

Minutes of the Road Distribution Action Group 25 November 2008 – HSE Rose Court

1. Welcome. Minutes and Progress of Actions

Tim Galloway [Chair] welcomed everyone to the meeting. Delegates confirmed they were content with the minutes of the last RDAG meeting held on 24 June 2008.

No further comments had been received on the HSE Inspector guidance on coupling discussed at the last meeting. The guidance has been added to the HSE Inspection Workplace Transport Topic Packs. The FTA and RHA planned to place articles in their magazines on this work.

2. Accident Statistics for 2007/2008 workyear

The paper, “Accidents in road haulage and distribution industry – an analysis of statistics from 2005 – 2008” was presented to the meeting. Total accidents for road haulage and warehousing down by 6% (haulage down by 4.7%). This represents a statistically significant drop in RIDDORs, however they only represent one year’s figures so too early to detect a trend. Industry accident rates are still relatively high.

3. Work Plan

Next year’s workplan

It was agreed that it was time to review the RDAG Action plan [latest version updated 24 November 2008]. RDAG members were asked to consider (1) does RDAG still serve the right purpose?; (2) what work and actions are important to deliver over next 2 years?; and (3) the new HSC Strategy will be published soon – what can RDAG do to contribute to the strategy?

ACTION – RDAG members to discuss issues within their organisations to contribute to a discussion at the next RDAG meeting planned for April 2009. HSE will send out a reminder email in the New Year to RDAG members about the topics to be discussed in April.

Commitment to managing health and safety (Workplan Topic 10)

Mike McGrath updated the meeting on progress including the preparation of draft statements for this initiative. This initiative still needed a title and strapline.

He has been working with FTA and RHA with a view to involve others as the pledge progresses. It was important that it was clear what companies were

signing up to and why certain topics had been chosen. Tim Galloway reminded members that this is a key piece of RDAG work.

RHA proposed to run a pilot scheme [for about 30 – 40 members] and hope this will progress early next year. The FTA confirmed their support for this initiative and planned a big push on Health and Safety next year. They will approach their top 15 members [fleet size] next year to involve them in the initiative.

Other organisations were asked to consider what support they could give to the initiative. UNITE gave an example of where they had invited Senior Managers and workers to the same discussions to involve everyone in the work chain, so everyone can understand the different jobs and roles and how they work together. This had been introduced in some noise and vibration projects which had led to an increase in productivity.

ACTION – RHA and FTA to agree broad timescales for their work.

ACTION – Mike McGrath to work with RHA and FTA to agree how work will be coordinated between organisations, and to agree common commitment statements

ACTION – RDAG members to feed their ideas and suggestions for the project, to Mike McGrath, including; suggestions for project tag line; which other organisations could be asked to participate, and what they could contribute; how should we enable hauliers who are not members of FTA or RHA to sign up? [email mike.mcgrath@hse.gsi.gov.uk].

Preventing falling loads (Workplan Topic 4)

Nina presented the findings of the HSL curtainsider research which was made available today on the HSE website to download.

The RDAG working group supported the idea of preparing some training materials on loading. This includes a HSE plan to produce a DVD with the key points of loading securely which could be widely used including on the CPC courses. The storyboard and filming arrangements are being prepared.

UNITE thought that trailer audits and staff training were crucial on the topic of safe loading. A trailer audit could be signed by the loader, the auditor and the driver before a lorry leaves a depot. Many staff do not know about loading and there is a need to improve communications and training to develop an effective system.

ACTION – HSE to copy the proposed storyboard for the DVD on safe loading to RDAG members for comments once completed. RDAG members agreed to help distribute the DVD when ready.

Fatigue Group (Workplan Topic 9) – Doug Russell

The group were clear about what they wanted to do, although had made slow progress on the original objectives as the group had grown considerably in membership and aims. Materials, including a sample Fatigue Policy was being prepared and it was proposed to circulate to RDAG members in December. Their next meeting was planned for February 2009.

DfT were reviewing Australian legislation on fatigue management in Australia, and are considering piloting a Fatigue Risk Management System in this country. The DfT THINK campaign in 2010 will focus on fatigue issues.

ACTION – The Fatigue Group to give a more detailed presentation at the next RDAG meeting.

Slips and Trips [Workplan Topic 3]

The group wanted to find out what the current situation was in terms of risk knowledge and attitude to slips and trips. A questionnaire had been prepared for employers [RHA lead] and for drivers with the aim to find out current understanding, to raise awareness of the problem and to find out where employers and drivers think the problem is [and what can be done to deal with them]. Two large employers were also running the questionnaire. HSL will analyse the results in April 2009. The results will be used to identify the best way to communicate messages on slips and trips to the industry.

