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<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>Manufacturing</b>		<b>SIM 03/2004/57</b> (formerly 04/2004/10)	
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**Target Audience**

FOD Inspectors dealing with Manufacturing  
Workplace Contact Officers (WCOs)

**MANUFACTURING - FOD PROGRAMME OF WORK 2004-2005**

This SIM sets out the FOD Manufacturing Programme Plan and associated project work for 2004/2005.

**PART 1: OPERATIONAL PLANS**

**Introduction**

1. This operational programme plan is based on resources at Band 3/4 (operational inspectors) dealing with manufacturing and takes account of HSC/E's 'Strategy for Workplace Safety to 2010 and beyond'. In particular it reflects the shift to top-down planning and the move to Strategic Programme working, with the emphasis on project working as set out in the strategy.
2. For planning purposes HSE's work can broadly be categorised into one of two areas:
  - (1) Those activities necessary to deliver HSC/E's functions; and
  - (2) Strategic Programme work to deliver HSC/E's agreed targets.
3. Activities to deliver HSC/E's functions are referred to as 'core' activities. For manufacturing these include investigation (e.g. accidents, complaints, all enforcement, activities which fulfil legal obligations such as conformity assessment). At a corporate level, core also includes the provision of support services and infrastructure as well as other statutory imperatives/legal duties.
4. Strategic Programme work runs in parallel with the core activity. There are five Strategic Programmes, with FOD's main work falling under the following two:
  - (1) Sector Strategic Programme - which comprises the agriculture,

health services, 'other sectors', Government setting an example and construction programmes; Manufacturing falls within the "other sectors" programme together with Food and Commercial and Consumer Services Transportation and Utilities Sector (CACTUS).

(2) Health and Safety Hazards Strategic Programme - which includes falls from height, transport, stress, Musculo Skeletal Disorders (MSD) and 'slips and trips'.

5. For 2004/05, the Other sectors programme has been developed to reflect priority work not described within Revitalising Health and Safety (RHS) or the established programmes.
6. The core activities are determined by FOD's Quality System Procedures for:
  - Investigating: Incident Selection;
  - Investigating: Investigation
  - Investigating Complaints – inc. Incident Selection & Investigation procedures; and
  - Enforcement: the Enforcement Management Arrangements.  
Further information is given in the FOD Operating Plan.
7. This SIM deals only with the planned programme work.

### **Programme work**

8. The manufacturing programme is driven by, and links with, the eight key workstreams/strategic points of the 'Other Sectors Strategic Programme 2004 to 2007'. The eight key strategic points are:
  - **SP1** - engaging all stakeholders who can influence the industry and planning targeted initiatives;
  - **SP2** - extending the knowledge, skills and competencies of those in the target industries and those joining it;
  - **SP3** - continuing to provide targeted information, advice and guidance;
  - **SP4** – working through intermediaries;
  - **SP5** – Compliance and standards work including influencing safety through design;
  - **SP6** - promoting the development of occupational health and rehabilitation provision;
  - **SP8** – targeting project activities and amending the programme in the light of results;
9. In keeping with the HSC strategy, the Sector is seeking to maximise the potential for delivering the strategy through project working, where projects will be owned, managed and delivered by the field. The Sector will provide support and assistance as appropriate and where necessary, in particular in terms of project design, monitoring and evaluation.
10. Field inspection team interventions should, wherever practicable, be project

based. The programme is set out in a form that is intended to facilitate this way of working. The sector has its own engagement activities with many representative industry groups including Industry Advisory Committees (IACs) and is seeking to promote industry wide targeted initiatives.

11. Currently there are schemes active in Quarries, Glass, Ceramics, Foundries, Rubber and Concrete and we are seeking to extend their coverage. Both the Waste and Ship repair industry are expected to sign up to target action on an industry wide basis. A SIM is in preparation concerning these schemes and colleagues are asked to make themselves aware of the schemes and to discuss with the sector, project proposals which impact on groups within a targeted scheme. The Sector together with Policy colleagues will continue to provide updates and consult on current issues and their perceived impact on health and safety in manufacturing.

