

RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)

Actions/Minutes of the 63rd meeting of RUBIAC
At Newcastle-under-Lyme on Thursday, June 17th 2004.

<u>Present</u>	<u>Representing</u>
Mr Terry Aston	Chairman, HSE
Mr Chris Flint	Secretary, HSE
Ms Anne Rayner	Minutes Secretary, HSE
Mr Alan Harvey	AMICUS
Mr Jim Reed	AMICUS
Mr John Cash	Cooper Avon
Dr Abid Dost	BRMA
Dr Ken Straughan	BRMA
Mr Robert Taylor	TGWU
Mr Malcolm Potter	TGWU
Mr Martin Smith	Dunlop Goodyear
Mr Steve Hinks	Pirelli
Mr Martin Starkie	Recticel
Mr Mohammed Khalik	GMB
Mr Jim Marshall	GMB
Ms Chris Mellor	HSE
<u>Apologies</u> Ms Margaret Armstrong Mr Phil Green Mr Graham King Ms Sheila Ikin Ms Heather Aston Mr Ian Smith	<u>Observers</u> Mr Brian Nicholson

No	Discussed	Action Taken/Agreed	By whom (Name)	By when (Date)
1	Introduction			
	The meeting was opened by the acting Chairman Mr Terry Aston. He explained that the meeting was an ‘open meeting’ but unfortunately there was only one member of the public present.	-		
2	Apologies for Absence			
2.1	Apologies for absence were received from Ms Margaret Armstrong, Mr Phil Green, Mr Graham King, Ms Sheila Ikin, Ms Heather Aston and Mr Ian Smith.	-		
3	Minutes of the last meeting, Actions and Matters Arising	The minutes of the previous meeting were agreed.	-	-
3.1	(Min 3.1.1) It was agreed that Mr Green would keep records of fatal accidents in the industry for circulation.	A mechanism for doing this had been set in place.	-	-
3.2	(Min 3.1.2) The case against Stowe Woodward had gone ahead and the company fined £25,000. The final hearing of the case against Sovereign Rubber was due to be heard in May and a report back would be given once the outcome was known.	Dr Dost provided an update on the Stowe Woodward case at the meeting	-	-
3.3	(Min 3.1.3) Cytology Screening Programme - Ms C Mellor had agreed to pursue Dr Snashell to find out about the current state of the DoH	This was taken at Item 8 of the Agenda	-	-

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	programme.			
3.4	(Min 3.1.4) Secretary to contact Mr Harvey and Mr Marshall outside the meeting regarding increasing TUC membership on the committee.	A nomination had been received for Jim Reed of AMICUS who was in attendance at the meeting. GMB were still pursuing a member.	Jim Marshall	2 months
3.5	(Min 3.1.5 & 3.1.6) TU members were still having difficulties identifying safety representative in rubber companies to communicate the TU briefing on the action plan to.	It was agreed that the HSE list of Rubber Companies would be sent out again sorted by 'post code' to help them identify companies where they had representation.	Minutes Secretary TU members	3 weeks 2 months
3.6	(Min 3.1.7) Secretary to contact Goodyear and Michelin regarding their rehabilitation schemes when developing the recommended practice approach.	The Secretary had decided not to pursue this as there were plenty of examples from a variety of industries on HSE's website. A link would be made to these from the HSE Rubber web pages when they were launched.	-	-
3.7	(Min 3.1.11) SMART deliverables for retread guidance had been drafted and circulated to members for comment. The response supported the proposals and they had been incorporated into the Action Plan.	The revised Action Plan had been sent to all members.	-	-
3.8	(Min 3.1.12) As the publications embargo was still in place the Secretary agreed to discuss the dust and fume publication with Mr McAlinden and report back at the next meeting.	This was taken at item 6 of the agenda	-	-
3.9	(Min 3.1.18) Dermal exposure. Mr McAlinden wanted examples of tasks where further e-COSHH essentials sheets could be produced to cover dermal risk. Suggestions at	A number of suggestions had been put forward by the BRMA custom compounder group: Handling of uncured rubber where skin contacts material, compounding, mixing and	Members	18/06/04

