

**MINUTES OF THE 91st MEETING OF THE
PRINTING INDUSTRY ADVISORY COMMITTEE
Held on Wednesday 15th June 2011 at**

BPIF, 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN

Present

Tim Small
Alison Crank
David Hoy
Simon Grundy
Ian Johnson
Gary Marshall
Bud Hudspith
Paul Machin
Elaine Campling
Paul Larkin
Liz Cheetham
Mick McGilly
Wendie Drammeh

Representing

HSE – Manufacturing Sector/PIAC Chairman
HSE – Manufacturing Sector
NPA - Trinity Mirror
SAFED
UNITE
BPIF - Polestar Group
UNITE
PICON and PRISM
British Coatings Federation
The Newspaper Society
BPIF
Newspaper Publishers Association
HSE - Minutes Secretary

APOLOGIES

John Graham
Phillip Adams
Charles Schieber
Ian Eld

SAFED
Chesapeake
UNITE
UNITE

Summary of actions agreed:

	<u>Action:</u>	<u>Done by:</u>
1.	(Min 2.2) (Min 2.9) Mr Small to send the minutes from the Road Distribution Action Group to members.	
2.	(Min 2.4) Mr McGilly to send contact details of his associate who is developing the Facebook for Business website (Ms Crank).	
3.	(Min 3.0) Mr Small to check if any PN's had been issued by FOD Inspectors whilst visiting companies with hand fed platens.	
4.	(Min 3.0) Mr Small to send Mr Machin any further information on the fatality in Australia that becomes available (to alert FESPA members to the issues).	
5.	(Min 4.0) Mr McGilly to send email outlining potential of ' Lablz' (Facebook for business) to HSE for online team views	
6.	(Min 4.0) Members to consider setting up web community for themselves – members to contact HSE (AC) with views	
7.	(Min 4.0) HSE to clear with interested parties in paper & board and set up e bulletin for printing and paper.	
8.	(Min 4.0) HSE to contact Print Week. (Note - Two obvious stories are the launch of the new HSE printing micro site at end Sept 2011 and	

	possible further inspection work with reference to hand-fed platens.)	
9.	(Min 4.0) All Members to send Mrs Crank the web links & sites they use when searching for industry news so she can collate them and distribute them for members use.	
10.	(Min 4.0) Mr Marshall to forward link to Fire prevention association website	
11.	(Min 5.0) Ms Crank to send members copies of the Statistics presentation.	Sent with Minutes
12.	(Min 6.0) Members to send Ms Crank examples of FAQ's, case studies and photographs for inclusion on the Printing Website.	
13.	(Min 6.1) Members to e-mail details of their areas of expertise to Ms Crank so she knows whom to contact for specific topics (see 15).	
14.	(Min 7.0) Members to suggest names of Directors who could contribute effectively to PIAC	
15.	(Min 7.1) HSE to send members who identified themselves in action 13 extracts of Printers guide to obtain comments/ suggestions within a specified timescale.	
16.	(Min 7.2) Members to send suggestions to Ms Crank & Mr Small for inclusion in the PIAC Workplan.	
17.	(Min 7.2) Mr Small to distribute the Digital Printing Paper written by Ms Campling & Mr Machin for comment and edit.	

1.0 CHAIRMAN'S INTRODUCTION & APOLOGIES

- 1.1 Apologies were received from: John Graham, Ian Eld, Charles Schieber and Phillip Adams. The Chair welcomed Simon Grundy who was standing in for John Graham at this meeting.
Mr Small advised that he will be leaving the Manufacturing Sector in October to take up another position in HSE. He said he was unsure who would replace him.

2.0 MINUTES OF LAST MEETING AND MATTERS ARISING

- The minutes from the Meeting on 26th January 2011 were agreed.
- 2.1 **(Min 2.7) HSE** to produce a revised and consolidated summary of the PIAC Work Plan, for progress checking purposes (*item carried over from last meeting*). This had been done.
- 2.2 **(Min 2.9) Mr Small** to send the minutes from the Road Distribution Action Group to members. These would be re-sent.
- 2.3 **(Min 2.13)** Communicating with SME's to be an Agenda item at the next PIAC meeting. This was discussed at agenda item 4.
- 2.4 **(Min 2.13) Mr McGilly** to send Mr Small details of his Facebook Business Project. Mr McGilly spoke briefly about the project he is involved with - a Facebook for Business. He agreed to send contact details of his associate who is developing the site, to Mrs Crank. Done
- 2.5 **(Min 2.13) Mr Bone** to contact Encore Envelopes to explore the possibility of using their 'Lock-off' procedure (introduced as a result of attendance at PIAC open meeting in March 2010) for use as a website case study. Mr Bone had corresponded with Encore Envelopes and he was pursuing the opportunity.
- 2.6 **(Min 4.1) Mr Hudspith** to send Mrs Drammeh a copy of The Printer's Guide as a Word document. Done.
- 2.7 **(Min 4.8) Mr Bone** to locate response from HSE's Statistics people as to why the rate of major accidents were not declining at the same rate as >3 day accidents. Done
AC dealt with in agenda item 5
- 2.8 **(Min 4.5) Mr Hudspith & Mr Johnson** to speak to Chesapeake managers about a possible Worker Involvement case study. This action was outstanding. Mr Johnson had spoken with Phillip Adams of Chesapeake and agreed to go back to him to pursue.