12. Operational interventions will fall within one of the following categories:

(1) Specified interventions: these are activities for which the delivery arrangements are mandatory. They have the potential to be managed as projects and are required to meet external demands or to deliver the agreed Other Sectors Programme nationally. All Divisions are expected to deliver these activities as part of their programmes of work. Determined by the Sector, these include:

- i. Safety Awareness Days (SADs): 4 Wood SADs and 6 Motor Vehicle Repair (MVR) Safety Health and Awareness Days (SHADs);
- ii. Spade's: 100% of Suppliers And Product Information Database (SAPIDs) received on Manufacturing topics;
- iii. Star Chamber bids for the sector relating to competence in Quarries and the chipboard industry. See SIMS [03/2004/52](#) and [03/2004/55](#).

(2) Elective interventions: these are activities which Divisions are expected to deliver. The elective element refers to the fact that Divisions may choose the delivery mechanism, e.g. Divisional projects, preventative inspection, etc. These interventions include a range of integrated strategic or other topic based activities e.g. transport, MSD in printing, work related stress, asthma, etc.

13. Further details of specified and elective interventions are set out under topic headings in [Part 2](#).

14. [Part 3](#) of this SIM contains a list of known or possible projects which divisions may consider suitable for local interventions (to be agreed with the Sector) for delivery or commencement in 2004/05. The projects may specify various techniques e.g. proactive inspection, blitzes etc, as are felt to be appropriate

taking into account local factors e.g. prevalence of a particular trade, local history.

15. Planned preventive inspection can be built into the suggested interventions and projects set out in Part 2. WCO's have an important role in the delivery of the SADs. WCO resource for 2004/05 which Divisions should be used to assist in the delivery of the following interventions:
  - (1) Organising and helping run SADs for woodworking, engineering and MVR SADs which have been agreed with the Sector, to give a total SAD WCO resource for their Division.
  - (2) Improving intelligence e.g. determining whether premises are still actively producing goods and/or employ labour in support of inspectors' projects or other inspection based interventions.
16. Other interventions (Finance Directors approach, Competence) are in the early developmental stages. The Sector will provide more information on these and other new and emerging interventions in the form of a SIM in due course.

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## \_\_ PART 2 – MANUFACTURING PROGRAMME INTERVENTIONS

### INDEX

#### **Title**

[WASTE INDUSTRY](#)

[SAFE INTERVENTIONS](#)

[ENGINEERING NATIONAL HEALTH DAY FOR ELECTROPLATERS](#)

SADS [WOODWORKING](#)

[MOTOR VEHICLE REPAIR](#)

[EVALUATION OF TARGETED INITIATIVES](#)

\_\_ TARGETING AND CO-ORDINATING INSPECTION OF POOR PERFORMANCE IN  
THE WASTE/ RECYCLING INDUSTRY

#### **Background**

17. The Waste/recycling industry has the highest fatal accident rate of UK industry. Research contracted by the Sector is due to report back at the start of 2004, this is expected to confirm the fatal incident rate and also give a accident incidence rate of over four times the UK all industry average.

## **Industry Structure**

18. The waste recycling industry is organised around the 450 Local Authorities (LAs) in England, Wales and Scotland with services subject to compulsory competitive tender. This results in a range of employers including nationals, local authority direct labour organisations and single contract private companies.
19. 19 Employers can provide services such as refuse collection, recycling collection and operation of civic amenity sites and landfill.

## **Links with the Strategic Programme**

20. The programme links directly to strategic points SP1, SP4 and SP5 of the Other Sectors Strategic Programme and also contributes to PSA targets for fatal and major injuries.

## **Aim of the Project**

21. a) To reduce the rate of fatal and major industry rates in the waste /recycling industry by targeted inspection of refuse/ recycling collection activities (musculo-skeletal injury, workplace transport & slips and trips) and landfill sites (sheeting and workplace transport)
- b) Targeted inspection of top 20 poor performers via a lead inspector protocol.

## **Method**

22. The project will be split into two parts, one to address local authority employers and the other for private companies.

BOMEL research has been commissioned to identify the main companies within the waste stream and the accident performance of them, the various processes and causes of accidents. This will present HSE with a powerful tool to direct its resource. A detailed protocol will be issued shortly and in order to allow for follow up work the initial contacts should ideally have begun before the mid year.

23. Local Authorities

(1) Sector (via WCO) to identify local authorities that use in-house labour and produce accident/ill health profile for the operations undertaken. Within the sample will be a selection of LA's that contract out their activities.

