

**RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)**

Unconfirmed Actions/Minutes of the 64<sup>th</sup> meeting of the RUBIAC  
at Newcastle-under-Lyme on Thursday 14<sup>th</sup> October 2004.

<b><u>Present</u></b>	<b><u>Representing</u></b>
Mr Chris Flint	Acting Chair and Secretary, HSE
Mr Alan Harvey	AMICUS
Mr Graham King	HSE
Mr Jim Reed	AMICUS
Mr John Cash	Cooper Avon
Mr Ken Straughan	BRMA
Mr Malcolm Potter	TGWU
Mr Martyn Starkie	Recticel
Mr Mo Khalik	GMB
Mr Robert Taylor	TGWU
Mr Steve Hinks	Pirelli
Ms Anne Rayner	Minutes Secretary, HSE
Ms Margaret Armstrong	TGWU
Ms Sheila Ikin	RMA
<b><u>Apologies</u></b> Ms Chris Mellor Ms Heather Aston Mr Jim Marshall Mr Martin Smith Dr Abid Dost Mr Phil Green	<b><u>Observers</u></b> Mr David Wilson (RMA)

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
<b>1</b>	<b>Introduction</b>			
<b>1.1</b>	Mr Flint opened the meeting and explained that he would be acting as Chairman in the absence of Mr Aston who had sent his apologies. Mr Flint introduced Mr David Wilson of the RMA to the members, attending the meeting as an observer. Mr Wilson would be replacing Ms Ikin on the Committee after her retirement from the RMA.	-	-	-
<b>2</b>	<b>Apologies for Absence</b>			
<b>2.2</b>	Apologies had been received from: - Ms Chris Mellor, Ms Heather Aston, Mr Jim Marshall, Mr Martin Smith, Dr Abid Dost and Mr Phil Green.			
<b>3</b>	<b>Minutes of the last meeting, Actions and Matters Arising</b>	The minutes of the previous meeting were agreed.	-	-
<b>3.1</b>	<b>(Min 3.4)</b> The GMB Union were still trying to find another representative for the Committee.	Mr Khalik volunteered to contact Mr Marshall to facilitate this matter.	Mr Khalik	End November
<b>3.2</b>	<b>(Min 3.5)</b> It was agreed that the HSE's lists of rubber companies would be resent in postcode order to the TU's. The TU's were then to use the lists to identify Safety Reps to target with the Action Plan briefing document.	The lists had been resent to the TU's in the requested format. Mr Harvey was still having problems but was continuing to pursue the matter. Mr Khalik said the GMB would contact the editor of their regional magazine in Birmingham to get the information into the	Mr Khalik Mr Harvey Ms Armstrong / Mr Taylor	Publicise by End November.  Report back to next

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		<p>publication. Other editors had also agreed to do this and it would also be put onto the GMB Website. This could also be done on AMICUS's website. The RMA offered to put a link to the GMB on their site. Mr Khalik said he would e-mail Mr Flint about the subject.</p> <p>All TUs to progress publicity of RUBIAC Action Plan through various communications channels over next few weeks and report back to next meeting.</p>		meeting.
3.3	<p><b>(Min 3.9)</b> Mr McAlinden had requested that Members send examples of tasks where further e-COSHH Essentials sheets could be produced. He needed the information by the end of the week and the Secretary asked that they be sent to him before 8 am on the day following the meeting.</p>	<p>This had been done and the suggestions were despatched on time.</p>	-	-
3.4	<p><b>(Min 3.10)</b> it was agreed that Mr Flint draft a note for PRW regarding the revised Calenders Guidance and that the Minutes Secretary circulate an electronic copy to members.</p>	<p>This had been done. Ms Ikin requested that a copy be sent to her.</p>	Minutes secretary	Done
3.5	<p><b>(Min 3.17)</b> The BRMA had held a total of 18 supervisors' workshops and would try to put the workshops for senior managers programme together by the summer.</p>	<p>This would be taken on the Agenda at Item 5.</p>	-	-

