

**MINUTES OF THE 89<sup>th</sup> MEETING OF THE  
PRINTING INDUSTRY ADVISORY COMMITTEE  
Held on Thurs 22<sup>nd</sup> July 2010 at**

**Chesapeake Packaging, Phoenix Park, Nottingham**

**Present**

Geoff Cox  
Tim Small  
Michael Bone  
David Hoy  
Phillip Adams  
Bud Hudspith  
Paul Machin  
Paul Larkin  
Simon Lunken  
Elaine Campling  
Ian Johnson  
Wendie Drammeh

**Representing**

HSE – PIAC Chair  
HSE – Committee Secretary  
HSE – Manufacturing Sector  
NPA - Trinity Mirror  
Chesapeake  
UNITE  
PICON and PRISM  
The Newspaper Society  
BPIF  
British Coatings Federation  
UNITE  
HSE - Minutes Secretary

**OBSERVERS**

John Graham

SAFED

**APOLOGIES**

Gary Marshall  
Ian Eld  
Charles Schieber  
Mick McGilly

BPIF - Polestar Group  
UNITE  
UNITE  
Newspaper Publishers Association

**Summary of actions agreed:**

	<b><u>Action:</u></b>	<b><u>Done by:</u></b>
1.	<b>(Min 3.2) Mr Lunken</b> to consult members with a view to providing case studies of good practice re safeguarding of hand fed platens.	
2.	<b>(Min 3.3) Mrs Drammeh</b> to email the Hand Fed Platen presentation to members.	
3.	<b>(Min 3.3) Mrs Drammeh</b> to email members the final version of the letter to users of Hand Fed Platens, the Information Sheet that will accompany the letter, and the Sector Information Minute (SIM), when it is ready for dispatch.	
4.	<b>(Min 4.2) Mr Lunken</b> to liaise with Mr Bone re visiting firm which specialises in refurbishing Heidelberg auto platens in St Neots.	
5.	<b>(Min 4.4) Mr Graham</b> to e-mail Mr Small the CE Guidance document SAFED had on second hand machinery supply.	

6.	<b>(Min 4.5) Mrs Drammeh</b> to email the Heidelberg Auto Platens Presentation to members.	
7.	<b>(Min 6.1) Mr Bone</b> to produce a revised and consolidated summary of the PIAC Work Plan, for progress checking purposes.	
8.	<b>(Min 6.2) Mr Small</b> to email the Strategy Action Team SME Working Group's final report.	
9.	<b>(Min 6.6) Chair</b> agreed to report back at the next PIAC meeting following the preliminary meeting of the Road Distribution Action Group.	
	<b>(Min 6.6) Mr Small</b> agreed to forward members' links to examples of good worker involvement case studies.	
10.	<b>(Min 7.1) Members</b> to contact Mrs Drammeh if they require more European Health & Safety Week pamphlets for distribution to their members.	
11.	<b>(Min 7.2) Members</b> to send Mr Bone suggestions as to how a 3 <sup>rd</sup> closed meeting could be incorporated at the same time as the next Open Meeting.	
12.	<b>(Min 7.3) Mr Bone &amp; Mrs Drammeh</b> to e-mail all Open Meeting attendees asking them what they had done as a result of attending the event.	

## 1.0 CHAIRMAN'S INTRODUCTION & APOLOGIES

1.1 Apologies were received from: Charles Schieber, Ian Eld, Mick McGilly and Gary Marshall. The Chairman thanked Mr Adams once again for allowing the Committee to meet at Chesapeake and welcomed John Graham from the Safety Assessment Federation (SAFED) who was attended the meeting as an observer.

1.2 The Chairman also gave a brief update on public spending cuts.

## 2.0 MINUTES OF LAST MEETING AND MATTERS ARISING

The minutes from the Meeting on 26<sup>th</sup> November 2009 were agreed.

