

**RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)**

**Actions/Minutes of the 69<sup>th</sup> Meeting of RUBIAC Held on Thursday July  
13<sup>th</sup> 2006 at 10.30 am at Michelin's premises at Rosetree Avenue,  
Stoke-on-Trent.**

<b><u>Present</u></b>	<b><u>Representing</u></b>
Mr Terry Aston	Chair, HSE
Mr Chris Flint	Secretary, HSE
Mr Graham King	HSE
Mr David Wilson	CBI / RMA
Mr Steve Hinks	CBI / Pirelli
Dr Abid Dost	CBI/ BTMA & BRPPA
Ms Heather Collins	CBI/Avon Rubber
Mr John Cash	CBI / Cooper Tyres
Ms Anne Rayner	HSE / Minutes Secretary
Mr Bud Hudspith	TUC / Amicus
Mr Robert Taylor	TUC / TGWU
Mr Jim Reed	TUC / Amicus
<b><u>Apologies</u></b>  Mr John Bramwell Mr Peter Taylor Mr Martin Smith Ms Margaret Armstrong Mr Richard Edy	

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
<b>1</b>	<b>Introduction</b>			
	The Chair opened the meeting and welcomed Mr (Bud) Hudspith to his first meeting of RUBIAC. He thanked Mr Taylor and Michelin for hosting the meeting.	-	-	-
<b>2</b>	<b>Apologies for Absence</b>			
	Apologies were received from Mr John Bramwell and Mr Peter Taylor, Mr Martin Smith and Ms Margaret Armstrong.	-	-	
<b>3</b>	<b>Minutes of the last meeting, Actions and Matters Arising</b>	-	-	-
<b>3.1</b>	The previous minutes were agreed as a true record.	-	-	-
<b>3.2</b>	(Min 3.2) Health and Safety Training Objective. Mr Flint to collate responses and provide feedback.	This was taken at Item 4 of the Agenda	-	-
<b>3.3</b>	(Min 3.3) Since the last meeting Mr Flint had become aware of HSE WebPages covering this issue that provided all the information RUBIAC members had agreed and more. Members agreed that once the WebPages were launched they would promote them. Members also asked if the pages could be made available in pdf format for printing off and sending to those were not on line. Mr Flint agreed to contact HSE's Webteam to ask if this was possible.	All actions completed	-	-
<b>3.4</b>	(Min 3.4) Definition for the term 'working days lost'. Mr Flint agreed to contact HSE's Statistics Branch for an answer or any insights prior to the next meeting of the BTMA / BRPPA Accident Prevention Working Party (APWP).	This was actioned – because of diversity in the collection of data it was agreed that each company would use their own definition.	-	-

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3.5	<b>(Min 3.5)</b> Benchmarking Tool Dr Dost to contact Mr Declan Moore at British Glass about their audit tool to assist with progressing this work. It would be combined with a climate tool summary sheet.	Dr Dost explained that a wider benchmarking tool was required for H&S management and safety climate. Dr Dost was looking at tools and a decision of which to use would be taken at the BTMA / BRPPA Accident Prevention Working Party.	-	-
3.6	<b>(Min 3.6)</b> Rubber e-COSHH essentials sheets – Carcinogens. In the programme and would be updated. But not until the 2007/08 year due to funding constraints. Mr Flint to give further update at the next meeting. Mr Hudspith offered to look into this along with Mr Taylor to ascertain reason for delay.	HSE to give update at next meeting.	Mr Flint, Mr Hudspith and Mr Taylor.	Next meeting.
3.7	<b>(Min 3.7)</b> Dr Andrew Smith HSE had agreed to look into the issue of the missing Suzy Curtis paper. Dr Dost had access to a copy of the draft document and suggested it be published as either a peer reviewed article or an internal HSE report so long as it was made public. Mr Flint said he would discuss the matter further with Dr Smith.	John Hodgson (HSE) hadn't been able to find the information but had identified a tape containing a large number of files that may contain it. Ms Curtis had been asked to come in to help. Mr Flint to give an update of progress at next meeting.	Mr Flint	Next meeting.
3.8	<b>(min 4.1)</b> BTMA, BRPPA, RMA and NTDA to produce draft / final action plans in time for the CEO meeting.	Taken at Item 7 on the Agenda	-	-
3.9	<b>(min 4.3)</b> Observer numbers to be removed from strategy paper along with some other minor amendments suggested.	Amended as requested.	-	-

