

**MINUTES OF THE 30<sup>th</sup> MEETING OF THE  
TEXTILES INDUSTRY ADVISORY COMMITTEE  
HELD ON 10<sup>th</sup> May 2006 AT  
HSE Office, Nottingham**

**Present**

Mr Paul Gates (Chairman)  
Mr Huw Jones  
Mr Robert Sneddon  
Mr Alan Edmond  
Ms Elaine Davies  
Mr Clive Moss  
Mr Clive Champion  
Ms Anne Carvell  
Mr Tim Small  
Mr Steven Kay  
Mrs Wendie Drammeh

**Representing**

Community Union  
Knitting Industries Federation  
Community Union  
Community Union  
British Footwear Association  
Performance Textiles Association  
BLC Leather Technology Centre  
British Clothing Industry Association  
Secretary  
HSE  
Minutes Secretary

**Apologies**

Mr Peter Booth – TGWU  
Mr Roger Johnson - CBWT  
Mr Stephen Walsh – Lancashire  
Textiles Association  
Bev Clarkson - TGWU

**SUMMARY OF ACTIONS AGREED:**

1	<b>(Min 1.3) Mr Small</b> to arrange with HSC Chairman to send letter of thanks to Roger Johnson.
2	<b>(Min 2.2) Mr Small</b> to investigate and clarify the number of vacancies the Committee is carrying.
3	<b>(Min 2.2) Mr Gates</b> to speak to GMB & TGWU for union nominations to the Committee.
4	<b>(Min 2.2) Mr Small</b> to contact Roger Johnson to ascertain if he is to be replaced on the Committee.
5	<b>(Min 2.2) Mrs Drammeh</b> to send Committee members link to reconstitution document on HSE's website.
6	<b>(Min 2.2) Ms Carvell</b> agreed to speak to TFA concerning a nomination to the Committee

7	<b>(Min 2.4) Mr Kay</b> agreed to speak with Gary Dickson from Scottish Tanners for assistance in filming MSD clips for the website.
8	<b>(Min 2.5) Mr Kay</b> to distribute prosecution report to members.
8	<b>(Min 2.8) Mr Jones</b> agreed to liaise with Mr Small & Mr Kay on the Textiles Audit document.
9	<b>(Min 2.8) Mr Gates</b> agreed to ask Skillfast to distribute the modified Textile Audit document in one of their mail shots.
10	<b>(Min 4.2) Mrs Davies</b> agreed to send Mr Small a list of their meeting dates.
11	<b>(Min 5.1) Mrs Davies &amp; Ms Carvell</b> agreed to e-mail Mr Small the advice & guidance they had issued to their members on reducing noise at source.
12	<b>(Min 5.1) Mr Gates &amp; Mrs Davies</b> agreed to send mailing addresses to Mrs Drammeh to help in promoting the noise launch on HSE's Textile webpage.
13	<b>(Min 5.1) Mr Small</b> agreed to inform the Committee when the findings of the noise working group will be loaded onto the Textiles Web page.
14	<b>(Min 5.1) Committee Members</b> agreed to send Mr Small 'good news' stories about their industries.
15	<b>(Min 5.1) Mr Small</b> agreed to produce a pro-forma to enable members to feed back their 'good news' stories.
16	<b>(Min 5.2) Members</b> agreed to send Mr Kay good and bad practice examples of manual handling techniques.
17	<b>(Min 7.1) Mr Small</b> to send copies of the Workplace Health Connect presentation to members.
18	<b>(Min 7.2) Committee Members</b> agreed to promote workplace Health Connect to their members.
19	<b>(Min 7.2) Mr Small</b> to enquire whether a member of Workplace Health Connect can speak at the Footwear & Leather Conference in November 2006.
20	<b>(Min 7.2) Mrs Drammeh</b> to distribute to members the web-link for Workplace Health Connect.
21	<b>(Min 8.1) Committee Members</b> to contact Mr Small with ethnic minority nominees for the committee.

## 1.0 CHAIRMAN'S INTRODUCTION

- 1.1 The Chairman introduced himself and explained his position as temporary Chair. Tim Small was introduced. He has replaced Maureen Kingman as Secretary of the Committee. The Chairman acknowledged all the hard work Ms Kingman carried out for the Committee including the work involved in reconstitution.

