

TRISAG STEERING COMMITTEE MEETING - 16 October 2013

54 Hagley Road, Edgbaston, Birmingham

NOTES & ACTIONS

Present

Richard Edy	National Tyre Distributors Association (NTDA) & WG 2 Chairman
Graham Willson	British Tyre Manufacturers Association (BTMA)
Peter Taylor	Tyre Recovery Association (TRA)
David Wilson	Retread Manufacturers Association (RMA)
John Dorken	British Rubber & Polyurethane Products Association (BRPPA)
Adrian Hirst	British Tyre Manufacturers Association (BTMA)
John McLean	GMB Union
Robert Taylor	UNITE the Union
Paul Baugh	UNITE the Union
Bud Hudspith	UNITE the Union
Dave Tovey	Michelin - UK Environment & Risk Prevention Manager & WG1 Chairman
John McAlinden	HSE – Principal Occupational Hygienist
Neil Davey	HSE – Occupational Hygienist
Cliff Seymour (Committee Secretary)	HSE Inspector – General Manufacturing Team
Richard Morgan (Chair)	HSE Principal Inspector – General Manufacturing Team
Wendie Drammeh (Minutes Secretary)	HSE
Apologies	
There were no apologies	

ACTIONS AGREED

1	(Min 2f) Mrs Drammeh to chase up LA Statistics
2	(Min 2g) Mr Edy to investigate whether he can acquire LA Statistics via LA contacts
3	(Min 2i) Mr Seymour to inform members when the Pallet Stacking tool is available
4	(Min 4a) Mr Edy to email contact details of Mr Rudowski to members
5	(Min 4c) Mr Wilson to provide members with a copy of the tyre 'zipper' failure video
6	(Min 7) Mr Seymour to complete edits of Calender SIM and submit final version into HSE's publications process
7	(Min 7a) The Chair agreed to formally write a letter of thanks to Mr Edy for his work on TRISAG and WG2
8	(Min 7b) Mr Seymour to send letter to members inviting participation in joint paper on exposure to rubber process dust and fume

1.	<u>Welcome, introduction & apologies</u>	Actions agreed
	The Chair welcomed everyone to 54 Hagley Road and ran through the domestics. Each member introduced themselves for the benefit of those who were not acquainted.	
2.	<u>Actions from the last meeting</u>	
2a.	(Min 2h) Mr Dorken agreed to ask his members for a convenient date and venue to pursue a maintenance workshop. Done – item discharged.	
2b.	(Min 2h) Mr Seymour said he would contact Richard Wilson – HSE's Specialist - to confirm his offer of assistance had been accepted provided the date and location did not impinge on other commitments. Done – item discharged.	
2c.	(Min 3a) Mr Seymour agreed to check that the Rubber COSHH Essentials would include all the relevant information on LEV contained in the old RUBIAC guidance. Done – item discharged.	
2d.	(Min 4a) Mr Edy agreed to go back to the companies who report incidents and ask them for their 3-day figures. See WG2 feedback below.	
2e.	(Min 5a) Mr Seymour to send information to members on the incident at a disused rubber factory during a refurbishment. Done.	
2f.	(Min 5a) Mrs Drammeh agreed to pursue LA contacts for any statistics they have on LA enforced premises. Not completed, Mrs Drammeh to chase up.	Mrs Drammeh to chase up LA Statistics

2g.	(Min 5a) Mr Edy to pursue his LA contacts to acquire any statistics via them. Not completed, Mr Edy agreed to follow this up.	Mr Edy to investigate whether he can acquire LA Statistics via LA contacts
2h.	(Min 5a) All agreed to alert their members of the Pallet Stacking Tool when it was available. The tool is not yet available.	
2i.	(Min 5a) Mr Seymour agreed to let TRISAG members know when the Pallet Stacking Tool was available. The tool is not available but Mr Seymour said he would inform members when it was.	Mr Seymour to inform members when the Pallet Stacking tool is available
2j.	(Min 5a) Mr Seymour agreed to clarify details of the notices served on the autoclave to Mr Willson. Done. Mr Seymour referred to risk assessment and confined space, which are effectively covered in PM 73. Also for arrangements for emergency rescue from an autoclave. Although PM 73 references HSE leaflet Safe work in confined spaces , where this requirement is covered, it is not specifically mentioned in the text of PM 73. It was therefore agreed that it may be worth highlighting this requirement for autoclaves to members. Item discharged.	
3.	WG1 Feedback, Actions and Matters Arising – David Tovey	
	Mr Tovey gave a summary of the WG1 Meeting. Discussed at the meeting: <ul style="list-style-type: none"> • WG1 had agreed that the duration of their meetings didn't allow for much discussion and participants agreed that they would attend the meetings prepared to focus on actions going forward. • BTMAs updated Action Plan was presented to the Working Group and progress against Action Plans is to be included as a standard item on the agenda at future meetings. • WG1 have gone through the Tyre Handling Guidance and the guidance document is now to be presented to HSE's PGG for approval. • 	
4	WG2 Feedback, Actions & Matters Arising – Richard Edy	
4a	Mr Edy gave feedback from the WG2 meeting. <ul style="list-style-type: none"> • Mr Edy announced he would be stepping down as Chair of WG2 and also TRISAG Steering Group as he is to retire in January 2014. • Stan Rudowski will replace him as WG2 chair and would also sit on TRISAG Steering Committee. 	Mr Edy to email contact details of Mr Rudowski to members

