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	Meeting Date: 16 October 2003
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RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)

Actions Minutes of the 61ST meeting of the RUBIAC held at the HSE offices,
Newcastle-under-Lyme on Thursday, October 16th 2003.

<u>Present</u>	<u>Representing</u>
Dr K Straughan	Chairman, BRMA
Dr A Dost	BRMA
Mrs S Ikin	RMA
Mr T Di Gravio	Pirelli Tyres Ltd
Mr J Marshall	GMB
Mr M Khalik	GMB
Mr M Potter	TGWU
Mr R Taylor	TGWU
Mr I Carney	CBI/ACTS
Mr J McAlinden	HSE
Mr B McDonald	HSE
Mr C Flint	Secretary, HSE
Mr G King	HSE
Mrs C Mellor	HSE
Ms A Rayner	Minutes Secretary, HSE
<u>Apologies</u>	<u>Observers</u>
Mr M Smith, Goodyear	Mr J Sunderland
Mr M Starkie, Recticel	
Mr B Holmes, AMICUS, MSF	
Mr P Green, HSE	

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
1	Introduction			
2	Apologies for Absence	-	-	-
2.1	Apologies were received from: Mr M Smith, Mr M Starkie, Mr B Holmes and Mr J Cash	-	-	-
3	Minutes of the last meeting, Actions and Matters Arising	The minutes of the previous meeting were agreed. It was also agreed that future minutes of RUBIAC meetings would be in the form of action points only.	-	-
3.1	Actions held over from the February 27 th 2003 meeting.	-	-	-
3.1.1	(Min 1.1) Minutes secretary to arrange for a letter of thanks to be sent to Mr Simpson in recognition of his contribution to RUBIAC's work.	This had been done.		-
3.1.2	(Min 3.3) Mr Green to keep the fatal accident investigations under review so that a special RUBIAC newsletter can be produced.	There had been 4 recent fatal accidents in the industry. An update was provided and this information would be put in a form for circulating to the industry.	Mr Green	End December
3.1.3	(Min 3.3) Mr Green would be asked to provide more details about the fatal accident at Stowe Woodward.	An update was provided and this information would be put in a form for circulating to the industry.	Mr Green	End December
3.1.4	(Min 3.16) Dr Straughan to report back from the meeting in March between the Department of Health and HSE on the future of the NHS Scheme for undertaking urinary cytology for	Dr Straughan reported that it had been decided to continue screening people who were in a cytology programme already. There were still actions from the meeting that	Secretary	Mid December

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	rubber workers.	hadn't been completed that could clarify the position of those in the DoH scheme or who may need it and Secretary agreed to return to members by e-mail after he had pursued them.		
3.1.5	(Min 3.18) Secretary to locate original text on calendars and send to Mr King and Dr Dost.	This had been done	-	-
3.1.6	(Min 3.23) Secretary to peruse new Committee members.	Secretary and the TU members present to discuss following the main meeting.	Secretary and TU members	16/10/2003
3.1.7	(Min 4.1) TU members agreed to liase with the Secretary over the information they needed to promote the Action Plan and to find effective ways of communicating this to Safety Representatives.	A meeting had been held on May 8 th 2003 and actions agreed. Mr Khalik produced a brief to the Trade Union members to be distributed by all TUs. The draft text was in the process of being circulated for comments before final circulation.	Mr Khalik and all TU members	End November
3.1.8	(Min 4.2) TU members agreed to liase with the Secretary over identifying rubber companies with Safety Representatives.	This had been done – HSE had made their lists of rubber companies available to the TU members to compare against their lists of members. Unfortunately the TU's were only able to identify a small number where they had members.	TU members to let Sec know of how many S Reps they have contact with and the number of firms this covers	End November-
3.1.9	(Min 4.3) Members to send comments on the 'sign up' document by 7 March.	This had been done.	-	-
3.1.10	(Min 4.4) Mr Green to prepare a report on the WCOs visits for the next meeting.	This had been done and the report was to be e-mailed to members by the Secretary.	Secretary	End November
3.1.11	(Min 4.5) Secretary to find an alternate venue for the Open Meeting.	This had been done.	-	-