(2) Sector to organise and present a seminar for local authority waste managers and the media to highlight areas of concern and solutions.

(3) Briefing of operational inspectors including drafting inspection guide and benchmarks.

(4) Operational inspectors to arrange and deliver inspection of LA management of refuse/ recycling collection and landfill operations. Sample inspection of activities required and obtain action plan from LA. Management of contractors to be evaluated in those contracted out LA's. 220 LA's to be visited.

(5) Operational inspectors to arrange and deliver follow up inspections at least six months later then report back to Sector.

(6) Sector to evaluate response and obtain coverage in trade media.

#### 24. Private Companies

1. Sector to identify (via BOMEL research) poor performers; prepare briefing pack (company structure, health & safety performance figures, inspection guide and benchmarks) for lead inspector and appoint lead inspector and team.

2. Sector to arrange and deliver seminar for selected companies, lead inspectors and the media.

3. Lead inspector to visit HQ to examine management of refuse/ recycling collection and landfill operations. Agree inspection plan with company.

4. Inspection team to carry out sample inspections.

5. Lead inspector to meet company to obtain action plan.

6. Programme of planned inspections.

7. Review of progress with plan before end of year.

8. Feedback to sector

#### **Evaluation**

25. Both approaches will be evaluated by use of the BOMEL tool, measuring accident performance across clients, sites and processes.

Sector contact: Paul Harvey, Manufacturing Sector, Cardiff Office (vpn 511 3044)

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### \_\_ SAFE INTERVENTIONS

#### **Background**

26. Serious and fatal injuries continue to occur in the manufacturing sector, in

particular in the quarries steel, paper, rubber and recycling industries, while clearing blockages or carrying out running repairs inside dangerous machines when the machines have started-up unexpectedly. Lack of, or failure to manage effectively, a robust isolation and lock off procedure has been a contributory factor in many cases. The sector is aware of a significant number of fatalities in recent years in the target industries. Statistics suggest that there are 3-5 fatalities per year.

27. Manufacturers/suppliers and users of compactors have recently been identified as part of the recycling industry with particularly poor compliance and these companies will be targeted during the project. There is significant risk to Members of the Public (MOPs) where these machines are operated in remote locations without supervision.

### **Links with the Strategic Programme**

28. The programme links directly to strategic points SP1, SP4 and SP5 of the Other Sectors Strategic Programme and also contributes to PSA targets for fatal and major injuries.

### **Aim**

29. The aim is to achieve a major reduction in the risk of serious or fatal injuries attributable to this cause by carrying out an enforcement led initiative involving awareness raising, benchmarking and enforcement against all companies identified for inclusion.
30. The objectives are to ensure:
  - (a) awareness of this issue is raised;
  - (b) robust isolation and lock off procedures are put in place; and
  - (c) employers implement sound risk control systems to manage those procedures.
  - (d) Specific measures are taken in respect of compactors where a poor compliance record has led to fatalities.

### **Method**

31. In 04/05, the sector will identify 420 incumbents in the target sector to be visited. (1.0 day per visit including attending a briefing, visit report, follow-up and enforcement).
32. Compactors: In 04/05 with seconded Environmental Health Officer (EHO) to sector identify relevant trade associations. Arrange meetings with manufacturers and suppliers of new and 2<sup>nd</sup> hand compactors to explain gap between existing and compliance standard expected. Draft standard to address access via

openings (with reference to CEN standards). Publicise standard via seminars.

Intervene with existing compactor users— local authorities, supermarkets, DIY stores etc. Seconded EHO to identify and gather intelligence on main users and where compactors are located/operated. Collect information on current standards of control over use including supervision at LA recycling sites, supermarkets and DIY stores.

Set enforcement standard on compactor guarding standards, supervision, access controls and operator competence.