- 2.9 **(Min 4.7) Mr Bone** to send members a copy of the Statistics presentation. Done.
- 2.10 **(Min 4.7) Ms Crank** to prepare and deliver an 'end of year' presentation on the statistics for the next meeting. See Agenda item 5
- 2.11 **(Min 5.1) Mr Small** to send the HSL research proposal for investigating Avoiding ULD's by way of Mechanisation and Automation for feedback re possible targeting. Done.
- 2.12 **(Min 7.3) Mr Hoy** agreed to send Mr Small & Mr Bone a web link to the new European Guidance on transportation & securing loads. Done.
- 2.13 **(Min 7.4) Mr Small** agreed to investigate whether HSE & PIAC could officially endorse the Newspaper Society's new campaign leaflet. Done- HSE could not endorse

3.0 **HAND-FED PLATENS – update by Mr Small.**

Mr Small gave an update and overview of inspection carried out by HSE on hand fed platens and what HSE inspectors had found. Mr Grundy said SAFED had given a presentation on platens to their engineers in the last couple of weeks.

Mr Machin commented that he had had excellent feedback from UK & European colleagues about the Platens Information Sheet. His FESPA (Federation of Global Screen, Textile & Digital Printing Trade Associations) colleagues were extremely enthusiastic and positive regarding the work being carried out on platens. He said he would alert all his members to the current situation, detailing the amount of visits carried out and quote the statistics given out at the meeting today.

Ms Cheetham asked if there had been any prohibition notices served on companies who had been visited as she believed PN's always made people sit up and think. Mr Small said he would enquire and get back to members.

Mr Small gave a brief outline of a fatality in Australia he was aware of and dialogue he had had with an Australian Inspector. Mr Small agreed to send Mr Machin any further information on the fatality that became available so he could alert his FESPA colleagues about the machine in question (made in China).

3.1 Standards Update

Mr Small gave an update on the Standard EN 1010-5 Safety of machinery - Safety requirements for the design and construction of printing and paper converting machines - Part 5: Machines for the production of corrugated board and machines for the conversion of flat and corrugated board. He said the Committee are to meet in the UK in September to discuss the UK's objections / comments in detail.

4.0 **IMPROVING METHODS OF COMMUNICATION WITH SME's – ALL**

The industry is now dominated by SME's, many of whom fall into the 'hard to reach' category. Unless PIAC / HSE can find ways to get our messages out to this group, it will be difficult to take the industry's H&S performance to the next level.

Possible options on the best way to reach SME's, those who can influence change and hard to reach companies were discussed. Whilst Facebook & Twitter can be very effective, they depend on people electing to join to receive information so it's not the best tool to communicate with hard to reach SME's. Mr McGilly to send email outlining potential of 'Lablz' (face book for business site) to HSE and AC to forward to online team

PIAC members to consider whether they wanted to set up some sort of web community to assist them – members to contact HSE (AC) with views.

HSE outlined the various e-bulletins that it uses to get messages out to industry – Agriculture, Construction and Woodworking are particularly effective. It was agreed HSE would set up an e-bulletin for printing and paper & board industry which would pull together health & safety information from many sources. (Combining the two should ensure sufficient copy and makes sense from a supply chain perspective). HSE would send this bulletin electronically to interested parties - approximately once a month.

Action - HSE to clear with interested parties in paper & board and set up e bulletin for printing and paper.

Print Week appears to offer the best option for getting messages across to the uninterested. It is widely read across the industry by all sorts of firms Mr Small agreed to contact Helen Morris at Print Week to explore what options there are. Action - HSE to contact Print Week. (Note - Two obvious stories are the launch of the new HSE printing micro site at end Sept 2011 and possible further inspection work with reference to hand-fed platens.)

All members agreed to send Mrs Crank the web links & sites they use when searching for industry news so she can collate them and distribute them for members use. GM agreed to send link to Fire Prevention association website which he recommended

5.0 HSE UPDATE on CASES, STATISTICS & ENFORCEMENT - Alison Crank

Ms Crank gave a presentation on accident and enforcement statistics currently available to HSE. A discussion ensued on major injuries and the rates 'flattening'.