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3.1.12	(Min 4.6) Secretary to send a draft agenda for the Open Meeting to members for approval.	This had been done.	-	-
3.1.13	(Min 4.7) Members to promote the Open Meeting to ensure a good attendance.	This had been done. Attendance at the meeting had been very good with over 120 attending.	-	-
3.1.14	(Min 4.8) Minutes Secretary agreed to obtain a copy of the report referred to by Mr Taylor and forward to members.	This had been done.	-	-
3.1.15	(Min 5.2) Secretary to contact Goodyear and Michelin regarding their rehabilitation schemes when developing the recommended practice approach.	This is still outstanding.	Secretary to make contact.	Before next meeting
3.1.16	(Min 5.3) Secretary to look into the possibility of having an HSE ergonomist available to industry to help with manual handling solutions.	At the recent BRMA meeting the following was agreed: - The Secretary would ensure funding for an ergonomist to look at manual handling tasks that were common across the industry. The BRMA were to compile any such list of tasks and submit to Secretary. For 'one off' issues Larry Ryder at Goodyear Dunlop offered to make his ergonomist available to the industry.	-	-
3.1.17	(Min 6.4) TU members to investigate the possibility of producing a leaflet on dermatitis for rubber workers.	There had been no feedback on this item. Agenda item 7 relates to this.	All TU side to determine how best to proceed.	By next meeting.
3.1.18	(Min 6.4) Dr Dost and BRMA to lead on preparing dermatitis guidance for employers.	There had been no feedback on this item. Agenda Item 7 relates to this.	Dr Dost to determine how best to proceed.	By next meeting.
3.1.19	(Min 6.4) Dr Gaubert to examine HSE	Dr Gaubert had since left HSE. Ms Mellor	Ms C Mellor to	By next

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	guidance on dermatitis and let TU members and Dr Dost have her views for the guidance they propose.	would now persue. Agenda Item 7 relates to this.	persue.	meeting.
3.1.20	(Min 6.5) Dr Gaubert and/or Mr King to attend the HSE meeting in April/May to look into further research needs on dermatitis, raise members concerns on industry specific issues and report back to the Committee.	Ms Mellor and Mr King attended the seminar on 16 July. Mr McAlinden would give feedback on the seminar at Agenda Item 7.	-	-
3.1.21	(Min 6.6) Secretary to invite Mr McAlinden to the October meeting of RUBIAC .	Mr McAlinden had been invited and would speak at Item 7 of the Agenda	-	-
3.1.22	(Min 7.2) Minutes Secretary to obtain carbon black health review paper and copy of Ms Meldrum’s presentation for forwarding to members.	This had been done.	-	-
3.1.23	(Min 8.1) Members to respond to Mr King with their comments on the retread guidance draft within two weeks of the meeting.	The RUBIAC Guidance had been published and comments had been positive. It was agreed that the Action Plan be modified to make compliance with the guidance an action on industry. Mr King to draft SMART deliverables and Secretary to circulate to members before amending RUBIAC Action Plan.	Mr King and Secretary.	Mid December.
3.1.24	(Min 8.2) Secretary to check that it will be possible to send the health surveillance leaflet out to industry with the next RUBIAC Newsletter.	Due to an HSE publications embargo it was unclear if this could proceed. A special case was being made for publication of the RUBIAC newsletter and the Health Surveillance leaflet. If this failed Members	Secretary	End November-

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		were told that these could be produced locally in a simpler format. Secretary agreed to keep members informed.		
3.1.25	(Min 8.3) Secretary to enquire as to whether an agronomist's services can be made available to the industry funded by HSE.	This was a repeat action – see 16.	-	-
3.1.26	(Min 9.2) Mr King to lead revision of RUBIAC rubber dust and fume publications and give an update to the next meeting.	The reorganisation of Sectors in HSE meant this had been placed on hold. This is now affected by the publications embargo. It would be kept under review.	Secretary	Next meeting
3.1.27	(Min 9.3) Secretary to inform DIAS of the decision to delete the 3 RUBIAC publications (Noise control, Be on your guard and H&S training) from its current series.	This had been done.	-	-
3.1.28	(Min 9.3) Secretary to peruse placing the rubber industry specific noise control solutions, from the deleted publication, on HSE's website with links from members websites.	This was in hand, but again it was not known how it would be affected by the embargo. Secretary to keep under review.	Secretary.	Next meeting.
3.1.29	(Min 10.1) Dr Dost to arrange a meeting with the industry to investigate a voluntary agreement for reducing the weight of polymer bales.	It was proving difficult to find a mutually convenient date for this meeting. But it was hoped it would go ahead in December. Update to be provided at next meeting.	Dr Dost	Next meeting.
3.1.30	(Min 11.1) Dr Dost to offer places to HSE staff at the BRMA supervisors workshops and send details in due course.	This had been done.	-	-
3.1.31	(Min 12.2) Secretary to send information to members on the 'Pedestrian slipping expert	This had been done. A presentation had been delivered by HSE on the 'PSES' to the	-	-

