

**MINUTES OF THE 8th MEETING OF THE
WOOD ADVISORY GROUP
Held on 3rd Sept 2008 at**

HSE, Marshalls Mill, Marshall Street, Leeds LS11 9YJ

Present

Tony Kaye
Mark Murphy
Nick Bartmanis
Sandra Jacobs
Jon Gibson

Phil Wilson
Michael Lee
David Sulman
Tim Small (Chair)
Cliff Seymour
Wendie Drammeh

Representing

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

APOLOGIES

Alun Watkins – Furniture Ind. Research
Assoc.
Alistair Bromhead - British Furniture Man.
Association
Tony Hollyer – UK Woodchain
Phil Davies - GMB
Sandra Jacobs – Saw Doctors Association

ACTIONS AGREED:

1.	(Min 2.1) Mrs Drammeh to contact Mr Gunn to acquire further details from the meeting held by MP's and MEP's on EU funding to teak English to migrant workers.
2.	(Min 2.7) Members to send Mrs Drammeh details of what their organisations have and are going to do to promote the LEV Initiative.
3.	(Min 2.101) Members to send their key industry priorities to Mrs Drammeh after the meeting.
4.	(Min 2.101) Mrs Drammeh to send European Health & Safety Week link to members.
5.	(Min 3.1) Mr Small to send a link to Members of the LEV Topic Inspection pack when available.

6.	(Min 3.2) Mrs Drammeh to send details to members of the LEV Training Advisor Briefing Days.
7.	(Min 3.2) Mr Small & Mr Seymour to investigate and report back to members where the equipment given to HSE inspectors for the LEV Campaign can be purchased.
8.	(Min 3.3) Mr Small to look into who FOD are using to run the LEV SHADS.
9.	(Min 3.6) Mr Small to send key LEV messages to members when completed / available. ** see item 3.6
10.	(Min 4.1) Mr Small to draft an alert about the final machinery braking deadline (5 th December 2008) for HSE's web site.
11.	(Min 6.2) Mr Small to give an overview presentation on Corporate Manslaughter at the next meeting
12.	(Min 6.2) Mr Murphy to give a presentation on transportation and movement of roof trusses.
13.	(Min 6.2) Mrs Drammeh to send members a link to 'When an Inspector Calls'
14.	(Min 6.2) Members to invite other Committee members to events they were running to enable the sharing of good practice.
15.	(Min 6.2) Members to notify Mr Small by email of any significant activity / initiatives for inclusion in reports made to HSE senior management concerning the work of HSE's Manufacturing Sector.
16.	(Min 6.2) Mr Seymour agreed to send Mr Murphy further information on CDM (links / relevant web sites)
17.	(Min 7.0) Mrs Drammeh to send link / information to members when annual statistics became available.
18.	(Min 7.0) Mrs Drammeh to circulate up-to-date members list to the Committee.

1.0 CHAIR'S INTRODUCTION & APOLOGIES

- 1.1 The Chairman thanked everyone for attending and gave apologies from; Tony Hollyer, Phil Davies, Alistair Bromhead, Sandra Jacobs and Alun Watkins. The chairman introduced Cliff Seymour who replaces Brian Coggans on the Committee for HSE. Two new members were welcomed, Phil Wilson from the Furniture Industry Research Association and Paul Preston from Proskills.
- 1.2 Members introduced themselves giving a brief outline of the organisation they represented for the benefit of Mr Seymour.

2.0 ACTIONS FROM MEETING HELD ON 28th November 2007

- 2.1 **(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. This information had not been received and Mrs Drammeh agreed to contact Mr Gunn.
- 2.2 **(Min 2.1) Chair** to investigate whether HSE had a permanently manned helpline for Polish speakers and report back to Mr Sulman. Done – item discharged.
- 2.3 **(Min 2.3) All** to complete and return the questionnaire to Mr Small giving details of their experiences employing and working with migrant workers. Done – item discharged.

