HEALTH AND SAFETY COMMISSION

EUROPEAN WEEK FOR SAFETY AND HEALTH 2003
“DANGEROUS SUBSTANCES – HANDLE WITH CARE”

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Advisor(s): Colette Manning, IAS3
Cleared by Peter H Rimmer on 19 June 2003

Issue
1. The planning, management, organisation, publicity and promotion of the European Week for Safety and Health 2003 with its theme of ‘Dangerous Substances’.

Timing
2. The European Week takes place in the UK in w/c 13 October 2003.

Recommendation
3. To note:
   • the theme of Dangerous Substances and the UK priorities of occupational asthma, asbestos, dermatitis and the promotion of e.COSH Essentials, CHIP and Safety Data Sheets,
   • arrangements for the European Agency ‘Good Practice Awards’
   • opportunities for co-funded projects targeted at SMEs and organised by the European Agency

Background
5. HSE manages the organisation of EW2003 through a European Week Project Group comprising representatives from the TUC, CBI, BackCare, British Safety Council, RoSPA, IOSH, HSE Northern Ireland, Health Education Board for Scotland, the National Assembly for Wales, the Departments of Health, and Work & Pensions, local authorities, insurance and banking interests, and HSE. The Project Group was chaired by Peter Rimmer, Director of Information, HSE. The terms of reference and membership are at Annex 1.

Argument
6. Health and safety weeks in the UK focus on partnership and participation. The UK health and safety system is based on consultation and consensus. It is implicit that close
working relationships with the social partners at national, local and sector level, and with others in the health and safety system, is a key ingredient in the success of the integrated approach to health and safety regulation and prevention adopted in the UK. There is genuine co-operation and involvement of the social partners in the European Week Project Group, in funded activities, and in the activities generated at workplace level. Trades unions, and safety representatives in particular, are active and very effective at national and local level.

7. The theme of European Week 2003 - Dangerous substances: handle with care - enables HSC/E to promote action to reduce the incidence of occupational asthma, dermatitis, asbestos-related lung disease and the new duty to manage asbestos, as well as promoting e.COSHH Essentials, CHIP and Safety Data Sheets.

8. The European Parliament agreed a budget of 4 million Euros to enable the European Agency for Safety and Health at Work, Bilbao to manage a programme to improve safety and health in SMEs. A small part of the budget is available for promotion and publicity; and, for Seed Funding to enable member states to generate interest and activities. The Bureau and the Administrative Board of the Agency agreed proposals for an SME funding scheme following closely the procedures established in 2001 and 2002.

9. The Call for Project proposals was published in the Official Journal of the EU (OJEC) on 4 April 2003. The Call for proposals, Application Form and Technical Specifications are available on the Agency website (http://agency.osha.eu.int/sme/). The closing dates are 23 June 2003 for national projects and 30 June 2003 for transnational projects. An evaluation meeting is planned for Tuesday 19 August 2003 in Rose Court. Owen Tudor will chair the panel.

10. Good Practice Awards are organised by the European Agency to help promote the Week and to increase the availability of good practice information, and to support the exchange and dissemination of information about effective ways of prevention of risks from both chemical substances and biological substances. The aim is to demonstrate, by example, to all European employers and workers the benefits of following good safety and health practices to prevent risks from dangerous substances at work. The UK Focal Point arranged adverts in the specialist health and safety press and the awards will be promoted on the HSE website homepage linked to the European Agency website - see Annex 2.

Consultation
11. Members of the European Week Project Group and HSE’s Chemicals Policy Division.

Presentation
12. The European launch of EW2003 took place on 13 May in Strasbourg. The European Agency provided all print support materials in good time. A closing event is planned for Bilbao on 24 November 2003. A number of high profile European events are planned including Athens (May) and Rome (October), and smaller events in most member states with a high profile Agency contribution to the A+A in Dusseldorf on 27 October 2003.

13. The launch of the Newsletter and Action Pack took place at the NEC, Birmingham on 20 May 2003 at EXPO2003; copies were available at the Focal Point stand. The launch was covered by a press release.

