

RUBBER INDUSTRY ADVISORY COMMITTEE (RUBIAC)

Minutes of the 60th meeting (Open) of RUBIAC held at The Pavilion,
Goodyear, Wolverhampton on Thursday, June 26th 2003.

Present

Mr M Smith
Dr A Dost
Dr K Straughan
Mr J Cash
Mr T DiGravio
Mr M Potter
Mr R Taylor
Mr M Khalik
Ms H Aston
Mr M Wilcock
Mr C Flint
Mr G King
Mr P Green
Ms C Mellor
Ms A Collins
Mrs W Drammeh

Representing

Dunlop Goodyear
BRMA
BRMA
Cooper Avon
Pirelli
TGWU
TGWU
GMB
Avon Rubber
HSE – Chairman
HSE – Secretary
HSE
HSE
HSE
HSL
HSE – Minutes Secretary

Apologies

Mrs S Ikin RMA
Mr B Holmes AMICUS
Mr A Harvey AMICUS
Mr J Marshall GMB
Mr M Starkie Recticel

Observers

Mr J Sunderland Vitacom

Summary of Action agreed:

- 1) (Min 1.1) Secretary** to place all actions from the February RUBIAC meeting not discussed at the Open meeting on the October agenda.
- 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.
- 3) (Min 2.3) Mr King** to call initial meeting of the RUBIAC Working Group

looking into threading up at calenders.

- 4) **(Min 2.4) Secretary** to liaise with Dr Dost on the best way to structure a bid for funding an ergonomist and submit the bid.
- 5) **(Min 2.5) Mr King** to report to the next meeting on the launch of the retread guidance.
- 6) **(Min 2.6) Secretary and Dr Dost** to report back to the next meeting on progress with the issue of a voluntary agreement on polymer bale weights.
- 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.
- 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 RUBIAC within 2 months.
- 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.
- 10) **(Min 6.6) Ms Collins** to revise the Training Exemplar and Matrix Recommended Practice document and submit to RUBIAC within 3 months.
- 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.
- 12) **(Min 7.2) BRMA and HSE** to liaise over the planned CEO event.

1 Welcome & Chairman's Introduction

- 1.1 The chairman welcomed all 120 present who had accepted the invitation to the RUBIAC Open Meeting. Ms H Aston a new CBI member was introduced and welcomed to her first meeting. Thanks were given for the work of Di Gaubert who had retired from HSE and the Chair introduced her replacement on RUBIAC, Chris Mellor.

The Chair explained that the formal part of the RUBIAC meeting would be limited to dealing with a few outstanding actions from the last meeting and any urgent business. Actions not discussed would be dealt with at the October RUBIAC meeting. The Secretary would place them on the agenda.

2 Minutes of the 59th meeting held on October 10th 2002.

- 2.1 The minutes of the 59th meeting were accepted.

2.2 Matters arising

- 2.3 (Min 3.18)** Secretary to locate original text on calenders and send to Mr King and Dr Dost. This had been done. Mr King explained how a tripartate project team was now needed to take the issue of threading up calenders forward. The team needed Health and Safety Professionals and an engineer from industry. Members agreed to submit nominations to Mr King. From TU side Mr Potter and Mr Khalik put their names forward.
- 2.4 (Min 5.3)** Secretary to look at the possibility of having an HSE ergonomist available to industry to help with manual handling solutions. Funding had been looked into. It would be possible to obtain funding from HSE provided the project design met certain criteria or if their was funding left over from existing RUBIAC WG work it might be used for this purpose. Secretary to persue further.
- 2.5 (Min 8.1)** Members to respond to Mr King with their comments on the retread guidance draft within 2 weeks of the meeting. This had been done. Mr King thanked those who had responded and gave a publication timetable update which would now be late summer. Distribution would be via mailshot to retreaders involving trade associations, trade unions and HSE as well as being placed on websites.
- 2.6 (Min 10.1)** Dr Dost to arrange a meeting with the industry to investigate a voluntary agreement for reducing the weight of polymer bales. The Secretary reported that after writing to 15 identified suppliers there had been a positive response from half who have already expressed an interest in participating. The others were being chased up and it was hoped to hold a meeting this summer.
- 2.7 (Min 12.4)** Secretary to provide an update on the fire and explosion incident in the US when the causes were known. Dr Dost had attended a meeting with the US Company involved and gave delegates an update. Dr Dost was asked if a similar process is carried out in this country. He said he had not come across the process being used in the UK but was currently making enquiries.
- 2.8 Any other business**
- 2.9** No other business was raised.

