

**MINUTES OF THE 5th MEETING OF THE
WOOD ADVISORY GROUP
Held on 18th June 2007 at**

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

Present

Tony Kaye
Mark Murphy
Richard Lambert
Alun Watkins

Tony Hollyer
Nicholas Llewellyn
Nick Boulton
Robert Vaughan
Bruce Appleton
Tim Small (Chair)
Brian Coggans
Wendie Drammeh

Representing

WMSA
Trussed Rafter Association
British Woodworking Federation
Health and Safety Consultant, Furniture
Industry Research Association

UK Woodchain
Timber Trades Federation
Timber Trade Federation
HSE Noise Specialist
HSE Noise Specialist
Principal Inspector, Woodworking - HSE
Inspector, Woodworking - HSE
Minutes Secretary - HSE

APOLOGIES

David Sulman
Mike Marchant
Alistair Bromhead
John O'Connell
Jon Gibson

Phil Davies

UK Forest Products Association
UK Woodchain
British Furniture Man. Association
British Inter. Freight Association
Institute of Machine Woodworking
Technology
TGWU

ACTIONS AGREED:

1.	(Min 2.4) Mr. Coggans & Chairman agreed to speak with the Construction Sector in HSE to ascertain if any of their loading and unloading clips can be modified for use on the woodworking website.
2.	(Min 2.6) Mr. Murphy & Mr. Small agreed to discuss the possibility of endorsing TRA's document outside the meeting.
3.	(Min 2.9) Chair to send members draft of best practice questionnaire.
4.	(Min 2.10) Mr. Coggans to send the Chairman the draft health & safety plans he had received from members to date.

5.	(Min 2.14) Chair agreed to summarise the Greenstreet Berman Report and send bullet point list to members by the end of July.
6.	(Min 2.21) Mr. Kaye agreed to send details of the Saw Doctors Association to Mrs. Drammeh for them to be invited in to future meetings.
7.	(Min 2.21) Members to inform Chairman of any organisations they feel would benefit from becoming part of the group.
8.	(Min 2.21) Chair agreed to contact UK TFA and invite them along to subsequent meetings.
9.	(Min 3.1) Mrs. Drammeh to send a link to the pages when they are 'live' to WAG members.
10.	(Min 3.1) Mrs. Drammeh to distribute the noise presentation to WAG members.
11.	(Min 4.1) Chair to distribute slides of wood dust programme statistics to members.
12.	(Min 5.1) Chair to update committee on Moving Goods Safely Programme once he had spoken with a colleague.
13.	(Min 6.1) Members to send Chairman details of initiatives and projects they are involved in with their members.
14.	(Min 6.1) Chair to arrange for HSE initiatives and events to be sent to members for circulation and inclusion in newsletters.
15.	(Min 6.2) Chair to send accident and ill health statistics slides to members.
16.	(Min 6.3) Members to send Chair suggestions for research projects before end of June.
17.	(Min 6.4) Chair agreed to send members a link to the mechanical engineering community site.
18.	(Min 6.4) Members to send Chair thoughts on whether a Communities site was something the group wished to support.
19.	(Min 8.1) Chair to investigate HSE's line on buying secondhand machinery from internet sites.

1.0 CHAIR'S INTRODUCTION & APOLOGIES

1.1 Apologies from Alistair Bromhead, Mike Marchant, David Sulman, Jon Gibson, Phil Davies & John O'Connell.

2.0 MINUTES OF LAST MEETING & ACTIONS

2.1 **(Min 2.1) Chair** to chase up accident statistics report. This item was covered at item 7.

2.2 **(Min 2.2) Members** agreed to publicise the final SHAD in Leeds. The Leeds SHAD was massively oversubscribed, so much so, funding has been secured for an additional one to be held on July 18th at Leeds College of Building giving those who had been refused attendance to the April event, an opportunity to attend.

