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**HEALTH AND SAFETY COMMISSION  
ADVISORY COMMITTEE ON TOXIC SUBSTANCES**

**First steps in progressing the work plan**

**A paper by ACTS Secretariat  
Cleared by Sandra Caldwell on 17 February 2003**

**Issue**

1 How ACTS can engage with other HSC Industry Advisory Committees (IACs) and Subject Advisory Committees (SACs) to:

- identify specific initiatives where ACTS can develop partnerships to stop people being made ill from exposure to substances at work;
- raise the profile of ACTS and gain support for its work plan and HSE's Chemicals Strategy;
- promote E-COSHH Essentials; and
- promote European Week of Safety and Health 2003 on prevention of risks caused by dangerous substances.

**Timing**

2 HSE recommends progression of this work plan following the March meeting.

**Recommendation**

3 That ACTS considers and approves the proposals outlined in this paper for progressing the new work plan. In particular:

- that volunteer members act as champions for the committee and visit specific IACs and SACs in order to identify initiatives that they can take forward;
- that ACTS promotes the additional activities ACTS Secretariat has identified since writing to members on 17 January (paragraph 5 of Annex 4);
- that ACTS considers which committees should be visited, whilst agreeing that the Agricultural Industry Advisory Committee, the Construction Industry Advisory Committee and the Health Services Advisory Committee should be visited as a priority;

- that ACTS works in partnership with the asthma project board to help progress the asthma action plan.

## **Background**

4 At the 21 November 2002 ACTS meeting members considered and discussed finalisation of ACTS new work plan (ACTS/40/2002). As a result, it was agreed that ACTS Secretariat would revise the aim, essential themes and prioritise specific initiatives in the work plan (ACTS/MIN/03/2002 refers).

5 The letter sent to ACTS members on 17 January (Annex 2) sets out the changes made to the work plan. ACTS members were asked to advise ACTS Secretariat by no later than 31 January if they are content with the revised approach and, if not, to propose changes. ACTS Secretariat would like to thank members who provided responses.

6 Since writing to members on 17 January, ACTS Secretariat has further refined its thinking on the work plan. The latest version is at Annex 3 and includes proposed additions to the promotional activity that we believe members could fulfil as a result of contact with other HSC committees.

7 Members will note from Annex 3 that the main change is a stronger link with HSE's chemical strategy. It is important to note that the work programmes on respiratory disease, cancer and dermatitis are in no order of priority – all have an equal importance in respect of fulfilling the strategy. We recognise that it will not be easy to demonstrate positive outcomes on cancer as easily as it will be with the programmes on respiratory disease. Nonetheless, we believe that cancer is a major issue that we cannot ignore and that its place in the work plan is justifiable.

## **Argument**

8 It is proposed that volunteer ACTS members act as champions to other HSC committees in order to influence them to carry out initiatives that will fulfil the aim in the ACTS work plan "to stop making people ill from exposures to substances at work". We propose that initiatives will be centred around the sub-themes identified by ACTS at its July residential meeting (Annex 5).

9 Annex 4 contains more detail on HSE's proposals on how ACTS can take forward these first steps in progressing the work plan.

10 In proposing this approach, we recognise that ACTS members have limited resource to contribute to this work. In order to make resource available, ACTS may wish to consider whether 2 full meetings per year rather than 3 would provide each member with 1 day per year to contribute to the aims of the work plan. Nevertheless, the number of committees to be visited is significant. It is therefore proposed that these Secretariats distribute an information paper in support of ACTS promotional activity described in this paper. We recognise that the number of organisations visited will depend on members' availability. We therefore propose to prioritise which organisations members visit (paragraph 9 of annex 4 refers).

## What about the rest of the work plan?

11 The remaining aspects of the work plan are important, and also require resourcing. We propose that other aspects of the work plan, for example, continuing work-streams such as developing a new OEL framework, will be taken forward in sub-groups, with approval being given for major developments at main ACTS meetings.

### **Communication Plan**

12 We propose to use the anticipated ACTS website and the Toxic Substances Bulletin website to promote the work plan. We also propose that members publicise the work plan through the websites of their respective organisations. Current Developments paper {ACTS/14/2003}, for distribution at the 2-week deadline, will include an update on how development of ACTS dedicated website is progressing.

### **Evaluation Plan**

13 We propose that we work with the Secretariats of the IACs/SACs concerned to evaluate the initiatives that result during the period of this work plan.

### **Relevant Control Systems**

14 Not relevant

### **Consultation**

15 Members have been consulted about the development of this work plan on an ongoing basis.

### **Presentation**

16 By progressing the work plan in this way, ACTS will be demonstrating its wish to fulfil its aim “to stop people being made ill from exposure to substances at work”.