It was suggested :

- People no longer report accidents
- Many people only work 3-day weeks (3 x 12 hour days)
- Many receive no sick pay for the first 3 days off sick

Ms Crank agreed to send the presentation to members.

6.0 HSE REVIEW OF GUIDANCE & PRINTING WEBSITE – UPDATE

Ms Crank provided a progress update on HSE's Review of Guidance and review of the printing website.

Members had been sent the link to the draft website with the username and password prior to the meeting to take a look. Feedback was positive although there is a lot of work still to do due to other review work.

Members were asked to send possible Frequently Asked Questions or topics they thought relevant to forming a FAQ, so that these can be included on the new home page.

Members were also asked to send new case studies on e.g. manual handling/ slips and trips. Members asked to include photographs where possible to illustrate.

6.1 There was a discussion about the Printers Guide. Members voiced their concerns about the possible risks from losing the Printers Guide in its current form i.e. the proposed new printing sheets might not retain the all the valuable information currently contained the Printers Guide. (The section on UV Curing was cited as a particular example i.e. this information is not available in such a concise and authoritative form elsewhere). See 7.1 for more details.

Mrs Crank asked members to e-mail details of their areas of expertise so she knows whom to contact for specific topics of interest.

7.0 PLANNING FOR THE FUTURE – Tim Small

Mr Small set out the current and future challenges HSE faces, in terms of funding reductions (35%), the likelihood of charging for inspections and the review of regulation by Prof Ragnar Lofstedt, who is exploring opportunities to simplify regulation as part of the wider Good Health and Safety, Good for Everyone work. (This follows on from Lord Young's report aimed at reducing burdens on business and encouraging growth and entrepreneurial activity).

Mr Small outlined HSE's Strategy (and the specific goals) and the challenge for PIAC to produce a workplan that is strategic and will deliver real change in the industry. He said 'Good Health & Safety, Good for Everyone' follows on from He said there is a shift in focus on inspections with concentration on high-risk industries and serious breaches. He referred to the challenge that we all face which is how to best influence those that are causing the most risk. There is now greater scrutiny from HSE senior management

of stakeholder committees in terms of a strategic approach and delivery.
Mr Small asked whether PIAC could

- Demonstrate a strategic approach?
- Devise and deliver a Plan that will deliver real change in the industry?
- Communicate more effectively the hard to reach firms in the industry and influence change?

Mr Hudspith voiced his concern that Government and Ministers deemed printing, along with much of manufacturing and motor transport, as low risk and questioned the evidence that the Government have used to categorise industry risks. Members also expressed the view that too much time at PIAC meetings was spent planning or talking about plans and too little time actually doing productive work.

Ms Crank asked whether any other members could be identified particularly Directors who could contribute effectively to PIAC to meet strategic approach required. No suggestions were offered at the time, but members asked to forward any names that may emerge in the future.

Mr Hudspith expressed the view that all the strategy goals could be delivered through the review of the Printer's Guide (PG). This led to discussion in 7.1

7.1 HSE acknowledged members' concerns but confirmed that consultation with PIAC members was a vital and intrinsic part of the revision process.

Members felt that as this is a PIAC document and they are PIAC members, they could do more and offered assistance with re-writing/editing/checking the content of the proposed Printing Information Sheets. HSE advised it is not the intention that members rewrite guidance but recognised the offer. HSE needs to consider the practical implications (working within ROG terms), but offered to send members a tranche of work to get their initial thoughts / suggestions.

Ms Cheetham suggested a one-side basic checklist for SME's so they won't feel so overwhelmed with information.

7.2 PIAC's workplan was discussed. Some members thought that PG review was the basis of the PIAC plan for the next year. Mr Small apologised if there was confusion but that the last workplan was for one year (10/11) and had finished. A new strategic workplan was required to meet point 7.0. HSE stated that the workplan has to be PIAC's and not just HSE's and members need to be willing/ able to deliver actions to meet the PIAC plan.

Frustrations were aired that it was time to get on and do things not just discuss workplans. However, Members agreed to send suggestions to Mrs Crank & Mr Small for inclusion in the next PIAC Workplan. Mr Hoy said that Occupational Health issues should be in the plan. Ms Cheetham said that something on the H&S culture was needed.

Mr Small agreed to distribute the Digital Printing Paper written by Ms Campling & Mr Machin for comment and edit.

8.0 AOB

Ms Cheetham spoke about BPIF's Seal of Business Excellence that is a certificate for customer service and follows on from BPIF's Healthcheck Scheme. To qualify for the seal, participating companies will have to take part in a face-to-face session with specially trained advisers who will ask them a range of questions relating to their legislative requirements and to best practice and will be expected, among other things, to have their health and safety policy available for inspection.

9.0 DATE & VENUE FOR THE NEXT MEETING

It was agreed that the next meeting would be held on 23rd November 2011 at Trinity Mirror, Canary Wharf, London.