- 2.3 **(Min 2.4) Mr. Coggans** agreed to speak with Mr. Bromhead to ascertain whether a meeting between him & Dr Scobbie had taken place. It had not and Mr. Bromhead explained that he was keen to produce a simple guide to testing extraction ventilation for small firms. Mr. Coggans invited him to tell the WAG about this and invite discussion. The Chair said this could fit in with HSE'S plan for work year 2008/09 to shift the emphasis away from assessment to focus on engineering control (e.g. LEV).
- 2.4 **(Min 2.5) Chair / Dr Scobbie** to develop "loading/unloading" material for the woodworking webpage. This had not been completed and a discussion ensued on what scenarios can be used to demonstrate the process. A discussion took place on furniture and general wood handling difficulties. Construction sites are a major problem as they have mixed load deliveries. HSE's construction sector is also focusing on loading and unloading difficulties. Mr. Coggans & Chairman agreed to speak with the Construction Sector in HSE to ascertain if any of their clips can be modified for use on the woodworking website.
- 2.5 **(Min 2.6) Chair** agreed to investigate whether TRA use can use the HSE logo on guidance. Members were given a printout from HSE's intranet site called 'Working in Partnership' that outlines the procedure and criteria for using HSE's logo on non-HSE guidance and information.
- 2.6 A general discussion took place on the document and the merits of having HSE's endorsement on publications and handouts. Mr. Murphy spoke about a guidance document the Trussed Rafter Association had written in partnership with Alan Scobbie, Brian Coggans' predecessor, which ties in with HSE's programme on Moving Goods Safely. Mr. Murphy and Mr. Small agreed to discuss the possibility of endorsing this document outside the meeting.
- 2.7 **(Min 2.7) Members** agreed to send a copy of WIS 8, if they had one, to the Chair. This was done – item discharged.
- 2.8 **(Min 2.9) Mr. Coggans** to draft some thoughts on workplace transport for WAG action plan. This was discussed further at item 6.
- 2.9 **(Min 2.10) Chair** to send members draft of best practice questionnaire. This was not done, item carried over.
- 2.10 **(Min 2.11) Members** agreed to submit their health & safety plans by the end of March. Mr. Coggans had received some and agreed to copy them to The Chairman.
- 2.11 **(Min 2.11) Mr. Coggans** agreed to telephone members in April to follow up any outstanding health & safety plans. This had been done, item discharged.
- 2.12 **(Min 2.12) Chair / Mr. Coggans** agreed to develop and complete possible Work Plan by the beginning of May. This was discussed further at item 6.
- 2.13 **(Min 2.14) Chair** agreed to ask Mr. Boulton to circulate the Timber Trades Federation careers leaflet to all members. This had been done, item discharged.
- 2.14 **(Min 3.3) Chair** agreed to summarise the Greenstreet Berman Report and send bullet point list to members. This had not been done but Chairman promised that members would have the summary by the end of July.

- 2.15 **(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. The Chairman has spoken to the MGS team and confirmed that trussed rafter companies would be visited along with cement and plastics companies. Mr Coggans said he had arranged a meeting for the 2nd July with Brian Woodley from the Timber Frame Association.
- 2.16 **(Min 4.3) Chair** to forward to members an e-mail from the noise inspection team. This had been done, item discharged.
- 2.17 **(Min 4.4) Mr Lambert** agreed to send the Chair the BWF's outline programme and schedule of work. This had been done, item discharged.
- 2.18 **(Min 4.5) Chair** agreed to investigate the possibility of a 'communities' style website for the Group. This was discussed further at item 6.
- 2.19 **(Min 4.5) Members** agreed to send the Chair 2 examples/ideas of what they expect a potential website to contain. The Chairman had not received any suggestions from members and the item was discussed further at item 6.
- 2.20 **(Min 4.6) Chair** agreed to speak to those who had sent apologies to establish their commitment to the group. The Chairman said those who did not have the courtesy to send apologies to the Group for their non-attendance would not be invited to any future meetings.
- 2.21 The Chairman asked members to inform him of any organisations they feel could benefit from coming along to the meetings. Mr. Kaye agreed to send details of the Saw Doctors Association to Mrs. Drammeh for them to be invited in future. Other organisations suggested for inclusion to future meetings were; The Wood Panel Association; Wood Preserving & Damp Proofing Association. The Chairman said he would also like to contact UK TFA and invite them along to subsequent meetings.
- 2.22 **(Min 4.7) Members** agreed to include Mr. Coggans & the Chair on their mailing lists for newsletters and updates. The Chairman asked members to check he and Mr. Coggans were included on their circulation lists.
- 2.23 **(Min 4.8) Members** to bring suggestions to next meeting of people they feel should be invited to join the Group. This item was discussed at 2.21.
- 2.24 **(Min 4.8) Members** agreed to bring their objectives for the group to the next meeting. This was discussed at item 6.
- 3.0 NOISE CONTROLS IN WOODWORKING** presented by Robert Vaughan & Bruce Appleton from HSE's Noise & Vibration Unit.
- 3.1 The presentation gave an overview on the work the Noise & Vibration Team were undertaking this current work year including promotion of the noise and vibration regulations in woodworking, concrete industry and the plastics industry. Mr. Vaughan demonstrated new web pages from the testbed that is due for launch in July that include good practice noise control pages for the woodworking industry.
- Mrs. Drammeh to send a link to the pages when they are 'live' to WAG members,
- Mrs. Drammeh to distribute the presentation to WAG members.

