

## Minutes of the Road Distribution Action Group 13TH November 2006 - HSE Rose Court

### 1. Welcome

Dr Elizabeth Gibby opened the meeting.

Highlights of new HSE accident statistics for 2005/06 distributed to the Group. The data provides information of fatal and major injuries within the road haulage and warehousing industries.

### 2. Minutes and Progress of Actions

Brief review undertaken by Liz Gibby on the list of actions agreed from the last meeting.

Liz Gibby advised delegates that the HSE Board had decided that the HSE RIDDOR Regulations will remain unchanged.

### 3. Terms of Reference – Agreement of the TOR Document

Copies of the TOR document e-mailed to Group participants prior to the Meeting. Rob Hudgell advised that feedback he had received had been generally positive. The TOR document now specifically states that the Group's remit includes work related road safety.

Discussion to agree an appropriate name for this Action Group. Some saw the word 'haulage' as too tight a definition. Various names put forward: Road Transport Action Group; Road Freight Transport Action Group; Road Logistics Action Group.

Agreement reached by general consensus that the new title of the Group will be **Road Distribution Action Group**.

### 4. Workplan – Agreement of format, priority topics and elements.

The group reviewed the proposed elements of the priority topics individually:

#### *Priority Topic 1) Falls from vehicles*

Delegates suggested that Road Haulage Association have done a lot of practical work in this area and should be invited to lead element 3 (cross-industry standards on falls from vehicles. Work has been done by the tanker sector, and by the milk, flour and car transporter industries in the past. Jayn Johnson (HSE) to lead working group in relation to HSE 2007 media campaign.

**Action: Working group proposed– see agenda item 10.**

**Action: Rob Hudgell to ask RHA whether they can lead working group.**

*Priority Topic 2) Workplace transport*

Liz Gibby: This is an area where a lot of work has already been done. It requires good information from participants to identify areas where further improvements can be made.

**Action: All members to check what work has taken place on this topic within their organisation, and what areas the group could usefully work on.**

*Priority Topic 3) Slips and trips*

Brian Blair said slips and falls more likely when handling trolleys.

Tony Southam said better depot management for loading/unloading of goods was required. High number of claims due to slips.

**Action: Task Group proposed to review and pull together suitable links/information on this topic. Tony Southam to lead.**

*Priority Topic 4) Manual handling*

Group asked whether a campaign on lines of HSE Better Backs would be appropriate for this industry. The aviation industry had cooperated with HSE Better Backs campaign and organised their own airport-led initiative, which seems to have gained wide buy-in.

Doug Russell informed the meeting that the food industry produced a questionnaire on manual handling - could be used in a possible campaign.

**Action: Working group to consider what the main reasons for back injuries are in their industry. How to raise awareness of these issues. What is the best message to put across? Volunteers to be forward by Group members following discussion with colleagues.**

**Action: Copy of questionnaire (USDAW) to be circulated to all Group participants.**

*Priority Topic 5 )Securing loads (Hit by falling objects)*

Robin Sharp commented that the DfT Safety of Loads code of practice was written with road safety in mind, rather than dealing with loading/unloading operations.

TGWU expressed serious concerns on the actual element of security - violence being experienced by drivers. Liz Gibby acknowledged the point and agreed that this separate issue could be addressed by the group in the future.

**Action: Working group proposed to look at adequacy of existing guidance, such as the extent to which the DfT Safety of Loads can be applied to preventing goods falling during loading/offloading.**

**Action: Moving roll cages and security/violence – areas to look at in the future. Revisit as a Group as a potential work item.**

*Priority Topic 6) Work related road safety*

TGWU registered that the Union were not content with the position laid out by HSE in the document 'Application of health and safety law to truck drivers', but welcomed the improved communication on the matter.

*Priority Topic 7) Haulage web pages*

Agenda item discussed later in the meeting.

*Priority Topic 8) Delivering safely*

Update on Moving Goods Safely given in agenda item 9.

*Priority Topic 9) Fatigue*

Liz Gibby stated that the new shift work guidance is a useful tool for helping to identifying risks of driver fatigue.

**Action: Proposed working group – see agenda item 6.**

## **5. Freight Operator Recognition Scheme**

Scheme funded by Transport for London in partnership with the Metropolitan Police. This is a significant piece of WRRS work to which HSE is contributing. More details at the TFL website where companies can register on-line as Partners/Members. <http://www.tfl.gov.uk/tfl/freight/fors.asp>

Clare Bootle stated that one of the main purposes of her attending was to gain contacts with member organisations, and she would be very happy to meet with the Union to discuss further.

**Action: Group to promote the FORS Scheme to their industry as this is a key project.**

## **6. Shift Work Guidance**

Kathleen Murphy (HSE) gave a presentation on the new HSE guide "Managing Shift Work". The guidance provides advice on risk assessment and suggests measures which can be used to reduce the negative impact of shift work. This new guidance offers an excellent opportunity for people in the industry to take some steps to reduce fatigue. Kath Murphy also confirmed that a shorter leaflet would be available in a number of languages.

The Fatigue calculator tool was also explained. This can be found by going to [www.hse.gov.uk](http://www.hse.gov.uk) and selecting 'fatigue calculator' from the 'tools' dropdown menu on the right hand side.

**Volunteers for 'shift work' working group from meeting:** Brian Blair, Tony Southam, Doug Russell, Jon Godfrey, David Dixon. FTA agreed they will also nominate representatives.

