

**MINUTES OF THE 31ST MEETING OF THE
TEXTILES INDUSTRY ADVISORY COMMITTEE
10th October 2006 at HSE Offices, Nottingham0**

Present

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

Representing

Knitting Industries Federation
Community Union (retired)
Community Union
British Footwear Association
BLC Leather Technology Centre
Secretary
HSE
Minutes Secretary

Apologies

Angela Worthington – Confederation British Wool Textiles
Bev Clarkson - TGWU
Robert Sneddon – Community Union
Peter Booth - TGWU
Stephen Walsh – Lancashire Textile Assoc
Clive Moss – Performance Textiles Association
Ann Carvell – British Clothing Ind. Assoc

Observers

Rosie Bricis – HSE Inspector

	SUMMARY & ACTION POINTS	To be done by:
1	(Min 2.4) Mr Gates to contact Mr Booth & Mr Davies stressing the importance of union attendance at TEXIAC	End Nov 06
2	(Min 2.4) Mr Gates to send Mr Small addresses of Peter Booth & Phil Davies	End Nov 06
3	(Min 2.7) Action carried over: Ms Carvell to speak to TFA concerning nomination to the Committee.	Next Meeting
4	(Min 2.11) Mr Jones & Ms Bricis to review Textile Audit on HSE's website to identify where revisions required.	End Dec 06
5	(Min 2.15) Mrs Drammeh to chase Bruce Appleton regarding noise presentation.	End Nov 06
6	(Min 2.17) Mr Kay & Ms Bricis to send updated Texiac workplan to members by the end of the month.	End Nov 06
7	(Min 4.1) Mr Kay to contact HSE's web team to chase date for	End Nov 06

	MSD case studies to be uploaded onto Textiles website.	
8	(Min 4.1) Mr Kay to contact Gary Dickson to discuss MSD filming for website.	End Oct 06
9	(Min 4.1) Mr Small to invite Gary Dickson to next Texiac Meeting.	End Dec 06
10	(Min 4.2) Mr Edmond to contact Richard Rogerson (Morrish & Co) to discuss accident claims.	End Nov 06
11	(Min 4.3) Mrs Drammeh to send weblink to members for new guidance on Warehouse Safety when available.	When available
12	(Min 4.4) Mrs Drammeh to contact Mr Appleton to chase progress on 'reducing noise at source' document.	End Nov 06
13	(Min 4.5) Mr Kay to speak to TSA [Textile Finishing Association] about taking a seat on Texiac.	End Nov 06
14	(Min 4.6) Mrs Drammeh to investigate whether Fire Safety in Small Factories publication is still available and whether copyright can be waived.	End Oct 06
15	(Min 4.6) All Committee Members to devise their own model fire risk assessments and present them at the next meeting.	Next Meeting
16	(Min 4.7) Ms Bricis to speak to committee members individually to improve profile and intelligence of structure and nature of the industry. To capture activities / initiatives already delivered as well as those planned for the forthcoming year.	End Dec 06
17	(Min 4.9) Mr Gates to contact Skillfast to arrange a meeting for Mr Small and Mr Jones to meet them.	End Nov 06
18	(Min 5.0) Mr Jones to circulate a safety alert on dangerous knives he has.	End Nov 06
19	(Min 5.2) Mr Small to contact Community Union to invite Barry Morris to replace Paul Gates on the Committee.	End Nov 06

MINUTES

1.0 CHAIRMAN'S INTRODUCTION

1.1 Apologies received from: Angela Worthington, Bev Clarkson, Robert Sneddon, Peter Booth, Anne Carvell, Stephen Walsh, Clive Moss.

1.2 The Chairman welcomed everyone to his first meeting as Chair.

- Paul Gates has taken early retirement from Community – this is his last meeting. The Chair thanked Paul for all his hard work on behalf of the committee including his role as Chairman for the last year.
- Steve Kay is to move back to an operations role in HSE in the New Year and be replaced by Rosie Bricis. The Chair thanked Steve for all the work he has done over the last 6 years for TEXIAC.

2.0 MINUTES, ACTIONS AND MATTERS ARISING

The minutes were agreed.

