

RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)

Actions/Minutes of the 68th meeting of the RUBIAC on Thursday February 16th 2006
at BTMA/BRPPA Offices, Scala House, Birmingham.

<u>Present</u>	<u>Representing</u>
Mr Terry Aston	Chair, HSE
Mr Chris Flint	Secretary, HSE
Dr Abid Dost	CBI / BTMA & BRPPA
Mr David Wilson	CBI / RMA
Mr Graham King	HSE
Mr Jim Reed	TUC / AMICUS
Mr Malcolm Potter	TUC / TGWU
Mr Martin Smith	CBI / Goodyear
Mr Peter Taylor	CBI / ITMA & TRA
Mr Richard Edy	CBI / NTDA
Mr Robert Taylor	TUC / TGWU
Mr Steve Hinks	CBI / Pirelli
Ms Anne Rayner	HSE, Minutes Secretary
Ms Margaret Armstrong	TUC / TGWU
<u>Apologies</u> Phil Green John Cash John Bramwell Alan Harvey Dr Ken Straughan Heather Aston	

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
1	Introduction			
1.1	The chair welcomed everyone to the meeting. He introduced Mr Peter Taylor, representing ITMA & TRA, attending RUBIAC for the first time. Mr Dost, who was hosting the meeting, explained the emergency procedures and domestics.	-	-	-
2	Apologies for Absence			
2.1	Apologies were received from Phil Green, John Cash, John Bramwell, Alan Harvey, Dr Ken Straughan and Heather Aston	-	-	-
3	Minutes of the last meeting, Actions and Matters Arising		-	-
3.1	The previous minutes were agreed as a true record.	-	-	-
3.2	(Min 3.2) Mr Flint/Mr Dost/Mr Wilson to send letter and give update at next meeting.	Letters sent out by HSE, RMA, BTMA and BRPPA.	Mr Flint to collate responses and provide feedback.	Next meeting.
3.3	(Min 3.3) Mr Flint to distribute the Working in Partnership document as a Word and PDF document, so it could be uploaded onto the BRMA website	Since the last meeting Mr Flint had become aware of HSE webpages covering this issue which provided all the information RUBIAC members had agreed and more. Members agreed that once the webpages were launched	Mr Flint	Members to be informed of launch.

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		they would promote them. Members also asked if the pages could be made available in pdf format for printing off and sending to those not on line. Mr Flint agreed to contact HSE's Webteam to see if this would be possible.	Mr Flint	20 Feb
3.4	(Min 3.4) Dr Dost explained that the BRMA would look at the specific jobs contractors and agency worker were undertaking and the accident profile. The background (experience, training and whether they spoke English) of such staff would be investigated. Dr Dost to report any further information at future meetings.	Dr Dost said he needed a definition for the term 'working days lost' before this could proceed further. 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).	Mr Flint	20 Feb
3.5	(Min 3.5) Dr Dost to amend the Benchmarking Tool that included looking to separate out climate survey issues from H&S performance indicator issues. It may be that use is made of the tools made available on the HSE website.	Work on the Bench Marking Tool questionnaire had not progressed. Dr Dost explained that a wider benchmarking tool was required for H&S management. It was agreed that Dr Dost contact 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	Next meeting
3.6	(Min 3.6) Rubber e-COSHH essentials sheets.	Mr Flint said Carcinogens were now on HSEs agenda within the Disease Reduction Programme. A recent meeting has agreed that rubber dust and fume would be looked at and agreement had been reached that this would	Mr Flint	Next meeting.

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		include developing the rubber e-COSHH essential sheets. Secretary to keep members updated. Dr Dost informed the meeting that the BTMA / BRPPA would feed in results from its epidemiology study and monitoring results from members.		
3.7	(Min 3.7) Mr Flint to follow up progress on the HSE Epidemiology paper.	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 internal HSE report so long as it was made public. Mr Flint said he would discuss the matter further with Dr Smith.	Mr Flint	End Feb.
3.8	(Min 3.8) SME's and insurance. Mr Aston to distribute document as PDF file to members.	Document went out with minutes of the meeting.	-	-
3.9	(Min 3.9) MH Guidance for Tyre Collection & Delivery. BRMA and HSE had it on the open parts of their websites. RMA to ensure document /link is put on their website and NTDA to ensure link is available to non members.	NTDA - had links to the HSE website which were accessible through their news section. They were in the process of redesigning website but their members know how to access it. RMA – It could be found under 'Reports' not H&S. Mr Wilson said he would look into this. BTMA/BRPPA – web sites were being	-	-