33. Compactors: In 05/06 visits to 100% of manufacturers and suppliers of new and 2<sup>nd</sup> hand compactors. Standard is to meet EHSRs on machinery guarding. Manufacturers/suppliers to contact all known users with details of defects in their compactor guarding and offer upgrade. Communicate user standards (see above) to local authorities, supermarkets and DIY stores via trade associations where relevant. Promote via seminars.
34. Compactors: In 06/07 HSE/LA enforcement led initiative to sites operated by LAs, supermarkets, DIY stores and other identified major users.
35. Initially we seek a nominee as Divisional project champion from among operational inspectors (e.g. Inspectors who have been involved in investigating relevant fatal or serious accidents where isolation and lock off has been an issue). The champion's role is to coordinate the project in the FOD Division, monitor progress, report progress to the national project manager and provide expert advice and support to inspectors performing the project visits.
36. The sector will prepare an inspection aide memoire and Enforcement Management Model (EMM) risk gap guidance for use by operational inspectors plus a simple one-page proforma for reporting information about conditions found and action taken to national project manager via field champions.
37. Sector staff will identify lists of target companies for operational staff to select from. Sector staff will also develop Risk Control Indicators for safe isolation and lock-off that will be used to set a baseline and monitor improvements.
38. Publicity briefings will be prepared with Communications Directorate, for issue prior to launch of project fieldwork by Manufacturing Sector staff who will liaise with the target industries trade associations, trades unions, trade press and IAC(s).
39. A Press release with Communications Directorate will be issued at project launch and issued to trade journals, other media contacts and press office.

### **Knowledge management**

40. In an increasing contractorised workforce we plan to estimate employee totals involved in this type of work, identify relevant accidents and produce an incident rate year on year. A project report will be produced and depending on results,

publicity briefing material, press releases etc prepared for communicating results of project to trade associations, trades unions, IACs.

## Outcomes

41. By the end of the project all 420 incumbents visited will have adopted and implemented a robust machine isolation and lock - off procedure, together with a sound risk control system for managing it, to control the risk of serious or fatal injury caused by unexpected start-up of machines while blockages are being cleared or running repairs carried out inside machines.
42. By the end of the project there will be a major improvement in the level of understanding and awareness by employers and contractors in the target industries of the risks associated with clearing blockages and carrying out running repairs inside machines. This will include a good understanding of the role of isolation and lock off procedures in preventing serious and fatal injuries through unexpected start-up and the legal duties on employers, directors and managers to provide and maintain such safe systems of work.

## Evaluation

43. Percentage of incumbents (including compactor users) visited having robust isolation/lock off procedures where none existed previously or where previous ones were less than adequate.

Monitor reduction in risk using the risk control indicators for isolation and lock-off. Operational inspectors to provide baseline at initial visits and at follow-up visits (where necessary) to provide a measure of improvement.

Number of employees protected by robust isolation and lock off procedures where none existed previously or where previous ones were less than adequate.

Number of fatal and major injuries reported in target industries.

44. Compactors: In 06/07 evaluate impact of intervention with manufactures/suppliers via the visits to users as part of the project strand to look at users of compactors.

## Timescale

45. Buy in, preparation, publicity and launch –July 04

Operational engagement July 04- February 05 (420 visits)

Interim report March 05

Operational engagement 05/06 (350 visits)

2<sup>nd</sup> Interim Report

Operational engagement 06/07 (200 visits)

Analysis and evaluation – publish results March 07

Sector contact: Chris Flint Manufacturing Sector, Leeds Office (vpn 515 4384)

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.. NATIONAL HEALTH AWARENESS DAY ( NHAD) FOR THE CHROMIUM PLATING  
INDUSTRY - MIDLANDS REGION ONLY  
(subject to successful Communications bid)

### **Background**

46. The Manufacturing Sector is initiating a national seminar for the industry as a practical way of engaging with an industry which still uses a Category 1 carcinogen even where the use of a safer alternative (trivalent chrome) is an option for many platers

### **Industry Structure**

47. Since the industry is fragmented, the West Midlands, a central location with a reasonable concentration of platers has been chosen for the event. Earlier efforts to bring industry representatives together have been successful.

### **Links with Strategic Programme**

48. The programme links directly to strategic points SP1, SP4 and SP6 of the Other sectors Programme and also contributes to PSA targets for ill health reductions. The project builds on and supports the Star Chamber project being undertaken by Specialist Inspectors on Hexavalent Chrome replacement.