	<ul style="list-style-type: none"> • Mr Edy said he would email TRISAG members contact details for Mr Rudowski. • Progress towards the publication of information sheets was reported by Mr Willson. • Inflating wheelbarrow tyres was discussed and it was concluded that inflation of the tyres must only be carried out by using a foot pump. • Clarification from tyre fitting suppliers on training given to fitters was requested. • Continue to include the dangers of exploding tyres in safety bulletins. • Agricultural and plant tyre repairs will be discussed at the next WG2 meeting. • Accident statistics for the retail sector were discussed and Mr Edy said he would try to instigate six-monthly statistics instead of the twelve-monthly ones. 	
4b	Mr Taylor spoke about PGG29 – Pollution Prevention Guidelines – Safe Storage, Combustible Materials, Prevent & Control Fire. Mr Seymour said HSE and HSL were looking at the draft to provide an independent overview and a report is due from HSL in early 2014.	
4c	A general discussion ensued on the dangers of exploding tyres. It was suggested Mr Edy and WG 2 may be interested in the work HSL were doing on tyre explosions. A discussion on unsafe situations took place on inflating tyres and the importance of listening to tyres when inflating them. Mr Wilson spoke about a video that shows tyre ‘zipper’ mode failure and said he would try to obtain a copy for the Committee.	Mr Wilson to provide members with a copy of the tyre ‘zipper’ mode failure video
4d	The training video for roadside fitters who work for the NTDA was discussed.	
5	Guidance Material – Graham Willson – BTMA	
5a	<p>Mr Willson gave a progress report on HSE guidance adopted by TRISAG.</p> <p>Tyre Handling Report - the tyre handling document was now reformatted and branded by TRISAG/HSE /TRISAG Members.</p> <p>There were 2 steps remaining 1) Sorting and sourcing photographs & 2) Involving HSL ergonomists. Once these two steps had been finalised the document would ready to present at HSE’s PGG Board for authorisation to use HSE’s logo. The target for publication is hopefully by the end of the year.</p> <p>Tread Safely - A working party has been established to look at the core material for the</p>	

	Tread Safely Guidance. This guidance is considered at present, more of an issue as it covers general safety issues. Members were making a start on the rubber specific elements contained within Tread Safely and their comments would be fed back to WG1 at the end of this month.	
6	WG1 – Process for Developing Workplans for 2014 and Framework of Topics to be addressed	
6a	Mr Tovey gave an update on progress in developing workplans for 2014. He said the November meeting of WG 1 would finalise the draft, which includes leadership & senior management commitment, LEV, rubber dust & fume and supply chains and contractors. Mr McAlinden suggested Mr Tovey ‘tap into’ information already published on the topics they are proposing. Mr Hudspith said CHARGE (the ceramics & glass industry committee) had done good work on leadership and competency and it was sensible to use work already done by other committees to save time and effort.	
	Feedback from HSE – Cliff Seymour	
7a	Calender SIM update – Mr Seymour gave an update on this Operational Guidance and thanked Mr Tovey for his help with the illustrations on the document. Mr Taylor gave suggestions for wording in the document to be altered - changing ‘should be’ to ‘must be’. Mr Seymour explained that ‘must’ can only be used in certain circumstances and it was agreed that the words ‘TRISAG’s view’ would be inserted.	Mr Seymour to complete edits and submit final version of Calender SIM into HSE’s publications process
7b	Mr Edy had to leave the meeting at this point. The Chair, on behalf of the Committee, thanked Mr Edy for his hard work and support in his role on TRISAG and WG2.	The Chair agreed to formally write a letter of thanks to Mr Edy for his work on TRISAG and WG2
7c	Invitation to participate in joint paper on exposure to rubber process dust & fume – Mr Seymour said a letter inviting companies to participate was in draft. The content was discussed and additional suggestions made by members. Mr Seymour agreed to amend the letter accordingly and to send members a copy after the meeting for them to distribute. Mr McAlinden explained why he wished to carry out more work on rubber process, dust & fume.	Mr Seymour to send a letter to members inviting participation in joint paper on exposure to rubber process dust and fume

8	Update on Analysis Methods for Rubber Dust & Fume – John McAlinden	
8a	A general discussion ensued on how Europe is looking to include rubber fume & process dust in the Carcinogen and Mutagen Directive. Mr Hudspith expressed his concerns that cancers had not been eradicated in the industry and said if rubber dust & fume does cause cancers it should be in the Directive. Mr Willson said BTMA are in dialogue with the European Tyre Manufacturers Association.	
8b	A discussion ensued on the research report RR819 - a small survey carried out by HSE on exposure to rubber dust and fume & N-nitrosamines. The study reported that although rubber fume exposures were typically below the WEL, LEV was not applied in accordance with guidance already issued in HSE's 'COSHH essentials for rubber manufacturers'. In addition, dermal exposure risks at rubber compounding are not adequately controlled and it was recommended that dermal exposure control guidance be added to HSE's 'COSHH essentials for rubber manufacturers' to address this issue. Mr McAlinden said he was hoping that the industry could let him and his team have data and measurements they hold to assist with the project.	
9	Steering Group – Strategic Direction Role – Richard Morgan – TRISAG Chair	
9a	The Chair invited member's organisations to adopt the key priority topics highlighted in HSE's Manufacturing Strategy. Once the format of the key priority topics had been finalised for the food & drink industry, the same format could be put to TRISAG and the rubber industry. The Chair also spoke about the current triennial review of HSE and FFI that may have a knock on effect on resources in the coming months but he gave the committee assurances that HSE was committed to continuing to support TRISAG.	
9b	The committee considered its purpose/role against a list of strategic aims and considered it was carrying out the right role. Members agreed to continue to meet twice a year.	
10	AOB	
10a	The Chair said HSG65 is now revised and available to download from HSE's website.	
10b	The Chair spoke about Fee for Intervention and gave details of revenues collected so far this work year.	

11	Date & location for next meeting	
	It was agreed the next meeting would be held on 8 th April 2014 at the Tribunals Service Offices at 54 Hagley Road, Birmingham. Start time, 1000 for 1030	