9.7) Chair to contact the Timber Decking Association to invite them to join WAG. Item carried over from minutes 28th Nov 2007.
5.	(Min 2.14) (Min 9.11) Chair agreed to send Moving Goods Safely Statistics to members. Item carried over - Mr Small agreed to distribute the statistics as soon as he had them.
6.	(Min 3.3) Mrs Drammeh to send Mr Piney's presentation to members.
7.	(Min 3.3) All to send Mrs Drammeh details of what they intend to do to promote the LEV initiative to their members.
8.	(Min 3.3) Chair to check the LEV project SIM to re-assess part of it specific to the trussed rafter industry.
9.	(Min 3.3) All to send Mr Piney relevant case studies in their particular sectors.
10.	(Min 3.3) All to send Mr Piney details of magazines relevant to their particular industries to enable him to contribute articles to them.
11.	(Min 4.0) All to forward Mr Marchant details of anyone they believe would make good pilot training assessors.
12.	(Min 4.0) All to forward Mr Marchant details of anyone they believe could assist with technical input to the Foundation Degrees programme.

1.0 CHAIR'S INTRODUCTION & APOLOGIES

1.1 The Chair welcomed all attendees. Apologies received from Alistair Bromhead.

[Note – Michael Lee has replaced Richard Lambert as representative of British Woodworking Federation (BWF) and Godwin Kudawoo has left the Furniture Industry Research Association (FIRA), who will be represented by Mr Watkins in future].

Brian Coggans has retired from HSE. We have funding for a replacement, but unfortunately he will be unable to start until October.

1.2 Mr Marchant gave a brief overview of events later in the day including the tour around the Markeaton Campus.

2.0 ACTIONS FROM MEETING HELD ON 28th November 2007

2.1 **(Min 2.3) Mr Gunn** to provide an update on the outcome of the MP's & MEP's meeting held the previous day. Mr Gunn apologised as he was not yet in a position to feed back this information but hoped to do so in the next few weeks. He agreed to send this information to Mr Small as soon as it was available.

Mr Sulman asked whether HSE has a permanently manned advice line for

Polish speakers. Mr Small will investigate and let members know.

- 2.2 (Min 2.4) Mrs Drammeh** to send copies of Migrant Workers Presentations to members – done, item discharged.
- 2.3 (Min2.5) Mr Small** agreed to compile basic questionnaire for members to inform him of their experiences employing and working with, migrant workers – done. Mr Small asked if this information could be sent to him as soon as possible.
- 2.4 (Min 3.1) Mr Coggans** agreed to relay suggestions & improvements in the example Risk Assessment document to the authors and to request a link is inserted to the woodworking web page for further information. This information was now available on the Woodworking page on HSE's website.
- 2.5 (Min 4.3) Mr Small** agreed to investigate and report back to Mr Kaye on the number of wood dust visits undertaken by HSE's HSAO's. Done. 417 visits had been made, to date, on this topic – further updates to follow in due course when final year's figures become available.
- 2.6 (Min 4.4) Mr Small** to speak with Ms Field to discuss the revised guidance and involvement of WAG members. Done, item discharged.
- 2.7 (Min 6.1) Mrs Drammeh** to distribute Trussed Rafter Association Presentation to members done, item discharged.
- 2.8 (Min 6.3) Mr Bromhead** to give a presentation on the work done in his sector at the next WAG Meeting. Mr Bromhead sent his apologies, item carried over to next meeting.
- 2.9 (Min 7.2) Mr Small** to pursue holding next WAG Meeting at Derby University. Done, meeting held at the University, today.
- 2.10 (Min 8.1) Mrs Drammeh** to check SIC20 and 36.1 codes for Woodworking and advise members accordingly – done, item discharged.
- 2.11 (Min 8.1) Mr Coggans** to send updated statistics to members. Done, item discharged.
- 2.12 (Min 9.7) Mr Small** to contact the Timber Decking Association to invite them to join WAG. Not done, Mr Small said he would contact them to attend a future meeting.
- 2.13 (Min 9.10) Chair** to distribute Wood Dust programme findings & statistics to members. Done, item discharged.
- 2.14 (Min 9.11) Chair** to send Moving Goods Safely Statistics to members. Not done; Mr Small explained he had made numerous telephone calls to chase this. Data is held by HSE but is not readily available – a specific search request needs to be made.

3.0 Engineering Control & HSE's LEV Project – Mark Piney HSE

- 3.1** Mr Piney gave an overview of the LEV Project which is part of HSE's Disease Reduction Programme. He explained the planned targeted initiative which includes woodworking companies for the next work-year. As well as looking at how the end users of LEV systems are complying with their legal duties, other elements include:
- Focus on suppliers and designers who have a major role to play in ensuring LEV systems are fit for purpose.
 - Focus on insurance surveyors – much work has been done with the industry to improve the quality and value of the reports of thorough test

and examination.

- A new LEV web page on HSE's website with close links to the woodworking web pages, which will be updated and modified to dovetail with this initiative.
- A Sector Information Minute (SIM) is being produced giving better details of the project and its aims – this will be available on HSE's website in due course.
- Training for HSE field inspectors – over 400 Inspectors will be attending a one day training course and will be issued with new equipment (dust lamps, smoke tubes & simple anemometers) to check functioning of LEV and demonstrate this to occupiers when out visiting premises.
- Roadshows for woodworking companies – employers and employees - to attend in conjunction with the Health & Safety Laboratories.
- New Guidance will be available shortly: HSG 258 – '*LEV: Principles & Practice*' (which replaces HSG 37 and HSG 54) and two leaflets INDG 408 – '*Buying & Using LEV – an Employer's Guide*' and INDG 409 '*LEV – a Guide for Employees*'.