ACTION – Other organisations who could also help distribute the slips and trips questionnaires to contact Rob Hudgell

Manual Handling [Workplan Topic 4]

The group has not met since the last RDAG meeting. Two case studies had been drafted, but the turn out to the last meeting was very low. HSE has since started some research investigating the causes of Manual Handling Injuries and Musculoskeletal Injuries in the road industry. It was agreed to suspend the work of the group temporarily and to reconvene after the review of the RDAG Health and Safety Action Plan, and the results of the research, which would provide a clearer direction for future work.

4. Presentation – Freight Best Practice – Geoff Clarke, Technical Manager

Geoff outlined the work of Freight Best Practice (FBP), sponsored by DfT, and highlighted their range of guidance available to the industry. Their current top priority was linked to energy saving including fuel economy, but they are keen to decide how best they can communicate other messages, including health and safety. Information can be downloaded free of charge from www.freightbestpractice.org.uk [check out the publications section]. FBA also have a Hotline Telephone Number 0845 877 0 877.

Some of the other information mentioned:

- Transport Operator Pack - aimed at Transport Managers to use as a discussion pack with drivers [and to distribute to drivers]
- Freight Future Newsletter – about 90,000 circulation
- On line benchmarking – pilot scheme recording number of incidents per 100,000 miles
- Vehicle Maintenance Planner
- Fuel Ready Reckoner

FBP currently had links between their website and the HSE website. Geoff confirmed that they would be happy to carry health and safety messages on their website and also that there was an opportunity for RDAG topics to be included in the newsletter.

Action – Members to consider the best way to provide the info (e.g. integrated into more general guides, or separate H&S guides) and suggest preferred H&S content for FBP guides.

5. Presentation – Cargo restraint for Light Commercial Vehicles [LCV] – Michael Neale, Transport Research Laboratory [TRL]

Michael outlined the work that TRL had done, sponsored by the FTA, to develop a ‘best practice’ guide on LCV aimed at fleet operators and employers. An initial 130 page ‘technical reference’ report had been delivered to FTA in June 2008 and FTA were waiting to see how DfT and HSE could endorse or support this. The next meeting to discuss the report was planned for 10 December.

Once endorsed, the aim was to make the technical reference widely available. The FTA agreed that the technical reference would need to be condensed to be suitable for transport managers and others to use. The aim was also to produce some materials to market the findings and to get the message across, including:

- Practical version including how to load a van
- Series of ‘safe loading’ posters to support the publication of TR
- Pocket guide for drivers [written]
- Guidance on the safe use of racking
- Guidance on methods of restraint.

Aim to publish in 2009.

6. Other news and topics

(1) Warehousing

A first forum meeting run by IOSH was held in November 2008. Eight key members of HSE’s previous forum were invited to attend to agree terms of reference etc.. Work will include reviewing any contentious elements of HSG76 “Warehousing and storage; A guide to health and safety” (Second

edition, ISBN 978 0 7176 6225 8), filling gaps with any new guidance on warehousing, and future events such as annual seminars. Possible priority topics include training and competence, and manual handling.

(2) Health and Safety (Offences) Act 2008

Tougher penalties from 16 January 2009 have now been agreed for companies who breach health and safety law. Maximum fines being increased from £5000 to £20000 per offence, and greater chance of custodial sentences. Fines remain unlimited in the Crown Court. This will act as an additional incentive for companies to act, and will also mean that more cases can be dealt with in the Magistrates court. A copy of the Act is available at: http://www.opsi.gov.uk/acts/acts2008/ukpga_20080020_en_1

(3) HSE CCTV Project

HSE have begun a project in the South West looking at the use of CCTV in transportation. The project is working with companies in Devon and Cornwall who are using CCTV in logistics work. Many companies installed CCTV as an aid to reversing issues. There was some concern that a few companies were putting cameras in to the cabs. The HSE North West group (Jayn Johnson) has previously done some CCTV work.

ACTION – Any members with useful information or experience in the use of CCTV to pass on to Rob Hudgell

ACTION - Jayn Johnson to pass info on North West project to Rob Hudgell.

(4) Australian Chain of responsibility legislation

UNITE highlighted legislation dealing with loads was introduced in New South Wales [a weblink was circulated to RDAG members earlier]. It includes laid-down responsibilities for everybody in the supply chain on loading and other matters, and includes an audit sheet of the load which would travel with the vehicle/driver who would then have information on the load to answer questions during the journey.

ACTION - Ideas and feedback to Rob Hudgell, HSE, to forward to Brian Blair, UNITE.

