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**RECONSTITUTION OF THE
PRINTING INDUSTRY ADVISORY COMMITTEE (PIAC)
AND APPROVAL OF A PLAN OF WORK**

EXECUTIVE SUMMARY

1. In accordance with the procedures agreed for the reconstitution of advisory committees in GAP 2, the following reconstitution case is submitted for approval. The Deputy Director General, Mr J McCracken, is asked to agree:
 - a. The reconstitution of the Printing Industry Advisory Committee (PIAC).
 - b. The appointment of members.
 - c. The terms of reference for PIAC.
 - d. The plan of work for 2004 to 2006.
- Annexe 1 Membership of PIAC.
- 2 Terms of Reference For PIAC.
 - 3 Plan of Work 2004 to 2006.

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**RECONSTITUTION OF THE
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INTRODUCTION

1. This reconstitution case has been prepared to meet the requirements of the new procedures set out in Gap 2 for the reconstitution of advisory committees.
2. This paper seeks the agreement of the Deputy Director General, Mr J McCracken, to the formal reconstitution of PIAC. A revised membership list is provided in Annex 1; revised terms of reference in Annex 2; and a new plan of work for 2004 to 2006 in Annex 3.
3. PIAC is concerned with all printing and publishing processes. The advisory committee brings together a range of industries encompassing large medium and small businesses. These can be subdivided into:
 - a. General printing processes including: pre-press; lithographic; flexographic; gravure; letterpress; laser; and screen-printing.
 - b. Newspaper printing and publishing including periodicals, both national and regional.
 - c. Bookbinding, finishing and book publishing.
4. Since PIAC was set up in 1979 it has dealt with many serious health and safety issues that have faced the printing industry. For example, PIAC has negotiated industry agreements on implementing a solvent substitution scheme, on limiting the weights of newspaper bundles handled by distributors and of the sacks carried by children on paper rounds, and on banning the inclusion of 'instant prize' money in newspapers after mugging incidents involving children delivering papers. It has also sponsored and facilitated on-going research into dermatitis and is supporting a demonstration project on the use of biosolvents in printing being carried out for DEFRA.
5. Over recent years PIAC has transformed itself from a 'guidance production unit' into a 'project board' to lead the health and safety agenda for the industry. As part of this change process, it took the decision to consolidate a broad range of guidance into a single publication, 'The Printers Guide to Health and Safety' to facilitate marketing of its key messages. It has also sought to improve the way it

communicates with printers via web based products and by directly engaging with printing firms through its Open Meetings. The recent Open Meeting was attended by over 60 employers and trades union representatives.

6. PIAC is seeking to widen its scope to include the LA enforced sector and to build links with other, previously unrepresented, bodies in the printing sector.
7. The proposed plan of work, which is geared towards the achievement of measurable 'outcomes', takes its lead from the HSC/HSE Revitalising agenda, and the Chemicals Strategy in particular, to reduce ill health from dermatitis, musculoskeletal disorders and exposure to solvents.

JUSTIFICATION (INDICATIVE CRITERIA)

Numbers of Workers

8. The printing and publishing industry is the 6th largest employer in the UK, employing 340,000 workers in over 15,000 companies. The vast majority of these companies are small and medium sized businesses (SME's).

Numbers of Injuries

9. The Industry reports a large number of injuries to the HSE each year. From April 2002 to March 2003, 1268 reports were received.
10. The three most common types of injury were as a result of manual handling (33%), slips and trips (24%) and machinery accidents (16%).
11. The overall accident incidence rate for those companies in the 'Printing' Standard Industry Classification (SIC) is about a third of that of manufacturing but this grossly misrepresents the level of risk in the industry because:
 - a. The incident rate is distorted by the large numbers employed in low risk publishing activities (for example editorial office type work).
 - b. The industry has a large number of small firms where under reporting is known to be common.
 - c. The number of serious machinery related accidents continue to give rise for concern. Machinery related accidents in the printing industry account for 16% of those reported to HSE as compared to less than 10% for industry in general.

- d. The figures ignore significant levels of ill health in the industry caused by dermatitis and noise induced hearing loss.

