

RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)**Actions/Minutes of the 70th Meeting of RUBIAC Held on Wednesday****December 13th 2006 at 10.30 am****at HSE, Edgar Allen House, 241 Glossop Road, Sheffield S10 2GW.**

<u>Present</u>	<u>Representing</u>
Mr Terry Aston	Chair, HSE
Mr R A Hudspith	TU / Amicus
Dr A Dost	CBI/BTMA & BRPPA
Ms A Rayner	HSE / Minutes Secretary
Mr C Flint	Secretary, HSE
Mr C Keen	HSE / HSL
Mr D White	CBI / NTDA
Mr D Wilson	CBI / RMA
Mr G King	HSE
Mr J Reed	TU / Amicus
Mr J McAlinden	HSE / HSL
Mr M Potter	TU / TGWU
Ms S Rank	HSE
Mr S Hinks	CBI / Pirelli
Mr Ian Hilton	TU/TGWU
<u>Apologies</u>	<u>Observers</u>
Dr K Straughan	Mr A Collins HSE
Ms H Collins	Mr D Green, Goodyear
Mr J Cash	Mr M Jenkins, Goodyear
Ms M Armstrong	Mr R Edy, NTDA
Mr P Taylor	
Mr R Taylor	
Dr K Straughan	
Mr D Tovey	

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
1	Introduction			
1.1	The Chair opened the meeting and welcomed members and observers. He informed members that Mr Flint was leaving the Manufacturing Sector and returning to HSE Field Operations Division and thanked him for his work on the Committee. Because of HSE's current budget constraints Mr Flint would not be replaced and his role as Secretary would be taken on by Ms Shuna Rank based in the Newcastle HSE Office.	-	-	-
2	Apologies for Absence			
2.1	Apologies were received from: Dr Ken Straughan, Ms Heather Collins, Mr John Cash, Ms Margaret Armstrong, Mr Dave Tovey and Mr Peter Taylor.	-	-	
3	Minutes of the meeting of 13th July 2006.	-	-	-
3.1	The previous minutes were agreed as a true record.	-	-	-
4	Matters arising from the minutes,			
4.1	(Min 3.6) Rubber e-COSHH essentials sheets – Carcinogens. Mr Flint reported that the	Mr Hinks to forward his comments to Mr Flint.	Mr Hinks	12/12/06

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>sheets had been sent out for comment. Replies had been received from Ms Collins and Mr Reed. Mr Hinks said he would forward his to Mr Flint the following day. The issue of new sheets would be taken in the agenda at item 5g. The working group on e-COSHH Essentials was due to meet in the new year.</p>			
4.2	<p>(Min 3.7) Dr Andrew Smith HSE had agreed to look into the issue of the missing Suzy Curtis paper John Hodgson (HSE) had identified a tape containing a large number of files that may be the missing information. Ms Curtis had been asked to come in to help. Mr Flint to give an update of progress at next meeting. A further update had been received from John Hodgson. The files had been retrieved and Ms Curtis was looking at them. John McAlinden offered to keep an eye on the situation.</p>	Further update at next meeting.	Ms Rank	Next meeting.
4.3	<p>(min 3.14) Trade Associations to send out details of companies signed-up to the 'Rubbing out Risks' to the RUBIAC Secretariat so they can be logged and shared with all RUBIAC members.</p>	<p>The NTDA had discussed this but hadn't felt they could ask members to sign up until a clearer plan was in place. RMA explained that all 21 processing members should be regarded as signed up automatically. BTMA and BRPPA to provide a list of signed up members. Situation with TRA and ITMA to be confirmed</p>	TA's to pass on names of signed up companies to Secretariat for sharing with TU's	End Jan 07.

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
		at a later date. Names of signed up companies to be shared with the TU's when the information became available.		
4.4	(min 3.19) RUBIAC Reconstitution paper. This had been prepared although some information was outstanding from members. Secretary to chase up the information needed outside the meeting.	Secretary to refine paper once missing information available.	Mr Flint	Jan 07.
4.5	(min 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.	The breakdown had been sent to members. No comments had been received.	-	-
4.6	(min 7.1) RUBIAC Strategy Implementation – Next Steps. Mr Flint and Trade Associations to discuss outside the meeting.	Taken at Agenda Item 5.	-	-
4.7	(min 9.1) RUBIAC publications Mr Flint to edit the publications and consult with Dr Dost and Bud Hudspith.	Mr Flint said RUBIAC priced publications were now being edited by him so they could be made freely available from the web. He hoped to complete this in January and would then send them to Dr Dost and Mr Hudspith for agreement. He wasn't sure what to do about the RUBIAC training document as it would be difficult to edit Members said they wished to retain the document and Mr Flint offered to find out if it could be hosted on one of the Trade Associations websites.	Mr Flint	Jan 07.