14. The 16-page newsletter includes articles on Dangerous Substances, case studies, regional and national winners in EW2002, ideas for action, appropriate websites and a feedback questionnaire. 650,000 copies were printed.
15. 200,000 Action Packs have been prepared. The Action Pack includes copies of:
- Newsletter
- HSE leaflets
- Stickers - large and small
- A3 poster
- Sample CDiRom of NAPO’s ‘Scratch ‘n Sniff’ video
- Fact Sheets covering:
  - An introduction to dangerous substances in the workplace
  - Elimination and substitution of dangerous substances, and
  - Communication information about dangerous substances
- Covering letter

16. HSE’s advertising agency McCann Erickson was briefed about a promotion campaign in support of the Week in the specialist media - health and safety journals, and relevant journals to target key audiences. The budget is quite limited and it is not possible to advertise extensively. There will be an 8-page supplement in a summer issue of Works Management magazine and we are negotiating with other trade titles and journals.

17. The Newspaper Society will be used to promote publicity for EW2003 through 3000 or so regional and local newspapers.

18. EW2003 will be promoted actively on the HSE and the European Agency websites, and at exhibitions and events - see Annex 3.

19. We have invited EW2002 National Award Winners to organise regional promotion events for EW2003 piloted successfully in 2001. The idea is to identify national award winners in each region to:
- host an event
- provide facilities and light refreshments
- make a presentation about what they did, why and with what result

20. Other award winners will be invited to say something about what they did too - short presentations, illustrated where possible.

21. This is a very cost effective way of building on and further involving those who have demonstrated that participation can lead to success. It is an opportunity to involve them in EW2003 and for them to involve their contractors, customers and others, and to share their success. We are working towards events in the summer months in time for people to start planning for October.

22. Feedback is important to help evaluate what has been done and to provide ideas for future Weeks. The feedback questionnaire is in the newsletter and a copy is also available in the Action Pack. We will also encourage reporting via the HSE website. All those who provide feedback will receive a Certificate of Participation, and we propose to organise regional award events in February 2003. There is currently some doubt about the future of the National Awards Dinner and Presentations. The Chair of the Health and Safety Commission, Bill Callaghan, and the HSE Board asked for a review of Awards Events.

23. HSE has set up an internal project team which held its first meeting on 12 February to discuss plans for the week. Project team members put forward case studies, articles and ideas for the Newsletter and Action Pack including a case study on dermatitis caused by...
24. We are developing a hazard-spotting checklist for inclusion in the Action Pack and working on an information sheet with details of HSE’s asbestos, asthma, e-COSHH and CHIP3 web pages. The information sheet will also list web page addresses so that relevant leaflets can be downloaded in sectors like agriculture, construction, printing, textiles, paper etc.

25. Organisations contacted include the Employment National Training Organisation (ENTO) which develops S/NVQs in health and safety for HSE’s inspectors and safety practitioners; the Consumer Services Industry Authority (CSIA); its role is to promote and support training, education and business development across a variety of sectors ranging from the high street to the supply chain, representing a significant part of the UK workforce. These sectors include: Beauty Therapy, Funeral Services, Hairdressing and Dry Cleaning. Responses have been positive. For example, the ENTO has offered to promote the Week via its contacts and website. The CSIA, the Royal Society of Chemistry and the British Association are considering what they might be able to do.

26. HSE’s Chemical Policy Division presented a paper about European Week to HSC’s Advisory Committee on Toxic Substances on 13 March 2003, and tabled copies of the new leaflets on the Bilbao Agency’s Good Practice Awards. ACTS highlighted the need to involve local authorities at the earliest possible stages in campaigns like the Week. During a meeting of the ACTS Working Group on European Exposure Limits (WEELS), at least three members expressed interest in promoting the week. We have also sent a copy of the ACTS paper to WEELS members.

27. The following is a summary of progress on work on asthmagens, cancer (linked to the asbestos programme), COSHH and e-COSHH essentials, CHIP3 and Safety Data Sheets:

   a) An Asthmagens Conference is being organised - with the help of Professional Organisations in Occupational Safety and Health (POOSH) - from 14-15 October 2003. The Latex Toolkit production team met at HSE on 27 February and plan to have the toolkit ready for launch at the Conference. The aim of the project is to produce an Internet-based toolkit for training and education purposes, as well as a hard copy version. An announcement about the toolkit was made at the IOSH Healthcare Specialist Group Annual Conference.

   b) HSE is proposing a high profile Ministerial launch for Phase 2 of e-COSHH Essentials during European Week - see Annex 4. The work to prepare control guidance sheets for substances in these areas is well underway. In subsequent years, further control guidance sheets will be developed and added to the site. HSE is looking to improve and increase access to e-COSHH Essentials by encouraging stakeholders’ to set up hypertext links on their own websites. This will bring on-line new guidance sheets for:

   • The top three asthma-causing agents;
   • Process generated dusts and fumes;
   • Chemicals/tasks associated with the LA enforced sector.

   d) HSE plans to encourage its partners to hold events during the Week and to promote the duty to manage asbestos. It seems likely that we will be using the Week to gather details of best practice for practitioners.
Costs and Benefits
28. European Week has provided excellent value for money with high levels of participation and involvement from a large number of organisations.