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	system'.	BRMA Accident Working Party. Some BRMA members would possibly take part in trials.		
3.1.32	(Min 12.4) Secretary to provide an update on the fire and explosion incident in the US when the causes were known.	An update on the explosion was given at the meeting on June 26 th 2003.	-	-
3.1.33	(Min 12.5) Minutes secretary to e-mail members with the expenses form.	This had been done.	-	-
3.2	Actions from June 26 th 2003 meeting.			
3.2.1	(Min 1.1) Secretary to place all actions from the February RUBIAC meeting not discussed at the Open meeting on the October agenda.	Done – See above	-	-
3.2.2	(Min 2.3) Members to submit nominations to Mr King for the RUBIAC Working Group looking into threading up at Calendars by the end of July.	Done	-	-
3.2.3	(Min 2.3) Mr King to call initial meeting of the RUBIAC Working Group looking into threading up at Calendars.	The Working Group met on 22nd September 2003 at Marshalls Mill and an update would be given at Item 8 of the Agenda.	-	-
3.2.4	(Min 2.4) Secretary to liase with Dr Dost on the best way to structure a bid for funding an ergonomist and submit the bid	See Action 16 above	-	-
3.2.5	(Min 2.5) Mr King to report to the next meeting on the launch of the retread guidance.	See Action 23 above	-	-
3.2.6	(Min 2.6) Secretary and Dr Dost to report	This was taken on the agenda at Item 9	-	-

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	back to the next meeting on progress with the issue of a voluntary agreement on polymer bale weights.			
3.2.7	(Min 2.7) Dr Dost to report back to the next meeting on his enquiries to determine if the process used at the factory in the USA, which led to a major explosion, is undertaken in the UK.	Dr Dost reported that so far his enquiries suggested that the process was not undertaken in the UK.	-	-
3.2.8	(Min 6.2) Ms Mellor to revise the Health Surveillance Recommended Practice document and submit to the RUBIAC Working Group responsible and then to report back to RUBIAC within 2 months.	A report back would be made agenda item 4a	-	-
3.2.9	(Min 6.5) Mr King to revise the Falls From Height and Workplace Transport Risk Assessment Checklists and submit to RUBIAC within 2 weeks.	Revised, submitted to and cleared by RUBIAC. Committee and Minutes Secretaries would provide an update on distribution. The need to ensure that it was necessary to get a good penetration in the industry was stressed	-	-
3.2.10	(Min 6.6) Ms Collins to revise the Training Exemplar and Matrix Recommended Practice document and submit to RUBIAC within 3 months.	This was taken at agenda at item 4b.	-	-

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3.2.11	(Min 7.1) Secretary to monitor production of revised Recommended Practice documents to see they are submitted to RUBIAC in time for publication and distribution to the industry.	Progress dealt with above or on the agenda at item 4.	-	-
3.2.12	(Min 7.2) BRMA and HSE to liaise over the planned CEO event.	Members were informed that the meeting would not take place until the new year.	-	
4	Progress Against RUBIAC Action Plan: - a) RUBIAC Health Surveillance Guidance. b) RUBIAC Training Guide c) Report on the WCO Project	-	-	-
4a	RUBIAC Health Surveillance Guidance. The document was completed and was ready for publication.	Arrange publication and distribution.	Secretary and Ms Mellor	4 weeks (subject to current publications embargo).
4b	RUBIAC Training Guide Many of the comments received had been incorporated into the Guide and it had been sent out to members. The Minutes Secretary would also send a copy to all those who signed up to the Action Plan and make an electronic version available to be put onto the BRMA, RMA and HSE websites. The BRMA and RMA had agreed to distribute it to their members and also	Minutes Secretary to distribute the Training Guide to all HSE contacts who signed up to the Action Plan. Minutes Secretary to make electronic version available for the HSE, BRMA and RMA websites. BRMA and RMA to distribute The Guide to their members and distribute it in their	Minutes Secretary Minutes Secretary Dr Dost & Mrs Ikin	01/12/03 2 weeks 01/12/03