Defined Causes of Harm - Safety

- 12. The extent of safety risks is reasonably well understood. Accident analysis (undertaken by HSL in 2002 RAS/00/05) across the various sectors of the printing industry has identified a wide variety of accident classes with a few strong trends emerging:
 - a. A high proportion of accidents are occurring in printing and print finishing and warehouse/yard/waste disposal parts of the process.
 - b. A high proportion of manual handling accidents (involving strains, becoming trapped and pinching injuries).
 - c. A high proportion of machinery related accidents (involving people reaching into machines, mainly for cleaning and clearing blockages).

Numbers of Ill Health

- 13. The extent of health risks is less well understood due in part to poor reporting. This gives an underestimate of the real scale of health problems in the printing industry which evidence shows do exist.

Defined Causes of Harm - Health

- 14. As a result of its strong focus on dermatitis, PIAC is ahead of other industry sectors in having a base line for dermatitis amongst printers. In a recent study, 41% of print workers reported that they had suffered a skin complaint at some time and that 11% had a current problem (Livesley et al 2002). PIAC wishes to take a lead on skin problems as part of its contribution to the Chemical Strategy.
- 15. There have been a significant number of civil claims for deafness and upper limb disorders.
- 16. There is evidence that printers suffer an increased risk of bladder cancer. This has been recognised by the Department for Work and Pensions in the advice it gives concerning prescribed disease claims for printers.
- 17. An important health issue for printers concerns contact with chemicals, especially solvents. PIAC continues to address the issue of the effects of short-term high exposure to solvents as a result of cleaning printing blankets, rollers, and machines.

Multiplicity of Representative Organisations

18. The British Printing Industry Federation (BPIF) is the principal business support organisation for the UK printing, packaging and graphic communication industry and is one of the country's leading trade associations. The BPIF runs a strong regional network of advisors and business centres to support printing companies in the UK.

The BPIF has over 2,500 member companies employing over 240,000 employees (70% of the industry). It estimates that over 80% of its membership is made up of firms with fewer than 25 employees.

19. The Newspaper Society represents the regional newspaper industry. Approximately 100 regional newspaper-publishing companies employ in excess of 250,000 employees. Many of the companies run their own print operations, publishing around 1,300 regional and local newspaper titles.
20. The British Coatings Federation (BCF) represents printing chemical suppliers.
21. PICON represents printing machine manufacturers.
22. The Graphical, Print and Media Union (GPMU) represents 120,000 workers in the paper, packaging and printing sectors. It estimates that it represents 40% of the employees working in companies employing 20 or more people.
23. The National Union of Journalists (NUJ) also represent employees working in newspaper printing and publishing sector.
24. Over the years, the relationship between the employers and trade unions has been characterised by an atmosphere of constructive co-operation. This has assisted the promotion of consistent standards of health and safety across the printing industry.

MEMBERSHIP

25. A list of proposed members of the committee is set out in Annex 1.

MAIN AIMS OF PIAC

Terms of Reference

26. Revised terms of reference are set out in Annex 2.

PIAC Plan of Work

27. PIAC's proposed work plan for 2004 to 2006 is set out in Appendix 3 and represents the industry's contribution to the achievement of HSC/E strategy. The intention is that as each project is delivered, new ones will be inserted into the plan.
28. The plan comprises 5 main workblocks:
- | | |
|--------------|---|
| Workblock 1 | HSE Chemical Strategy: eCOSHH Essentials for Printers. |
| Work Block 2 | HSE Chemical Strategy: Dermatitis in Printing. |
| Work Block 3 | Priority Programme MSD: Reducing manual handling injuries in printing |
| Work Block 4 | PIAC Marketing Strategy: Promotion of Printing Guidance and achieving better penetration into SME's |
| Work Block 5 | HSE Chemical Strategy: Reducing the use of harmful solvents in Printing |
29. In addition PIAC will continue with routine work, such as its contribution to the development of European Standards on printing machinery. PIAC representatives who sit on CEN Technical Committees have made an outstanding contribution to the satisfactory progress of standards, largely because they can speak on behalf of the industry.

Future Work

30. It is proposed that PIAC will move on to projects tackling asthma and noise, both known causes of ill health in the industry.

