

TRISAG MEETING – 54 Hagley Road, Edgbaston, Birmingham

Thursday 25th April 2013

NOTES & ACTIONS

Present

Richard Edy	National Tyre Distributors Association
Graham Willson	British Tyre Manufacturers Association
Peter Taylor	Tyre Recovery Association
David Wilson	Retread Manufacturers Association
John Dorken	British Rubber & Polyurethane Products Association (BRPPA)
Bud Hudspith	UNITE the Union
Cliff Seymour	HSE Inspector & Committee Secretary
Richard Morgan	HSE Principal Inspector & Committee Chairman
Wendie Drammeh	HSE & Committee Minutes Secretary
Apologies	
John McLean	GMB Union
Robert Taylor	UNITE the Union
Paul Baugh	UNITE the Union
Steve Hinks	Pirelli UK

ACTIONS AGREED

1	(Min 2h) Mr Dorken agreed to ask his members for a convenient date and venue to pursue a maintenance workshop.
2	(Min 2h) Mr Seymour said he would contact Richard Wilson – HSE’s Specialist - to confirm his offer of assistance had been accepted.
3	(Min 3a) Mr Seymour agreed to check that the Rubber COSHH Essentials would include all the relevant information on LEV that is included in the old RUBIAC guidance. .
4	(Min 4a) Mr Edy agreed to go back to the companies who report and ask them for their 3-day figures.
5	(Min 5a) Mr Seymour to send information to members on the incident at a disused rubber factory during a refurbishment.
6	(Min 5a) Mrs Drammeh agreed to pursue LA contacts for any statistics they have on LA enforced premises.

7	(Min 5a) Mr Edy to pursue his LA contacts to acquire any statistics via them.
8	(Min 5a) All agreed to alert their members of the Pallet Stacking Tool when it was available
9	(Min 5a) Mr Seymour agreed to let TRISAG members know when the Pallet Stacking Tool was available.
10	(Min 5a) Mr Seymour agreed to clarify details of the notices served on the autoclave to Mr Willson. This has been done: <i>Mr Seymour said Two refer to risk assessment and confined space, which are effectively covered in PM 73. The other is 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 therefore may be worth highlighting this requirement for autoclaves to your members.</i>

	<u>Notes</u>	<u>Actions Agreed</u>
1.	Welcome, Introduction & Apologies	
	The Chair welcomed everyone to 54 Hagley Road and ran through the domestics. Apologies were read from, Steve Hinks, Abid Dost, John McLean, Paul Baugh & Robert Taylor.	
2.	Minutes from the Last Meeting	
2a.	(Min 4) Mr Seymour agreed to start the process within HSE, to hand the Tyre Handling Sheets to Industry. This was discussed in the meeting.	
2b.	(Min 4) Mr Edy agreed to send members the accident statistics for 2011. Done – item discussed later in the meeting.	
2c.	(Min 4) HSE agreed to feed back a detailed breakdown of 'rubber industry' injuries at the next TRISAG. This was discussed in the meeting.	
2d.	(Min 3) It was agreed that each Working Group would discuss the manual handling DVD's as an agenda item at their next meetings and a WG member would be nominated to report to the next TRISAG Steering Group meeting. Each WG Chair has confirmed this had been done.	
2e.	(Min 3) Mr Seymour agreed to start the ball rolling within HSE to hand the DVD's over to industry so the paperwork is in place prior to the Working Groups discussing what they what to do with the DVD's. Mr Seymour confirmed this process had commenced.	
2f.	(Min 7) Mr Seymour to send a link to members when the rubber webpages are live or a test bed is available. Done – item discharged.	
2g.	(Min 7) Mr Seymour to send the presentation to members from the Maintenance Workshops. Done – item discharged.	
2h.	(Min 7) Dr Dost agreed to send the previous maintenance workshop course papers to Mr Seymour. Mr Seymour said he was in contact with HSE's Specialist, Richard Wilson who is	Mr Dorken agreed to ask his members for a convenient date and venue to pursue this. Mr

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	more than willing to contribute to a future maintenance workshop.	Seymour said he would contact Mr Wilson to say his offer of assistance had been accepted.
2i.	(Min 11) Mr Seymour to send a copy of the Terms of Reference document to members with the minutes of the meeting. Done – item discharged.	
2j.	(Min 11) Mrs Drammeh agreed to ensure all minutes from all meetings were sent to members of all groups. These are to be circulated before each Steering Group Meeting.	
2k.	(Min 12) Mr Hudspith agreed to respond to Dr Dost’s request for comment on You & Mboca guidance. Done – item discharged.	
2l.	(Min 12) Mr Dorken to send Mrs Drammeh details of process safety courses for distribution to members. Done – item discharged.	
3.	WG1 Feedback, Actions and Matters Arising – Graham Willson	
	<p>Mr Willson gave a summary of the WG1 Meeting. Discussed at the meeting was:-</p> <ul style="list-style-type: none"> • <u>Industry Ownership of HSE Guidance.</u> HSE protocol now states that where an appropriate body is available to take on guidance then HSE should allow the body to take ownership of it. TRISAG had previously indicated that they wished to do this and as a result HSE have confirmed that they will hand over the Tyre Handling leaflets and booklet, the Tread Safety Guidance and the video on reducing tyre manual handling risks • <u>Tyre manual handling training video.</u> All present at the WG1 were interested in producing the video and some suppliers indicated that they were interested in putting resource into it. WG1 agreed that HSE branding was essential for the future video. • <u>Rubber Industry Epidemiology Study.</u> An update was given about this study and the BTMA are to pursue data from the tyre and the general rubber goods sectors and report future progress. • <u>HSE Tyre Project</u> A synopsis of this project was given and Mr Seymour explained that of the three tyre companies who were willing to participate two have subsequently withdrawn from it. Mr Seymour asked the Committee members if they could suggest and encourage two more companies to participate. • <u>Future WG1 Meetings</u> It had been decided to hold three meetings a year of WG1 and a recurring structure for future meetings. 	
3a	Mr Dorken asked Mr Seymour about the current position of the Rubber COSHH Essentials. Mr Seymour explained that he was working on the woodworking sheets first as these will	Mr Seymour agreed to check that the Rubber COSHH Essentials would include all the