### **Costs and Benefits**

17 An approximate estimate of the time involved in a member volunteering to act as an ambassador for the committee and visit an HSC IAC or SAC is in the region of approximately 1-2 days. It is hoped that the benefits will include the successful identification of initiatives that will significantly contribute to ACTS aim of stopping people being made ill from exposure to substances at work, as well as promotional activities resulting in increased awareness and interest in HSE’s chemical strategy and e/CE.

### **Environmental implications**

18 None.

### **European implications**

19 HSE proposes that ACTS will actively promote European Safety and Health Week.

## **Devolution**

20 Positive outcomes that result from ACTS Work Plan will benefit Great Britain.

## **Other implications**

21 None.

## **Action**

22 ACTS members are invited to:

- note the recommendations at paragraph 3;
- consider whether 2 full meetings a year rather than 3 would provide each member with 1 day to contribute to the aims of the work plan;
- consider the list of HSC IACs and SACs at Annex 1 and send ACTS Secretariat:
  - additions to the list (if necessary); and
  - identify the most important committees for volunteers to visit (in addition to the three Revitalising advisory committees).
- consider whether ACTS Secretariat should develop an aide memoire for use by volunteers when engaging members of other advisory committees.

## **Contact**

### **ACTS Secretariat**

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**Selective list of HSC Industry Advisory Committees and Subject Advisory Committees**

<b>Priority for a volunteer visit</b>	<b>Organisation</b>	<b>Contact</b>	<b>Date of meeting (if applicable)</b>	<b>Address/Location</b>	<b>Comments</b>
<b>= 1</b>	Agricultural Industry Advisory committee (AIAC)	Chris Molde	26.06.03 and 23.10.03		
	Advisory Committee on Dangerous Substances (ACDS)	Janet Savin	13.02.03, 12.06.03 and 09.10.03		
	Advisory Committee on Genetic Modification (ACGM)	Linda West	No meeting dates as yet.		
	Ceramic, Heavy clay Refractories and Glass Joint Health and Safety Advisory Committee CHARGE (CERIAC)	Lindsey Ollerhead	07.05.03		
<b>= 1</b>	Construction Industry Advisory Committee	Alex Cattan	27.03.02		
	Deep Mined Coal Industry Advisory Committee (DMCIAC)	Neville Hill	18.02.03, 17.06.03 and 28.10.03	All mtgs are held at British Association for Colliery Management (BACM), Doncaster,	

Priority for a volunteer visit	Organisation	Contact	Date of meeting (if applicable)	Address/Location	Comments
	Foundries Industry Advisory committee (FIAC)	Lisa Weston	17.04.03	HSE Newcastle under Lyme	
= 1	Health Services Advisory Committee (HSAC)	Mandy Major	17.07.03		
	Local Authority Forum (LAF)	Nikki Hughes	18.03.03 Jul 03	HSE Rose Court London HSE Rose Court London	
	Occupational Health Advisory Committee (OHAC)	Anna Bliss	01.04.03		
	Paper and Board Industry Advisory Committee (PBIAC)	Tracy Stonley	11.02.03, 01.07.03 and 04.11.03	HSE East Grinstead SCA New Hythe Kent Scotland (venue TBC) Open Meeting	
	Printing Industry Advisory Committee (PIAC)	Tracey Stonley	12.03.03, 17.07.03 and 21.10.03	HSE East Grinstead British Printing Ind.Fed. B'ham Leeds (Open Mtg)	
	Rubber Industry Advisory Committee (RUBIAC)	Chris Flint	27.02.03	HSE Newcastle-under-Lyme	
	Textile Industry Advisory Committee (TEXIAC)	Maureen Kingman	13.05.03	HSE Leeds	

17 January 2003

To ACTS members

### **Revised ACTS work plan - for action by 31 January 2003**

At the 21 November 2002 ACTS meeting, members considered and discussed finalisation of ACTS work plan 2003 – 2006 (ACTS/40/2002). At that meeting it was agreed that ACTS Secretariat would address the following issues:

- Revise the essential themes to be incorporated in project plans for any initiatives ACTS takes forward, to place more emphasis on input from workers and safety representatives;
- Emphasise that activity on stopping people being made ill at work needs to be coordinated amongst all groups concerned with occupational health; and
- Clearly state the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> priority initiatives of ACTS's work plan (excluding mandatory work).

Additionally, Sandra Caldwell asked ACTS Secretariat to send members a draft of the HSC paper before it is sent to the Commission for its meeting on 11 March 2003. I am enclosing this for your attention. This includes the revised work plan at Appendix A. An electronic version will also be sent to you. This paper will go forward as a below the line item i.e. for information only, unless an HSC member requests active discussion during the meeting.