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3.10	<b>(min 5.1)</b> CEO Event - Mr Edy can find out if a venue at the NEC is available and arrange to share the costs with HSE.	This had been done and the meeting had taken place in the Birmingham NEC. Members agreed that the meeting had been a success.	-	-
3.11	<b>(min 5.2)</b> Mr Flint to prepare a Brief for the HSC Chair  Mr Flint to invite Dr Gibby to the event and prepare brief.  Mr Smith /Mr Flint to organise a factory tour for Dr Gibby	All actions had been done and the Chair expressed his thanks to Pirelli. Mr Callaghan had enjoyed it and was impressed with the work the Sector and RUBIAC had put in.	-	-
3.12	<b>(min 5.3)</b> There was discussion about invitations to the CEO's. In the past letters had been sent by mail but it was thought they could also be sent out electronically. Mr Edy and another member said they would prefer hard copies and Mr Wilson would like both. Mr Taylor said he was happy with electronic copies. Mr Flint to find out if Health and Safety Commission notepaper can be used electronically. Also to acquire up to date membership lists from the Trade Associations.	Mr Flint was unable to obtain agreement to use Commission Notepaper electronically but other solutions had been found. Membership lists had been obtained.	-	-
3.13	<b>(min 5.4)</b> Mr Flint to prepare a draft agenda for members. Ms Rayner to find out what the HSE budget would be for this event. Presentation to be prepared. Agenda to be drafted once speakers secured.	All actioned	-	-
3.14	<b>(min 5.5)</b> Members wished to see a Sign-up certificate as in the RUBIAC Action Plan. Members saw the sample certificate and trade associations offered to send it to their own members who had signed up. Secretariat to send text to trade associations and they could print	To be organised by Secretariat  Trade Associations to print and	Ms Rayner  Dr Dost/Mr	End August.  End

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	onto paper of their own choice. Names of member companies signed up to be sent to Secretariat and will be shared with TU side.	send out and inform Secretariat of companies signed-up to the 'Rubbing out Risks'	Edy/ Mr Wislon / Mr Taylor	September.
3.15	(min 6.1) HSE evaluation of Glass Charter Mr Aston's presentation to be forwarded to members.	Done	-	-
3.18	(min 7.1) Nitrosamine Paper – Circulated to members by e-mail before the meeting. Comments asked for before March 2 <sup>nd</sup> .	Members' comments received	-	-
3.19	Mr Flint was still waiting copies of Action Plans and members pen pictures for the RUBIAC reconstitution paper. He also asked members if they could give a picture of migrant and ethnic workers in the industry and how we members addressed their needs. Mr Hudspith said that increasing numbers of companies were using agencies to supply migrant workers. The Chair asked if there had been any attempt to quantify this change in the workforce? He asked members to inform HSE if they found there to be large numbers of migrant worker supplied by agencies in the industry. Mr Hudspith said he would check with the TUC about this and Dr Dost said he was doing statistical work on agency workers and subcontractors.	Members to send Action Plans, pen pictures and inform HSE of the ethnic / migrant worker situation.	Members	End August
4	<b>Report Back on RUBIAC Health and Safety Training Objectives</b>			
4.1	Mr Flint requested that members chase up the outstanding training questionnaires for their members so that Ms Rayner could complete the analysis for August.	Members to chase up outstanding Questionnaires  Ms Rayner to complete analysis	Members  Ms Rayner	ASAP  September.
5	<b>Progress Reports – Trade Associations Report Back on</b>	-	-	-