- 2.4 (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. Item on hold - Mr Seymour is to review the membership and coverage of the Committee in due course to ensure it offers the best coverage and penetration of the various sectors of the wood industry.
- 2.5 (Min 2.14) (Min 9.11) Chair** agreed to send any figures for the Moving Goods Safety campaign to members. Item carried over - Mr Small to provide when they become available. (Several attempts made to obtain without success).
- 2.6 (Min 3.3) Mrs Drammeh** to send Mr Piney's presentation to members. Done – item discharged.
- 2.7 (Min 3.3) All** to send Mrs Drammeh details of what they intend to do to promote the LEV initiative to their members. None received. All agreed to send information to Mrs Drammeh so it could be included in Mr Small's Sector quarterly report.
- 2.8 (Min 3.3) Chair** to check the LEV project SIM to re-assess part of it specific to the trussed rafter industry. Done – item discharged.
- 2.9 (Min 3.3) All** - to send Mr Piney relevant case studies in their particular sectors. Done – item discharged.
- 2.10 (Min 3.3) All** - to send Mr Piney details of magazines relevant to their particular industries to enable him to contribute articles to them. A lengthy discussion was held on getting woodworking messages out to the industry including which magazines and periodicals were the best ones to contribute to. It was agreed the key magazines were:

- Timber Trades Journal – Mike Jeffrey, Editor
- Furniture Production
- Woodworking News
- Woodworking Industry
- W Zone

Mr Small noted that HSE's contacts and relationship with the Trade Press had lapsed in recent years. This needs addressing if we are to make best use of these publications.

Mr Murphy suggested that the Wood Action Group endorse the articles, which in turn, would help the Committee become more of a brand to the industry. Case studies can be very influential, particularly where clear business benefits / cost savings etc. arise as a consequence of improving an H&S issue. Mr Small agreed that articles written in conjunction with industry partners and endorsed by WAG could have greater weight.

- 2.101** Mr Small asked members to consider what topics they felt were important to their industries – chief concerns to emerge from discussion were illegal tooling, risk assessments and 'risk ratings' being the main concerns. All members agreed to send particular priorities for their industries to Mrs Drammeh after the meeting.

Members noted that risk assessments were daunting to many smaller companies. A key message for HSE and WAG to get across to SMEs is that in most cases they need not be complicated and HSE's sample woodworking risk assessment is a simple and valuable aid for firms carrying out their own assessments.

Quality and competence of consultants - Mr Gibson cited several instances of companies paying large sums for assessments from health & safety 'consultants' which in practice were poor, inadequate or even worthless. This

is part of a wider problem of consultants giving poor / misleading advice or misrepresenting legal requirements for commercial gain. This problem appears to be widespread, affecting not just SMEs, but even large institutions such as Universities.

The Committee agreed that producing an average of one article /news item per month for publication (in the trade press or on relevant web pages etc.) was not over ambitious, *provided* everyone contributed equally to it. It was also suggested that HSE's woodworking website have a page for WAG activity to be featured.

European Health & Safety Week in October is to promote risk assessments and Mrs Drammeh agreed to send a link to the website for members to access.

2.10 (Min 4.0) All - to forward Mr Marchant details of anyone they believe would make good pilot training assessors. (Note - Mr Marchant was not at the meeting to give feedback)

2.11 (Min 4.0) All - to forward Mr Marchant details of anyone they believe could assist with technical input to the Foundation Degrees programme.

3.0 UPDATE ON LEV CAMPAIGN

3.1 Mr Small outlined the topic inspection pack Mark Piney is producing. Whilst aimed at Inspectors, it will be publicly available (as per HSE policy on openness). It is in draft at the moment and has been sent out to HSE inspectors for comment. A link will be sent to members as soon as the document is complete and in the public domain.

3.2 HSE is running a series of Training Advisor Briefing Days in conjunction (to be held at HSL, Buxton) which are to be held one a month for the next six months in Buxton. Mrs Drammeh to forward details to members. Mr Small & Mr Seymour will investigate and report back where equipment issued to HSE inspectors for the LEV Campaign can be purchased.

