

**MINUTES OF THE 92nd MEETING OF THE
PRINTING INDUSTRY ADVISORY COMMITTEE
Held on Wednesday 23rd November 2011 at**

Trinity Mirror, One Canada Square, Canary Wharf, London E14 5AP

Present

Tim Small
Alison Crank
David Hoy
John Graham
Phillip Adams
Gary Marshall
Bud Hudspith
Paul Machin
Elaine Campling
Paul Larkin
Simon Lunken
Stephen Williams

Peter Woolgar
Wendie Drammeh

APOLOGIES

Ian Johnson
Charles Schieber

Representing

HSE – Manufacturing Sector/PIAC Chairman
HSE – Manufacturing Sector
NPA - Trinity Mirror
SAFED
BPIF - Chesapeake
BPIF - Polestar Group
UNITE
PICON and PRISM
British Coatings Federation
The Newspaper Society
BPIF
Director, Operational Strategy and London 2012 Games
HSE – Head of Manufacturing Sector
HSE - Minutes Secretary

UNITE
UNITE

Summary of actions agreed:

	<u>Action:</u>	<u>Done by:</u>
1.	(Min 2.6) Members to contact Mick McGilly if interested in setting up web community	
2.	(Min 2.8) HSE to pursue press release to Print week again with HSE press office	
3.	Min 2.13) BCF (Ms Campling) to notify HSE of amendments to her area of expertise.	
4.	(Min 2.15) HSE to send Mr Hoy the 'actions e-mail' compiled after the Printers Guide on 9/11/11.	
5.	(Min 2.16) Unite (Mr Hudspith) to re-send a presentation from BG in Germany on the dangers of wide format digital presses to HSE.	
6.	(Min 2.16) PICON to further investigate dangers of wide format digital presses and feedback to HSE January 2012.	
7.	(Min 3.1) HSE to send copy of HSE 'Printing Sector Update' presentation.	
8.	(Min 3.2) Members to send comments and observations on 50 printing COSHH Essentials sheets to HSE by 31/1/12.	
9.	(Min 3.2) Chesapeake (Mr Adams) to forward name of person who	

	can assist in review of COSHH Essentials to HSE.	
10.	(Min 4.1) HSE to send copy of HSE 'Changing Health and Safety Environment' Presentation.	
11.	(Min 5.1) HSE to send copy of HSE 'Future options for PIAC' presentation.	
12.	(Min 5.9) Members to send suggestions about structure, format, membership etc of future successor body to HSE by 31/1/2012.	
13.	(Min 6.0) HSE to provide feedback to Mr Lunken re Heidelberg autoplatens.	

1.0 CHAIRMAN'S INTRODUCTION & APOLOGIES

1.1 Apologies were received from: Ian Johnson & Charles Schieber (UNITE). The Chair thanked Trinity Mirror for hosting the meeting. The Chair introduced Stephen Williams and Peter Woolgar to the Committee.

2.0 MINUTES OF LAST MEETING AND MATTERS ARISING

The minutes from the Meeting on 15th June 2011 were agreed. Actions from June were provided to members in the PIAC2011June Action tracker document, which recorded action taken, information/responses received or obtained and dates.

2.1 **(Min 2.2) (Min 2.9) Mr Small** to send the minutes from the Road Distribution Action Group to members Link sent. <http://www.hse.gov.uk/haulage/rdaq.htm>
Done, item discharged.

2.2 **(Min 2.4) Mr McGilly** to send contact details of his associate who is developing the Facebook for Business website to Ms Crank. This was received prior to last meeting in January.
Done, item discharged.

2.3 **(Min 3.0) Mr Small** to check if any Prohibition Notices (PN's) had been issued by FOD Inspectors whilst visiting companies with hand fed platens. There had been 7 PN's & 10 Improvement Notices (IN's) issued to date. The action taken by companies with hand fed platens following HSE's Inspection campaign (Jan – Mar 2011) was discussed. Mr Lunken advised that many of his member companies have wired out dwell.
Done, item discharged.

2.4 **(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).
Done, item discharged.

2.5 **(Min 4.0) Mr McGilly** to send email outlining potential of 'Lablz' (Facebook for business) to HSE for online team views. Ms Crank discussed with online team prior to meeting and established HSE already has systems for setting communities up.
Done, item discharged.

2.6 **(Min 4.0) Members** to consider setting up web community for themselves – members to contact HSE (AC) with views. Mr McGilly expressed his interest in setting a web community up. If Members wish to pursue this they should liaise with Mr McGilly.
Done, item discharged.

2.7 **(Min 4.0) HSE** to clear with interested parties in paper & board and set up e bulletin for printing and paper.
Done, item discharged.

2.8 **(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.)
Mr Small discussed with HSE Press office who were not very enthusiastic about submitting what they viewed as stories with limited / little 'newsworthiness'. Mr Williams advised HSE would look again at this issue & take up with press office. HSE advised that any members were free to contact the trade press with stories i.e. it did not have to

come through HSE. Mr Hudspith agreed & has done this previously, but noted that stories carry greater weight coming from HSE rather than from Unite or other industry members.