### **Aim of the Project**

49. The seminar will be used to as a practical way of engaging with the industry as part of a move to substitute hexavalent chromium from manually operated electroplating plant by August 2006. Those who decline to attend the seminar will receive priority status for a visit during the next two years by a specialist inspector.. The event will contribute to the effectiveness of the Star Chamber bid and increase contact with some hard to reach groups

### **Method**

50. A local project manager will be identified to work with sector staff to develop a programme for the day to include selection of invitees and speakers and develop links with key intermediaries such as suppliers, trade groups and Environment Agency, The project manager will organise the event including sending out invitations, managing responses and co-ordinating and analysing feedback and producing a report of outcomes. Evaluation will be via feedback from attendees

and subsequent specialist visit reports. The sector proposes to follow up the event with Trade associations, trade press and web site activities.

51. The resource required for the project manager is estimated at 15 days with some WCO/Admin time in support.

### **Sector Contact**

52. For further information please contact:

Andrew Lake, Manufacturing Sector, Phoenix House, 23-25 Cantaloupe Road,  
East Grinstead, West Sussex RH19.3BE (VPN 503 4243)  
andrew.lake@hse.gsi.gov.uk

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## **... SAFETY AWARENESS DAYS ( SADS ) IN THE WOODWORKING INDUSTRY**

The Manufacturing Sector is initiating two linked projects: the roll out of 4 SADs for the woodworking industry in 2004/5 (to be held in **SW [Devon], SE [Kent], Scotland West, and NW**) and to evaluate the effectiveness of SADs as an intervention strategy in hard to reach SMEs.

### **Background**

53. Woodworking SADs, aimed at businesses employing fewer than 10 people, have been used as an intervention technique to reach the sorts of businesses that would not routinely come to the attention of HSE. The feedback from SAD days is extremely positive and there is some independent evidence from follow up telephone surveys, that attendees carry out at least some improvements afterwards.
54. There is no doubt that SADs raise awareness of standards and give practical authoritative advice in a neutral, non-threatening setting. However, we are less certain as to whether they achieve significant improvements or sustained behavioural change.
55. Those who decline to attend a SAD need to be targeted in a more co-ordinated way to ensure that limited inspection resource achieves a wider impact.
56. The purpose of these 2 linked projects is to continue to meet the demand for SADs from our SMEs, to develop an intervention technique for dealing with those who decline to attend and to measure whether improved awareness from SADs is converted into a significant reduction in risk.

### **Action required**

Organisation of SADs

57. Divisional Directors in South West, South East, W&W and NW are requested to appoint a Project Manager who will manage the organisation of the SAD, co-ordinate the inspection and publicity plan for non-attendees and liaise with the Sector.
58. Guidance on organising a SAD with planning software, model letters, press release, etc is contained in a 'SAD Pack', available from the Sector. SAD events are normally run twice on the same day to maximise the numbers of places available and to provide some flexibility for attendees. The SAD consists of 4 sessions; machinery safety, manual handling, dust control solutions and timber stacking and transportation. All are presented by an external training provider.
59. The project manager will need to co-ordinate a number of tasks: these include organising the venue, the selection of invitees from local information sources e.g., Thompson, yell.com, local papers and FOCUS, the preparation of a mail merge list, publicising the event, despatch of invitations, monitoring responses, follow up telephone calls and managing the event on the day.
60. Ideally, 4 x Operational inspectors (one for each session), 2 xWCOs and 1 x Sector inspector will be required at each SAD event to provide aHSE perspective and to answer questions on legislation and enforcement as appropriate. A display area and leaflet pick-up point can be set up within the venue.

#### Follow-up targeted inspection

61. From the list of non-attendees, the project manager should select 15 for visit by an inspector. The Sector will provide a benchmark against which to measure performance on key issues with guidance on enforcement.
62. The project manager should co-ordinate completed returns and despatch them to the Sector by the end of March 2005.

#### Evaluation of SAD attendees performance

63. The Sector (with assistance from Midlands Division), will visit a proportion of firms who attended a Woodworking SAD in Derby in 2001. Their performance will also be measured against the benchmark plus enquiries will be made about the effect of the SAD on their behaviour. (The evaluation project is being developed with COSAS Evaluation Branch.)
64. An evaluation report comparing the performance of those who attended the Derby SAD with those who declined to attend theSADs during this year will be prepared and circulated in early 2005/6-work year.
65. This work will inform decisions on what may need to be done to increase the effectiveness of SADs and/or the content of theSADs.