### **Revision of the work plan**

#### Background

At the November 2002 ACTS meeting, some members considered that it was unclear how the draft initiatives in the work plan had emerged from Annexes 3 and 4 of ACTS/40/2002. The sub-themes included in the plan can be traced back to Rapporteur feedback material and committee discussions on ACTS work plan at the July 2002 residential meeting (listed at Annex 2 of ACTS/40/2002). Clearly some of these themes are so important that they need to be reflected in any work programme initiatives that ACTS takes forward (essentially, the components of a project plan). The remainder were prioritised applying criteria set out in Annex 4 of ACTS/40/2002.

The sub-themes that emerged are at paragraph 14 of ACTS/40/2002. For each sub-theme, ACTS Secretariat then proposed corresponding initiatives, where possible based upon ideas expressed by members at the residential meeting. We also asked members for their ideas.

Based on feedback received at the November ACTS meeting, members were largely content with the essential themes and prioritised sub-themes, but less happy with the initiatives ACTS Secretariat had suggested. For this reason ACTS Secretariat has redrafted the work plan. We would like member's views on this **by 31 January 2003**.

### The new work plan

Other than where there was general agreement on initiating specific streams of work e.g. on the asthma action plan, the initiatives ACTS Secretariat proposed in ACTS/40/2002 have been withdrawn. It is proposed that the first step in the new plan is concerted information gathering activity. This will be achieved by utilising partnerships and intermediaries such as other advisory committees in HSE that are concerned with occupational health, as well as employer and trade union organisations, trade associations and so on. The aim will be to quickly identify issues where ACTS members can utilise and develop partnerships to realise its aim of stopping people being made ill from exposure to substances at work.

The sub-themes that were presented in November are not affected by this proposal. The ACTS/40/2002 paper proposed initiatives against individual sub-themes. However, in reality an initiative might benefit from addressing the issues in a number of the sub-themes at the same time e.g. an initiative to improve SME comprehension of H & S issues might need to develop simple messages in order to communicate with the SMEs we want to reach and it is also likely that the promotion of E-COSHH Essentials or COSHH Essentials would also have a role to play.

### Linkage to HSE's Chemicals Strategy

The initiatives section of the work plan is now simply divided into four broad programmes of work consisting of, in order of priority, respiratory disease, cancer, skin disease and miscellaneous activities. (As before there are also sections on continuing work streams, mandatory activities and periodic forward looks for the HSC). This has the advantage of creating a concrete link with HSE's Chemicals Strategy. This link is also emphasised by stressing in the work plan that any initiatives developed will include, where appropriate, the remaining elements of the strategy:

- A communications/education drive; and
- Developing a robust compliance strategy linking risk to the necessary controls derived from industry sector good practice and enforcement through the Enforcement Management Model.

The miscellaneous activity programme area acknowledges that there may be some issues that fall outside priority programmes in the Chemicals Strategy but which ACTS nevertheless considers important to address.



The first steps in the new plan will be to carry out concerted information gathering activity. Initially, this can be coordinated simultaneously for each of the four programme areas (a paper addressing this issue will be presented at the 13 March 2003 ACTS meeting). The activity will identify specific outcome related initiatives that can contribute to Revitalising targets. These will need to satisfy the criteria that are now identified at Appendix B of the HSC paper. These are the original criteria in Annex 4 of the ACTS/40/2002 paper, plus:

- Evidence base for activity; and
- Utilises partnerships/intermediaries.

As issues meriting specific initiatives emerge, project plans detailing activity can be produced. The work plan is less densely populated than it was before, but this is simply indicative of the fact that it is an evolving plan that will be informed by the information gathering initiatives that are to take place at the beginning of the plan. The plan will then change and develop year on year.

#### How does HSE envisage this working in practice?

If members approve the plan, the ACTS Chair will request volunteers who will be prepared to go to stakeholder meetings and develop partnerships. ACTS Secretariat will coordinate this activity and it is probable that a meeting of the volunteers will be convened to identify specific initiatives that ACTS can take forward. (Where it is practicable to handle decision making by e-mail, this will be done). To summarise, the various stages are:

Activity	Timing
Engage partnerships/intermediaries	First cycle of information gathering activity to be completed by summer 2003.
First information sift	Summer 2003
Develop first project plans	Autumn 2003
Progress activity in first project plans	Autumn 2003 and beyond
Evaluate progress in first project plans at agreed milestones	2004 and beyond

As indicated in the work plan, information gathering is intended to be an ongoing activity. As such, it will potentially lead to initiatives that could populate later years of the plan. Where a likely initiative is identified early in the information gathering process, the information sift, followed by development of a corresponding project plan and progress with activity in the plan, can be commence sooner.