Retention of 'IAC' Status

31. Members of PIAC wish to continue as an IAC.
32. Members have expressed the view that PIAC's strength derives from its reputation as the acknowledged authoritative body on health and safety for the industry. Its status as an IAC means that it is able to secure representation at a high level from its member bodies, who are in a position to commit resources to deliver the plan of work. They can also draw on expertise from their network of members to assist PIAC on project work and to supply information. It also demonstrates tripartitism working at its best.

33. PIAC Members believe that the PIAC 'badge' lends an assurance that guidance is agreed by all parties, is relevant and practical and its legal status is clear.
34. Although the rigours of GAP2 are seen as bureaucratic, they provide an operating framework that is open and understood by all parties. The provision for the payment of expenses, particularly for trades union members is a positive benefit.

Alternative to IAC status

35. The Manufacturing Sector's stakeholder intervention strategy for the printing industry depends on a strong, committed industry committee that is signed up to the delivery of HSC/E's strategy. If PIAC did not exist, there would continue to be a need to meet with the representative bodies in a similar forum. However, members have said that the lack of IAC status would be a disincentive to membership and its standing in the industry could diminish.

RESOURCES TO SUPPORT PIAC

Resource Implications For HSE

36. HSE's Manufacturing Sector Printing Group provides the secretariat to PIAC, which includes organising 3 meetings a year (including an annual open meeting) and the production of papers.
37. Staff resources for carrying out the secretariat role are estimated to be:
 - Band 2 6 days/yr
 - Band 3 12 days/yr
 - Band 6 20 days/yr¹
38. Staff resources for managing the delivery of PIAC's 3 year plan of work are estimated to be:
 - Band 2 10 days
 - Band 3 75 days
 - Band 6 15 days
39. The current annual budget for PIAC for travel and subsistence is approximately £1,500. The proposed changes to PIAC membership are likely to be accommodated within existing resources. (In practice several PIAC members do not claim travel and subsistence costs, and the employers' associations and trade unions host many of the meetings and events out of their own funds.)

¹ This includes time spent on 'direct marketing' to printing companies to invite employers and trades union safety representatives to the open meeting.

40. There are no proposals for PIAC to have standing sub committees. Instead, it is proposed that project specific working groups will be set up, co-opting external expertise where appropriate, to deliver the work blocks in PIAC's plan of work. On completion of individual work blocks, the working groups will be disbanded.

Resource commitment from Employer/Trade Unions bodies

41. Attendance at meetings, reading of papers, travel etc is estimated to be in the region of 5 days a year each per member.
42. The support committed to delivering PIAC's Plan of Work 2004 to 2006 is detailed in the individual project plans but when added to activities to take forward PIAC's work outside the committee, the total time to be given by committee members is estimated to be around 100 days over 3 years.
43. Even during times when costs are being questioned at every level, members of PIAC continue to devote considerable time resources to PIAC work. For example, the BPIF through its network of health and safety consultants and through regional meetings, is getting PIAC's key messages directly into printing companies and promoting its publications. The GPMU is also able to communicate by email with all its safety representatives to brief them on the PIAC agenda and to ensure that the priorities for the industry are addressed at company health and safety committee meetings.
44. One very important way in which PIAC members add value to the work of the Committee is in their ability to draw on their links with industry (and not just in GB) to obtain information and specialist expertise and to assist HSE to identify at an early stage, new hazards from process developments.

SUMMARY AND RECOMENDATIONS

45. In summary, PIAC satisfies the 'indicative criteria' and remains the most appropriate model for printing employers, trade unions and HSE to work together to deliver the HSC/E's health and safety strategy.
46. The accident and ill health statistics provide scope for further improvement that will contribute to RHS targets and justify the proposed resource allocation in the Plan of Work for 2004 to 2006.
47. This paper recommends that PIAC should be reconstituted, with a revised membership list, revised terms of reference and new plan of work for 2004 to 2006.

