

**MINUTES OF THE 33rd MEETING OF THE
TEXTILES INDUSTRY ADVISORY COMMITTEE
14 August 2007 at HSE Office, Sheffield**

Present

Mr Huw Jones (Chairman)
Mr Peter Booth
Mr Alan Edmond
Ms Elaine Davies
Mr Clive Moss
Mr Paul Pearson
Mr Tim Small
Ms Rosie Bricis
Mrs Wendie Drammeh

Representing

Knitting Industries Federation
TGWU
Community Union
British Footwear Association
Performance Textiles Association
UK Leather Federation
Secretary
HSE
Minutes Secretary

Apologies

Ms Angela Worthington	Confederation of British Wool Textiles
Ms Bev Clarkson	TGWU
Mr Robert Sneddon	Community Union
Mr Stephen Walsh	Lancashire Textile Association
Ms Anne Carvell	British Clothing Industries Association
Mr Tim Price	Textile Finishers Association
Mr Gary Dickson	Scottish Tanning Industries

Observers

Ms Angela Bellas (Speaker)	PROHMS
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SUMMARY & ACTION POINTS		To be done by:
1	(Min 3.7, previously Meeting 32 Min 2.13.1) Mr Sneddon to send Ms Bricis details of the type of accident claims made by Community Union members.	mid Oct 07
2	(Min 3.12, previously Meeting 32 Min 2.19.1) Ms Bricis to forward RIDDOR and other industry statistics to members.	end Oct 07
3	(Min 3.13, previously Meeting 32 Min 2.19.2) Committee Members to forward their own industry intelligence in relation to accidents and ill-health to Ms Bricis.	mid Oct 07
4	(Min 3.14) Mr Moss to provide contact details for Brian Greenwood, DTI	complete
5	(Min 3.15, previously Meeting 32 Min 2.20.2) Ms Bricis to review information on JoFIT and summarise for Committee Members if appropriate.	end Oct 07

6	(Min 3.17, previously Meeting 32 Min 3.5) Committee Members to send Ms Bricis their industry statistics on knife injuries.	mid Oct 07
7	(Min 3.18, previously Meeting 32 Min 3.6) Committee Members to forward Ms Bricis information on bullying and harassment issues within their industries.	mid Oct 07
8	(Min 3.21, previously Meeting 32 Min 5.1.1) Committee Members to send Ms Bricis details of events and initiatives that their organisations are promoting for inclusion in the TEXIAC workplan.	mid Oct 07
9	(Min 3.22, previously Meeting 32 Min 5.1.2) Mr Small to include an industry/union section on the workplan for Committee Members' events and initiatives.	when received from Members – see Action from Min 3.21
10	(Min 3.23) Ms Bricis to forward copy of CBWT audiometry document to Committee Members.	mid Oct 07
11	(Min 3.24) Ms Bricis and Mr Edmond to send copy of warehouse safety leaflet to Committee Members.	as soon as leaflet is published
12	Min 3.28, previously Meeting 32 Min 6.1.3) Committee Members to give Ms Bricis feedback on the COPD documents sent with minutes from Meeting 32.	mid Oct 07
13	(Min 5.1) Committee Members to check that anyone they had wanted to attend the Open Meeting had been allocated a place.	complete
14	(Min 7.1) Committee Members to provide Ms Bricis with their thoughts on the risk of COPD within their industry.	mid Oct 07
15	(Min 8.1) Committee Members to forward to other Members links to – or copies of - their industry health and safety guidance.	mid Oct 07
16	(Min 8.1) Mrs Drammeh to forward an up-to-date members list to all Committee Members.	mid Oct 07
17	(Min 10.1.1) Ms Bricis to feed back to HSE Comms that the <i>Protect your Feet</i> leaflet was no longer required	complete
18	(Min 10.1) Ms Bricis to compare information given in the <i>Protect your Feet</i> leaflet with that shown on the HSE website and, where necessary, add appropriate links to other webpages.	end Nov 07
19	(Min 11.3) Ms Davies to forward copies of the BFA “bloody foot” poster to other Committee Members.	mid Oct 07

MINUTES

1.0 CHAIRMAN'S INTRODUCTION

1.1 Apologies received from: Angela Worthington, Bev Clarkson, Tim Price, Gary Dickson and Robert Sneddon.

1.2 Mr Small welcomed Angela Bellas from PROHMS, who was to speak about noise health surveillance (agenda item 2); and Paul Pearson, a new Committee member. Mr Pearson is the Chief Executive of UK Leather Federation, an independent body representing the UK tanning industry.

2.0 PRESENTATION ON NOISE HEALTH SURVEILLANCE by ANGELA BELLAS from PROHMS

PROHMS is an occupational health (OH) provider based at the Textile Centre of Excellence in Huddersfield. It provides multi-disciplinary support to companies across a wide range of OH issues.