Carol Grainger told the group about a case study in utilities industry [pipes] where the whole supply chain had worked together to establish what information was needed and to be shared at each stage of the delivery process, eg from loading at the manufacturer to delivery to the customer.

ACTION – HSE to put finished case study on their website.

(5) Coupling vehicles at ports

Nigel Parfitt, of Port Skills and Safety, has been working with John Berezansky and others in HSE to investigate the extent to which IRTE/HSE guidance on coupling vehicles should apply to docks Tugmasters. Nigel said there is no standardisation of handbrakes on trailers at present and some trailers have none. This means that Port staff and Drivers have to deal with a

variety of handbrake systems and trailer designs every day. This is an issue for the Ports industry to lead on and to clarify the guidance for staff.

ACTION – Nigel Parfitt agreed to give a presentation about haulage work in the ports at the next meeting.

(6) Relaunching the Falls from Vehicles (FFV) HSE campaign

HSE plan to rerun in the New Year the FFV campaign launched originally in 2007 using the original material and designs. The schedules for the media are being finalised and once agreed will be circulated to RDAG members. Information at <http://www.hse.gov.uk/fallsfromvehicles/index.htm>

ACTION – HSE to circulate details of the FFV campaign 2009 once finalised. Also to discuss at the next RDAG meeting the idea of reviving the FFV working group.

(7) FTA/HSE Transportation Web Forum

Carol Grainger reminded members of the web discussion forum on FFV on the FTA site which was monitored – see <http://networking.fta.co.uk/>. FTA was scoping a proposal to expand the Workplace Transport section to include transport logistics.

ACTION - HSE to keep RDAG informed of progress with FTA/HSE Transportation Web Forum.

(8) Moving Goods Safely 3 - evaluation

Carol Grainger updated the meeting on the progress of the evaluation research being conducted by the Institute of Employment Studies led by Hulya Hooker. IES planned to talk to HSE Inspectors and some of the companies who received MGS3 visits. Company names will be anonymised in the final report.

(9) Railway Level Crossings

Jayn Johnson told the group about a campaign by the Office of the Rail Regulator on user worked railway crossings and the need to make sure that they are used safely. The link to types of crossings is <http://www.networkrail.co.uk/asp/5269.aspx>. The link to the "Don't run the risk campaign" is <http://www.networkrail.co.uk/asp/2292.aspx>

(10) Camping Gas – burns accident – Rob Hudgeell

There have been some (rare) incidents where drivers have been seriously burnt when they have had camping gas stoves in their cabs. Both unions and trade associations agreed that camping gas should never be used in the cabs. Many companies do not allow camping gas cylinders in cabs. There is also the issue of ventilation in the cab if a gas stove is lit.

ACTION – HSE to produce a draft note on use of gas in cabs and to circulate to RDAG members for comments.

7. Other Updates

(1) Falls from tankers

Ray Engley gave an update - RHA are currently drawing up revised guidance on falls from tankers and hope to have a draft available very shortly.

(2) Falls from tail-lifts Working Group

Rob Hudgell said the industry Working Group guidance is now drafted. Electronic copies have been circulated to RDAG. The group is talking with IRTE about publishing the guidance. Members were reminded to send in their comments by the end of December to Rob Hudgell HSE.

(3) LA Projects – Jayn Johnson

No progress to report at this meeting.

8. Any other business

There was no other business.

9. Next Meeting

The next meeting to be held in April 2009 [date to be agreed] and will include discussions on workplans and future work for RDAG.

Attendees of RDAG Meeting – 25 November 2008

Tim Galloway, HSE – Chair
Don Armour, Freight Transport Association
Tim Bentley – Association of Pallet Networks
Brian Blair, T&G Section of Unite the Union
Dorothy Brown, HSE – Workplace Transport Programme
Geoff Clarke, Freight Best Practice
Sean Cusack, Institute of Occupational Safety and Health
Nina Day, Health and Safety Laboratory HSL
Ray Engley, Road Haulage Association
Andy Freeman, HSE – Work related road risk
Chris Fylan, Skills for Logistics
Carol Grainger, HSE – Workplace Transport Programme Manager
Robert Hudgell, HSE - Transportation Section, RDAG Secretary
Jayn Johnson, HSE – Safety Unit
Mike McGrath, HSE, STSU
Tom McCartney, Traffic Commissioner
Michael Neale, Transport Research Laboratory
Nigel Parfitt, Port Skills and Safety
Doug Russell, Union of Shop, Distributive and Allied Workers
Tony Southam, United Road Transport Union
Bill Gilfoyle, UNITE

Apologies:

Paul Sanders, Association of Pallet Network

Will Murray, Interactive Driving Systems
Geoff Galilee, Local Authority Coordinating Office on Regulatory Services