ANNEX 1 PROPOSED MEMBERS OF PIAC

The following Members are proposed for membership:

Employers Representatives:

- Mr Dale Wallis (BPIF)
- Phillip Adams (BPIF)
- Gary Marshall (BPIF)
- David Blanchard (British Coatings Federation)
- Paul Larkin (Newspaper Society)
- Ian Wilcock (PICON)
- Paul Machin (PICON)

Trade Union Representatives:

- Mr Bud Hudspith (GPMU)
- Mr Terri Miller (GPMU)
- Mr Mike Griffiths (GPMU)
- Mr Eddie Barker (GPMU)
- Mr Tom Usher (GPMU)
- Mr Dick Barker (GPMU)

ANNEX 2 TERMS OF REFERENCE FOR PIAC

The aim of the Printing Industry Advisory Committee (PIAC) is to reduce injuries and ill health caused by work in the printing and allied industries.

In pursuing this aim, PIAC will consider and advise the Commission on:

- a. The protection of people at work from health and safety hazards within the printing industry, taking account of the Commission's strategic health and safety agenda.
- b. The protection of members of the public from health and safety hazards arising from printing activities.
- b) Other associated matters referred to them by the Commission or HSE.

**ANNEX 3 DRAFT PRINTING INDUSTRY ADVISORY COMMITTEE
PLAN OF WORK 2004-2006**

HSE Chemical Strategy - eCOSHH Essentials.

1. Work Block 1	Priority Programme
2. Priority Programme or priority area	HSE Chemical Strategy - eCOSHH Essentials
3. Key activity(ies) in this priority	Production of electronic versions of control guidance sheets for printing processes for inclusion in eCOSHH Essentials.
4. Justification /Statement of reason for this activity and the outcome targets set	Sales of printed version of COSHH Essentials for Printers have been disappointing (1051 in 3½ years); evidence from use of generic eCOSHH Essentials strongly suggests that a web based product achieves higher penetration and use. (eCOSHH Essentials forms a key part of HSE's Chemical Strategy.)
5. Description of work/projects to deliver the key activity	<ol style="list-style-type: none"> 1. Presentation to PIAC by HSE Chemical Strategy Policy Unit on what eCOSHH Essentials can offer and on what needs to be done to convert existing control guidance sheets to electronic versions. 2. Establishment of PIAC led project team incorporating users and technical expertise from industry. <ol style="list-style-type: none"> a) To convert existing control guidance sheets into format suitable for web-based guidance. b) Review and revise eCOSHH Essentials control guidance sheets for printers in the light of the research findings on dermal exposures. c) Produce new control guidance sheet(s) for hazardous activities not covered by existing

	<p>sheets.</p> <p>3. Incorporate revised guidance sheets into eCOSH Essentials.</p>
6. Performance indicators, outputs and milestones	<p>1. Presentation to adequately inform PIAC on work required - 17 July 2003. DONE.</p> <p>2. User focussed project team to be established by October 2003. DONE.</p> <p>a) Conversion of existing control guidance sheets into format suitable for web – based guidance by January 2004. DONE.</p> <p>b) Completion by October 2004.</p> <p>c) Completion by December 2004.</p> <p>3. Completion by June 2005.</p>
7. Evaluation plan	<p>Hits on control guidance sheets for printers on eCOSH Essentials website to test marketing penetration.</p> <p>Penetration/user satisfaction to be established through telephone survey of 50 printers.</p>
8. Resources	<p>PIAC – Project team 2 non-HSE members + co-opted industry users 20 days, HSE: 2 x B2 = 6 days, 3 x B3 = 40 days, 1 x B6 = 5 days</p>

Possible Future Work: Work Block 1a: To develop an interactive Web based Chemical Module linking key printing activities to the good practice solutions identified in the printing control guidance sheets. June 2005 to March 2006.