#### Completion dates

66. SADs should be held preferably in the first half of the work year but in any case,

no later than end of November 2004 to allow enough time for the second stage of the project to be completed by end March 2005.

### Focus Work Recording

67. Guidance on recording on FOCUS time spent on SADs is contained in [OM 2003/3 version 2](#).
68. Recording of any follow up visits should be recorded as normal.
69. Inspectors should use the keyword *NOTWOODSAD* for visits to invitees who did not attend the day.
70. When recording reactive visits to attendees the keyword *WOODSAD* should be used.

### Competencies/training/briefing needs

71. The Sector will provide a briefing session for the project manager/team in the early planning stages of the events and will provide support by phone, fax and email where necessary. Help will also be available on securing publicity for the targeted inspection of non-attendees.

### Sector Contact

72. For further information please contact:

Martin Lee, Manufacturing Sector, Pearson Building, 55 Upper Parliament Street, Nottingham NG1 6AU: VPN 513 2896, Tel: 0115 971 2800 or [Martin.lee@hse.gsi.gov.uk](mailto:Martin.lee@hse.gsi.gov.uk)

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## ... SAFETY AND HEALTH AWARENESS DAYS (SHADS) IN THE MOTOR VEHICLE REPAIR INDUSTRY

The Manufacturing Sector is initiating 6 SHADs for the motor vehicle repair industry in 2004/5 (one to be held in each region except London). London region carried out a well-received SHAD in 2003/4 and participation in a further event is optional. An evaluation will be carried out into the effectiveness of SADs as an intervention strategy in hard to reach SMEs.

### Background

73. SHADs or SADs, aimed at businesses employing fewer than 10 people, have been used as an intervention technique to reach the sorts of businesses that would not routinely come to the attention of HSE. The feedback from SADs is

extremely positive and there is some independent evidence from follow up telephone surveys, that attendees carry out at least some improvements afterwards.

74. There is no doubt that SHADs raise awareness of standards and give practical authoritative advice in a neutral, non-threatening setting. However, we are less certain as to whether they achieve significant improvements or sustained behavioural change.
75. Those who decline to attend a SHAD need to be targeted in a more co-ordinated way to ensure that limited inspection resource achieves a wider impact.
76. The purpose of these projects is to continue to meet the demand for SHADs from our SMEs, to develop an intervention technique for dealing with those who decline to attend and to measure whether improved awareness from SHADs is converted into a significant reduction in risk.

### **Action required**

#### Organisation of SADs

77. Divisions are requested to appoint a Project Manager who will manage the organisation of the SHAD, co-ordinate the inspection and publicity plan for non-attendees and liaise with the Sector. A related initiative on isocyanates which is being organised by the SG Health teams may be run as a joint activity.
78. Guidance on organising a SHAD with planning software, model letters, press release, leaflets, MVR Web site demonstration, etc is contained in a 'SHAD Pack', which will be available from the Sector. Possible SHAD venues include colleges, especially those which teach MVR skills. Suppliers to the industry may be willing to deliver information on paint systems and extraction equipment – the sector will provide contact information.
79. The project manager will need to co-ordinate a number of tasks: these include organising the venue, the selection of invitees from local information sources e.g., Thompson, yell.com, local papers and FOCUS, the preparation of a mail merge list, publicising the event, despatch of invitations, monitoring responses, follow up telephone calls and managing the event on the day.
80. Ideally, 4 x Operational inspectors (one for each session), 2 x WCOs and 1 x Sector inspector will be required at each SAD event to provide a HSE perspective and to answer questions on legislation and enforcement as appropriate. A display area and leaflet pick-up point can be set up within the venue.

#### Follow-up targeted inspection

81. From the list of non-attendees, the project manager should select 15 for visit by an inspector. The Sector will provide a benchmark against which to measure performance on key issues with guidance on enforcement.

82. The project manager should co-ordinate completed returns and despatch them to the Sector by the end of March 2005.

#### Evaluation of SAD attendees performance

83. The Sector (with assistance from Midlands Division), will visit a proportion of firms who attended a MVR SHAD in Midlands Region. Their performance will also be measured against the benchmark plus enquiries will be made about the effect of the SHAD on their behaviour. (The evaluation project is being developed with COSAS Evaluation Branch.)
84. This work will inform decisions on what may need to be done to increase the effectiveness of SHADs and/or the content of the SHADs.