#### Reconstitution

This plan, if approved by ACTS members, will be put to the Deputy Director General (DDG) of HSE in support of reconstitution of ACTS. Linkage with HSE's Chemicals Strategy, which is aimed at reducing ill health in accordance with Revitalising targets,

will help the DDG appreciate the valuable role ACTS will be able to play in meeting HSC/RHS targets.

ACTS members are asked to:

- consider the proposal in this letter for progressing the work plan and advise ACTS Secretariat **no later than 31 January 2003** if they are content with this approach;
- advise ACTS Secretariat **no later than 31 January 2003** if they are content with the draft HSC paper, of which the work plan is an integral part.

If you are not content with either the work plan or the draft HSC paper, it would be helpful if you could explain what you consider needs changing and why. I apologise for the tight deadline. This is a combination of the Christmas break, which delayed work in progressing the work plan, together with the need to submit papers to the Commission Secretariat by 21 January

Yours sincerely

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ACTS Secretariat

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## **ADVISORY COMMITTEE ON TOXIC SUBSTANCES**

**WORK PLAN 2003 - 2006**

## ***Our aim is to stop people being made ill from exposure to substances at work***

***We plan to do this by:***

- a developing appropriate, prioritised initiatives, which we can monitor and evaluate;***
- b identifying and engaging with other people or organisations who can improve health outcomes in the workplace;***
- c contributing to HSE's Chemicals Strategy, the delivery of goals and targets in HSC's Strategic Plan and by providing HSC with advice on emerging issues of concern; and***
- d influencing the wider EU agenda so that it focuses on significant issues for workers, employers and other stakeholders in Great Britain.***

**Explanatory notes to following tables:****Key 1: Summary of ACTS work plan programme areas**

<b>Work programme no</b>	<b>Work programme description</b>	<b>Table page nos</b>
1	Respiratory disease	7, 8, 9, 10 and 18
2	Cancer	11, 12, 13 and 18
3	Dermatitis	13, 14 and 18
4	Miscellaneous activity	15, 16 and 18
5	Continuing work streams	17 and 18
6	Mandatory activities	17 and 18
7	Periodic forward look/horizon scanning – adjustment of advice to the HSC	17 and 18

**Key 2: Elements of HSE's Chemicals Strategy<sup>1</sup>**

<b>No</b>	<b>Element</b>
a	bringing together health and safety
b	fulfilling statutory functions, including work on negotiating and implementing European Directives
c	prioritising work particularly into programmes dealing with cancer, respiratory diseases and skin disease
d	developing a robust compliance strategy linking risk to the necessary controls derived from industry sector good practice and enforcement through the Enforcement Management Model
e	a communications/education drive
f	maintaining the existing regime for biocides

<sup>1</sup> See paragraph 3 of HSC paper *Work Towards an HSE Chemicals Strategy* (HSC/02/106)

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme description	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
1	Respiratory disease - asthma	[Delivery and Evaluation] Contribute to programme 5.2 (delivery of messages) of the asthma project plan. Peer review of draft HSE web pages on asthma.	a), c), d) and e)	[Delivery and Evaluation] HSE web pages on asthma scheduled to go live in March 2003. 6 volunteer ACTS members to peer review draft web pages in advance of the pages going live and then periodically thereafter.  Periodic peer review of HSE asthma web pages.	
		[Knowledge Gaps] To work in partnership with the asthma project board to identify how ACTS can contribute to the strategy for reducing occupational asthma.	a), c), d) and e)	[Knowledge Gaps] Engage with the asthma project board to identify how ACTS can contribute to the strategy for reducing occupational asthma.	[Knowledge Gaps] To continue to engage with the asthma project board to identify how ACTS can contribute to the strategy for reducing occupational asthma.