3.3 Mr Small explained that several LEV SHADs (Safety and Health Awareness Days) are to be run by HSE to promote the LEV campaign. Local field inspectors will run three – one in London (October) and two in the Midlands area. The Sector intends to run a further event in conjunction with the Woodworking Manufacturers Suppliers Association (WMSA) for machinery suppliers and LEV suppliers (also in the Midlands). (Note - this will not be exclusive to WMSA members).

Mr Small agreed to look into who FOD are using to run the events.

3.4 Mr Small gave a short update on FOD's local initiatives. Unfortunately, all local projects in Scotland had been cancelled. Approximately 60 visits have been made in Yorkshire & North East to furniture manufacturers.

3.5 The LEV webpage is now up and running on HSE's website. Mark Piney has requested WAG members contact him with any companies they feel will make good case studies on the site. Tony Hollyer will draft some and other members are welcome to do so. **Note - Outline criteria for case studies are now available (as at 22/1/09)**

3.6 Mr Small noted the need to refine and clarify key LEV messages and agreed to send them out to members when completed.

4.0 MACHINERY BRAKING

4.1 Mr Small noted the final deadline for retrofitting braking to woodworking machines is approaching (December 5th 2008) *for any other machine (not elsewhere specified) but for which the risk assessment shows braking to be*

necessary'. The intention is to put an alert on the HSE woodworking webpage.

Possible examples of '*any other machines*' were debated – no specific machines were highlighted. Hence, the emphasis should be on risk assessment and possibly specifying some that shouldn't require braking.

5.0 CURRENT HSE ISSUES

5.1 HSE/HSC Merger – Update

Mr Small explained how the old Commission has effectively become a Board of non-executive directors. The Board is looking again at how it relates to various advisory Committees, including IACs. He also explained the Director of Policy has asked for 2 page submissions summarising the role & purpose of each IAC, together with future work plans.

Obviously this won't be necessary in case of WAG, which is not formally constituted as an IAC, although it operates in a similar way to some of them. However, it may be worth us looking at how WAG operates in parallel with this exercise using the same yardsticks.

The Committee agreed to wait for the outcome of the formal IAC exercise before discussing it further. Mr Small confirmed that Mr Seymour will be looking in some detail at how the WAG group might best operate in future, as part of a wider look at the priorities in the wood and furniture sectors.

5.2 SECTOR REVIEW

The outcome of the Sector Review is due in the Autumn, and at the moment Mr Small said he had nothing specific to report.

6.0 FUTURE WORK – IDEAS & PROPOSALS & SHARING BEST PRACTICE

6.1 Mr Small explained how the Committee needed more of a focus for the future and asked members what they would like to discuss at future meetings.

After a general discussion it was concluded that the following were important topics to focus on:

- REACH
- TRANSPORTATION & TRANSPORTING MACHINERY
- CORPORATE MANSLAUGHTER
- ATEX & DSEAR

6.2 Actions

- Mr Small agreed to do a presentation on Corporate Manslaughter at the next meeting
- Mr Murphy agreed to do a presentation to the Committee on transportation and moving of roof trusses.
- Mrs Drammeh agreed to send members a link to 'When an Inspector Calls'
- Members agreed to invite other Committee members to events they were running to enable the sharing of good practice.
- Members agreed to send Mr Small an e-mail detailing what their

particular organisations are doing so Mr Small can include their activities on the Sector quarterly updates.

- Mr Seymour agreed to send Mr Murphy further CDM information & links

7.0

AOB

- Mr Gibson asked when HSE's accident statistics would be available. Mr Small advised figures for the previous year to April 08 are due for release in Autumn. Mrs Drammeh to send information to members when they become available.
- Mr Gibson asked for an up-to-date members list to be sent to the Committee.
Mrs Drammeh agreed to circulate the list to members.
- Mr Gibson wanted to alert members to training funding available through Train to Gain.

8.0

Date & venue for next meeting

It was agreed the next meeting was to be held at HSE Nottingham on Thursday 19th February 2009.