Financial/Resource Implications for HSE
29. The budget allocation for EW2003 is £350k.

Environmental Implications
30. None.

Other Implications
31. None

Action
32. To note

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EUROPEAN WEEK PROJECT GROUP

TERMS OF REFERENCE

The European Week Project Group is chaired by HSE's Director of Information and will report to the HSE Board, the Health and Safety Commission and HELA. The purpose of the Project Group is to:

- promote and publicise the Week, and agree the marketing plan
- encourage participation in the Week amongst their constituencies, networks and peers
- develop the UK programme of activities for the Week
- advise on applications for project funding and recommend bids to the European Agency

MEMBERSHIP 2002-03

Chairman
Peter Rimmer, Director of Information HSE

Members
Owen Tudor - TUC
Jude Grandison - CBI
Roger Bibbings - RoSPA
Mardi Westphalen - BSC
Sarah Hamilton - IOSH
Geoff Daulman - Royal Sun Alliance
Jim Murray - Royal Bank of Scotland
Andrew Auty - RE-Liability
Nia Taylor - BackCare
Nicola Monson - HSE Northern Ireland
Miriam O’Connor – Health Education Board for Scotland
Helen Phillips - National Assembly for Wales
Jenny Davenport, EHO Manchester CC
Peter Foley, Derbyshire Dales DC (HELA nominee)
John Houghton - DWP
Dr Nick Niven-Jenkins - DWP
James Steatham – DoH
Julia Soave (Policy Group)
Alan Plom, HSE (LAU)
Janet Connah, HSE (Publicity)
GOOD PRACTICE AWARDS

1. The Good Practice Awards are organised to help promote the Week and to increase the availability of good practice information, support the exchange and dissemination of information about effective ways of prevention of risks from both chemical and biological substances. The aim is to demonstrate, by example, to all European employers and workers the benefits of following good safety and health practices to prevent risks from dangerous substances at work. The promotion flyer is available on the website and in hard copy. A press release was issued by the Agency in April and a UK press release with quotes from HSE’s Deputy Director General and previous winners, was issued to coincide with the launch.

2. The Focal Points first gather national examples of implemented solutions, which prevent the exposure of workers to dangerous substances. The Focal Point has arranged full page adverts in the specialist health and safety press, promoted the Awards on the web site, and contacted previous Good Practice participants. Copies of the Good Practice flyer are available from the Focal Point on request. The closing date for entries is 18 July 2003.

3. The Focal Point will organise a tripartite evaluation to select the best examples to be entered into the European level selection process. The national evaluation and selection of Good Practice examples must be done within the tripartite National Network. The UK evaluation will take place on Tuesday 29 July in Rose Court. Kären Clayton (HSE, TNG - Good Practice Rep) will chair the panel. Julia Soave, Roger Bibbings, Sean Edwards-Playne, Edgar Peter, Andrew Auty, Tom Mellish, Jude Grandison and Laurence Defoe have agreed to join the evaluation team. Some volunteers to swap to the SME Funding panel would be appreciated.

4. A shortlist of no more than three entries is to be with the Agency by 8 August 2003. The national selection will identify up to three examples and the three examples may be given a ranking (first, second, third).

5. To ensure that the examples presented are of high quality, valid and usable, they should be accepted as good practice within the Agency’s national network, and provide solutions that:
   - tackle risks at source through good management, particularly the effective use of risk assessment
   - show real improvements, sustainable across time
   - show consultation between management and workforce
   - comply with relevant legislative requirements
   - could be transferable to other workplaces including those in other Member States and to SMEs
   - freshness

6. Good practice examples will NOT be accepted if the intervention has clearly been developed for commercial for profit - eg products or services that are, or could be, marketed are not acceptable. Examples of previous years entries can be seen at:

7. Up to three examples will be sent to the Agency where the selection of award winners will be made by a judging panel including representatives of the three interest groups of the Board and Topic Centre representatives. An Awards event will be held in Bilbao on 24 November 2003 in conjunction with the Italian Presidency.