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	the meeting were of raw and melted MbOCA and preventing its spread.	curing process, Solvents, Mould release – PTFE sprays. The Secretary had spoken further to Mr McAlinden and been informed that he needed the information by the end of the week. The Secretary asked members to either give the examples to him after the meeting or to e-mail them to him before 8 am the next day.		
3.10	(Min 3.1.19) Calenders. The amended text had been printed and circulated to members at the meeting. There was a discussion about distribution and it was agreed that it would be sent to members electronically to facilitate this. It was also agreed that an explanatory note about it be inserted into PRW.	Mr Flint to draft a note for PRW. Minutes Secretary to circulate electronic copy to members.	Secretary. Minutes Secretary	2 weeks
3.11	(Min 3.1.21) HSE investigation into MbOCA contaminated packaging and barrels. This had been put on hold as the HSE Inspector leading it was on sick leave.	The Secretary informed the meeting that it was assumed the situation had been resolved.	-	-
3.12	(Min 4.1) Alterations and amendments to the front cover of the Training Document .	This was taken at item 4 of the agenda.	-	-
3.13	(Min 4.2) Sending Training Document and the Health Surveillance Document to companies signed up to the Action Plan.	This was taken at item 4 of the agenda.	-	-
3.14	(Min 4.3) The next RUBIAC newsletter ,	Hard copies of the newsletter would no longer	-	-

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	would be used to publicise the documents to companies who hadn't signed up informing them of the existence of both and explaining where they could be accessed.	be produced. This would be discussed at item 6 of the agenda.		
3.15	(Min 4.4) Outstanding work included: Poor performers that may be tackled within central interventions undertaken by HSE. TU briefing dealt with elsewhere. TU agreed to draft working in partnership and HSE Selection of contractors and Rehabilitation.	This was taken at agenda item 4.	-	-
3.16	(Min 5.1) CEO event organised by BRMA to promote a more proactive approach.	The BRMA had decided not to go ahead with this event and instead to have one at the end of the Action Plan period at the end of 2005.	-	-
3.17	(Min 5.2) Production of an outline programme of workshops for senior managers to be held by the BRMA.	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.	Dr Dost	Next meeting
3.18	(Min 6.1) Tyre collection and Delivery Seminar. The NTDA who were one of the key stakeholders had withdrawn their support. When their position was resolved Mr King was to reconvene the working group.	This was taken on the agenda at item 7.	-	-
3.19	(Min 6.2) Secretary explained that a meeting was being arranged with the NTDA to discuss the way forward.	This was taken on the agenda at item 7.	-	-
3.20	(Min 7.1) A meeting with suppliers to discuss	The minutes had been circulated to members.	-	-

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	handling of polymer bales was held in December and the minutes were to be circulated to members.			
3.21	(Min 8.1) Publications Embargo – The committee to be kept informed of developments on the resubmission of the case for publication of the RUBIAC Newsletter.	This would be taken at agenda item 6	-	-
3.22	(Min 9.1) It was agreed that the next meeting of RUBIAC would be held as an open meeting and the Secretary and Minutes Secretary would invite members of the public to the next meeting of RUBIAC on June 17th 2004 and promote the meeting in the press. Members agreed to publicise it to their constituencies.	This had been done. Unfortunately only one member of the public was in attendance at the meeting.	-	-
3.23	(Min 10.1) Dr Dost agreed to give an update to the meeting on EXASRUB a European project designed to collate data on rubber industry exposure levels. A draft report had been prepared and the final report should be available in March.	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.	Dr Dost	Next meeting.
3.24	(Min 11.1) DoH Review into Prostate Cancer Risks. The Secretary had agreed to take this subject up with HSE Health Policy when Dr Dost had forwarded an electronic copy of the review to him. The review would also be circulated with the	This would be taken at agenda item 9	-	-

