

**MINUTES OF THE 3rd MEETING OF THE
WOOD INDUSTRIES ADVISORY GROUP**

Held on 6 October 2006 at

**Timber Trades Federation, Clareville House, 26/27 Oxenden Street, London
SW1Y 4EL**

Present

David Sulman
Mark Murphy
Richard Lambert
Alistair Bromhead
Nick Boulton
Godwin Kudawoo

Mike Marchant
Tony Hollyer
Tim Small (Chair)
Alan Scobbie

Representing

UK Forest Products Association
Trussed Rafter Association
British Woodworking Federation
British Furniture Man. Association
Timber Trade Federation
Health and Safety Consultant, Furniture
Industry Research Association

UK Woodchain
UK Woodchain
Principal Inspector, Woodworking - HSE
Inspector, Woodworking - HSE

APOLOGIES

Alun Watkins

Robert Hudson
Patrick Martin
Tony Bachelor
John O'Connell
Phil Davies

Health and Safety Consultant, Furniture
Industry Research Association

Nat. Assoc. Shopfitters
Trussed Rafter Association
CITB
British Inter. Freight Association
TGWU

ACTIONS AGREED:

- 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.
- 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.
- 3) **(Min 2.6) Chair** to circulate the wood dust topic inspection pack to members.
- 4) **(Min 2.7) Dr Scobbie / Mr Bromhead** to arrange a meeting in Sheffield at the earliest opportunity.
- 5) **(Min 2.13) Chair / Dr Scobbie** to develop "loading / unloading" material for the woodworking webpage.
- 6) **(Min 3.1) HSE and Mr Marchant** to meet and progress the "Industry profile".
- 7) **(Min 4.3) HSE** to draft a workplace transport section for the WAG Action Plan.
- 8) **(Min 4.6) HSE** to discuss with WMSA a best practice question and answer set for inclusion on the woodworking webpage.

- 9) **(Min 4.7) Members** to send copies of completed health and safety plans to the Chair as soon as possible.
- 10) **(Min 4.7) HSE** to complete a final WAG action plan for agreement by end of December 2006.
- 11) **(Min 5.2) HSE and UK Woodchain** to meet and discuss if HSE can contribute to the development of the proposed “standards”.
- 12) **(Min 7.1) Mr Boulton** to provide Mr Sulman with a copy of the new Timber Trades Federation careers leaflet.

1.0 CHAIR’S INTRODUCTION & APOLOGIES

- 1.1 Apologies received from Robert Hudson, Alun Watkins, Tony Bachelor, Phil Davies, John O’ Connell and Patrick Martin.
- 1.2 The Chairman thanked Mr Boulton and the Timber Trade Federation for hosting the meeting. The main purpose of the meeting was to discuss and modify the draft workplan produced by HSE. The plan will be used to raise awareness of the main health and safety issues in the wood industry and the benchmark standards that employers should seek to achieve.

2.0 MINUTES OF LAST MEETING & ACTIONS

- 2.1 **(Min 1.1) Chairman** to speak with Nick Boulton regarding venue for next meeting. **Complete.**
- 2.2 **(Min 2.5) Mrs Drammeh** to contact Mr Batchelor to ascertain whether CITB had work planned on woodworking. **Done.**
- 2.3 **(Min 4.2) Dr Scobbie** to distribute his woodworking industry presentation to members. **Complete.**
- 2.4 **(Min 4.3) Chairman** agreed to investigate costs and possibility of statistics report for woodworking from HSL. **Partially complete.** Preliminary enquires have identified several delivery routes. The chair confirmed that this item was likely to be taken forward by a recent recruit to the Manufacturing sector who will review existing research reports relevant to the woodworking industry to establish the current position and the best way forward.
- 2.5 **(Min 4.5) Members** agreed to publicise SHAD’s and events on behalf of HSE. Ongoing - Dr Scobbie will provide WAG members with details of the 06/ 07 SHADs when they become available. The chair thanked WAG members for their help and support in publicising and encouraging attendance at the SHADs.
- 2.6 **(Min 4.8) Chairman** to distribute wood dust topic packs prior to dust & LEV inspections later in the year. WAG members will disseminate in turn to their members. The Chair explained that this is an internal HSE document and contained a synopsis of HSE’s perception of the industry, and a guide to enforcement and visit selection. He asked members to respect this and not distribute the document widely amongst their members.
- 2.7 **(Min 4.8) Dr Scobbie** to speak with Mr Bromhead on particular dust problems his members encounter. **Incomplete.**
- 2.8 **(Min 4.9) Chair** to discuss availability of model LEV thorough examination certificate with Andrew Lake. **Complete.**
- 2.9 **(Min 4.9) Dr Scobbie** to speak with Mr Murphy about specific LEV problems in the trussed rafter industry. **Complete.** Further work planned with Trussed

Rafter Association to develop a framework to achieve reasonably practicable effective control of dust at multiblade truss saws.