#### Completion dates

85. SADs should be completed prior to March 2005.

#### Focus Work Recording

86. Guidance on recording on FOCUS time spent on SADs is contained in [OM 2003/3 version 2](#).
87. Recording of any follow up visits should be recorded as normal.
88. Inspectors should use the keyword NOTMVR SAD for visits to invitees who did not attend the day.
89. When recording reactive visits to attendees the keyword *MVR SAD* should be used.

#### Competencies/training/briefing needs

90. The Sector will provide a briefing session for the project manager/team in the early planning stages of the events and will provide support by phone, fax and email where necessary. Help will also be available on securing publicity for the targeted inspection of non-attendees.

#### Sector Contact

91. For further information please contact:

Andrew Lake, Manufacturing Sector, Phoenix House, 23-25 Cantelupe Road, East Grinstead, West Sussex RH19.3BE (VPN 503 4243)  
andrew.lake@hse.gsi.gov.uk

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## \_\_ EVALUATION OF INDUSTRY TARGETED INITIATIVE SCHEMES

### **Background**

92. The sector has engaged with a number of industries using the Revitalising theme and secured agreements for industries to commit to specific improvements in health and safety performance. These “Targeted initiatives” have resulted in an accident reduction of 38 % in quarries over 3 years and other groups have reported good progress. The schemes suggest that the investment of resource on engagement with groups representing industry can achieve practical measures – as opposed to producing guidance and exchanging information. The schemes are entered into on the basis of a clear commitment from the top of the organisations, TU involvement, an action plan drawn from a base line of current performance and a system of measuring and publicising progress individually and collectively. If these schemes do deliver there is a clear advantage in this approach in that a whole industry sector can be reached in an economical way with a consistent message; issues can be dealt with on a task and finish basis, and the schemes can be rolled out across industry sectors using risk and size as selection criteria.
93. Some of the schemes have been used as the basis for discussions with ABI on reductions in ELCI costs.

### **Links with Strategic Programme**

94. The programme links directly to strategic points SP1, SP2 and SP8 of the Other sectors Programme and also contributes to PSA targets for ill health reductions. The project builds on and supports the Star Chamber project being undertaken by Specialist Inspectors on Hexavalent Chrome replacement.

### **Aim**

95. The sector wish to evaluate the schemes currently operating in the Glass, Paper and Rubber industries. This will help us to improve the operation of existing schemes and give feedback on the effectiveness of the technique for other industry groups

### **Method**

96. The Sector will select from the list of companies who have made a commitment to one of the target schemes and prepare an evaluation plan.
97. Divisions are requested to nominate a project leader to attend a briefing on the targeted schemes and the evaluation methodology. We anticipate about 10 businesses per division will be subject to a detailed visit. The visits need to include discussions with the senior management. The sector will be issuing a specific SIM shortly with further details of the briefing and protocol

### **Outcomes**

98. HSE will have a measure of the effectiveness of the target schemes to assist in the development and future management of such schemes.

### Sector Contact

For further information please contact:

Terry Aston, Manufacturing Sector, Newcastle UnderLyme Office (VPN 512 2338)

## \_\_ PART 3 – LIST OF PROPOSED DIVISIONAL PROJECTS/INITIATIVES

Division	Head of Ops	Details of initiative/programme plan of work
Wales and South West		<p><b>Projects</b></p> <p>MSD in Mattress manufacturing industry cluster in South West- Occ Health Inspector lead- Haf Edwards</p>
		<p><b>Project suggestions :</b></p> <p>Lead battery premises – examine trends for blood leads and assess control adequacy.</p> <p>Roadside repair – at MVR sites where recovery activity present raise issue of safe place of work during roadside activity.</p> <p>Annual maintenance blitz</p> <p>MSD at further mattress industry cluster in West Yorkshire</p>
		<p><b>Identified areas:</b></p> <p>Finance Director initiative on benefits of Rehabilitation schemes</p> <p>Migrant Labour issues in textiles – in support of Race Equality Plan</p> <p>Contractors in Manufacturing – passport schemes and incident reporting</p>