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3.6	<b>(Min 3.23)</b> With regards to EXASRUB - a European project designed to collate data on rubber industry exposure levels. Dr Dost informed the meeting that over 50,000 exposure measurements had been made and the project had been extended a further 6 months. He agreed to report back again to the committee at the next meeting.	This would be taken on the Agenda at Item 10.		
3.7	<b>(Min 4.1)</b> The Secretary was to pursue the issue of branding of the front cover of the training document that was then to be re circulated.	This was taken at Agenda item 4.	-	-
3.8	<b>(Min 4.2)</b> Receipt of proformas.	17 H&S training proformas had been received back of the 23 sent out by HSE. The RMA had sent out 5 and so far had received 3 back . HSE had only been forwarded one of these and the Minutes Sec agreed to liaise with Ms Iken over these. The RMA were pursuing the other two companies and expected to receive theirs in the near future. The BRMA didn't have any figures at the time of the meeting and agreed to chase up all returns.	Minutes Secretary  Ms Iken  Dr Dost	End November  End November  End November
3.11	<b>(Min 4.3)</b> The Minutes Secretary was to send paper copies of the Health Surveillance Document to each of the members and also to e-mail a pdf version to Dr Dost.	This had been actioned.	-	-

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3.12	(Min 4.4) Members had requested that the Secretary look to creating links from any rubber industry web pages to generic HSE guidance and its relevance to the industry.	This was taken at Agenda item 4.	-	-
3.13	(Min 7.1) Tyre Handling Working Group – The Secretary to give an update of timescales.	This was taken at Agenda item 6.	-	-
3.15	(Min 8.1) Members who attended the Bladder Screening Workshop held on September 2004 to report back to the committee.	This was taken at Agenda item 8.	-	-
3.16	(Min 8.2) Minutes Secretary to send the information on bladder screening to Mr Taylor who had asked to see it again.	This had been done.	-	-
3.17	(Min 10.1) The item on Behavioural Safety was deferred and the Secretary agreed to put it onto the Agenda for the following meeting.	This had been done and it was on the agenda at item 7.	-	-
3.18	(Min 11.1) Dr Dost would be attending the next Revitalising meeting and had agreed to report back to the committee at the next meeting.	This would be taken under AOB.	-	-
<b>4</b>	<b>RUBIAC Action Plan Update - CEO Event 2005; Recommended Practice Texts, Website and Branding; Training Document and Questionnaires.</b>			
4.1	The CEO event was planned to take place in 2005. Speakers would be required to talk about Leadership and safety management, behavioural	Mr Khalik to contact Mr Smith about speaking at the event.	Mr Khalik	End November

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	<p>safety and partnership working. As the RUBAIC Action Plan would not be extended to a 3<sup>rd</sup> phase we need to talk about life after the Action Plan hence the topics identified for the day.</p> <p>Mr Martin Smith would be asked to speak about daily safety inspections / audits.</p>			
4.2	Secretary and BRMA to consider other speakers and draft an agenda to put before the members.	Identify speakers and draft an agenda.	Secretary and Dr Dost	January 05
4.3	It was agreed that the event would take place on Wednesday May 25 <sup>th</sup> 2005 and would be held in the Pavilion, Wolverhampton rather than Rose Court in London, as people would find it more accessible. The HSE agreed to invite the Chair of the Commission.	<p>Minutes Secretary to book the Pavilion for Wednesday May 25<sup>th</sup> 2005.</p> <p>Secretary to invite the Chair of the Commission.</p>	<p>Minutes Secretary</p> <p>Secretary</p>	<p>2 Weeks</p> <p>End November</p>
4.4	The Secretary had circulated the document on Working in Partnership to members and asked for their comments in 3 weeks. Ms Armstrong asked for a copy to be e-mailed to her.	Minutes Secretary to e-mail a copy of the document to Ms Armstrong.	Minutes Secretary	2 Weeks
4.5	Members had been asked for case studies of good practice when working with contractors. Non-had been received so far.	<p>Mr Potter agreed to contact Mr Martin Smith for one.</p> <p>Mr Khalik volunteered to contact Mr Larry Ryder.</p> <p>The BRMA said they would put the subject onto the Agenda of their Accident Prevention Working Party.</p>	<p>Mr Potter</p> <p>Mr Khalik</p> <p>Dr Straughan</p>	<p>2 Weeks</p> <p>2 Weeks</p> <p>1 Week</p>