3.2 A general discussion took place on retrieving information from the web. Mr. Lambert said many of his members did not access information from the internet. A discussion also took place on the WIS sheets currently being updated.

4.0 WOOD DUST

4.1 Report on last year's programme and current position.

The Chairman presented an update on the statistics so far for the Wood Dust Programme. He agreed to send the slides to members after the meeting. The Chairman spoke also about the 600+ visits to be carried out in the second half of the year by HSAO's from HSE and explained the role of the HSAO's.

5.0 MOVING GOODS SAFELY (MGS3)

5.1 The Chairman spoke about HSE's Moving Goods Safely programme and the industries identified for inspection visits. They include the trussed rafter industry, the plastics industry and steel stockholders.

The Chairman said he would e-mail members with an update once he had spoken to a colleague who had attended a meeting on MGS, the previous week.

6.0 DISCUSSION ON THE FUTURE OF WAG

6.1 The members discussed the future of the Group and what they wanted to get from it. The Chairman expressed the view that as the members of the Committee represent such a diverse spectrum of woodworking employers, having a specific Plan of Work would not be as beneficial to the Committee as it is for other industry committees. This did not mean though that the Group should not have a specific direction.

The merger of HSC with HSE could mean groups such as this will have to justify their existence in future so it is necessary for the group to deliver outcomes if it is to continue.

Members agreed to feed back information on the initiatives and projects they are promoting with their members to the Chairman. The Chairman also agreed to arrange for members to be told of HSE initiatives and new publications so they can inform their members what HSE are doing.

6.2 The Chairman explained how HSE measure how many employees they reach through intermediaries and presented a selection of slides showing the most recent accident and ill health statistics. The Chairman agreed to send copies of these slides to WAG members after the meeting. Mr. Murphy said the major driver in reducing workplace accidents and injuries are the insurance companies.

6.3 The Chairman spoke about a request he had had to put forward suggestions to HSE Management for potential research projects. He asked members to send him any thoughts they had before the end of June.

6.4 A discussion was held on the merits of having a communities website. The Chairman showed members examples of other HSE communities' sites and asked for feedback on what he had shown them. Members agreed to send their thoughts and ideas to him on whether woodworking should have a site. The Chairman agreed to send a link to the mechanical engineering community site when the minutes were distributed so members could view the type of sites HSE has.

7.0 HSE UPDATE

7.1 HSC/HSE Merger Proposal

This item had been discussed earlier in the meeting.

7.2 HSE Offences Bill – Update

The Government is committed to raising the maximum financial penalties and to introduce custodial sentences for contraventions of the HSW Act. Proposals to do this are contained in a Private Member's bill which failed to get a second reading in the Commons last month. There are hopes that it will be reintroduced next year.

7.3 Latest Industry Statistics

This item had been discussed earlier in the meeting.

7.4 Intelligence Gathering & Industry Risk Profiling – Update

The Chairman explained this analysis was progressing and he and Mr. Coggans had visited some stakeholders and have more meetings planned.

7.5 HSE Guidance & Information

- COSHH WIS 6 has been dramatically re-drafted and will be available in around 2 months time.
- HSE's Ladder Exchange is to commence. Mr. Coggans explained how its aim is to rid workplaces of 4,000 defective ladders and replace with new ones.
- European Court has supported UK's safety laws on the phrase '*so far as is reasonably practicable*'
- The Chairman showed a graph of workplace fatalities across the EU.

8.0 AOB

8.1 Mr. Kaye referred to the online auction (EBay) of used woodworking machinery. He was concerned that such machinery would not comply with the legal requirements regarding safeguarding, braking and tooling. He asked for HSE's view and what action we could take. The Chair agreed that where such machinery was supplied for use at work then Section 6 of the HSW Act. Would apply. It would be difficult to distinguish between machinery sold to private individuals and that sold to companies. It was also difficult to know what action could be taken in advance of a sale but the Chair agreed to look into the matter to see what could be done.

8.2 Mr. Lambert spoke about the effect of the CDM Regulations on manufacturers. In certain circumstances, they could be considered designers with the legal responsibilities described in the Regs.

8.3 The next meeting is to be held on Wednesday November 28 at Nottingham.