

**MINUTES OF THE 2nd MEETING OF THE
WOOD ACTION GROUP
Held on 16th May 2006 at**

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

Present

David Sulman
Mark Murphy
Richard Lambert
Alistair Bromhead
Nick Boulton
John O'Connell
Tony Hollyer
Tim Small (Chair)
Alan Scobbie
Wendie Drammeh

Representing

UK Forest Products Association
Trussed Rafter Association
British Woodworking Federation
British Furniture Man. Association
Timber Trade Federation
British Inter. Freight Association
UK Woodchain
Principal Inspector, Woodworking - HSE
Inspector, Woodworking - HSE
Minutes Secretary - HSE

APOLOGIES

Alun Watkins	Health and Safety Consultant, Furniture Industry Research Association
Robert Hudson	Nat. Assoc. Shopfitters
Patrick Martin	Trussed Rafter Association
Tony Bachelor	CITB
John Dye	TIMCON
Mike Marchant	UK Woodchain
Nick Boulton	Timber Trade Federation

ACTIONS AGREED:

- 1) **(Min 1.1) Chairman** to speak with Nick Boulton regarding venue for next meeting.
- 2) **(Min 2.5) Mrs Drammeh** to contact Mr Batchelor to ascertain whether CITB had work planned on woodworking.
- 3) **(Min 4.2) Dr Scobbie** to distribute his Woodworking Presentation to members.

- 4) **(Min 4.3) Chairman** agreed to investigate costs and possibility of statistics report for woodworking from HSL.
- 5) **(Min 4.5) Members** agreed to publicise SHAD's and events on behalf of HSE.
- 6) **(Min 4.8) Chairman** agreed to distribute topic packs prior to dust & LEV inspections later in the year.
- 7) **(Min 4.8) Dr Scobbie** to speak with Mr Bromhead on particular dust problems his members encounter.
- 8) **(Min 4.9) Chairman** agreed to speak with Andrew Lake of HSE's Manufacturing Sector to ascertain if the Sector had a model example of a 14-month thorough examination certificate for LEV.
- 9) **(Min 4.9) Dr Scobbie** agreed to speak with Mr Murphy about specific LEV problems in the trussed rafter industry.
- 10) **(Min 4.10) Chairman** agreed to arrange for new guidance and literature relevant to woodworking to be sent to members as and when it is published.
- 11) **(Min 4.13) Mrs Drammeh** to distribute information on Backs! 2006 when it becomes available.
- 12) **(Min 6.1) Committee** to e-mail Mrs Drammeh with news and suggestions for inclusion in the next Woodnig News.
- 13) **(Min 5.1) Mrs Drammeh** to send round a link to HSE's Woodworking webpage when it had gone 'live'
- 14) **(Min 7.1) Mrs Drammeh** to send members web link to Workplace Health Connect.
- 15) **(Min 7.2) Chairman** to send link to Benchmarking Tool on DTI's website.
- 16) **(Min 8.1) Chairman** to e-mail suggested dates for the next meeting.

1.0 CHAIR'S INTRODUCTION & APOLOGIES

- 1.1 The Chairman introduced himself as replacement for Maureen Kingman who has moved back to operational work and gave a resume of his background in HSE. He noted the Timber Trades Federation offer to host a future meeting – will liaise with Mr Boulton.
- 1.2 Apologies received from John Dye, Mike Marchant, Robert Hudson, Alun Watkins, Nick Boulton, Tony Bachelor and Patrick Martin.
- 1.3 Round the table introduction & brief synopsis of organisations and key issues for them.

2.0 MINUTES OF LAST MEETING & ACTIONS

- 2.1 (Min 3.4) Chair to circulate accident statistics. Discharged
- 2.2 (Min 4.6) Chair to circulate locations of HSAO's in HSE. Discharged.

- 2.3 (Min 4.7) Mr Hollyer to circulate contact names and numbers for media. Discharged.
- 2.4 (Min 4.8) Chair to arrange for 'accident alerts' to be sent out. Since the last meeting no major accidents notified to Manufacturing Sector.
- 2.5 (Min 4.11) Mr Batchelor to speak to CITB's health & safety department to ascertain work planned on woodworking. Mrs Drammeh to contact Mr Bachelor for progress.
- 2.6 (Min 4.12) Members to submit copies of health & safety plans. Dr Scobbie had received two plans.
- 2.7 (Min 5.2) Members to forward names of union representatives to sit on the committee. None received.
- 2.8 (Min 6.3) Chair to distribute WIS Sheet on 4-sided planer moulders. Discharged.
- 2.9 (Min 6.4) Mrs Drammeh to distribute members' contact details. Discharged.

3.0 TERMS OF REFERENCE

- 3.1 Paper 1/WAG 2 was distributed for members to read and discuss. It was agreed that the paper would be adopted as a working terms of reference for the committee, to be updated and developed as necessary.

4.0 PROPOSALS FOR WORKPLAN

- 4.1 The Chairman reiterated HSE's view that the Wood Action Group is not a replacement for the Wood Industries Forum which focused on 'outputs' such as publications. Instead, the group needs to achieve 'outcomes' in terms of measurable improvements in health and safety in the woodworking industry. We need to do this by shared initiatives. Building mutual trust is a priority and good communication is essential.
- 4.2 To prompt discussion Dr Scobbie gave a presentation setting out a statistical breakdown of health and safety issues in the industry. HSE's current priorities were outlined as were opportunities for industry. Copies of the presentation to be distributed after the meeting.
- 4.3 Use of statistics and break down through SIC codes were discussed. Mr Lambert stressed how important it was to get specific accident statistics that relate to his members. Mr Bromhead said the Statistics spreadsheets sent out after the last meeting had proved very useful.