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
1 contd.	Respiratory disease – asthma contd.	<p>[Knowledge Gaps] Identify a specific initiative/s for which project plan/s can be developed.</p> <p>Initiatives can address one or more of the sub-themes identified by ACTS:</p> <ul style="list-style-type: none"> <li>• Improve SME comprehension of H &amp; S issues</li> <li>• Encourage companies to share information they hold on control measures</li> <li>• Benchmarking to identify good practice</li> <li>• Development of simple messages</li> <li>• Promotion of E-COSHH Essentials and COSHH Essentials</li> <li>• Creative and focused tool development</li> <li>• Development of different tools for different groups</li> </ul>	a), c), d) and e)	[Knowledge Gaps] Identify initiative/s for which project plan/s can be developed.	[Knowledge Gaps] Information sift. Select additional initiative/s to populate later years of plan?
		[Delivery and Evaluation] Initiative/s to emerge from engagement with asthma project board.	a), c), d) and e)	Develop project plan/s. Progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.	Continue to progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
1 contd.	<b>Respiratory disease – non-asthma</b>	<p>[Knowledge Gaps] Information gathering activity (coordinated across all four programme areas of cancer, respiratory disease, skin disease and miscellaneous activity) utilising partnerships and intermediaries with the aim of identifying issues where ACTS should be concentrating its efforts over the life of the work plan, to realise its aim of stopping people being made ill from exposure to substances at work.</p> <p>Information gathering activity will also be an opportunity to raise the profile of ACTS and its new work plan and to promote E-COSHH Essentials and COSHH Essentials.</p>	a), c), d) and e)	<p>[Knowledge Gaps] Volunteer ACTS members to identify and engage other HSC subject advisory committees and HSC industry advisory committees that are involved with occupational health issues and identify and engage other Government advisory committees involved with occupational health.</p> <p>Members to engage their network of contacts (CBI, TUC, trade associations etc)</p> <p>Activity will seek information that will help to identify specific outcomes related projects that can contribute to Revitalising targets.</p>	<p>[Knowledge Gaps] Volunteer ACTS members to stay engaged with partnerships/intermediaries.</p>



ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
1 contd.	Respiratory disease – non-asthma contd.	<p>[Knowledge Gaps] Information sift to identify a specific initiative/s for which a project plan/s can be developed.</p> <p>Initiatives can address one or more of the sub-themes identified by ACTS:</p> <ul style="list-style-type: none"> <li>• Improve SME comprehension of H &amp; S issues</li> <li>• Encourage companies to share information they hold on control measures</li> <li>• Benchmarking to identify good practice</li> <li>• Development of simple messages</li> <li>• Promotion of E-COSHH Essentials and COSHH Essentials</li> <li>• Creative and focused tool development</li> <li>• Development of different tools for different groups</li> </ul>	a), c), d) and e)	[Knowledge Gaps] Information sift. Identify initiative/s for which project plan/s can be developed.	[Knowledge Gaps] Information sift. Select additional initiative/s to populate later years of plan?
		[Delivery and Evaluation] Initiative/s to emerge from information sift.	a), c), d) and e)	[Delivery and Evaluation] Develop project plan/s. Progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.	[Delivery and Evaluation] Continue to progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
2	<b>Cancer</b>	<p>[Knowledge Gaps] Information gathering activity (coordinated across all four programme areas of cancer, respiratory disease, skin disease and miscellaneous activity) utilising partnerships and intermediaries with the aim of identifying issues where ACTS should be concentrating its efforts over the life of the work plan, to realise its aim of stopping people being made ill from exposure to substances at work.</p> <p>Information gathering activity will also be an opportunity to raise the profile of ACTS and its new work plan and to promote E-COSHH Essentials and COSHH Essentials.</p>	a), c), d) and e)	<p>[Knowledge Gaps] Volunteer ACTS members to identify and engage other HSC subject advisory committees and HSC industry advisory committees that are involved with occupational health issues and identify and engage other Government advisory committees involved with occupational health.</p> <p>Members to engage their network of contacts (CBI, TUC, trade associations etc)</p> <p>Activity will seek information that will help to identify specific outcomes related projects that can contribute to Revitalising targets.</p>	<p>[Knowledge Gaps] Volunteer ACTS members to stay engaged with partnerships/intermediaries.</p>

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
2 cont.	Cancer contd.	<p>[Knowledge Gaps] Information sift to identify a specific initiative/s for which a project plan/s can be developed.</p> <p>Initiatives can address one or more of the sub-themes identified by ACTS:</p> <ul style="list-style-type: none"> <li>• Improve SME comprehension of H &amp; S issues</li> <li>• Encourage companies to share information they hold on control measures</li> <li>• Benchmarking to identify good practice</li> <li>• Development of simple messages</li> <li>• Promotion of E-COSHH Essentials and COSHH Essentials</li> <li>• Creative and focused tool development</li> <li>• Development of different tools for different groups</li> </ul>	a), c), d) and e)	[Knowledge Gaps] Information sift. Identify initiative/s for which project plan/s can be developed.	[Knowledge Gaps] Information sift. Select additional initiative/s to populate later years of plan?
		[Delivery and Evaluation] Initiative/s to emerge from information sift.	a), c), d) and e)	[Delivery and Evaluation] Develop project plan/s. Progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.	[Delivery and Evaluation] Continue to progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
3	<b>Dermatitis</b>	<p>[Knowledge Gaps] Information gathering activity (coordinated across all four programme areas of cancer, respiratory disease, skin disease and miscellaneous activity) utilising partnerships and intermediaries with the aim of identifying issues where ACTS should be concentrating its efforts over the life of the work plan, to realise its aim of stopping people being made ill from exposure to substances at work.</p> <p>Information gathering activity will also be an opportunity to raise the profile of ACTS and its new work plan and to promote E-COSHH Essentials and COSHH Essentials.</p>	a), c), d) and e)	<p>[Knowledge Gaps] Volunteer ACTS members to identify and engage other HSC subject advisory committees and HSC industry advisory committees that are involved with occupational health issues and identify and engage other Government advisory committees involved with occupational health.</p> <p>Members to engage their network of contacts (CBI, TUC, trade associations etc)</p> <p>Activity will seek information that will help to identify specific outcomes related projects that can contribute to Revitalising targets.</p>	<p>[Knowledge Gaps] Volunteer ACTS members to stay engaged with partnerships/intermediaries.</p>