- 1.2 Mr Small outlined his background in HSE.
- 1.3 The Chairman welcomed two new members to the Committee, Mr Clive Moss and Mr Huw Jones. A retirement card for Mr Roger Johnson was passed around for signature. The Chairman wished to formally thank Mr Johnson for all his work on the Committee and wished him well for his retirement. Mr Small agreed to ask the Health & Safety Commission Chairman to write to Mr Johnson expressing thanks and best wishes for the future.
- 1.4 Apologies were received from: Bev Clarkson, Peter Booth, Steven Walsh & Roger Johnson.
- 2.0 **MINUTES OF, ACTIONS AND MATTERS ARISING** from the 28<sup>th</sup> meeting of TEXIAC held on 10<sup>th</sup> October 2005 at Confederation of British Wool Textiles, Bradford.
- 2.1 The minutes were agreed.
- Actions and matters arising:**
- 2.2 A discussion took place on the vacancies the Committee is carrying. Mr Small agreed to look into the matter and report back. Mr Gates agreed to speak to the GMB & TGWU Union representatives to seek nominations. Mr Small agreed to speak with Roger Johnson to ascertain who will be his replacement on the committee. Mrs Drammeh agreed to send a web link to the Reconstitution Paper on HSE's website. Ms Carvell agreed to speak to TFA about nominating someone to the Committee.
- 2.3 **(Min 2.6) Mr Champion** to place Noise Toolbox Talk article in BLC's newsletter. This was done and he said feedback had been very positive.
- 2.4 **(Min 2.9) Mr Edmond** to speak to Mr Champion regarding nominee for MSD Steering Group. Mr Kay had spoken with Pittards & Loake Bros. but it had not progressed any further. Mr Edmond suggested approaching Chas. F Stead. He had also spoken with Gary Dickson from Scottish Tanners who has agreed to help with filming. Mr Kay agreed to speak with Gary Dickson.
- 2.5 **(Min 2.10) Mr Kay** to prepare a prosecution report for the Committee. Mr Kay agreed to circulate this after the meeting.
- 2.6 **(Min 3.1) Secretary** to speak with Mr Jones about him taking up the Chairmanship of the Committee from October 2006. This item was covered at item 3.
- 2.7 **(Min 3.2) Secretary** to amend paper 23/03/3. This was discussed at agenda item 3.

2.8 **(Min 4.1) Secretary** to liaise with Mr Walsh on date for Open Meeting. This was discussed at agenda item 10.

2.9 **(Min 6.3) Secretary** to include discussion for future work on agenda for next meeting. This was discussed at agenda item 5.

2.10 **(Min 8.1) Mr Gates** to contact Skillfast to discuss funding for training. Mr Gates had spoken to Skillfast but unfortunately there was no money in their budgets for training on noise at work. He suggested individual industries organised their own events. Mr Champion suggested approaching RDA's, LSC & European Social Fund. A general discussion ensued on noise events that each individual industries had held.

Mr Moss explained how many of his members are less than 5 employees who don't have the time to go to conferences and events and wanted suggestions on how he can get the message to his members. Mr Jones suggested the Textiles Audit, as it has been modified and updated by KIF for their members. It is a two-sided document that can be distributed easily. Mr Kay agreed to look at Mr Jones's version of the Audit.

Mr Gates suggested re-badging and reproducing the revised audit under the TEXIAC banner. Mr Small agreed and suggested placing it on HSE's Textiles webpage. Mr Jones, Mr Small & Mr Kay agreed to speak about modifying the document with a view to distributing it to committee members for them to load onto their own web pages and distribute to SME's. Mr Gates agreed to speak to Skillfast to ask them to distribute the Audit via one of their mail shots.

2.11 **(Min 7.1) Mr Johnson** to distribute USDAW's Risk Mapping Document. Done – Item discharged.

2.12 **(Min 8.2) Secretary** to make 'Report from Skillfast' a standing agenda item. This was agenda item 6. It was suggested Mr Small met with someone from Skillfast to get them more involved with the Committee.