HSE Chemical Strategy - Dermatitis in Printing

1. Work Block 2	Priority Programme
2. Priority Programme or priority area	HSE Chemical Strategy - Dermatitis in Printing
3. Key activity(ies) in this priority	Development of educational strategy for reducing dermatitis in Printing
4. Justification /Statement of reason for this activity and the outcome targets set	<p>Research report by Institute for Environmental Health at University of Leicester identified high incidence rates of dermatitis in printing industry; 41% of printers reported that they had had a skin complaint at some stage, 11% reported that it was a current issue.</p> <p>Dermatitis is a key element within HSE's chemical strategy.</p>
5. Description of work/projects to deliver the key activity	<ol style="list-style-type: none"> 1. PIAC sponsored research conducted by HSL into correct glove selection for common printing activities that expose user to mixtures of hazardous chemicals. 2. Incorporation of research findings into eCOSHH Essentials for Printers – control guidance sheets. 3. Further analysis by HSL of levels of chemical absorption as a result of glove abuse to support development of advice for educational strategy. 4. Development of education and marketing strategy to reduce health effects from chemical use, which will involve trade associations, trade unions, and glove and chemical suppliers.
6. Performance indicators, outputs and milestones	<ol style="list-style-type: none"> 1. Research report to meet technical specification set out in Ref XXXX 'Use of chemical protective gloves to control dermal exposures in the printing sector', to be issued in June 2004. Report to be presented to PIAC at October Open meeting. 2. See PIAC work item 'eCOSHH Essentials'. 3. Feedback on analysis by HSL to PIAC at

	<p>June 2004 meeting.</p> <p>Establishment of PIAC project team October 2004 to develop and co-ordinate education and marketing strategy. Outputs to include a PIAC presentation pack for use by inspectors and intermediaries and series of seminars.</p>
7. Evaluation plan	<p>Revisiting of companies included in the initial research to ascertain change in glove wearing behaviour/reduction in incidence of dermatitis.</p> <p>Feedback on marketing activities by PIAC members.</p>
8. Resources	<p>PIAC – Project team: 2 non-HSE members + co-opted members = 5 days ea, HSE: B2 + B3 + B6 = 20 days</p> <p>Seminars – Non-HSE members 4 days ea, HSE: 10 days</p>

Possible Future Work: Work Block 2a: To develop an interactive Web based Skin and Dermal Exposure Module linking key printing activities to the good practice solutions. October 2005 to March 2006.

MSD – Reducing Manual Handling injuries in Printing

1. Work Block 3	Priority Programme
2. Priority Programme or priority area	Musculoskeletal Disorders – Manual Handling
3. Key activity (ies) in this priority	Reduction of manual handling injuries by 10% (ie 469 to 422) by end 2006.
4. Justification /Statement of reason for this activity and the outcome targets set	<p>In 2002/3 there were 469 Manual Handling injuries reported in printing.</p> <p>An EMAS planned preventive inspection programme in 45 small and medium sized printers during 2002/3 established common activities and levels of risk associated with MSD in printing. The study found significant underreporting of manual handling injuries and although there was clear evidence of WRULDs virtually none were reported under RIDDOR.</p> <p>The EMAS findings on the main activities giving rise to injury were subsequently substantiated by an analysis of the RIDDOR reports for printing activities, carried out by HSL. In particular, the analysis confirmed that manual handling rather than WRULDs were reported as giving rise to the majority of injuries.</p> <p>As a result of the above studies, 8 activities have been selected (6 manual handling and 2 WRULDs) to enable effort to be more effectively targeted.</p>
5. Description of work/projects to deliver the key activity	<ol style="list-style-type: none"> 1. Agreement by PIAC to focus on the 8 selected activities. 2. Working-up of agreed activities into case studies with practical solutions, by HSL. 3. Development of an MSD module on HSE's Printing web pages linking the top 8 printing activities causing injury to good practice solutions. 4. Appointment of PIAC champions for each of the 8 activities. 5. Development of 2-year campaign for raising awareness of the 6 activities that give rise to

	MSD.
6. Performance indicators, outputs and milestones	<ol style="list-style-type: none"> 1. 8 activities to be presented and agreed by PIAC on 17 July 2003. 2. Selection by HSL/EMAS of 8 companies to take part in the development of the case studies by September 2003. Work to be completed by June 2004. 3. Completion during Jan-July 2004. 4. PIAC champions to be appointed at PIAC meeting in June 2004. 5. Campaign plan to be presented at PIAC Open Meeting in October 2004 and to start January 2005.
7. Evaluation plan	<p>Analysis of annual statistics for 2005/6 and 2006/7 work years. Questionnaire to test penetration of campaign for those invited to attend open meetings in 2005 and 2006.</p> <p>Number of hits on MSD module of printing web pages.</p>
8. Resources	<p>PIAC Champions = 12 days ea over 2 years, HSL = 20 days, HSE B2 +B3 + B6 = 40 days over 2 years.</p>