Ms Bellas gave a presentation on the importance of preparing employees properly for noise health surveillance, both for employees' own well-being and also to ensure the accuracy of test results. Employers should ensure that those who are to have their hearing tested:

- have had the procedure explained to them thoroughly and carefully - employees should be fully aware of why and what is to happen and should also be familiar with the test tones;
- are not exposed to high levels of noise for at least 16 hours prior to their test – this includes, if possible, any noise exposure from leisure or travel activities, as well that from work;
- have had their ears checked prior to the test in order to detect the presence of any abnormalities or excessive ear wax – if necessary, employees should visit their GP's surgery prior to the hearing tests in order to have their ears cleared of wax.

More information on PROHMS can be found at www.prohms.com. Additional information about noise health surveillance can be found:

- at www.hse.gov.uk/noise/protect.htm
- in *Appendix 5* of the HSE publication, *Guidance on the Control of Noise at Work Regulations 2005, Controlling Noise at Work* (HSE reference L108, ISBN 0 7176 6164 4).

3.0 MINUTES, ACTIONS AND MATTERS ARISING

The minutes were agreed.

3.1 Actions and matters arising

3.2 (Min 1.2) Secretary to invite Paul Pearson to join TEXIAC.

Complete.

3.3 (Min 2.4) Secretary to invite Tim Price to join TEXIAC.

Complete.

3.4 (Min 2.7) Ms Bricis to contact HSE Noise Specialist to speak to TEXIAC members.

Complete, see Item 2.

3.5 (Min 2.8.1) Chair and Mrs Davies to provide Ms Bricis with examples of noise reduction measures.

Complete.

3.6 (Min 2.8.2) Ms Bricis to contact Gary Dickson for examples of noise reduction at source in the tanning industry.

On hold - the textiles webpages are currently under review.

- 3.7** (Min 2.13.1) **Mr Sneddon** to send Ms Bricis information about accident claims
 *** Outstanding.
- 3.8** (Min 2.13.2) **Committee Members** to send Ms Bricis ideas for video clips for the textiles website.
 Please see Min 3.6 above: the HSE textiles webpages are currently under review.

 The Secretary explained that HSE policy is no longer to produce new guidance material (including videos) or amend existing content without thorough justification. HSE's Publications Clearance Process in most cases requires a robust business case for any proposed work.
- 3.9** (Min 2.13.3) **Ms Worthington** to send Ms Bricis the latest CBWT Accident & Ill Health Survey.
 Complete.
- 3.10** (Min 2.15.1) **Ms Bricis** to forward noise documents to Committee members.
 Complete
- 3.11** (Min 2.15.1) **Committee Members** to send their comments on the noise document to Ms Bricis.
 Some comments received.
- 3.12** (Min 2.19.1) **Ms Bricis** to forward RIDDOR and other industry statistics to members.
 *** Ongoing.
- 3.13** (Min 2.19.2) **Committee Members** to forward their own intelligence information to Ms Bricis.
 *** Some information received, information from others awaited.
- 3.14** (Min 2.20.1) **Ms Bricis** to contact Skillfast regarding their industry mapping exercise.
 *** Some information received. Mr Moss suggested contacting Brian Greenwood at DTI , who sits on the Textile Development Group committee. Mr Moss to supply the Secretary with Mr Greenwood's contact details.
- 3.15** (Min 2.20.2) **Ms Bricis** to review information on JoFIT and summarise for Committee Members if appropriate.
 *** Ongoing.
- 3.16** (Min 3.2) **Ms Bricis** to forward to Committee Members website links with information about young people at work.
 Complete.
- 3.17** (Min 3.5) **Committee Members** to send Ms Bricis their industry statistics on knife injuries.
 *** Ongoing.
- 3.18** (Min 3.6) **Committee Members** to forward Ms Bricis information on bullying and harassment issues within their industries.
 *** No information yet received. However, BFA had some information in draft form that it would forward when complete.