- 2.10 **(Min 4.10) Chair** to ensure new guidance / legislation / webpage updates relevant to the industry are notified to members. No published material since last meeting, but Chair agreed to post new guidance etc. under the “live issues” section of the woodworking webpage or notify members directly – whichever is the most appropriate. Item now discharged as an action.
- 2.11 **(Min 4.13) Mrs Drammeh** to distribute information on Backs! 2006 when it becomes available. **Complete.**
- 2.12 **(Min 6.1) Committee** to e-mail Mrs Drammeh with news and suggestions for inclusion in the next Woodnig News. **Complete.**
- 2.13 **(Min 5.1) Mrs Drammeh** to send round a link to HSE’s Woodworking webpage when it had gone ‘live’. **Complete.** There was positive feedback on the style and content of the webpage and several requests for further information to be included on loading / unloading activity, especially at the supply / construction industry interface.
- 2.14 **(Min 7.1) Mrs Drammeh** to send members web link to Workplace Health Connect. **Complete.**
- 2.15 **(Min 7.2) Chair** to send link to Benchmarking Tool on DTI’s website. **Complete.**
- 2.16 **(Min 8.1) Chair** to e-mail suggested dates for the next meeting. **Complete.**

3.0 UPDATE ON INDUSTRY PROFILE

- 3.1 The Chair thanked those members who had provided documents / material prior to the meeting. He explained that the existing HSE profiles of the woodworking needed updating and reiterated that the best picture will emerge if WAG members contribute to this process. UK Woodchain has done a great deal of work in this area.

4.0 ACTION PLAN – GENERAL DISCUSSION

- 4.1 The draft action plan focusing on 4 specific topics (manual handling, machinery safeguarding, wood dust & noise) was circulated to members for comment and discussion prior to the meeting. Members agreed the topics were the most relevant to the industry, together with workplace transport (Mr Sulman). There was also agreement that it was important to include as many business benefits in the plan as possible, and emphasise that the Trade Associations represented on the WAG supported it.
- 4.2 The Chairman reminded the WAG members that the group should aim to achieve measurable improvements in health and safety for the woodworking industry by embarking on shared initiatives. To do this the agreed action plan should represent a balance between HSE and industry priorities.
- 4.3 The focus on noise was welcomed. The chair emphasised that the intention was to concentrate on practical solutions to excessive noise rather than assessment and measurement where noise levels and control measures were well known. There was agreement that noise control measures can also improve machinery safety and assist with the control of dust. This is good for business and it is important to get this message across to employers. It was noted that firms often have difficulty implementing workable noise and dust control measures that arise from workplace surveys.

Consequently, any practical solutions referenced in the plan would be appreciated by the industry.

- 4.5 UK Woodchain and FINTO confirmed that training courses that concentrated on the issues addressed in the draft plan were either available or being developed. These courses also emphasised the business benefits of effective health and safety management.
- 4.6 The contribution that machinery manufacturers / suppliers could make to health and safety in the woodworking industry was discussed. There was agreement that a simple checklist on HSE's woodworking webpage would be very useful to the industry.
- 4.7 Publicity for the final agreed action plan is vital. WAG members confirmed that their trade association health and safety plans would be complete by the end of November 2006. The Chair asked for a view of these plans to check alignment with the final agreed WAG action plan. The Chair asked that the final agreed WAG action plan is completed the end of December 2006. Mr Marchant suggested that the final agreed plan is formatted as a spreadsheet to emphasise it is a plan with direction.

5.0 BUILDING HEALTH AND SAFETY INTO STANDARDS, AWARDS AND QUALIFICATIONS – Mike Marchant, UK Woodchain

- 5.1 UK Woodchain has been appointed by Government and industry to define, describe and set occupational standards for the woodworking industry. The programme is currently funded by the Department of Education. Their main role is to describe competence and how it can be achieved. The process is incomplete, but some standards have been developed by the UKFPA for sawmilling, and ENTO and FINTO have developed some standards that are used by industry. Use of defined standards is more advanced in other countries, particularly Canada and New Zealand. However, the "standard" label could make it difficult to 'sell' to employers and some form of rebranding will be necessary before launch (scheduled to begin in the Autumn of 2007).
- 5.2 Mr Marchant explained that the standards are not intended to directly support health and safety legislation but are intended to raise awareness of risks in the industry and ultimately also the hazards. He emphasised there is currently a demand from employers for this, in particular that people are aware of the benefits of risk assessment and the skills and processes that are required to use it effectively to create a "safety culture". T

The challenge is to create a workforce that sees risk assessment as an integral part of an efficient and safe business. In the absence of existing standards, there is a great opportunity to embed health and safety management in good business practice. It is possible that HSE's SHAD material and the agreed WAG action plan can be used to define the benchmarks for particular activities.

7.0 AOB

7.1 Mr Sulman requested a copy of the new careers leaflet from Mr Boulton.

8.0 DATE FOR NEXT MEETING

8.1 It was agreed that the next meeting would be held at the HSE Office in Leeds on Wednesday 21 February 2007.