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4.6	Training Document – There had been problems with ‘branding’ i.e. getting the HSE/RUBIAC logo on the front cover. After discussion most members agreed that this be dropped. The document would be available on the HSE website in the near future.	-	-	-
<b>5</b>	<b>BRMA Workshops for Senior Managers Report Back.</b>			
5.1	The BRMA were trying to get IOSH accreditation for the course. An update on the Workshops would be given either by e-mail or at the next meeting.	Update on workshops and accreditation.	Dr Dost	Next meeting
<b>6</b>	<b>Tyre Collection and Delivery Working Group – Update.</b>			
6.1	Visits had been arranged to NTDA members’ sites and the next meeting of the Working Group was due to take place on Wednesday October 20 <sup>th</sup> in the Birmingham HSE office.	Report on outcomes from meeting.	Mr King	Next meeting.
<b>7</b>	<b>Behavioural Safety</b>			
7.1	Mr Hinks presented this subject. The topic would discussed at the forthcoming BRMA health and safety meeting and the Revitalising Conference. It would also need to be reinforced at the RUBIAC CEO event.	Further discussions at BRMA meeting and Revitalising Conference and important issue to be included at the CEO event.	Dr Dost – BRMA Mr Hinks - Rev Conf Secretary – CEO event.	October 04 November 04 May 05

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8	<b>Bladder Screening September Workshop – Report Back.</b>			
8.1	Eight members of the Committee attended the meeting. The minutes were available and any members who required a copy were invited to contact the Secretary. Main outcome was that urinary cytology will continue within the NHS.	-	-	-
9	<b>HSE Chemicals Programme - MbOCA; nitrosamines; dermal risk.</b>			
9.1	The project to look at MbOCA was described and further info will be provided as the work progresses. Help was being sought for a project to look at good practice in controlling nitrosamine exposure. Volunteer companies who could demonstrate good practice in the running of salt baths for curing EPDM and companies who are curing by other means. It is not clear what happened with work under this programmed to look at dermal risk in the rubber industry.	-  Secretary to contact members by e-mail  Secretary to contact Dr Dost requesting that he contact his member  Mr Taylor to put this out to the TU.  Secretary to speak with Mr McAlinden	Secretary  Secretary and Dr Dost  Mr Taylor  Secretary	November  November  November  End November

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<b>10</b>	<b>Update on EXASRUB project.</b>			
<b>10.1</b>	Dr Dost had sent the final version of this rather large document that had been sent to all members by e-mail. It contained over 60,000 results but was thought to be of rather limited interest to members.	-	-	-
<b>11</b>	<b>Any Other Business</b>			
<b>11.1</b>	Dr Straughan requested more information on the HSE epidemiology study into cancer in the rubber industry.	Secretary to seek more information and forward it to Dr Straughan	Secretary	End November.
<b>11.2</b>	A consultative document entitled: 'Regulation and recognition – towards good performance in health and safety' had been produced and was available on HSE's website. Responses were needed by December 24 <sup>th</sup> 2004.	Minutes secretary to put the website address of the document in the minutes: <a href="http://www.hse.gov.uk/consult/condocs/cd-interventions.htm">http://www.hse.gov.uk/consult/condocs/cd-interventions.htm</a>	Minutes Secretary	Done
<b>11.3</b>	The sector was running a three-year enforcement initiative project on Safe Interventions at machinery. The next phase of the initiative would include the rubber industry. The BRMA would supply the questionnaire to their members and a copy would be e-mailed with these minutes.	Safe Interventions questionnaire to be e-mailed to members with the minutes.	Minutes Secretary	Two weeks
<b>11.4</b>	Secretary recommended members read the 4 <sup>th</sup> report of the House of Commons Work and Pensions Select Cttee into the work of the HSC/E.	Reference to be put in minutes.  <a href="http://www.parliament.uk/paliamentary_committees/work_and_pensions_committee.cfm">www.parliament.uk/paliamentary_committees/work_and_pensions_committee.cfm</a>	Secretary	2 weeks.

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11.5	Recticel and British Vita leaving rubber industry trade assoc. and joining plastics trade assoc.	Mr Starkie and Mr Vickers to be added to PPHSLC e-mail list.	Minutes Secretary	2 weeks
12	<b>Date and Venue of Next Meetings</b>			
12.1	<u>Next RUBIAC meetings</u> February 24th 2005 – Newcastle-under-Lyme – Room booked June 9th 2005 - Open Meeting - Newcastle-under-Lyme –Room booked October 13th 2005 - Newcastle-under-Lyme – Room booked  <u>RUBIAC CEO’s Meeting</u> May 25th 2005 – Pavilion, Wolverhampton			