- 2.9** **(Min 4.0) All Members** to send Ms Crank the web links & sites they use when searching for industry news so she can collate them and distribute them for members use. Following link was received from a member and sent to others;
<http://osha.europa.eu/en>
Done, item discharged.
- 2.10** **(Min 4.0) Mr Marshall** to forward link to Fire Prevention Association website. Following link received and sent to others https://www.thefpa.co.uk/fpa_home/default.aspx
Done, item discharged.
- 2.11** **(Min 5.0) Ms Crank** to send members copies of the Statistics presentation.
Done, item discharged.
- 2.12** **(Min 6.0) Members** to send Ms Crank examples of FAQ's, case studies and photographs for inclusion on the Printing Website. No new examples received. Ms Crank re-iterated that members could still submit questions to be considered for inclusion on the website at any time.
Done, item discharged.
- 2.13** **(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). Members replied as follows;
Machinery General - JG/BH/SL/DH/PA, Digital and Screen – PM, Machinery (Gravure & Litho) F&E/Tng- GM, Health pg 55-57 &74, Machinery- pre press/digital/ publish, F&E - EC via BCF committee. General machinery, Fire and fire protection systems, digital – M McGilly. Ms Crank has formed a list which will be used to assist in revision of guidance. Ms Campling wishes her area of expertise to be amended and is to notify HSE of required amendments.
- 2.14** **(Min 7.0) Members** to suggest names of Directors thought to be able to contribute effectively to PIAC at a strategic level. None received to date. This was discussed further at item 5.
P Machin response before meeting outlined that it was difficult to nominate directors within trade associations. He added that he is senior 'Team' member who advises association policy on health and safety issues.
- 2.15** **(Min 7.1) HSE** to send members (who identified themselves in action 2.13) extracts of the Printers guide (PG) to obtain comments/ suggestions within a specified timescale.
Done –item discharged.
A very useful meeting held 9/11/11 with JG/BD/PM/HSE to discuss part one of the redrafted machinery section of the PG. (Mr Lunken unable to attend due to prior engagement and Mr Hoy had to cancel). Draft printing machinery info sheets had been sent to members for comment. Members included were those who identified 'machinery' as an area of expertise by 8.8.11 (see 2.13 above). Mr Hoy said he would be interested in being involved in phase 2 of the update. Ms Crank agreed to send Mr Hoy the 'actions e-mail' arising from the meeting.
- 2.16** Mr Machin highlighted the dangers of digital printing and gave some examples of dangerous machinery. He volunteered his expertise to become involved with the digital printing part of the Printers Guide. Mr Hudspith said he was concerned about the safety of some of these machines and that he had sent a presentation from BG in Germany on the dangers of wide format digital presses to the Committee previously. He said he would re-send the presentation to HSE. (HSE had received (i) Document 148 Draft changes to BSEN1010 part 2 (ii) German BG Presentation and an OCE user manual relating to digital printers between 14/9/11 and 17/11/11. These were to be considered as part of PG revision (NB new standards are not retrospective).

HSE explained how its Product safety team investigates potential safety issues with new machinery, highlighting some important caveats: a) it is important to have evidence

of risk, usually in the form of accident history, but alternatively as an engineering assessment b) just because something has been labelled as dangerous doesn't mean that it is – there are many examples of labels being applied to trivial risks c) sometimes dangerous looking machines cause few / no accidents because of how they are used, etc.

Mr Williams assured Mr Hudspith that the Sector would investigate concerns with these machines further, including reviewing accident history.

Post meeting note: it was agreed between Mr Woolgar, Mr Machin and Mr Hudspith that Mr Machin would review these machines at an exhibition he was attending in January 2012 and provide HSE with a further assessment of the risk.

2.17 (Min 7.2) Members to send suggestions to Ms Crank & Mr Small for inclusion in the PIAC Workplan. No further suggestions had been received.

2.18 (Min 7.2) Mr Small to distribute the Digital Printing Paper written by Ms Campling & Mr Machin for comment and edit. Brief scope Paper was provided but it contained no detail on issues within digital.
Done, item discharged.

3.0 HSE UPDATE PRESENTATION – Alison Crank – see PowerPoint file

3.1 Ms Crank gave a presentation on the latest HSE Statistics and Enforcement, HSE's Printing Micro site, HSE's Paper, Board & Printing ebulletin and HSE's Review of Guidance. HSE to send a copy of the presentation to members.

3.2 A general discussion took place about COSHH Essentials for Printers. The review has been delayed until 2012 due to PG review being higher priority and industry views are sought. HSE outlined how relevant information from Coshh essentials could be merged with specific health topics within the health section of PG during its review. Members were asked to send their comments and observations on the use of, relevance and perceived importance of COSHH Essentials for printers to Ms Crank.

Mr Hudspith highlighted the lack of health statistics – he felt dermatitis is still very prevalent in the industry. He also observed that if printers are saying they don't need COSHH Essentials it suggests they are not doing risk assessments. He suggested that the statistics show a reduction in inspector activity which he was not happy about. HSE reiterated the Ministerial statement (March 2011) which requires HSE to carry out 11,000 fewer visits annually and placed constraints on HSE's inspection activities to certain higher risk industries, which does not include printing. Mr Hudspith did agree there is scope to reduce COSHH Essentials into a smaller document.