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
3 cont.	Dermatitis cont.	<p>[Knowledge Gaps] Information sift to identify a specific initiative/s for which a project plan/s can be developed.</p> <p>Initiatives can address one or more of the sub-themes identified by ACTS:</p> <ul style="list-style-type: none"> <li>• Improve SME comprehension of H &amp; S issues</li> <li>• Encourage companies to share information they hold on control measures</li> <li>• Benchmarking to identify good practice</li> <li>• Development of simple messages</li> <li>• Promotion of E-COSHH Essentials and COSHH Essentials</li> <li>• Creative and focused tool development</li> <li>• Development of different tools for different groups</li> </ul>	a), c), d) and e)	[Knowledge Gaps] Information sift. Identify initiative/s for which project plan/s can be developed.	[Knowledge Gaps] Information sift. Select additional initiative/s to populate later years of plan?
		[Delivery and Evaluation] Initiative/s to emerge from information sift.	a), c), d) and e)	[Delivery and Evaluation] Develop project plan/s. Progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.	[Delivery and Evaluation] Continue to progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
4	<b>Miscellaneous activity</b>	<p>[Knowledge Gaps] Information gathering activity (coordinated across all four programme areas of cancer, respiratory disease, skin disease and miscellaneous activity) utilising partnerships and intermediaries with the aim of identifying issues where ACTS should be concentrating its efforts over the life of the work plan, to realise its aim of stopping people being made ill from exposure to substances at work.</p> <p>Information gathering activity will also be an opportunity to raise the profile of ACTS and its new work plan and to promote E-COSHH Essentials and COSHH Essentials.</p>	a), d) and e)	<p>[Knowledge Gaps] Volunteer ACTS members to identify and engage other HSC subject advisory committees and HSC industry advisory committees that are involved with occupational health issues and identify and engage other Government advisory committees involved with occupational health.</p> <p>Members to engage their network of contacts (CBI, TUC, trade associations etc)</p> <p>Activity will seek information that will help to identify specific outcomes related projects that can contribute to Revitalising targets.</p>	<p>[Knowledge Gaps] Volunteer ACTS members to stay engaged with partnerships/intermediaries.</p>

ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme descripton	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
4 contd.	<p><b>Miscellaneous activity contd.</b></p>	<p>[Knowledge Gaps] Information sift to identify a specific initiative/s for which a project plan/s can be developed.</p> <p>Initiatives can address one or more of the sub-themes identified by ACTS:</p> <ul style="list-style-type: none"> <li>• Improve SME comprehension of H &amp; S issues</li> <li>• Encourage companies to share information they hold on control measures</li> <li>• Benchmarking to identify good practice</li> <li>• Development of simple messages</li> <li>• Promotion of E-COSHH Essentials and COSHH Essentials</li> <li>• Creative and focused tool development</li> <li>• Development of different tools for different groups</li> </ul>	a), d) and e)	[Knowledge Gaps] Information sift. Identify initiative/s for which project plan/s can be developed.	[Knowledge Gaps] Information sift. Select additional initiative/s to populate later years of plan?
		<p>[Delivery and Evaluation] Initiative/s to emerge from information sift.</p>	a), d) and e)	[Delivery and Evaluation] Develop project plan/s. Progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.	[Delivery and Evaluation] Continue to progress activity detailed in project plan/s. Evaluate progress at agreed milestones. Adjust activity as necessary.