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
4.8	<p>(min 9.2) MbOCA Report Mr Cain HSE had almost completed his report into MbOCA exposure and controls. When published the report would be shared with members.</p>	Update on the report at Item 6 of the Agenda.	-	-
5	<p>Progress reports – including report back on implementation of ‘Rubbing out Risks’</p>			
5a	<p>BTMA/BRPPA – Dr Dost</p> <p>1) The Associations had now put out the cancer study paper. The study found an increase in multiple myeloma in the GRG Sector but so far it hadn't been possible to identify specific chemicals responsible. In light of this Dr Dost agreed that it would be prudent to review the RUBIAC cancer statement and Mr Flint proposed that a small project group be convened to revise the text. Mr Hudspith, Mr Hinks and Dr Dost volunteered and it was planned that they would meet in January</p> <p>2) Funding to run workshops in 2007 under the Better Backs Campaign been sought from HSE. No funding to date. If successful then industry may run more if</p>	<p>Update at next meeting if more information available.</p> <p>Form a project group to review the RUBIAC cancer statement.</p> <p>Dr Dost to e-mail Mr Flint with contact details to follow it up.</p>	<p>Dr Dost</p> <p>Messrs Flint, Hudspith, Hinks and Dr Dost</p> <p>Dr Dost and Mr Flint</p>	<p>Next meeting.</p> <p>January 2007</p> <p>After meeting.</p>

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>the first is successful. It was agreed that Dr Dost would e-mail Mr Flint with HSE contact details so he could follow it up. Mr Hudspith expressed disappointment at the HSE funding situation.</p> <p>3) Dr Dost had an action to look at his sectors MH accidents by taking a random sample of 100 and examining them in depth try and analyse where the 'hot-spots' were. HSE offered to involve HSL Ergonomists on this.</p>	Ms Rank to contact the HSL Ergonomists but would need to discuss further with Dr Dost.	Ms Rank	Jan 07.
5b	<p>RMA – Mr Wilson</p> <p>1) The association was concentrating on making processing members aware of the RUBIAC action plan and gathering meaningful statistics. Mr Wilson planned to visit all his processing members and put together an H&S pack (which would include the RUBIAC action plan, the RMA action plan and other information) He was hoping to hand them all out personally.</p> <p>2) Statistics collected halfway through the year showed a 100% response. Of 1000 employees of which half were from three</p>	<p>Visits to members and distribution of information.</p> <p>-</p>	Mr Wilson	March 07.

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>companies there were 40 reported accidents in the first half of year. Working days lost were 458. The accidents per man-hour rate were 1 per 84000 hours. There had been 5 manual handling accidents reported and the association had run a MH course, which a number of members attended.</p> <p>3) Individual plans – the industry was small enough to be driven by a technical committee focusing on firms who had had accidents. Half of the member companies had had no accidents at all which made it difficult to get them to do action plans. Mr King pointed out that this was excellent but that companies who hadn't had accidents should still have plan.</p>	Technical Cttee to develop action plans.	Mr Wilson	March 07.
5c	<p>ITMA – Dr Dost reported that the BTMA had been asked to manage the statistical return for ITMA and implement and monitor their Action Plan.</p>	Persue ITMA actions	Dr Dost	Jan 07
5d	<p>NTDA –</p> <p>1) Mr Edy said the NTDA had similar problem to others with smaller operators – his principal members represent 80% of market. He thought he could cascade</p>	Disseminate Dr Dost's paper	Mr Edy	Jan 07.

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>Dr Dost's paper on leadership out to larger companies quite successfully.</p> <p>2) HSE had helped to put together seminars and 12 had been run to date, mostly on manual handling. The cost of running the seminars had been over £6000. They had also used the seminars to talk with LA Inspectors as many companies came under their jurisdiction.</p> <p>3) Mr Edy thought he needed to start looking at Safety Management Tools and he intended to discuss with Ms Rank how to take it forward. He thought he needed to be more specific with the retail sector as those members hadn't framed exactly what they are signing up to. He wanted to put a seminar together to help, possibly explaining the MAC tool and how to use it. The Chair said he might wish to speak to other Trade Association outside of the rubber industry. Possibly the glass industry – The Glass and Glazing Federation. Mr Edy had seen old video obtained from HSE which was useful but was out of date he asked if funding was available to update it so it could be sent out to depots. The Chair</p>	<p>-</p> <p>Liaise with HSE</p>	<p>-</p> <p>Mr Edy</p>	<p>-</p> <p>Feb 07.</p>