2.13 **(Min 9.1) Mr Gates** to seek nomination of a representative from the carpet industry. This matter was discussed at item 2.2

### **3.0 New Protocol for Appointing a Chair – Paper No: 2-06-1**

3.1 Paper 2-0601 was issued at the meeting and after a brief discussion the Committee agreed the protocol.

### **4.0 INDUSTRY REPORTS**

#### **4.1 Lancashire Textile Manufacturers Association**

Mr Edmonds spoke about the Noise at Work Regulation Seminars held by LTA and the Control Noise at Work document produced by LTA.

#### **4.2 Footwear & Leather Industry Health & Safety Committee**

Mrs Davies spoke about the success of their Annual Conference last

November on Noise that attracted 80 delegates. Their conference this November is to be on slips & trips and working at height. Mrs Davies invited Mr Small to attend their Conference. Mr Small asked for details of the event and their committee meetings to be e-mailed to him.

Mr Champion spoke about the merger of the leather & footwear industry's health & safety committees and how successful it had been. He praised the conference held last November.

4.3 **Knitting, Dyeing and Lace making Industries Health & Safety Committee**

Mr Sneddon spoke about the KDLI Annual Conference and the focus on noise.

4.4 **Performance Textile Association**

Mr Moss explained their involvement with public safety issues, representing marquee hire companies and bouncy castle providers. Slips & Trips are their main priority.

4.5 **CACTUS Meeting**

Mr Edmond reported back from the meeting he had attended regarding the CACTUS working group on health & safety in warehouse & transportation. A final draft of the consultation document should be available for comment by the end of June 2006.

5.0 **TEXIAC WORKPLAN**

5.1 **Work Item 1 –TEXIAC WG on reducing Noise Induced Hearing Loss.**

A general discussion ensued on what each industry had done to fulfill the criteria on the work plan. Mrs Davies & Ms Carvell agreed to e-mail Mr Small the advice and guidance they had issued to their members on reducing noise at source.

Mr Small agreed to inform the committee when the findings of the Texiac Noise Working Group would be put on HSE's website. Mr Gates and Mrs Davies agreed to provide Mrs Drammeh with mailing addresses to help promote the launch.

Mr Small explained the Intervention Logic Model to members and how important it is to report successes in health & safety. The Committee agreed to send Mr Small details of any 'good news' stories their industries were involved with on health & safety matters so the information could be fed to HSE Directors to demonstrate the effectiveness and the achievements of the Committee. He also agreed to produce a one page pro forma for members to complete when they had a 'good news' story to report.

5.2 **Work Item 2 - Tackling Top 5 causes of MSD in Textiles, Clothing, Footwear and Leather Industries**

Mr Kay showed the committee a selection of video clips he had filmed to put on the Textile website to demonstrate good and bad practice for lifting and maneuvering techniques.

A general discussion took place on manual handling including costs and lifting aids. It was agreed that anything that gets people thinking and paying attention to the way they lift and handle loads is good. Members of the Committee agreed to give Mr Kay examples of good and bad practice to include in the clips to enable the work item to progress.

**7.0 WORKPLACE HEALTH CONNECT – Presentation by Tim Small**

7.1 Mr Small gave a short presentation on Workplace Health Connect and agreed to send each member a copy of the presentation.

7.2 Committee members agreed to promote the service to their individual industries. Mr Small agreed to find out whether a member of the Workplace Health Connect Team could speak at the AGM of the Footwear & Leather Conference on November 8<sup>th</sup> 2006.

Mrs Drammeh to distribute to members the web link to Workplace Health Connect.

**8.0 Ethnic Minority Representation on TEXIAC**

8.1 A general discussion was held on the lack of ethnic minority representation on TEXIAC. It was agreed that members would report back to Mr Small if they or their organisations could nominate a suitable candidate.

**9.0 AOB**

Mr Sneddon spoke about HSE's Height Awareness Campaign that had recently been launched.

**10.0 Dates & Venues for next Meetings**

10<sup>th</sup> October 2006 – Committee Meeting – HSE's Nottingham Office

14<sup>th</sup> March 2007 – Open Meeting – venue to be confirmed

Note – HSE manufacturing sector communications budgets for 2006-2007 still to be confirmed - the Open Meeting preparations are 'on hold' until this is received.

16<sup>th</sup> May 2007 – Committee Meeting – HSE's Nottingham Office.