## ACTS Work Plan, Part 1: 2003 -2004

Work programme no	Work programme description	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 1 2003	Year 2 2004
4 contd.	<b>Miscellaneous activity contd.</b>	European Health and Safety Week 2003 ACTS engage partnerships and intermediaries with the aim of both promoting and securing support for initiatives being developed for European Health and Safety week, on prevention of risks caused by dangerous substances.	.a), c), d) and e)	ACTS engage partnerships and intermediaries with the aim of both promoting and securing support for initiatives being developed for European Health and Safety week, on prevention of risks caused by dangerous substances.	
5	<b>Continuing work streams</b>	OEL framework review	b) and d) and e)	OEL framework review. Issue Consultative Document.	Implement new OEL framework.
		Domestic occupational exposure limit setting	b) and d)	Domestic occupational exposure limit setting	Domestic occupational exposure limit setting
6	<b>Mandatory activities</b>	Preparation of EH40 for changes to the OEL framework	b)	Preparation of EH40 for changes to the OEL framework	Preparation of EH40 for changes to the OEL framework
		2 <sup>nd</sup> Indicative Occupational Exposure Limit Value Directive	b)	2 <sup>nd</sup> Indicative Occupational Exposure Limit Value Directive	2 <sup>nd</sup> Indicative Occupational Exposure Limit Value Directive
7	<b>Periodic forward look/horizon scanning – adjustment of advice to the HSC</b>		Not applicable		



## ACTS Work Plan, Part 2: 2005 -2006

Work programme no	Work programme description	Initiative	Link with elements of Chemicals Strategy <i>See explanatory notes</i>	Year 3 2005	Year 4 2006
1	<b>Respiratory disease -</b>	Information gathering activity carried out in years 1 and 2 of work plan will identify initiatives to populate years 3 and 4 of the plan.	a), c), d) and e)		
2	<b>Cancer</b>	Information gathering activity carried out in years 1 and 2 of work plan will identify initiatives to populate years 3 and 4 of the plan.	a), c), d) and e)		
3	<b>Dermatitis</b>	Information gathering activity carried out in years 1 and 2 of work plan will identify initiatives to populate years 3 and 4 of the plan.	a), c), d) and e)		
4	<b>Miscellaneous activity</b> – including where appropriate initiatives addressing the remaining elements of the Chemical Strategy.	Information gathering activity carried out in years 1 and 2 of work plan will identify initiatives to populate years 3 and 4 of the plan.	a), d) and e)		
5	<b>Continuing work streams</b>	Domestic occupational exposure limit setting	b) and d)	Domestic occupational exposure limit setting	Domestic occupational exposure limit setting
6	<b>Mandatory activities</b>	2 <sup>nd</sup> Indicative Occupational Exposure Limit Value Directive	b)	2 <sup>nd</sup> Indicative Occupational Exposure Limit Value Directive	
7	<b>Periodic forward look/horizon scanning – adjustment of advice to the HSC</b>		Not applicable		



## **Progressing the work plan.**

### The approach

- 1 It is proposed that the first step in progressing the new work plan is for volunteer members to act as champions for the committee.
- 2 The aim is for members to work in partnership with specific HSC advisory committees (including attending meetings), in order to identify initiatives that be taken forward.
- 3 Working within its resources, ACTS will want to engage as many partners as possible to maximise the potential benefits of this approach (details of these organisations are at Annex 1). Since most of these committees have predetermined meeting dates throughout 2003, it may take some 7-months for members to attend meetings of all or most of these committees, given the spread of meeting dates. So the first steps in the new work plan will be completed by the end of autumn 2003.
- 4 The approach we are proposing represents a strategy to identify initiatives that ACTS can encourage IACs/SACs to take forward. At the same time, it creates an opportunity to promote the importance of hazardous substances as a health and safety issue. Members have already indicated a desire to:
  - engage and work in partnership with other HSC advisory committees;
  - promote E-COSHH Essentials; and
  - raise the profile of ACTS.

We believe that the approach we are proposing will enable these activities to begin without delay.

- 5 Since writing to members on 17 January, ACTS Secretariat has identified two additional activities that ACTS may wish to carry out as they engage other HSC committees. These are:
  - to gain support for HSE's Chemicals Strategy; and
  - to promote European Week of Safety and Health 2003 on prevention of risks caused by dangerous substances.
- 6 Thinking on occupational asthma is already at an advanced stage, through the work of the asthma project board. We propose that ACTS works with the asthma project board to help progress the asthma action plan. This issue will be considered in a paper updating members on progress with the asthma strategy (ACTS/05/2003). This will be sent to members following the 24 February 2003 meeting of the Asthma Strategy Board.
- 7 In order to identify initiatives on cancer and dermatitis, HSE believes that champions may need to find out what IACs and SACs are already doing in order to analyse what more can be done. There may also be a need to identify and address other conditions not flagged up in HSE's Chemicals Strategy.