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>thought the industry might be able to fund the production and that Pristine Condition had done one for repair shops. The Chair said that RUBIAC could ask Dave Snowdon to give a presentation at a future RUBIAC meeting.</p> <p>4) Accident Statistics – the returns for July to September involved 19000 employees. Top of list for accidents was Manual Handling followed by Hit by Moving Objects and Slips and Trips.</p> <p>5) Mr Edy wanted to set up a small working group for the Retail sector and develop a Depot Managers Tool and Mr King suggested waiting until the LA member joined, as there would be an opportunity to do it then.</p>	<p>-</p> <p>Discuss with LA member.</p>	<p>-</p> <p>Mr Edy</p>	<p>-</p> <p>Feb 07.</p>
5e	<p>TRA - Dr Dost said that the BTMA had made a representation to deliver the same service to the TRA as they were delivering to ITMA.</p>	<p>Update at next meeting.</p>	<p>Dr Dost</p>	<p>Next meeting.</p>
5f	<p>Trade Unions - TGWU, Amicus & GMB</p> <p>a) TGWU – Mr Potter said communications</p>	<p>-</p>	<p>-</p>	<p>-</p>

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>were a problem as they didn't have TU Reps in small companies and also that the union was not recognised in some.</p> <p>b) Amicus – Mr Hudspith said he was frustrated as the Unions relied on employers association to produce information as they were better placed to put out information. They will be able to help with speakers and support at seminars and other events RUBIAC / trade associations run.</p> <p>c) GMB – No member present from the GMB.</p>			
5g	<p>HSE – Mr King</p> <p>a) Mr King gave a short presentation on the research HSE had commissioned into securing loads on curtain sided lorries. He asked members for their experience and said he would keep them informed on the progress of the research at future meetings.</p> <p>b) Mr King said that LA's had been asked to put forward nominees for the committee. One nomination had been received to date.</p> <p>c) Industry WebPages should be on the website by the end of January.</p>	<p>Mr King to keep members informed on the progress of the research</p> <p>LA member to be appointed to RUBIAC in time for next meeting.</p> <p>-</p>	<p>Mr King</p> <p>Secretary</p> <p>-</p>	<p>Future meetings.</p> <p>Jan 07.</p> <p>-</p>

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>d) European standards – Mr Flint was the Chair of BSI Shadow committee for rubber standards which needed a meeting in the near future to update members and appoint a new Chair.</p> <p>e) Benchmarking tools. A description of the HaSPI and CHaSPI indexes was provided and rubber companies encouraged to use them.</p>	<p>Date for meeting to be agreed in new year.</p> <p>-</p>	<p>Mr Flint</p> <p>-</p>	<p>Jan 07.</p> <p>-</p>
6	HSE's Cancer Project.			
6.1	Mr McAlinden attended the meeting to give a presentation on HSE's Cancer Project and give an update on the revision of the existing and new e-COSHH sheets.	-	-	-
6.2	Some members expressed concern that the industry was being shown as having a high cancer risk based on the evidence presented. Dr Dost wished to know how many companies were visited and Mr McAlinden said he had looked for the worst performers from the 1995 survey and visited about 5. Dr Dost thought that this was misleading, as it was not a proper comparison. Mr McAlinden said that this was stated in the information. Mr Aston said that members would have the opportunity to			

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	<p>comment on the paper and Dr Dost and Mr McAlinden agreed to debate the issue further after the meeting and explained there was also a stakeholder seminar in Jan 07 to discuss the issue further.</p> <p>With regard to the e-COSHH sheet revisions members felt there was likely to be some confusion by the references to silica. They wished to point out that though crystalline silica was a carcinogen, amorphous silica was not. Members requested that this information be put onto the sheets and Mr McAlinden said he would speak to the team working on the sheets and report back to Mr Flint.</p> <p>Mr Aston asked if the trade associations and the TU's could put something out about it as it was a cause of anxiety.</p>	Mr McAlinden to speak to the team working on the e-COSHH sheets and report back to Mr Flint.	Mr McAlinden / Mr Flint	Next meeting
				-
7	Any other business.		Chair.	
7.1	Mr Hudspith said the European Health and Safety Week 2007 would be on Muscular Skeletal Disorders.	-	-	-
7.2	Mr Aston thanked Mr Flint for his work on the Committee. He said he would attend the next meeting of RUBIAC if necessary to update	-	-	-

No	Discussed	Action Taken/Agreed	By Whom (Name)	By When (Date)
	members.			
8	Date and Venue of Next Meeting.			
8	Next Meeting	It was agreed that the next meeting would take place on April 11 th 2007 at Pirelli's premises in Burton-on-Trent. Confirmation required.	Mr Hinks / Ms Rayner	ASAP