8. The Good Practice Awards featured and were promoted at the Safety and Health Exhibition (EXPO 2003) in May at the NEC, Birmingham. All previous Good Practice participants were contacted and copies of the promotion flyer distributed widely to the UK Network, specialist and trade journals, intermediaries and on demand. Promotion flyers are available to all members of the group for distribution. The closing date for UK entries is 18 July 2003.

9. The following table describes the process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By whom</th>
<th>Outcome</th>
</tr>
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<tbody>
<tr>
<td>Feb 03</td>
<td>Launch in Brussels</td>
<td>European Agency</td>
<td>Publicity</td>
</tr>
<tr>
<td>March 03</td>
<td>Publicity material available</td>
<td>European Agency</td>
<td>Publicity</td>
</tr>
<tr>
<td>April 03</td>
<td>Publicity material distributed</td>
<td>Focal Point</td>
<td>Publicity</td>
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<td>May 03</td>
<td>Promotion of GP Awards</td>
<td>All</td>
<td>Publicity</td>
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<tr>
<td>18 July 03</td>
<td>Closing date for entries</td>
<td>Applicants</td>
<td>Final list of entries</td>
</tr>
<tr>
<td>w/c 28 July 03</td>
<td>Pre-selection sift</td>
<td>UK Panel</td>
<td>Short list agreed</td>
</tr>
<tr>
<td>8 Aug 03</td>
<td>Entries sent to Euro Agency</td>
<td>Focal Point</td>
<td>UK short list</td>
</tr>
<tr>
<td>Oct 03</td>
<td>Award winners announced</td>
<td>European Agency</td>
<td>List of award winners</td>
</tr>
<tr>
<td>24 Nov 03</td>
<td>Awards ceremony in Bilbao</td>
<td>European Agency</td>
<td>Publicity</td>
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A SELECTION OF HSE WEB PAGES TO HELP GET YOU STARTED

http://www.hse.gov.uk/asthma
This will help you understand the main causes of occupational asthma, what it’s like to get the disease, what employers have to do to protect their employees, and what HSE and stakeholders are doing to tackle the problem. It has pictures of the lungs before and after an asthma attack and video clips describing asthma symptoms.

http://www.hse.gov.uk/campaigns/asbestos/index.htm: about the asbestos campaign and the new ‘duty to manage asbestos’; details of events, network of partners etc.; and

http://www.hse.gov.uk/asbestos/index.htm: These pages describe the hazards and effects of asbestos and HSE’s role in applying measures to control the risks from asbestos. The information will be of particular interest to employers, contractors and workers in the building trades, such as plumbers, carpenters, electricians and anyone else who comes into contact with asbestos material during their work, eg, computer installers, cabling engineers. The pages include contact information on all asbestos licence holders in GB.

http://www.hse.gov.uk/chip/introduction.htm
CHIP is the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002. CHIP helps protect people and the environment from the harmful effects of chemicals by requiring suppliers to
- identify the hazards (dangers) of the chemicals they supply;
- give information about the chemicals’ hazards to their customers by means of labels and additional accompanying information (such as safety sheets); and
- package the chemicals safely.

(Some special chemicals, such as cosmetics and medicines, are not covered by CHIP because they have their own specific regulations.

http://www.coshh-essentials.org.uk/: Control of Substances Hazardous to Health Regulations 2002 (COSHH)
You can do your COSHH assessments online when you log onto COSHH Essentials. The site provides advice on controlling the use of chemicals for a range of common tasks, e.g. mixing, or drying. It takes you through a number of steps and asks for information about your tasks and chemicals. The system automatically identifies the correct control solutions and produces easy to follow instructions on how to put the guidance into practice and carry out other duties required under COSHH.

