

**MINUTES OF THE 90th MEETING OF THE
PRINTING INDUSTRY ADVISORY COMMITTEE
Held on Wednesday 26th January 2011 at
HSE, City Gate West, Toll House Hill, Nottingham**

Present

Tim Small
Michael Bone
Alison Crank
David Hoy
Ian Johnson
Gary Marshall
Bud Hudspith
Paul Machin
Paul Larkin
Simon Lunken
Mick McGilly
Wendie Drammeh

Representing

HSE – Chair/Committee Secretary
HSE – Manufacturing Sector
HSE – Manufacturing Sector
NPA - Trinity Mirror
UNITE
BPIF - Polestar Group
UNITE
PICON and PRISM
The Newspaper Society
BPIF
Newspaper Publishers Association
HSE - Minutes Secretary

APOLOGIES

John Graham
Phillip Adams
Elaine Campling
Charles Schieber
Ian Eld

SAFED
Chesapeake
British Coatings Federation
UNITE
UNITE

Summary of actions agreed:

	<u>Action:</u>	<u>Done by:</u>
1.	(Min 2.7) HSE to produce a revised and consolidated summary of the PIAC Work Plan, for progress checking purposes <i>(item carried over from last meeting)</i> .	
2.	(Min 2.9) Mr Small to send the minutes from the Road Distribution Action Group to members.	
3.	(Min 2.13) Communicating with SME's to be an Agenda item at the next PIAC meeting.	
4.	(Min 2.13) Mr McGilly to send Mr Small details of his Facebook Business Project.	
5.	(Min 2.13) Mr Bone to contact Encore Envelopes to 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.	
6.	(Min 4.1) Mr Hudspith to send Mrs Drammeh a copy of The Printer's Guide as a Word document.	Done
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.	

8.	(Min 4.5) Mr Hudspith & Mr Johnson to speak to Chesapeake managers about a possible Worker Involvement case study.	
9.	(Min 4.7) Mr Bone to send members a copy of the Statistics presentation.	
10.	(Min 4.7) Mrs Crank to prepare and deliver an 'end of year' presentation on the statistics for the next meeting.	
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	
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.	
13.	(Min 7.4) Mr Small agreed to investigate whether HSE & PIAC could officially endorse the Newspaper Society's new campaign leaflet.	

1.0 CHAIRMAN'S INTRODUCTION & APOLOGIES

- 1.1 Apologies were received from: Elaine Campling, John Graham, Ian Eld, Charles Schieber and Phillip Adams.
It was Mr Bone's last PIAC meeting - he is to take responsibility for another group of industries in the Manufacturing Sector. Mr Small thanked Mr Bone for all his hard work. Mr Small also welcomed Alison Crank who will replace Mr Bone.

2.0 MINUTES OF LAST MEETING AND MATTERS ARISING

The minutes from the Meeting on 22nd July 2010 were agreed.

- 2.1 (Min 3.2) Mr Lunken to consult members with a view to providing case studies of good practice re safeguarding of hand fed platens. Mr Lunken said he knew a company in the Bristol area and was hopeful they would provide case studies. Done, item discharged.
- 2.2 (Min 3.3) Mrs Drammeh to email the Hand Fed Platen presentation to members. Done, item discharged.
- 2.3 (Min 3.3) Mrs Drammeh 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. The letter and information sheet had been sent. Item discharged.
- 2.4 (Min 4.2) Mr Lunken to liaise with Mr Bone re visiting firm which specialises in refurbishing Heidelberg auto platens in St Neots. Mr Lunken & Mr Bone were to visit St Neots the following day. Done, item discharged.
- 2.5 (Min 4.4) Mr Graham to e-mail Mr Small the CE Guidance document SAFED had on second hand machinery supply. Done, item discharged.
- 2.6 (Min 4.5) Mrs Drammeh to email the Heidelberg Auto Platens Presentation to members. Done, item discharged.
- 2.7 (Min 6.1) Mr Bone to produce a revised and consolidated summary of the PIAC Work Plan, for progress checking purposes. **Not done – carried over.**
- 2.8 (Min 6.2) Mr Small to email the Strategy Action Team SME Working Group's final report. Done, item discharged.
- 2.9 (Min 6.6) Chair agreed to report back at the next PIAC meeting following the preliminary meeting of the Road Distribution Action Group. Mr Small agreed to send the minutes from the Road Distribution Action Group to members.
- 2.10 (Min 6.6) Mr Small agreed to forward members' links to examples of good worker involvement case studies. Done, item discharged.
- 2.11 (Min 7.1) Members to contact Mrs Drammeh if they require more European Health & Safety Week pamphlets for distribution to their members. Done, item discharged.
- 2.12 (Min 7.2) Members to send Mr Bone suggestions as to how a 3rd closed meeting could be incorporated at the same time as the next Open Meeting. Done, item discharged.