- 2.1 **Actions and matters arising**
- 2.2 **(Min 1.3) Mr Small** to arrange with HSC Chair to send letter of thanks to Roger Johnson. Done.
- 2.3 **(Min 2.2) Mr Small** to investigate and clarify the number of vacancies the Committee is carrying. TU side is currently down by 3 in comparison to employers' side.
- 2.4 **(Min 2.2) Mr Gates** to speak to GMB & TGWU for union nominations to the Committee. Mr Gates has spoken with Peter Booth (TGWU) and Phil Davies (GMB) concerning attendance at IAC meetings. He will contact both again to discuss possible alternative representatives to attend in future. Mr Gates to send Mr Small addresses of Mr Booth and Mr Davies.
- 2.5 **(Min 2.2) Mr Small** to contact Roger Johnson to ascertain if he is to be replaced on the Committee. Angela Worthington will represent CBWT in future - unfortunately she was unable to attend this meeting.
- 2.6 **(Min 2.2) Mrs Drammeh** to send Committee members link to reconstitution document on HSE's website. Done
- 2.7 **(Min 2.2) Ms Carvell** agreed to speak to TFA concerning a nomination to the Committee. Action held over until next meeting.
- 2.8 **(Min 2.4) Mr Kay** agreed to speak with Gary Dickson from Scottish Tanners for assistance in filming MSD clips for the website. Not yet done - discussed under agenda item 4.
- 2.9 **(Min 2.5) Mr Kay** to distribute prosecution report to members. Done
- 2.10 **(Min 2.8) Mr Jones** agreed to liaise with Mr Small & Ms Bricis to update the Textiles Audit on HSE's website. Chair to meet with HSE to take forward.
- 2.11 **(Min 2.8) Mr Gates** to ask Skillfast to distribute the modified Textile Audit document in one of their mail shots. The role of Skillfast and their CMT (Cut, Make & Trim) Audit were discussed.
- 2.12 **(Min 4.2) Mrs Davies** to send Mr Small a list of their meeting dates. Done. Mr Small will attend Leather and Footwear Conference [8th November]
- 2.13 **(Min 5.1) Mrs Davies & Ms Carvell** agreed to e-mail Mr Small the advice & guidance they had issued to their members on reducing noise at source. Done.
- 2.14 **(Min 5.1) Mr Gates & Mrs Davies** to send mailing addresses to Mrs Drammeh to help in promoting the noise launch on HSE's Textile webpage. Done. (Note - When promoting the work of Texiac by e-mail correspondence would be sent 'blind copied' to discourage 'junk mail')
- 2.15 **(Min 5.1) Mr Small** to inform the Committee when the findings of the noise working group will be loaded onto the Textiles Web page. No progress - awaiting recommendations from HSE noise specialist Bruce Appleton on reducing noise at source. Mrs Drammeh to chase up.

- 2.16 **(Min 5.1) Committee Members** to send Mr Small 'good news' stories about their industries. None received to date.
- 2.17 **(Min 5.1) Mr Small** agreed to produce a pro-forma to enable members to feed back their 'good news' stories. This would be sent out with the minutes. Mr Kay & Ms Bricis agreed to send an edited version of HSE's Performance Indicators by the end of the month.
- 2.18 **(Min 5.2) Members** to send Mr Kay good and bad practice examples of manual handling techniques. This information has proved difficult to find. Mr Edmonds provided a contact at Scottish Leather Group but further work is delayed. This was discussed at agenda item 4
- 2.19 **(Min 7.1) Mr Small** to send copies of the Workplace Health Connect presentation to members. Done
- 2.20 **(Min 7.2) Committee Members** agreed to promote workplace Health Connect to their members. Done.
- 2.21 **(Min 7.2) Mr Small** to investigate whether Workplace Health Connect can speak at the Footwear & Leather Conference in November 2006. Done – Jan Willetts (Manufacturing Sector) will attend.
- 2.22 **(Min 7.2) Mrs Drammeh** to distribute to members the web-link for Workplace Health Connect. Done.
- 2.23 **(Min 8.1) Committee Members** to contact Mr Small with ethnic minority nominees for the committee. None received. This was discussed at agenda item 4. Note - genuine representation was required, not at 'token' level.

3.0 INDUSTRY REPORTS

3.1 Lancashire Textile Manufacturers Association

Mr Walsh – by email

'LTA are running 2 half-day training workshops on 8 and 15 November covering developments in Manual Handling, Slips and Trips, Working at Heights, Noise, Workplace Transport, Fire, Asbestos and necessary H & S documentation. A local H&S consultant is delivering them. It is hoped that an HSE representative will attend too'.

3.2 Knitting, Dyeing and Lacemaking Industries Health & Safety Committee

KDLI conference next month will discuss:

- fire risk assessment
- workplace comfort
- rehabilitation issues

3.3 Footwear & Leather Industry Health & Safety Committee

The Footwear Conference (8th November in Northampton). Two new documents are to be launched:

- Preventing Slips, Trips and Falls; and
- Safe Working at Height.

Speakers from the industry, HSE and the Fire Brigade will attend. They will also feature a scenario similar to HSE's 'Welcome to Fallington'. Next year's conference will again link to HSE's prevailing priorities.