2.1 **(3.2) Mr Small** to email major accidents trends slides to Stats branch for confirmation of trends etc. forward the presentation to members. Done – item discharged.

2.2 **(Min 4.4) Mr Machin** to re-write the justification for item 4, (horizon scanning & digital printing) by mid-December. Done – item discharged

2.3 **(Min 4.5) Mr Hudspith** to circulate e-mail from Proskills on printing specific courses to members. Done – item discharged.

2.4 **(Min 4.5) Mrs Campling** to send Mr Cox information from when BCF had worked with Proskills. Done – item discharged.

2.5 **(Min 4.5) Mr Small** to send electronically the Strategic Model of Worker Involvement sheet. Done – item discharged.

2.6 **(Min 6.1) Mr Small** to send the hand fed platen presentation to members. Done – item discharged.

2.7 **(Min 6.2) Mrs Drammeh** to contact Matthew Birtles re his availability for PIAC Open Meeting to demonstrate the ART Tool w/c 15<sup>th</sup> March 2010. Done – item discharged.

### 3.0 **HAND FED PLATENS PRESENTATION – TIM SMALL**

3.1 Mr Small gave a presentation on Hand Fed Platens. This presentation updated members of what work had been done, and informed them of the proposed work to be carried out in the next six months.

3.2 Mr Lunken will speak to his members and provide case studies on what they have done to protect their workers who use hand fed platens.

3.3 Mrs Drammeh will email the presentation to members.

Mrs Drammeh to send a copy of the final version of the letter being sent to users of Hand Fed Platens, the information sheet that will accompany the letter, and the Sector Information Minute (SIM) to members, when it is ready for dispatch.

### 4.0 **HEIDELBERG ORIGINAL AUTO PLATENS PRESENTATION – MICHAEL BONE**

4.1 Mr Bone gave a presentation that outlined work done on moving forward guarding standards on original auto platens. The presentation showed reasonably practicable ways of improving the guarding on these machines.

4.2 Aspects of guarding of auto platens were discussed. Mr Lunken will liaise with Mr Bone to visit the specialist company which refurbishes Heidelberg Auto Platens in St Neots.

4.3 Mr Small mentioned the SIM dealing with the supply of second-hand machinery. This is currently 'agriculture specific' but is to be re-written to make it generic and therefore applicable to a wider audience.

There is also a press release - [www.hse.gov.uk/press/2003/e03124.htm](http://www.hse.gov.uk/press/2003/e03124.htm) and two relevant leaflets: *Buying New Machinery* - [www.hse.gov.uk/pubns/indg271.pdf](http://www.hse.gov.uk/pubns/indg271.pdf) and <http://www.hse.gov.uk/pubns/indg270.htm>

4.4 Mr Graham mentioned the CEOC\* Position Paper which is also relevant to this issue: *'Modification of Machinery in Service – Guide for Inspection'*. Mr Graham to e-mail paper to Mr Small. (\*International Confederation of Inspection and Certification Organisations)

4.5 Mrs Drammeh to email the presentation to members.

### 5.0 **THE PRINTERS GUIDE & PRINTING WEBSITE – MICHAEL BONE & TIM SMALL**

5.1 Mr Bone gave a brief presentation on the Printers Guide and spoke about the fall in sales, particularly since the publication was put on the website.

5.2 There was a general discussion about the Printers Guide. Much of the information needs updating, some of it is now not relevant and it also contains a large amount of generic guidance that is now available elsewhere on HSE's website. The current version of the Printer's Guide is now available in PDF format on the HSE website. However, Google can't search PDF files.

It was agreed that it's no longer a practicable option to produce a 3<sup>rd</sup> edition in hardcopy. It's very difficult to update and doesn't reflect how most people / SMEs get their information i.e. by way of Google searches.

The intention will be to replace it with a mixture of web content, with links to other parts of HSE's site for generic material, together with an extended range of readily updateable (and searchable) topic-specific Printing Information Sheets.