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	<b>Implementation of ‘Rubbing out Risks’</b>			
5.1	<b>BTMA and BRPPA.</b> Dr Dost informed the meeting that the Action Plans had been completed and all the CEO’s had signed up. BRPPA and BTMA had separate plans Site /company action plans were being sent out for them to complete and return.	-	-	-
5.2a	<b>RMA</b> Mr Wilson reported that the plans had been agreed. Time had been spent collecting statistics from his members - from 25 process members 10 responses had been received. During the following six months each process member would be visited to explain the action plan and told what they should be doing to implement it within their company	-	-	-
5.3	<b>NTDA</b> Mr Edy was not present to give the NTDA report and Mr Flint requested that members e-mail their reports to him if they were unable to attend future meetings in person.	Members to send their reports to the Secretary in advance of the meeting if they are unable to attend in person.	All	As appropriate.
6	<b>TU’s Report Back on Implementation of ‘Rubbing out Risks’</b>			
6.1	Mr Hudspith said he wanted to make sure that Safety Reps were aware that companies had signed up to this that they knew what was happening and were part of the process.  Mr Hudspith was very keen to support this and Amicus would try to identify the best way to get to their reps and to send information to them at branches.	-	-	-

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	<p>Mr Taylor said he covered seven or eight sites and he had a database of Reps and information does go out to them. But he said he never had any feedback from the reports he does after RUBIAC meetings. He would raise the issue when he met with Margaret Armstrong the following week.</p>			
<b>7</b>	<b>RUBIAC Strategy Implementation – Next Steps</b>			
<b>7.1</b>	<p>Mr Flint asked if we needed to wait until we had progress with the Strategy before we had another meeting to share best practice and progress.</p> <p>Mr Flint asked members if they thought the committee should hold an open meeting to share best practice on one of these issues? Mr Hinks said the workshops held in the past had been very successful and the view was that similar events should be held.</p> <p>All said they had plenty of supporting activity to be persuing and that this should not only be reported back on but be part of the sharing good practice and monitoring events.</p> <p>Mr Flint said the discussion would be continued outside the meeting with the trade associations.</p>	<p>Mr Flint and Trade Associations to discuss outside the meeting.</p>	<p>Mr Flint/Trade Associations.</p>	<p>Before next meeting.</p>
<b>8</b>	<b>RUBIAC Strategy – Proposed Amendments (HSE &amp; BTMA)</b>			
	<p>Mr King drew members attention to the Workplace Transport target of the RUBIAC Strategy. He thought the 10% target might give out the wrong message. He said that workplace transport was a low</p>	-	-	-

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	frequency risk with potentially serious/fatal outcomes. He asked the Trade Associations and members to focus on improving the reduction of workplace transport risks in their Action Plans.			
<b>9</b>	<b>AOB</b>			
<b>9.1</b>	<b>RUBIAC publications</b> It was no longer cost effective to keep them in stock as sales were low. The good news was that most people who needed them had them. They would be edited and placed on the HSE website.	Mr Flint to edit and consult with Dr Dost and Bud Hudspith.	Mr Flint / Dr Dost / Mr Hudspith	End 2006
<b>9.2</b>	<b>MBOCA Report</b> Mr Cain HSE had almost completed his report into MBOCA exposure and controls. When published the report would be shared with members.	-	-	-
<b>9.3</b>	<b>Update on Research into Curtain Sided Lorries.</b> Research on curtain sided lorries had been commissioned which would look at the effectiveness of different methods of securing loads. The research would take about a year.	-	-	-
<b>9.4</b>	<b>Stakeholder Conference.</b> The Chair asked for help in identifying an inspirational speaker for the next HSE Stakeholder conference who could persuade MD's to take action. The meeting was planed to take place during the 3 <sup>rd</sup> week in March 2007.	-	-	-
<b>10</b>	<b>DATE AND VENUE OF NEXT MEETING</b>			
	The next meeting would take place on October 5 <sup>th</sup> at either Amicus's premises at Quorn Grange or HSE's Office in Stoneleigh.	Secretariat to await feedback from Mr Hudspith.	Mr Hudspith / Secretariat	