PIAC Marketing Strategy - Promotion of Printing Guidance and achieving better penetration into SME's

1. Work Block 4	Marketing
2. Priority Programme or priority area	PIAC Marketing strategy
3. Key activity(ies) in this priority	Raising profile of printing industry guidance, and improving the penetration of guidance into SME printing companies.
4. Justification /Statement of reason for this activity and the outcome targets set	<p>Sales of Printers' Guide, COSHH Essentials for Printers and Guillotines guidance, have been disappointing.</p> <p>The guidance provides a one-stop shop for health and safety information for printing companies but following high profile launches, marketing has been sparse.</p> <p>Companies who follow the guidance will generally be achieving good standards of compliance.</p> <p>The launch of eCOSHH Essentials for printers will require a sustained publications strategy to ensure high levels of penetration into the printing industry.</p>
5. Description of work/projects to deliver the key activity	<p>Establish a group reporting to PIAC comprising members with marketing expertise.</p> <p>Develop and deliver plan for promoting distribution and sales of free and priced publications.</p> <p>Development of marketing plan for eCOSHH Essentials to be agreed by PIAC.</p>
6. Performance indicators, outputs and milestones	Increased distribution of free leaflets and sales of priced publications by end 2005 (with interim measurement of progress at end 2004). 5000 hits on eCOSHH Essentials web by end 2005 including 1000 completions of on-line COSHH assessments.
7. Evaluation plan	Sample telephone survey of 100 printers at launch of marketing strategy followed by a repeat survey at end 2005.

8. Resources	PIAC Members + co-opted members 8 days ea over 2 years, HSE – B2 + B3 +B6 = 12 days over 2 years.
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HSE Chemical Strategy – Reducing the use of harmful solvents in Printing

(1) Work block 5	Priority Programme
(2) Programme or priority area	HSE Chemical Strategy – Reduction in harmful effects of solvent exposure through the substitution of safer solvents
(3) Key activities in this priority	<p>PIAC is facilitating and promoting a biosolvent demonstration project on behalf of DEFRA's Non-Food Crop Forum, which is to run from January 2004 to March 2004. The aim is for a number of printers to trial a vegetable based cleaning solvent as a substitute for the more commonly used solvent based cleaners.</p> <p>The aim is to ascertain whether vegetable based cleaners offer a viable alternative to solvent based cleaners and, if so, what more DEFRA will need to do to promote greater take-up.</p>
(4) Lead D/D (Optional)	PIAC via British Printing Industry Federation and GPMU
(5) Justification/Statement of reason for this key activity and the outcome targets set.	<p>Printers' exposure to solvents, particularly for cleaning purposes, gives rise to significant exposure through the inhalation and dermal routes.</p> <p>Whilst it is commonly accepted that employers should be reducing exposure to hazardous chemicals including solvents, finding a cost effective and equally acceptable alternative to volatile organic compound (VOC) solvents remains elusive.</p>
(6) Dependencies or linkages to other work	Links in with other work on HSE's Chemical Strategy.
(7) Description of work/project(s) to deliver the key activity	In the first instance, PIAC (BPIF) will seek 5 volunteer printers to use and evaluate vegetable cleaning agents as a substitute for their normal solvent based cleaning agent. The trials will last

	for 1 week each. Additional tasks to be undertaken include risk assessment, the provision of training to printers on how to use the vegetable based cleaning agents, assistance with evaluation and formulation of advice to DEFRA on taking the findings forward.
(8) Performance indicators, outputs or milestones	<p>A report will be issued by DEFRA to PIAC on the findings of the feasibility study in mid 2004.</p> <p>PIAC will consider the report at its Business Meeting in October 2004 and depending on the outcome, decide on what further action it can take.</p>
(9) Resource planned	PIAC (BPIF and GPMU) ~5 days.
(10) Evaluation	Non proposed at this stage.