HSE Free leaflets: http://www.hse.gov.uk/pubns/
You can get free leaflets on chemicals and dangerous substances from HSE’s website. Click on the topic of interest to find a list of all the titles on that subject. These are arranged alphabetically by broad topic heading. You can download these leaflets free of charge from the Internet. Alternatively, contact HSE Books for a hard copy. [add in details]
You might like to start by looking at:

http://www.hse.gov.uk/pubns/chindex.htm
- Here you can find leaflets various leaflets on chemicals:
  - Working with substances, preventing dermatitis at work etc.
  - Control of Substances Hazardous to Health
  - Labelling, Packaging and transport
  - Chemical Hazard Alert Notices
http://www.hse.gov.uk/pubns/agindex.htm
- **Agriculture** – leaflets covering substances found in the agricultural industry including, for example, controlling grain dusts on farms and grain dust in non-agricultural workplaces, pesticides, farmer’s lung.

http://www.hse.gov.uk/pubns/ceramindex.htm
- **Ceramics** – leaflets covering asbestos, PPE and information sheets for the control of exposure to silica dust in small potteries.

http://www.hse.gov.uk/pubns/conindex.htm
- **Construction** – construction industry information sheets on cement, chemical cleaners, solvents and silica.

http://www.hse.gov.uk/pubns/engindex.htm
- **Engineering** – an extensive range of information sheets and leaflets on chemicals in the engineering industry, including metal working fluids, using skin creams and skin protection.

http://www.hse.gov.uk/pubns/foodindx.htm
- **Food and drink** – leaflets covering the food and drink industry as a whole (e.g. occupational dermatitis) and specific leaflets on priorities for particular food industries (e.g. bakery and flour confectionary).

http://www.hse.gov.uk/pubns/founindx.htm
- **Foundries** – leaflets on chlorine, formaldehyde and furans.

http://www.hse.gov.uk/pubns/metaldex.htm
- **Metals** – leaflets on working with cadmium, cobalt and nickel.

http://www.hse.gov.uk/pubns/ohindex.htm
- **Occupational health** – leaflets include ‘Preventing dermatitis at work’ and ‘Health surveillance programmes for employees exposed to metalworking fluids’.

http://www.hse.gov.uk/pubns/ppeindex.htm
- **Personal Protective Equipment** – includes leaflets on selecting suitable RPE and protective gloves for working with chemicals.

http://www.hse.gov.uk/pubns/printidx.htm
- **Printing** – information about skin problems, advice on solvent safety and substitution and occupational asthma in the printing industry.

http://www.hse.gov.uk/pubns/rubindex.htm
- **Rubber** – ‘Safe to breathe: dust and fume control in the rubber industry’

http://www.hse.gov.uk/pubns/texindex.htm
- **Textiles** – information on dyes and chemical, spotting solvents etc for the dry cleaning, textile and clothing industries.

http://www.hse.gov.uk/pubns/woodindx.htm
- **Woodworking** – some of the leaflets are on Local Exhaust Ventilation, occupational hygiene, COSHH and the woodworking industries and health risks during furniture stripping using dichloromethane.
e-COSHH Essentials: Quick, Easy…..and Good for Business!

Aims and Objectives
Electronic COSHH Essentials is a free and interactive website of simple, step-by-step guidance, produced to help businesses control health risks from chemicals.

Target Audience
The Control of Substances Hazardous to Health Regulations (1999) (COSHH) requires businesses to identify dangers to health from using chemicals in the workplace. HSE produce a paper publication, ‘COSHH Essentials’, launched in May 1999, which helps businesses to assess these risks and protect workers. The paper version costs £15 (approx. €24).

However, research done in 1996 showed that industry, and small firms in particular, had little or no understanding of how the Occupational Exposure Limit system works; nor can they afford to bring in a specialist to help. As a result, very little was being done to carry out the requirements of COSHH - not because small businesses were not willing, but because they simply didn’t know what to do.

Because of the success of the paper version of COSHH Essentials, HSE considered how it could improve the product and make it more accessible to business. Currently, HSE believes that 80% of businesses have access to the Internet and Electronic COSHH Essentials was launched on 30 April 2002. So far, there have been over 40,000 hits, which equates to just over 12,000 visitors.

How it works
Electronic COSHH Essentials carries out an on-line risk assessment to give businesses practical solutions for their workplace. It simply asks users to input readily available information about the chemicals they use and the way that they use them. The system then automatically identifies the correct control solutions and produces easy to follow instructions on how to put the guidance into practice and carry out other duties required by COSHH. As well as being quicker and easier to use than the paper version, the web-based system has hypertext links throughout so the user can get to other guidance. This guidance can also be printed off.

Availability
Electronic COSHH Essentials is FREE and can be found at www.coshh-essentials.org.uk, or through the hsedirect website (www.hsedirect.com).