The Chairman referred more detailed analysis done by HSE's labs (HSL) of stats for the printing industry.

Action – Chair to check with HSL the costs and possibility of commissioning a similar project for woodworking.
- 4.4 The priority areas for the woodworking industry are Manual Handling, Machinery and Slips & Trips. The Chair outlined how targets are set and how HSE and stakeholders are expected to achieve them. He

explained HSE's Intervention Logic Model approach and how HSE aim to achieve the reductions outlined in the Strategy Document.

4.5 Discussion of HSE's Safety and Health Awareness Days (SHADs) & their success at reaching SME's was discussed. Mr Sulman spoke about how the committee could help promote these events and everyone agreed they would like to be involved much closer with them. Members agreed that with plenty of prior notice they could advertise woodworking events in their relevant newsletters and on their websites.

4.6 A discussion on funding events and initiatives ensued and Mr Hollyer spoke about forging closer relationships with insurance companies who could offer reductions in premiums as in Germany.

4.7 **Generating a Workplan** : three main areas considered - Dust, Machinery and Manual Handling.

4.8 **DUST**

Dr Scobbie spoke about Dust and LEV inspections that will be carried out by inspectors as part of the Disease Reduction Programme later in the year. He explained that the Manufacturing Sector were involved with training inspectors and HSAO's in wood dust exposure in preparation for the inspections under the Disease Reduction Programme.

Action – Chair to ensure 'topic packs' and details of the project to be sent to members in advance so they can publicise through their networks to their members.

Action - Dr Scobbie to liaise with Mr Bromhead regarding specific problems his members encounter with dust.

4.9 It was suggested that a model example of a 14-month thorough examination certificate for LEV would be very useful to members.

Action - Chair to raise with Andrew Lake (HSE inspector working with LEV industry project)

Action - Dr Scobbie to speak with Mr Murphy re control of dust at source on roof truss saws.

4.10 Mr Sulman said that many people in the industry are eager for information and instruction but still reluctant to approach HSE direct so as much information they could accumulate to distribute the quicker the messages would get through.

Action - The Chair agreed to arrange for any new guidance and literature to be e-mailed to members of the Committee as soon as possible.

4.11 **MACHINERY**

Braking, Tooling and Training were discussed.

Training is a significant concern across the industry. Steep decline in numbers of apprenticeships in 1980's & 90's has contributed to the current need to raise competence levels across the industry. The

majority of training is now completed in-house. However, the number of apprenticeships is increasing once again.

Mr Hollyer mentioned Train 2 Gain - a new service designed to help businesses improve their productivity and competitiveness by ensuring that staff have the right skills and training to do the best job. It is hosted on the Learning and Skills council website:
(<http://www.lsc.gov.uk/National/default/htm>)

The legal requirements to retrospectively brake particular woodworking machines and use chip limited tooling on hand fed machines were discussed.

4.12 **MANUAL HANDLING**

The Chairman explained how HSE are launching another Backs! Campaign in October this year. Mr Murphy praised the initiative but criticised how it targeted only the big players who are generally the companies most likely to be conscious of what they should and should not be doing for employees and felt that the smaller companies should be more widely targeted.

Action - Members of the committee agreed to promote the initiative
Action - Mrs Drammeh agreed to send details of Backs! 2006 when they were available.

6.0 **WOODNIG NEWS**

6.1 Members of the committee were invited to e-mail Mrs Drammeh any news or suggestions for inclusion in the next edition of Woodnig News. The intention is to publish in June/July this year and again at the end of the year. It was envisaged that the newsletter would become a six monthly publication. Mr Lambert noted it had been missed and was a very popular newsletter amongst his members. The rest of the Committee agreed.

5.0 **HSE WOODWORKING WEBPAGES**

5.1 Dr Scobbie gave a short run through of HSE's new woodworking web pages from the test bed. These pages will go live later this week. Any comments concerning content, presentation etc should be sent to Dr Scobbie.

Action - Mrs Drammeh agreed to send a link round to the pages once it was up and running on the Internet.

BIFA, TRA, UK Woodchain and BFMA agreed for links to their websites to be added to HSE's woodworking web pages.

7.0 AOB

7.1 The Chairman explained Workplace Health Connect
Action - HSE to send members the relevant link to the site.

7.2 The Chairman spoke about a Benchmarking Tool available on the DTI Website

Action – HSE to send members the relevant link.

7.3 Mr Hollyer read out three items from UK Woodchain:

- UK Woodchain has been appointed to the ENTO Steering Group for the review of health & safety national occupational standards starting later in the month.
- ENTO and UK Woodchain have drafted a proposal for Learning & Skills Council grant support to develop assessment methods ensuring staff are equipped with the tools & knowledge to make the workplace safer.
- UK Woodchain have contracted with central Government through Sector Skills Development Agency to develop national occupational standards relating to technologies used in wood transformation industries.

8.0 DATE FOR NEXT MEETING

8.1 The Chairman proposed that the committee meet again in four months to maintain momentum

Action – HSE to e-mail members with suggested dates.