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	minutes of the meeting.			
3.25	(Min 12.1) Members were reminded to send in comments on the HSC/E evaluation of the Enforcement Policy Statement and the Managing sickness absence consultation documents recently circulated.	-	-	-
4	Action Plan Update			
4.1	The Training Document had been circulated to all companies who had signed up to the Action Plan. As soon as the issue of RUBIAC branding on the front cover was solved and the replacement cover produced the document would be re-circulated.	Secretary to pursue the issue of the front cover. Minutes Secretary to re-circulate the document when agreement had been reached.	Secretary Minutes Secretary	When agreement reached.
4.2	Only two proformas had been received back by HSE to date of the ones they had sent out. It was agreed that HSE, BRMA and RMA would write to recipients again requesting that completed proformas be returned.	Minutes Secretary to contact non-trade association signed up companies who hadn't returned proformas. BRMA to contact their signed up companies who hadn't returned proformas. RMA to contact their signed up companies who hadn't returned proformas.	Minutes Secretary Abid Dost Sheila Ikin	One Month One Month One Month
4.3	Health Surveillance Document – it was agreed that hard copies of the document would be sent to members. Dr Dost requested that he be sent one electronically in pdf format,	Minute Secretary to send hard copies of the document to members. Also to send Dr Dost an electronic pdf version.	Minutes Secretary	Three weeks
4.4	Members discussed RUBIAC 'branding' and	Members asked that the Secretary look to	Secretary	Next

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	discussed the possibility of putting a 'wrapper' onto generic HSE guidance.	create links from any rubber industry webpages to generic HSE guidance with a RUBIAC 'wrapper' supporting the guidance and its relevance to the industry.		meeting.
5	BRMA CEO Event			
5.1	Dr Dost explained that the BRMA CEO event was to be an inspirational event and speakers would be required from 'good performer' companies. He told members that it would be better to postpone the event until 2005 when it would be possible to also report on the progress of the Action Plan.	-	-	-
6	Manufacturing Sector Communications Plan			
6.1	The Secretary announced that there would be no more paper copies of the RUBIAC Newsletter produced. But that this would not be a problem as specific web pages were due to be developed on the HSE website for rubber/RUBIAC and the newsletter would be posted there in future. Trade Associations and TU's would be able to link to the pages from their own sites. The site may contain downloadable priced publications.	-	-	-
7	Tyre Collection and Delivery Working Group			
7.1	The Secretary explained that the problems with NTDA had been resolved and that they were back on board. They were helping to set up	Secretary to give an update on agreed timescales at the next meeting.	Secretary	Next meeting

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	additional case study visits but this was taking longer than expected.			
8	Bladder Screening Workshop – September 2004			
8.1	Chris Mellor reported that Dr Snashell had now left the HSE and this action was now being taken forward. A workshop was due to be held on September 22 nd 2004 to consider the options regarding national screening and a report would be produced. The BRMA and TUs would be represented at the meeting.	Members attending to report back on the workshop at the next meeting.	Members in attendance at the meeting.	Next meeting
8.2	Mr Taylor requested to see the information again.	Minutes Secretary to send information.	Secretary	1 Week
9	DoH Review in Prostate Cancer Risks			
9.1	The draft document had been revised and the RUBIAC members concerned addressed. A summary would be made available on the DoH website at the end of June.	-	-	-
10	Behavioral Safety			
10.1	This item was deferred to the next meeting due to time constraints.	Secretary to put this item on the agenda for the October meeting.	Secretary	Next meeting
11	Any Other Business			
11.1	Dr Dost would be attending the next Revitalising Network meeting.	Dr Dost to report back.	Dr Dost.	Next Meeting.
12	Date and Venue of Next Meeting			
	Oct14 th at HSE's Newcastle-under-Lyme office.	-	-	-