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	become the blueprint for other industries. Reviewing the RUBIAC guidance was also discussed including the importance of retaining the LEV sections. Mr Seymour agreed to check that the Rubber COSHH Essentials would include all the relevant information on LEV that is contained in the old RUBIAG documents to ensure that this information is not lost..	relevant information on LEV that is contained in the old RUBIAG documents.
4	WG2 Feedback, Actions & Matters Arising – Richard Edy	
	<p>Mr Edy gave feedback from the WG2 meeting.</p> <ul style="list-style-type: none"> • Birmingham City Council's Andy Lucas is to attend future WG2 meetings. • Overall ownership for the Tyre Handling Sheets is to be taken on by industry including updating them. • The possibility of producing a video on Health and Safety best practice for use by retailers had been discussed. Any training aids should compliment the information sheets and consideration for an e-learning package aimed at fitters and depot managers had also been discussed. • Licences from the Environment Agency for part-worn tyre dealers had been spoken about, as there seemed to be some confusion in the interpretation for the need for a license when storing more than 1000 tyres. • RIDDOR reportable Accident Statistics for the industry had been sent to members and were discussed at the meeting. 	
4a	A General discussion took place on the statistics and the change in the reporting procedures. Mr Edy agreed to go back to the companies who report and ask them for their 3-day figures.	Mr Edy agreed to go back to the companies who report and ask them for their 3-day figures.
5	HSE Feedback – Cliff Seymour	
5a	<ul style="list-style-type: none"> • Fire & explosion incident at a disused rubber factory. Mr Seymour gave details of an incident that had happened at the factory. Mr Seymour agreed to send more information to members after the meeting and asked them to look at the chemicals that were involved in the incident and alert their members of the dangers of the chemicals. • Preliminary enforcement figures are available and Mr Seymour ran through some of the issues that had been cause for enforcement. He agreed to produce a summary sheet, look at whether there is a pattern to the breaches served with enforcement notices and distribute to members. • • Mr Willson asked Mr Seymour to clarify the notices served on the autoclave incident. 	<p>Mr Seymour to send information to members on the incident at a disused rubber factory. Note: This is attached with the minutes.</p> <p>Mr Seymour to produce summary sheet of enforcement notices and send to members. Mrs Drammeh agreed to pursue LA contacts for any statistics they have on LA enforced premises. Mr Seymour agreed to clarify the notices</p>

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	<p>Mr Seymour agreed to compare them with the guidance contained in PM 73.</p> <p>A general discussion was held on statistics, enforcement notices and employment data. WG2 Chair Richard Edy said he would also enquire through his LA contacts whether there was a central source for access to notices and prosecutions.</p> <ul style="list-style-type: none"> • Pallet Stacking Tool Report – this report will shortly be on HSE’s website. Mr Seymour asked members to make sure all their industries were told of its existence via their usual lines of communication. 	<p>served on the autoclave.</p> <p>Mr Edy to pursue his LA contacts to acquire any statistics via them.</p> <p>All agreed to alert their members of the Pallet Stacking Tool.</p> <p>Mr Seymour agreed to let TRISAG members know when this was available.</p>
6	Guidance Material – Graham Willson - BTMA	
6a	<p>Mr Willson explained that industry ownership of ex-HSE Guidance had been discussed at WG1 & WG2 and asked for clarification on the following;</p> <ol style="list-style-type: none"> I. Would HSE branding be authorised II. Would the updated guidance be available on HSE’s website III. Would co-branding – TRISAG/HSE be permitted <p>A discussion was held on branding the documents and Mr Morgan explained how TRISAG could apply to HSE to retain the branding and logo. Mr Edy suggested hosting the guidance on the Tyre Industry Federation website with a link from HSE’s website. TRISAG as a brand and a TRISAG logo was discussed.</p>	
7	Steering Group – Strategic Direction Role – Richard Morgan – TRISAG Chair	
7a	<p>Mr Morgan explained he had added this topic to the agenda as more of a prompt to make sure the Committee were remaining strategic and asked whether;</p> <ol style="list-style-type: none"> I. Are the current tasks of the WG’s the correct priorities? II. Are the WG’s dealing with these tasks effectively? III. Are there any new priorities for the WG’s? IV. Are the WG’s adequately resourced? V. Are there any improvements required in the current ways of working? 	

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	<p>VI. Are there any other strategy/direction issues for TRISAG?</p> <p>Members discussed the suggestions and felt they should be in the forefront of the Committee's minds when the Steering Group meets in future. Mr Dorken said the Committee's effectiveness is dependent on HSE's input at its current level and Mr Morgan confirmed that HSE resource at its current level would be maintained for the foreseeable future. Members agreed to keep this agenda item as a standing item for future.</p>	
8	AOB	
8a	There was no further business to discuss.	
9	Date & Location for next meeting.	
9a	Mr Edy suggested the next Steering Group Meeting be held at The Metropole Hotel at the NEC in Birmingham on the 16th October 2013 - the day after the Tyre Industry Awards - as most members would be attending the awards and staying at the hotel overnight. He agreed enquire whether it would be possible and agreed to liaise with Mrs Drammeh.	