## **6.0 WORKPLAN PROGRESS & REVIEW**

**6.1** The PIAC Workplan was re evaluated and discussed. As a result, Michael Bone will produce a revised and consolidated summary for progress checking purposes.

The following was agreed:

### **6.2** Customising Support for SME's

- Work on the Printers Guide and Printing Information sheets – this was discussed at item 5.2.
- Strategy Action Team Working Group – Mr Small has been involved in this project lead by Graeme Walker. Mr Small agreed to send members the group's final findings when the information was available.

HSE agreed to proceed with this item on the Workplan.

### **6.3** Hand-fed Platens & PIAC input into ISO 12643 & EN 1010-5

Develop and implement a suite of guidance and support materials. This work is well advanced and HSE will retain this Work Plan item. Mr Hudspith highlighted a need for HSE & PIAC to connect more with European regulators and the importance to the printing industry of doing so. It was agreed that in future, a standing agenda item at PIAC meetings would allow members to report back any information from CEN meetings.

### **6.4** Machinery Guarding & Safe Interventions

This Workplan item will be taken forward by HSE. A web based Printing Information Sheet (PIS) is to be produced during the review of PIS's / Printer's Guide / web pages.

### **6.5** Digital Printing – Review of Issues

A discussion on the merits of taking this project forward was discussed. Mr Machin & Ms Campling voiced concern that the people who were entering the digital printing industry did not necessarily have any previous printing experience and consequently were not aware of the dangers of chemicals etc. i.e. the risk arise from this unfamiliarity, rather than particular novelty of the processes or inherent new risks.

Mr Machin & Ms Campling agreed to take the lead in this Workplan item, aided by Mr Hudspith. It was agreed that the Committee would make an effort to raise awareness of the issues.

### **6.6** Safety of Loads

Renewed engagement with the Road Haulage Industry through the Road Distribution Action Group has been initiated. A preliminary meeting with the Road Distribution Action Group, HSE & HSL will take place this September and Mr Cox agreed to report back at the next PIAC meeting. Mr Hudspith suggested grouping loads in generic categories e.g. for printing:

- reels
- bundles
- palletised
- inks & solvents

HSE agreed to take this Workplan item forward and Mr Small agreed to forward

members links to examples of good case studies.

**6.7**      Worker Involvement Case Studies

Mr Hudspith agreed to ask his members for first-rate examples of good practice and report back to the Committee. All members agreed to source good case studies and submit them to Mr Hudspith who agreed to take this Workplan item forward.

**6.8**      Ink Fly Project

Ms Campling agreed to take the lead on a project to review ink-fly in printing.

**7.0**      **AOB**

**7.1**      European Health & Safety Week

Mr Cox spoke about the next European Health & Safety Week in October that is to focus on Safe Maintenance. He distributed some Safe Maintenance pamphlets to members and asked them to contact Mrs Drammeh for further copies if they required them.

**7.2**      Feedback from Open Meeting

Members discussed the evaluation of the Open Meeting that was held on 31<sup>st</sup> March 2010. Feedback had been extremely good but Mr Hudspith said he was concerned that the current Open Meeting format didn't allow members to have 3 closed meetings a year, resulting in a lengthy gap when progress could flag or issues be missed. Members agreed to send Mr Bone suggestions as to how a 3<sup>rd</sup> closed meeting could be incorporated at the time of the Open Meeting.

**7.3**      Members also discussed how the committee could evaluate what, if anything, attendees had done on returning to their places of work after the event. Mr Hudspith pointed out that, positive feedback notwithstanding, unless attendees went away and took some action, there was little point in running these events. Mr Bone & Mrs Drammeh agreed to compile an e-mail to send to all Open Meeting attendees asking them what they had done as a result of attending the event.

**7.4**      Date and venue of next meeting.

It was agreed to hold the next meeting on Thursday 2<sup>nd</sup> December 2010 at HSE's Nottingham Office.