- 3.19** (Min 3.7) **Mr Small** to investigate the possibility of promoting stakeholder events on HSE's website.
Please see comment at Min 3.8.
- 3.20** (Min 4.1) **Committee Members** to e-mail Mr Small with nominations for TEXIAC.
Complete: three new members (Gary Dickson, Tim Price and Paul Pearson) have been appointed.
- 3.21** (Min 5.1.1) **Committee Members** to send Ms Bricis details of events and initiatives that their organisations are promoting.
*** Some information received. Mr Small stressed the importance of Committee Members keeping HSE informed about their initiatives so that these could be included in the TEXIAC workplan.
- 3.22** (Min 5.1.2) **Mr Small** to include an industry/union section on the workplan for Committee Members' events and initiatives.
*** Ongoing.
- 3.23** (Min 5.2) **Ms Worthington** to send Ms Bricis details of the audiometric testing scheme offered by CBWT.
*** Received: Ms Bricis to circulate the document to Committee Members.
- 3.24** (Min 5.4.1) **Ms Bricis and Mr Edmond** to summarise the warehouse safety draft document for Committee Members.
*** This 12-page leaflet still needs final approval from HSE before it goes into print. However, it was felt that the document would be useful, particularly for small businesses. A copy would be sent to Committee Members when it was published.
- 3.25** (Min 5.4.2) **Mr Small** to collate Committee Members' suggestions for inclusion in the workplan.
No further suggestions received..
- 3.26** (Min 6.1.1) **Ms Bricis** to send the Chair HSE's cotton dust document.
Complete.
- 3.27** (Min 6.1.2) **Ms Bricis** to confirm definition of COPD and to speak with BLC and SATRA for further information.
Information about COPD was given in Annex 1 of the minutes for Meeting No 32. COPD was also discussed at this meeting under agenda item 7.
- 3.28** (Min 6.1.3) **Committee Members** to give Ms Bricis feedback on the COPD documents sent with the minutes of the last meeting.
*** No feedback yet received.
- 4.0** **INDUSTRY REPORTS**
- 4.1** **Lancashire Textile Manufacturers Association - Stephen Walsh**
Mr Walsh did not attend the meeting and no report had been received.
- 4.2** **Footwear & Leather Industry – Alan Edmond**
Footwear and Leather Industry Health and Safety Annual Conference to be held on 31 October 2007 at SATRA Technology Centre in Kettering. A draft agenda for the event was shown to Committee Members. There will be presentations on bullying and harassment; fire safety; knives; and worker involvement and representatives.

4.2 Knitting, Dyeing and Lacemaking Industries Health & Safety Committee – Huw Jones

There were to be some changes at the Knitting Industries Federation with the retirement of the Chairman.

4.3 Performance Textiles Association – Clive Moss

The main focus for health and safety in the organisation at the moment is the marquee industry. A short guide on erecting marquees safely, aimed at the “ordinary man” was being produced.

5.0 OPEN MEETING – progress report

5.1 The Open Meeting is now fully subscribed and Committee Members were asked to ensure that anyone that they wanted to attend had been allocated a place. The draft agenda was discussed briefly.

6.0 GUARDING OF ROTARY KNIFE CUTTERS

6.1 Members’ opinions on the safe use of rotary knife cutters were sought, following an HSE investigation into a serious accident. Members agreed that chainmail gloves were vital in protecting operators but felt that it was also reasonably practicable for the blade to be guarded in most circumstances.

7.0 COPD – feedback from members

7.1 Please see Min 3.27. HSE would like TEXIAC’s help in defining the significance of COPD within the textile, leather and footwear industries. In particular – and bearing in mind that COPD is also linked with smoking:

- what are Members’ opinions of the future risk of COPD, taking into account current working conditions and practices?
- what is the prevalence of COPD that they would consider is due to poor working conditions experienced in the past?
- In view of the above, what priority should COPD be given?

8.0 Ergonomics in packing/unpacking/ repacking; problems with frequent handling of lighter loads – Huw Jones

8.1 Mr Jones had produced some guidance documents for Members’ use that gave risks and suggested safe procedures for several processes, eg re-packing and package stripping, box packing machines and sealing units, pallet trucks and shrink-wrap units; also a leaflet entitled *Looking after your back*. He emphasized that there was a lot of very practical advice and assistance on health and safety available within Members’ industries and that this should be shared. Members agreed to exchange documents and information with each other.

***x2

Mrs Drammeh to circulate an up-to-date contact list to all Committee Members.

9.0 NEW WAREHOUSE SAFETY LEAFLET – Alan Edmond

9.1 The full 220-page warehouse safety book had been summarised into a 12-page leaflet. Neither document had been finalised, although it was hoped that both would be published shortly. The main document would be a priced publication and the leaflet would be available as a download from HSE's website.

10.0 Protect your Feet leaflet (IAC(L)84 – Rosie Bricis

10.1*** Committee Members' opinions were sought as to the relevance of this leaflet and whether the information it contained was helpful. It was agreed that it was unnecessary for the leaflet to be republished.

HSE to compare the document with other material on its website and, where necessary, make appropriate links to other pages.

11.0 AOB

11.1 Mr Edmond pointed out that some parts of HSE's textiles webpages were incorrect. HSE is already aware of this problem and the website is undergoing review (see comments at Min 3.8 above).

11.2 Mrs Drammeh distributed copies of the European Health & Safety Week packs to members. Further information is available at:
<http://www.hse.gov.uk/campaigns/euroweek/>

11.3 Ms Davies mentioned the BFA "bloody foot" poster and agreed to circulate it to Committee Members.

12.0 Dates and Venues for Future Meetings

Open Meeting – 5 September 2007, Kegworth

Committee Meeting – 29 January 2008, HSE's Nottingham Office

Committee Meeting - 13 May 2008, The Grange, Earlsbarton, Northampton

Committee Meeting or Open Meeting - 16 September 2008, HSE's Leeds office or another venue if Open Meeting is agreed.