**Action: Other volunteers requested for working group – please contact Rob Hudgell.**

## 7. Development of HSE Haulage Web pages

Robert Hudgell explained that the new HSE Haulage web pages will cover six specific topics areas, and also has a page for the Road Distribution Action Group and a topical 'What's new' page. Web pages are aimed at people new to the industry, with links to more detailed information for those you want it. Aim for the Web Pages to go live by January 2007. Doug Russell, Sean Cusack, and Brian Blair volunteered to look at draft pages.

**Action: Examples of case studies featuring operational and safety improvements within the industry would be welcomed.** [Case studies can be brief summaries or more elaborate examples. Examples of case studies can be found at <http://www.hse.gov.uk/food/experience.htm#workplace> and <http://www.hse.gov.uk/slips/experience/airport.htm> ]

## 8. Falls from Vehicles Campaign 2007/08

Jayn Johnson explained this is a high profile media campaign. The target audience are; i) drivers, and; ii) individuals who are involved with the purchase of vehicles. The campaign is looking to identify what worked in the past for campaigns, e.g. radio broadcasts, trade press and magazines, internet. Feedback welcomed from the Action Group. The campaign goes live in October 2007.

TGWU mentioned the success of "Truckfest Events" where HSE could have a stand. Information at truck stops can also be very effective.

**Action: Any case studies/suitable examples to contact Jayn Johnson.**

**Action: Volunteers requested for a "task and finish" group on falls from vehicles. Feedback from the Working Group to be given to the RDAG in March 2007.** Volunteers for Working Group from meeting: Brian Blair, Chris Macrae and Kath McGann. Further volunteers will be requested via email. FTA agreed they will also nominate representatives.

## 9. Update On Moving Good Safely (Nick Summers, HSE)

Inspection initiative which brings together stand-alone hazard areas (manual handling/workplace transport/slips and trips) runs from November 2006 to June. Each HSE Division working with local authorities to carry out health & safety management audits. In 12 months time HSE move to inspect supply chains, then logistics supply. Will then feed in 'lessons learnt' to the Oct 2007 Falls from vehicles campaign.

#### **10. Falls from tail-lifts – update on working group**

No further progress since last meeting. New Chairman of the Group to be in place within the next two weeks. Working group to identify practical measures to reduce falls from tail-lifts. Volunteers for Working Group from previous meeting: Robin Sharp (FTA), Kath McGann (APN), Steve Biddle (RHA).

#### **11. LA Project: update on 'securing roll cages' projects**

No progress since last meeting. Further update to be given at next meeting of the Action Group.

#### **12. FTA guidance on Managing visitors, visiting vehicles and deliveries**

Robin Sharp has produced a guidance document titled Managing Visitors, visiting vehicles and deliveries. Document circulated at the meeting. Delegates asked to consider if it would be helpful for the RDAG to endorse this guidance. Deadline 30<sup>th</sup> November 2006.

**Action: Any comments/ suggested revisions welcomed (please send via Rob Hudgell) by the end of November**

**Action: Delegates to consider whether it would be appropriate for the RDAG to endorse this guidance.**

#### **13. Interactive Driving Systems – access to web based products for RDAG members**

Apologies from Will Murray (Interactive Driving Systems). Will has forwarded an e-mail to Group participants which provides an overview of the interactive system he has offered to the group. Action Group general consensus that they wish to ask Will Murray to present at the next meeting.

**Action: Rob Hudgell to approach Will Murray to give presentation at next meeting**

#### **14. Warehouse guidance on visiting drivers**

Meeting reminded that the HSE-run Warehouse Safety Forum is re-writing the warehousing guidance book HSG76. Some RDAG members are also members of the Warehousing forum. Part of the new guidance related to visiting drivers, and RDAG delegates were asked to review this one page section and feedback any comments.

**Action: Any comments on visiting driver section of draft HSG76 would be welcomed - please send back to Rob Hudgell by 8 December 2006.**

#### **15. HSE Road Haulage Sector Information Minute (SIM)**

Overview by Rob Hudgell on the production of SIMs being drawn up by HSE Transportation Sector. HSE SIMs are written instructions for HSE and LA inspectors, but are also available to all under Freedom of Information Act. The SIM will contain an overview of the industry, accident statistics, inspection guidance, and links to other regulators. It will be produced by end of March 2007.

#### **16. Car Transporter Sector Information Minute**

Rob Hudgell informed the meeting that the Car Transporter SIM has been in final draft form for quite some time. The document is an information note written for inspectors and is due to be issued soon. Industry groups have helped agree some of the content. Any members of the Action Group who wish to see the SIM document can contact Rob Hudgell.

#### **17. Any Other Business**

Jon Godfrey welcomed opportunity to present to the Group at their next meeting (March) regarding his work in the FORS Scheme, which ties in with work with ORSA and PACTS.

Ron Webb raised concerns about incentive schemes which significantly increase working hours and so impact health and safety. Liz Gibby asked what action the RDAG could do on this issue - TGWU to come back on this.

#### **18. Conclusion**

Liz Gibby gave a formal farewell to Robin Sharp as he retires from the industry. Big appreciation of his contribution to the Group. Robin Sharp believes that the direction the Group is taking is exciting for the industry. Liz Gibby stressed that this has been a useful and fulfilling meeting. **Key action is for people to volunteer for the work projects discussed at today's meeting.**

**It was agreed by the RDAG that the date of the next meeting would be Tuesday, 27<sup>th</sup> March 2007.**