Mr Adams to e-mail Ms Crank with the name of a colleague who can help in the review of COSHH Essentials.

4.0 THE HSE LANDSCAPE – Stephen Williams – see PowerPoint file

4.1 Mr Williams gave an overview of HSE's position in the current political landscape and the challenges ahead for HSE. HSE to send a copy of the presentation to members.

4.2 Mr Hudspith expressed his, and his members, concerns over the closure of Infoline and the removal of all telephone numbers of HSE Offices from the website. He said he would be issuing his members with HSE's individual office telephone numbers for them to contact someone in their area if they had a query or problem.

5.0 FUTURE OF PIAC PRESENTATION – Tim Small – see PowerPoint file and Future Options Paper

5.1 Mr Small gave a short PowerPoint presentation to support the PIAC Future Options Paper submitted to members for consideration in advance of this meeting. HSE to send a copy of the presentation to members.

5.2 Mr Small outlined the benefits of the committee ceasing to be an IAC and becoming an industry led committee. He said with the challenges that HSE are having to face they could not continue to run the committee in the way it has been run in the past. In essence, it was no longer possible for the Manufacturing Sector to square the needs / aspirations of members with the expectations of HSE's Board which expected IACs to

function in a high-level strategic way, effectively influencing most / all of the industry. He compared PIAC and PABIAC.

Mr Small outlined the two options proposed in the paper:

- 1) An industry led committee with HSE input and involvement (not an IAC)
- 2) Consider merging with PABIAC.

He highlighted the benefits of moving to a stakeholder led organisation:

- A greater industry ownership of process
- A more appropriate forum that will meet the needs & aspirations of members
- A reduction of IAC formalities

- 5.3** Mr Small stressed that the status quo is not an option, HSE is happy to play a supporting role but will not lead - a future committee has to be industry led.
- 5.4** Mr Lunken raised his concerns that HSE are viewing printing as a 'band D' category in the Manufacturing Sector Strategy (i.e. low risk) and this simultaneous move to close PIAC could be seen as a 'double whammy' for the printing industry. Mr Lunken raised concerns about 'badging' of the committee and said HSE's endorsement on guidance was a huge bonus to the industry. HSE advised that whilst it was preferable for industry to develop their own guidance, industry developed guidance agreed with HSE could have some form of endorsement. However, any guidance could not go beyond compliance with the law, unless it was very clearly stated.
- 5.5** Ms Campling asked about HSE resource and HSE's commitment. Mr Small said HSE would still attend and participate in the industry led H&S meetings but could not commit the resource that the committee has had in the past due to reducing resources.
- 5.6** A discussion was held on why PABIAC is to remain an IAC when PIAC isn't. Mr Small explained that the paper industry is dominated by relatively few very large companies with significant resource. Directors of some of these companies sit on PABIAC and drive change in the industry. Printing on the other hand is dominated by SMEs, many of whom are not unionised or in a Trade Association. PIAC members tend to represent smaller printing companies, which makes it more difficult to influence change across the industry as a whole. Mr Machin and other members of the Committee agreed they are dealing with many small enterprises who need their help.
- 5.7** Mr Hudspith strongly expressed his dissenting views about the future of PIAC. Many years ago, the committee didn't have formal workplans but he now felt that a workplan is essential to track progress and make sure work is being carried out. He said he thought PIAC had a workplan already that included the revision of the Printers Guide. He asked whether PABIAC were aware that PIAC members could be joining them. Mr Woolgar said that would need to be explored further if members felt it was a viable option. Mr Hudspith said he would not like to see a merger happen, as the PABIAC Committee could not meet the needs of PIAC members for the reasons suggested earlier in the meeting – PIAC represent up to 10,000, much smaller organisations with differing needs. He said HSE's Chair of the meetings enables members to agree on plans and contributes to the harmony of the committee and changing the dynamics of the committee would be dangerous.
- 5.8** Mr Williams explained that PIAC could not continue without meeting current criteria for an IAC. This included having a formal, deliverable strategy & workplan and industry directors & senior management on the committee who could drive forward change and deliver the strategy/ workplan.
- 5.9** Mr Adams said there was a need for consistent messages to come from the committee and that the key players need to be involved. He expressed concern that the committee represented a relatively low proportion of the industry and to move forward it needs to retain skills but also needs to evolve. He expressed views on use of resources and suggested exploring telephone conference and e-bulletins besides chaired meetings for the future. He said he would put his ideas together in an email and send them to Ms Crank & Mr Small. All members were invited to do the same.

5.10 Mr Woolgar offered to chair the next meeting where the structure of an Industry-led successor body to replace PIAC would be discussed and the way forward agreed.

6.0 AOB

Mr Lunken asked for an update on progress with Heidelberg autoplatens
HSE agreed to obtain update from M Bone and respond to Mr Lunken.

7.0 DATE & VENUE FOR THE NEXT MEETING

It was agreed that the next meeting would be held on 28th March 2012 at Chesapeake in Nottingham.