3.2

A general discussion took place on the project and the available equipment. Mr Piney advised the intention is for slides and videos to be uploaded onto the HSE LEV web pages by World Asthma day - 6th May. He said they could be incorporated in presentations if WAG attendees wished to show them to their members.

Mr Small added that the 'asthmatic woodworker' video which shows a former woodworker suffering from occupational asthma will also be available to view on HSE's woodworking web pages shortly. This case study illustrates some common misconceptions about asthma and dust and the debilitating effects that occupational asthma can have on one's life and ability to work.

3.3

Actions

- Mrs Drammeh will send a copy of Mr Piney's presentation to members.
- Members should send details to Mrs Drammeh about what they propose to do to promote the initiative and how they will distribute the new guidance to their members.
- Mr Small agreed to check the SIM / instructions to Inspectors to ensure that Inspectors are aware not to visit trussed rafter manufacturers until standards have been clarified for the various truss saws in use.
- Mr Piney asked members to send him any suitable case studies from their particular sectors, and provide details of any trade magazines relevant to their particular industries to enable him to contribute articles about the LEV project.

LUNCH

4.0

National Occupational Standards (NOS) Update – Mike Marchant

UKWoodchain is actively engaging with the Government and Schools Minister to deliver occupational standards in the woodworking industry. UKW have recently received the biggest grant ever from the Government for establishing a manufacturing sector Foundation Degree programme.

Mr Marchant confirmed that the University of Derby is the leading higher education partner in developing Foundation degree programmes. The development of these two-year degrees for technician-grade staff is designed to involve as many organisations and companies as wish to have a hand in the

design of content and of delivery arrangements. Regional location is not important: though proximity to the University would enable attendance at meetings, most of the work will be done electronically.

Five programmes are being developed: Production Management, Production Engineering, Product Design, Quality Management and Commerce but are not yet fixed. UKW are still exploring, mainly with employers, what the different programmes need to have in common and what specialisms are most appropriate. The attached file gives some of the background to the project and shows how the two-year degree programmes are designed to link directly with prior learning or qualifications. Any thoughts about the focus and content of the different programmes will be welcomed by the industry/university design group.

WAG members should note that the Rapid Technology Transfer Group has undertaken to support the University in the design and delivery of programmes, notably through supplying Visiting Lecturers to initiate specialist modules with students who are following full-time programmes or staff who are taking their degree from the workplace – a particularly strong feature of ‘Foundation Degrees’ and a key link between NOS and academic programmes. Any offers of paid, specialist input to programme delivery should be directed to the RTTG via the UKW office in Welshpool.

Mr Marchant asked WAG members to forward him details of anyone they believe would make good pilot training assessors, and anyone who could assist with technical input.

How the degree course would operate in practice was discussed – as with the Open University, close geographic location to the University is not important and the course will rely heavily of various distance learning media, although the level of face-to-face interaction is likely to be higher.

5.0 Current Issues in HSE – Tim Small

Due to time constraints and over-run of the meeting, Mr Small will provide an e-mail update on the current issues and any other business – see below.

- **HSE / HSC merger** – this is now complete. In practice, this should have little impact on WAG which is not a formally constituted Industry Advisory Committee (IAC). See attached link for more details - <http://www.dwp.gov.uk/mediacentre/pressreleases/2008/apr/emp070-010408.asp>
- **Sector Review** - HSE is conducting a review of the various Sectors it operates. (Woodworking is currently covered by the Manufacturing Sector). This is likely to affect the scope and nature of the Sectors as well as how they operate. The review is due to be completed by Autumn 2008.
- **‘Segmentation’** - Overlaying this are considerations about what should replace HSE’s FIT3 programme when it comes to an end. To that end, HSE Headquarters staff are developing the concept of ‘segmentation’ i.e. identifying issues / themes that cut across traditional industry distinctions. Whilst, it is too early to say what this will look like and what effect it will have on the Sectors, this may affect our work and our areas of interest.
- **Locally planned work by HSE’s field Inspectors** – in contrast to previous years, up to 30% of FOD inspection time will be given over to locally generated projects. However, while the Sectors have fed ideas into the planning process which include aspects of national work we are doing with stakeholders, we have had no part in the selection process.

We are aware of some proposals that may affect the wood industry – a) the Midlands region are considering organizing two SHADs to support the LEV work in a number of industries including woodworking and b) sawmilling will be the subject of some targeted inspection in Scotland (more detail to follow on this one). However, we do not yet have the full picture. We will update WAG if more wood related projects are proposed.

- **Provisional Enforcement Figures for the Wood Industry** – latest figures for 07/08 are 322 I/Ns and 112 P/Ns. In contrast, there were 478 I/Ns and 119 P/Ns in 06/07. However, the 07/08 figures are likely to rise as the final enforcement activity is recorded by Inspectors. (By way of contrast, provisional figures for printing are 79 I/Ns and 16 P/Ns, whilst those for textiles are 37 I/Ns and 9 P/Ns). We are in the process of analyzing these figures and will provide an update in due course.
- **HSE Work in relation to the wood industry for 08/09** – the Manufacturing Sector are currently in the process of finalizing our plans. Much of our activity will be in support of the LEV project and to a lesser extent noise. One area we are aware needs attention is the woodworking web page which we are proposing to update and expand in a number of areas. We would be interested in your suggestions – which areas (if any) are missing and are there any existing pages that you think need an overhaul?

6.0 AOB

No items of other business were raised.

7.0 Date & venue for next meeting

The next meeting will be held at HSE's Leeds Office on 3rd September 2008.