### Identifying partners

8 The current list of partners ACTS may wish to engage is at Annex 1. ACTS Secretariat will prepare material to help volunteers carry out their role (see paragraph 11 below).

#### Prioritising visits to partners and intermediaries

9 To stimulate consideration and discussion of how many committees, as a minimum, volunteers should visit, and in relation to these, what specific ones, ACTS Secretariat proposes the following approach:

The following advisory committees cover sectors which have been identified as particular priorities in HSC's strategic plan:

- Agricultural Industry Advisory Committee (AIAC);
- Construction Industry Advisory Committee (CONIAC); and
- Health Services Advisory Committee (HSAC).

For this reason we believe that they should be a priority for visits by ACTS Champions.

Thereafter ACTS Secretariat proposes that between 3 and 6 additional IACs or SACs are visited. It is also suggested that members consider existing opportunities they may have to engage with committees e.g. as well as being an ACTS members, some members sit on the other advisory committees too. There may be instances where members can utilise an existing meeting (subject to prearranged approval by the relevant organisation) to identify specific initiatives that can be taken forward.

10 In advance of the 13 March ACTS meeting, members are asked to consider the list of committees at Annex 1 and the corresponding meeting dates in 2003. Please send ACTS Secretariat:

- additions to the list (if necessary); and
- identify the most important committees for volunteers to visit (in addition to the three Revitalising advisory committees).

At the March meeting, the Chair will seek volunteers to act as champions for the committee to attend a meeting.

#### Toolkits

11 ACTS Secretariat, working in partnership with members, will produce a tool kit containing material to assist volunteers carry out this work when they visit another HSC advisory committee. Where a committee is not visited, its members will be sent a paper setting out the aims of the ACTS work plan and requesting assistance in identifying initiatives that can be developed. We propose that each paper would nominate a specific ACTS champion who would be prepared to discuss the work plan with IAC/SAC members.

12 The toolkit may contain some or all of the following:

- a) for HSC advisory committees that are being visited, a generic paper introducing ACTS work plan which IAC and SAC Secretariats will distribute to members of their committees in advance of volunteer ACTS members attending a specific meeting of a particular committee;
- b) material promoting ACTS and its new work plan (see paragraph 13);

- c) material promoting HSE's Chemicals Strategy (see paragraph 13);
- d) material promoting E-COSHH Essentials;
- e) material promoting European Safety and Health 2003 on prevention of risks caused by dangerous substances; and
- f) PowerPoint presentation or overhead slide presentation.

### **Promotional activity**

#### Raising the profile of ACTS and working with HSE to gain support for HSE's Chemicals Strategy

13 Members should consider the type of material needed to assist volunteers to promote ACTS, as well as gain support, for its new work plan and HSE's Chemicals Strategy.

#### Promoting E-COSHH Essentials

14 The information paper Electronic COSHH Essentials promotion (ACTS/15/2003), which will be distributed at the 2-week deadline, explains HSE's plans for promoting E-COSHH Essentials throughout the coming year. It asks ACTS members to contribute ideas on how members can work with HSE to promote e/CE when they visit other HSC committees or when these are sent an information paper including promotional material.

#### Promoting European Week of Safety and Health 2003 on prevention of risks caused by dangerous substances

15 ACTS members are invited to consider how they might help promote European Safety and Health Week, which this year is on prevention of risks caused by dangerous substances (ACTS/09/2003 refers). As the aim of ACTS's new work plan is to stop people being made ill from exposure to substances at work, both the timing and subject matter for this year's European Safety and Health Week could not be more appropriate. It is hoped that ACTS will be able to engage other IACs and SACs to get them to support these themes and help spread the message. At the same time, it is an opportunity to raise ACTS's own profile. For this reason, HSE proposes that ACTS' Open meeting is held during European week (see paper ACTS/06/2003).

16 HSE is also exploring how Local Authorities (LAs) can play a more prominent role in European Safety and Health Week. HSE's Local Authority Unit has nominated an Environmental Health Officer (EHO) to work with us. We would also welcome any advice from ACTS's LA members on the best way to engage this sector during European Safety and Health Week.

17 ACTS Secretariat will provide members with material promoting European Safety and Health, including a newsletter and leaflets, which can be handed out to other HSC advisory committee members or included in the information paper that is sent to committees that will not be visited. More information will be available on the HSE website in due course.

**Sub-themes identified by ACTS at its July 2002 residential meeting**

- Improve SME comprehension of H & S issues
- Encourage companies to share information they hold on control measures
- Benchmarking to identify good practice
- Development of simple messages
- Promotion of E-COSHH Essentials and COSHH Essentials
- Creative and focused tool development
- Development of different tools for different groups