2.13 (Min 7.3) Mr Bone & Mrs Drammeh to e-mail all Open Meeting attendees asking them what they had done as a result of attending the event. Members were given a handout at the meeting that included comments from attendees who responded.

A general discussion amongst members ensued on communicating with SME's and all printing and publishing companies. Facebook, Twitter, text messaging and e-mail alerts were all suggested as modern, inexpensive ways of communicating with the industry. It was agreed this topic would be an agenda item at the next PIAC meeting. Mr McGilly agreed to send Mr Small details of his Facebook Business Project.

Mr Bone agreed to contact one of the respondents to the questionnaire after the Open Meeting – Encore Envelopes – to investigate using their 'Lock-off' procedure etc. as a website case study.

3.0 HAND-FED PLATENS – update by Mr Small.

- workshop held in early December 2010 for HSE nominated inspectors
- January 5th - Printing Information Sheet 18 and letter to all known users (approx 1500). Inspection visits will run during February and March.
- 30th December 2010 – press release issued

Mr Machin commented that he had had excellent feedback from UK & European colleagues about the Platens Information Sheet.

3.1 Mr Small also outlined the four issues raised by the Coroner at the Bezier inquest (lasers, dc injection braking, training and design issues / use of tools limit the amount of access required). HSE has responded to his Rule 43 letter to Croslands.

3.2 Mr Small also commented on the implications of Lord Young's report for HSE the effect of their implementation on HSE, in particular the need to review and update a) internal guidance (not an issue for printing), external guidance (e.g. Printer's Guide) and c) the printing webpages. The aim is to make all information much more SME friendly. HSE is working to tight deadlines to deliver these recommendations. Mr Hudspith voiced his concerns about guidance agreed on a tripartite basis and it being modified/deleted without the involvement of the committee's or working groups who had agreed it originally.

4.0 WORKPLAN PROGRESS REVIEW

4.1 Revision of the Printer's Guide – Mr Small

Progress has been slow because of Mr Bone's departure and the need to focus on reviewing other guidance and delivering the package of platens material arising out of Lord Young's review – see above. The process of converting the PDF document into individual sheets has been slow. This task will inevitably roll over into the next work year (2011-12). Members agreed to send Mrs Crank potential photos to use in the new Printing Information Sheets as requested. Mr Hudspith will send Mrs Drammeh a copy of The Printer's Guide as a Word document.

4.2 Noise

Mr Bone explained how the Noise Project was coming to an end. He outlined the visits carried out so far and those that remain. Salient issues will be incorporated in due course into revised guidance or web content.

4.3 Digital Printing

Mr Small thanked Mr Machin & Ms Campling for their draft information document and apologised for not responding to them earlier.

Mr Machin commented that the advance of digital printing means that ink-fly is becoming more of an issue again. Mr Marshall noted that the situation has arisen because as digital printing becomes quicker manufacturers are having to consider drying times for inks.

Mr Small advised digital printing will feature as part of the review of the Printing Website,

4.4 Horizon Scanning report – digital printing by HSL

Mr Small outlined what horizon scanning is and how it works best with new technology. Having considered our outline brief, HSL have advised that they don't think they are able to produce a report that will take our knowledge/understanding forward appreciably. In fact, the current widespread use of digital printing means that it is no longer theoretically technical development, but a reality, which makes the horizon scanning approach somewhat redundant. HSE does not propose to pursue this and instead will put its energy into working with industry to investigate the issues and produce relevant guidance / information to assist industry and HSE inspectors. The relevant webpage is at <http://www.hse.gov.uk/horizons/> .