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		updated.		
3.10	(Min 4.1) RUBIAC Reconstitution - Strategic Direction Document (67/05/01) to be revised followed by a final consultation to check amendments with members prior to strategy being launched.	This was taken at Item 4 on the Agenda	-	-
3.11	(Min 5.1) Report on evaluation of Glass Charter, Ceramics Pledge and Rubber Action Plan.	Taken at Item 6 of the Agenda.	-	-
4	Final RUBIAC Strategy and Reconstitution			
4.1	Mr Flint asked the trade associations to have at least three draft / final action plans ready for the CEO meeting. Mr King, Mr Aston and Mr Flint were all happy to assist with the development of action plans. Members wishing to join the Revitalising Network and engage in debate can do so by contacting Tracey Oliva at tracey.oliva@hse.gsi.gov.uk	BTMA, BRPPA, RMA and NTDA to produce draft / final action plans in time for the CEO meeting. ITMA and TRA to consider further.	Dr Dost, Mr Wilson, and Mr Edy. Mr Taylor	As soon as possible before the CEO meeting.
4.2	Dr Dost said his association would produce action plans and then assist their members in producing their own.	-	-	
4.3	Mr Smith asked about the distribution of CBI/Union members on the committee. Mr Flint replied that it was set out in the strategy	Observer numbers to be removed from strategy paper along with some other minor amendments suggested.	Mr Flint	24 Feb

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	but that anyone could attend as an observer.			
5	April CEO Event to Launch Strategy			
5.1	<p>Mr Edy thought a better attendance could be achieved if the event was run after the tyre event to be held at Birmingham NEC.</p> <p>It was proposed that the event have a joint Chair comprising Bill Callaghan HSC and Jim Riccard from Michelin.</p>	<p>Mr Edy can find out if a venue at the NEC is available and arrange to share the costs with HSE.</p> <p>Members were in agreement with this. Secretary to arrange.</p>	<p>Mr Edy</p> <p>Mr Flint</p>	<p>ASAP</p> <p>End Feb</p>
5.2	<p>Mr Flint to write a brief for the HSC Chair in conjunction with Dr Dost who will assist with preparation of similar for Mr Riccard.</p> <p>It was suggested that the Head of HSE's Injuries Reduction Programme Dr Gibby speak and provide feedback on the RUBIAC Action Plan.</p> <p>Mr Aston said Dr Gibby should also be invited to a factory tour on the day before the event and Mr Smith volunteered to take her to one of the Goodyear sites.</p>	<p>Mr Flint to prepare a Brief for the HSC Chair</p> <p>Mr Flint to invite Ms Gibby to the event and prepare brief.</p> <p>Mr Smith /Mr Flint organise a factory tour for Dr Gibby.</p>	<p>Mr Flint</p> <p>Mr Flint</p> <p>Mr Smith / Mr Flint</p>	<p>ASAP</p> <p>ASAP</p> <p>End Feb.</p>
5.3	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	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	ASAP

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	said they would prefer hard copies and Mr Wilson would like both. Mr Taylor said he was happy with electronic copies.			
5.4	<p>It was agreed that the day would start at 10.00am with registration and in addition to the Chairs addresses there would be 2/3 presentations. This would be followed by a buffet lunch at around 12.30pm when there would be an opportunity to 'network'. The press would be invited.</p> <p>The presentations would include Mr Taylor and Mr Hinks doing a double act giving the benefits of RUBIAC and the strategy from both the employer and the Trades Union point of view.</p> <p>Inspirational speakers were required who had positive stories to tell on the business benefits of H&S including how a positive safety culture improves business all round.</p> <p>The were suggested: George Farrell from the paper industry. Mr Aston has a contact at Leyland Trucks who speaks very well on 'Involving the workforce'. He also know someone from the Cement Industry who speaks well on 'High level</p>	<p>Mr Flint to prepare a draft agenda for members.</p> <p>Ms Rayner to find out what the HSE budget would be for this event.</p> <p>Presentation to be prepared.</p> <p>Agenda to be drafted once speakers secured.</p>	<p>Mr Flint</p> <p>Ms Rayner</p> <p>Mr Taylor and Mr Hinks</p> <p>Mr Flint /Mr Aston / Mr King</p>	<p>ASAP</p> <p>ASAP</p> <p>End March</p> <p>16 March</p>

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	motivation' although there may be a fee for his presentation. If members have other suggestion please pass them to Mr Flint ASAP.		Members	ASAP
5.5	Members wished to see a Sign-up certificate as in the RUBIAC Action Plan.	To be organised by Secretariat	Mr Flint / Ms Rayner	Mid April.
6	Report on HSE Evaluation of Glass Charter, Ceramics Pledge and RUBIAC Action Plan and Greenstreet Berman Evaluation.			
6.1	Mr Aston gave a presentation on the results of the report to members.	The presentation would be forwarded to members.	Ms Rayner	Prior to next meeting.
7	Any Other Business			
7.1	Nitrosamine Paper – Circulated to members by e-mail before the meeting. Comments asked for before March 2 nd .	Members comments to Mr Flint.	Members	Before March 2 nd 2006.
8	Date and Venue of Next Meeting			
	The next meeting would be hosted by Michelin at their premises in Stoke-on-Trent on July 13th 2006. Mr Taylor to act as host.	Confirmed	Mr Taylor	-