4.0 **TEXIAC WORKPLAN**

Review of Progress – Mr Kay

4.1 **1. MSD in the Textile Industry**

The four video case studies have been further edited and are now ready to go on the website. They were shown briefly. Mr Kay will contact the web team to get a firm date when they will be uploaded onto the Textiles Website. However, it has been hard to identify further problematic tasks / activities, although these undoubtedly exist.

Mr Edmonds suggested contacting Gary Dickson (Scottish Tanning Association) – he has extensive resources in terms of photos and best / worst practice examples. The impact of Mr Dickson's work in improving health & safety in tanneries in Scotland was noted. Mr Kay to contact Mr Dickson.

Mr Small agreed to invite Mr Dickson to attend the next Texiac meeting (March 07) with a view to becoming a permanent Committee member when Mr Champion retires next year.

4.2 The move to offshore production and internet shopping has seen a concomitant increase in warehousing, distribution and logistics of textiles and garments. Mr Jones noted MSD problems remained a priority, in particular associated with warehousing and loading and unloading vehicles. [Containers packed abroad may be overloaded, badly packed or the contents may have shifted in transit – it is impossible to tell until they are opened. Drivers are now from many countries, often with little or no English, which exacerbates the situation].

Mr Edmond to contact Richard Rogerson (Morrish & Co solicitors) to set up a meeting with Mr Small & Mr Jones to discuss accident claims.

4.3 **2. Reducing Incidence of Noise Induced Hearing Loss**

It was agreed that good quality audiometry was needed in the industry and a straightforward protocol was required. Ms Bricis to speak to Claire Mason, HSE's OHI and report back to members. Bruce Appleton, [HSE Noise Specialist] had previously agreed to condense his recommendations on reducing noise at source for the HSE Textiles website. This had not yet been received. Mrs Drammeh to contact Mr Appleton to chase. Most other actions in the plan now completed.

4.4 **Discussion - Expanding Texiac's Workplan**

The need for this was agreed. Paul Gates suggested dangerous chemicals as a possible topic. Long latency periods meant that ill health would not show in statistics for many years to come. Both textile services and performance textiles sectors are expanding - many companies operate in small niche areas using 'novel' chemicals. The latter are already represented on Texiac – it was agreed to invite the Textile Services Association to join Texiac. Mr Kay to contact TSA.

4.5 Any new workplan topics must link to HSE's programmes as well as the importance of statistics, intelligence, accident analysis and industry profiling. This is key to determining which topics / sectors to focus on in the workplan. The committee acknowledged this. However, a key issue for members remains fire safety. 'Fire Safety in Small Textile Factories' leaflet is now out

of print, but the content remains relevant. Mrs Drammeh agreed to speak with HSE's publications department to determine if copyright on the leaflet can be waived. [Note – now clear that this is actually a Texiac document that can be freely reproduced – hence there are no copyright issues].

Committee members agreed to devise their own model fire risk assessments & guidance for the next meeting to swap best practice.

4.6 Mr Small highlighted the importance of feedback on what Committee members organisations have done. There is a fundamental review of HSE's activities underway – the work of Sectors (where the textiles team sits) is under scrutiny and further reorganisation is likely. Unless IACs are seen to be adding value and delivering tangible results, their continued existence is at risk. Ms Bricis agreed to speak to each member of the committee and compile a list of achievements and work done to update Texiac plan of work.

4.7 Small textile businesses continue to grow in newer ethnic minority groups, particularly in the Turkish and Greek communities. The difficulties in communicating our message to these groups is well known. We need to offer something in return if we are to successfully engage with ethnic minority businesses. Regrettably an HSE clothing leaflet (which would have provided this) has been cancelled in a moratorium on new publications.

4.8 Mr Gates has spoken to Skillfast about H & S training and established that they had been given funding to produce a mapping plan for the industry. Mr Gates agreed to arrange for Mr Jones & Mr Small to meet with Skillfast.

5.0 AOB

5.1 Knife Injuries

The danger of hand knives was discussed. There is guidance on using knives in the leather industry. Mr Jones will email a one-page safety alert on the dangers of knives to members.

5.2 Loading & Unloading Vehicles

This is covered in forthcoming HSE Guidance on Health & Safety in Warehouses and Transportation, currently in final draft form (Texiac are represented through Mr Edmond). The finished version will be available soon - Mrs Drammeh to email web link in due course.

5.3 Retirement of Paul Gates

Mrs Davies said that she would like to propose Barry Morris (Community) as a new member to sit on Texiac to replace Paul Gates. Mr Small to write to Community formally inviting Mr Morris to attend.

Dates & Venues for next Meetings

- 14th March 2007 – Conference Room, HSE, Leeds
- 16th May 2007 – Open Meeting – to be held in North West area.
- 9th October 2007 – Conference Room, HSE, Nottingham