4.5 Training and working involvement – Proskills pilot project

This has now finished – the outcomes were not particularly helpful to PIAC in relation to this workplan item. A general discussion was held on involving workers in safety matters. It was suggested that often people do the correct thing as a matter of course or habit and see it as the right way without realising other people would not do things that way. It was suggested that Mr Johnson's worker involvement scheme at Chesapeake could be a potential worker involvement case study for the HSE website, depending on approval/agreement of Chesapeake management. Mr Hudspith & Mr Johnson agreed to speak to Chesapeake managers.

4.6 Statistics Presentation – Michael Bone

4.7 Mr Bone gave a presentation on accident statistics and HSE enforcement notices to date this work year. It is hoped an enhanced version with further detail would be sent to members in due course. Mrs Crank would prepare and deliver an 'end of year' presentation on the statistics for the next meeting.

4.8 Related issues were discussed, including:

- The possible implications on levels of reporting arising from Lord Young's recommendations for 7-day reporting instead of 3-day reporting. In the long term, it is likely to mean less/poorer intelligence for HSE to base its campaigns on / apportion resources etc.
- Why the rate of major accidents were not declining at the same rate as >3 day accidents. HSE has raised this issue with our stats people before and agreed to locate their response and forward it to members.

5.0 How to Avoid ULD's – Mechanisation and Automation – proposed HSL research.

5.1 Mr Small gave an overview of this project. The aim of the research is to review the current available literature and commercially available products on mechanical handling aids and automated systems that assist in the reduction of musculoskeletal injury risks that might affect the upper limbs. The project is pan manufacturing, although printing is one of the industries proposed for investigation.

The objectives will be achieved by:

1. Undertaking a literature review to identify if there is any guidance or information currently available in the UK and elsewhere (e.g. USA, Canada, Australia, New Zealand, Scandinavia) in regard to reducing upper limb injury risk by mechanisation and automation;
2. Identify what mechanisation and automation is commercially available to reduce the risks of musculoskeletal injuries that might affect the upper limbs;
3. Identify the benefits and limitations of using the equipment identified based on real-world examples where possible;
4. Present the findings from the research in a HSL report, in the agreed 1:3:25 format plus appendices.

HSE will confirm status of the work and send a copy of the project proposal to members for information and possible steer re possible particularly relevant areas of printing.

6.0 Lunch

7.0 FEEDBACK FROM MEMBERS

7.1

- Mr Hudspith advised that Unite are to launch a joint campaign with United Steelworkers (in the USA) against behavioural safety. Unite are unhappy that such programmes can lead to individuals being blamed for accidents & therefore the root causes are not properly investigated.
- Mr Hudspith raised four accidents involving web offset companies (some recently reported, others in the news following successful prosecutions) including:
 - BenhamGoodHeadPrint Limited - May 2009. A 40-year-old employee was clearing jammed booklets from a stacker when part of his hand was pulled into the machine. Further details are available at: <http://www.hse.gov.uk/press/2010/coi-se-2611.htm>
 - Southern Print – August 2010 – no prosecution – report in Print Week differed significantly from RIDDOR details – probable poor practice by IP on night shift.
 - Wyndham Heron – March 2009 – 2 accidents: March 2009, Press Assistant fractured his thumb when he tried to clear a paper jam in the stacker unit of a press & Nov 2009 46 year old trying to rectify a problem with the drive belts of a conveyer. The moving parts were unguarded and it had become common practice for employees to use objects, or their hands, to deal with conveyer belt problems. His hand became caught in the belts and was forced against a roller crushing his fingers. Details available at: <http://www.hse.gov.uk/press/2010/coi-e-38.htm>
- Was there a common link between that ought to be publicised? Mr Small said he was aware of the accidents. Although there appear to be some common themes in terms of poor systems of work etc, the issues are not exclusive to web offset printing.

7.2

- Mr Lunken spoke about members' forums BPIF had run and in particular the interest amongst senior managers who attended, in safe interventions and machinery safety.

7.3

- Mr Hoy spoke about new European Guidance covering road transport & securing of loads – this gives a clear description of how reels should be secured. He said some paper suppliers are adhering to these guidelines and agreed to send Mr Small & Mr Bone a web link to the new European Guidance.

7.4

- Mr Larkin spoke about the new guidance for delivering newspaper safely that was to go to print the following week. He asked if PIAC or HSE could endorse the guidance. Mr Small agreed to investigate whether it was possible.

8.0 Date of Next Meeting – June 15th – BPIF Meriden (venue to be confirmed)