3 Delivering the Action Plan together

- 3.1** The meeting moved to its workshop phase to actively involve all those present at the open meeting in the work of RUBIAC. The Chairman explained to those in attendance that they would be presented with 4 RUBIAC Recommended Practice Approaches developed in support if the Action Plan. RUBIAC wanted there comments so they could revise the documents before publishing and distributing them to the industry. The four Recommended Practice Approaches were on Training, Health Surveillance, Falls From Height and Workplace

Transport. Each table had been given one of the four topics to discuss and feedback would be taken later in the day.

- 3.2** Mr King congratulated the industry on its achievements under the RUBIAC Action Plan 99-02 and then explained the aims and objectives of the RUBIAC Action Plan 02-05. He said although it was challenging the aims and objectives were achievable.
- 3.3** Dr Dost sounded a word of caution that the BRMA accident statistics showed a deterioration in the health and safety performance of the rubber industry. He said there was no room for complacency and efforts needed to be refocused and redoubled.
- 3.4** Mr King outlined the content of the Health Surveillance, Workplace Transport and Falls From Height documents.
- 3.5** Ms Collins did the same for the Training Exemplar and Matrix.
- 3.6** Mr King highlighted that those signed up to the industry Action Plan had pledged themselves to delivering against the Training Exemplar and Matrix.

4 Delegate discussions

5 Delegates discussions (continued)

6 Feedback from delegates

- 6.1** Prior to the feedback Dr Dost highlighted the BRMA Arnold Nutt Health and Safety Award to encourage the industry to enter and promote good health and safety practice. Details of the award and entry form are on the BRMA website. There is a £500 prize.
- 6.2** Feedback on the Health Surveillance Document

The general feeling was that the document provided a clear framework. Amongst the many comments made it was suggested that hand/arm vibration for the retread industry should be included along with an expansion of the section on Musculo-skeletal disorders. A request was made that the legal position on employee participation in health surveillance be made clear.

Ms Mellor agreed to consider all comments and put a revised draft to the RUBIAC Working Group before its submission to RUBIAC for approval.
- 6.3** Feedback on Workplace Transport risk assessment checklist

Overall this received positive comments. Suggestions for improvement were on regular health checks for FLT drivers, the issue of contractors and consideration of risks when working in the dark.
- 6.4** Feedback on Falls From Height risk assessment checklist

This also received positive comments. Suggestions for improvement included a section on falls from vehicles, inclusion of rescue procedures, hire equipment, using ladders as a last resort, and the dealing with drivers who do not speak English as a first language.

6.5 It was agreed that Mr King would update the Risk Assessment Checklists and submit to RUBIAC for approval.

6.6 Feedback on Training Exemplar & Training Matrix

The concensus of opinion was that the document content was good but that it was lengthy and quite daunting. The Exemplar in particular was said to be too long and should have an index or route map. More novel ways are needed to get this information into companies who are not as aware about health and safety as those attending the meeting. SME's and larger organisations have different needs. The smaller companies just want to be told what to do. It was stressed that people should be trained first then given responisbilitie and that training needs long term planning. A number of suggestions for improvement were made.

Ms Collins agreed to revise the document for approval by RUBIAC prior to publication and distribution to the industry.

7 Summing up

7.1 The Chairman thanked everyone for their feedback on and enthusiasm for the four documents and assured them that their comments would be carefully considered by RUBIAC in the revisions. Mr Flint said that they would produce the revised drafts of the risk assessment checklists within 2 weeks, the health surveillance dociment within 2 months and the training exemplar and matrix within 3 months for clearance by RUBIAC prior to publication and distribution.

7.2 It was felt very strongly from all those present that Directors and senior managers in the industry should show their commitment to the RUBIAC Action Plan and Recommended Practice Approaches by attending an event where they make clear their support for those working on the ground. In response the Chairman said he agreed with these comments and asked each delegate to leave the names of their own MD's and Chief Executives with Mrs Drammeh so they could be invited to the planned CEO Event. It was being organised jointly between the BRMA and HSE for later in the year.

7.3 Mr John Dorkin Chief Executive of the BRMA thanked RUBIAC for staging the event and stressed how important the feedback from this meeting and RUBIAC meetings in general helped the industry enormously. He emphasised that without RUBIAC the BRMA would not be able to operate as successfully as it does.

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