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	<p>include it in their newsletters.</p> <p>Members were asked to send views on the questionnaire designed to establish a baseline on the industry's H&S training and for determining the progress made by May 05.</p>	<p>their members and publicise it in their Newsletters</p> <p>Members to send comments to Mr King</p>	Members	End November
4c	<p>Report on the WCO Project</p> <p>Mr Green had been unable to attend the meeting but had sent a report that would be circulated to Members.</p>	Minutes secretary to circulate Mr Greens report to members	Minutes Secretary	End November
5	ACTS212003 'Progressing the Work Plan – Liaison with Other Committees'			
5.1	<p>Mr Carney gave a presentation on ACTS (Advisory Committee on Toxic Substances). A copy of this presentation would be sent with the minutes.</p>	A copy of Mr Carney's presentation to be sent with the Minutes	Minutes Secretary	End November
6	Rubber Industry Control Guidance Sheets			
6.1	<p>The Secretary brought to members attention that seven rubber process sheets had now been finalised for the e-COSHH Essentials website. Members had commented on them previously.</p>	-	-	-
7	Developing Task Specific Guidance for Dermal Exposure Control in the Rubber Industry.			
7.1	<p>Mr McAlinden gave a presentation on the subject.</p>	A copy of Mr McAlinden's presentation to be sent with the Minutes.	Minutes Secretary	End November

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	Secretary to discuss with Mr McAlinden how to progress this work outside of the meeting.	Secretary to discuss further outside the meeting and report back.	Secretary	Next meeting
8	Threading-up of Calendars			
8.1	The working group met in September. It was decided that the RUBIAC Calendar guidance be reviewed and replaced with the safeguards set out in the report to today's meeting (61/03/06). This would be discussed with the Trade Association and Trades Union members and a report would be prepared for the next BRMA meeting.	Presentation of a report on the review of the Guidance to put to the next BRMA meeting.	Mr King	End November.
8.2	Members were asked to comment on the proposals by e-mail by November 16 th - no responses would be taken as acceptance.	Comments on the proposals required from members.	Members	16/11/2003
9	RUBIAC Working Group on Manual Handling in Tyre Delivery and Collection - Update			
9.1	David Riley had visited the Tyre Companies and written a draft report. Mr King would redraft the report and members were asked to make their comments on paper 61/03/07 presented today.	Mr King to redraft report. Comments from committee members	Mr King Members	End December End November
10	AOB			
10.1	Members were informed of an on-going HSE investigation into MBOCA contaminated packaging and barrels.	Secretary to provide an update on the HSE investigation at the next meeting.	Secretary	Next meeting.
10.2	Dr Dost asked if HSE could clarify the position	Secretary to make enquiries.	Secretary	Next

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	on labelling for uncured rubber compounds in particular where agents causing dermatitis are present but below the threshold at which this needs to be indicated by the current legislation.			meeting.
10.3	Dr Dost enquired as to what specific control measures should be used by the rubber industry when using solvent scrubbers.	Secretary to make enquiries.	Secretary	Next meeting
10.4	Members expressed their concerns about HSE being unable to provide a chairperson in future. They did not think that having members chairing meetings was a good idea since they thought the Chair should be impartial. Secretary said he would discuss this outside the meeting and suggested that one of the other Advisory Committee Secretaries could be approached to chair future meetings, he suggested Mr Aston as a possibility.	To investigate the possibility of one of the other HSE Advisory Committee Secretaries acting as Chair of RUBIAC	Secretary	Two weeks
10.5	Members were informed of the HSE publications embargo. It was not known how this would affect RUBIAC publications and for how long.	Secretary to provide an update.	Secretary	On-going and at next meeting.
10.6	Members were asked to comment on the HSE Strategy document.	Comments on strategy document requested.	Members	1 December 2004
11	Date and Venue of Next Meeting February 26 th 2004 at Newcastle-under-Lyme. The June 2004 meeting should be an open meeting the date and venue for which would be decided at the next meeting of RUBIAC	Put discussion of future open meeting onto Agenda of next meeting.	Secretary	For next meeting

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12	Meeting Closed			