

Minutes of the Road Distribution Action Group 27TH March 2007 – HSE Rose Court

1. Minutes and Progress of Actions

Liz Gibby confirmed with delegates that everyone is content with actions and outcomes of last meeting.

2. Increasing membership of the RDAG

The RDAG is getting quite large, however there are still other organisations who could provide a useful contribution, and who may be interested in attending.

Potential organisations include Port Skills and Safety (PSS), the ports employers' safety association, and Association of British Insurers (ABI) who have an interest in reducing accidents in the industry. Delegates were happy for PSS and ABI to be invited to a future meeting, and/or become permanent delegates.

The former CILT representative from CILT has said he is unable to attend future meetings. Delegates agreed that CILT should be invited to send a new representative.

ACTION: Chris Barringer to approach PSS and invite their attendance at next meeting of RDAG

ACTION: Rob Hudgell to approach ABI and invite their attendance at next meeting of RDAG

ACTION: Rob Hudgell to approach CILT and invite their permanent attendance/membership of RDAG starting at the next meeting of RDAG

3. Workplan – Including progress on working groups

Falls from vehicles (workplan elements 1.1 & 1.2)

Jayn Johnson fed back on the 'Falls from vehicles' working group which met on 30th January 2007. Issues discussed included; manufacturer and design issues, including access and egress to vehicles; training and instruction for drivers; examples of good practice and measures for preventing falls; the legal position (WaH regs); current guidance; and the means of getting information to those who need it.

Possible outcomes include; a checklist of 'golden rules' for drivers; HSE to confirm the legal position (in particular, how HSWA section 6 applies); guidelines both for manufacturers and fleet managers; inclusion of this risk in the driver CPC; and a template/suggested format for a possible toolbox talk.

A future meeting date is to be agreed.

Falls from tankers (element 1.3)

It was suggested at the last meeting that RHA had done work on the topic of falls from height, through their tanker group, and may like to lead on this element. RHA have indicated they're keen on this.

The current RHA/HSE tanker document gives some very useful guidance, but it also includes timescales which are now out of date. Other good industry guidance also exists, and the associations who have produced these may want to be involved.

The group agreed that other organisations, including the FTA should be involved.

ACTION: ALL who are interested in being involved, or know organisations that may want to contribute to the subject, to express an interest to Rob Hudgell.

Load security (element 5.1)

The group agreed to break down this topic by task. Three sub groups were therefore proposed;

- A Driver sub-group – To identify what are the real issues that driver's encounter. To discuss whether a driver's checklist or similar guidance would be useful for raising awareness of this risk area, and what it should contain.
- A Loading sub-group – To look at safe loading practices, especially loader training and competence, and good practice in checking and signing off loads.
- An Unloading sub-group – To look at matters such as safe methods for undoing curtain-sides and undoing restraint straps.

It was agreed that the sub groups would meet in April or May 2007, and the working group would meet again in June/ July 2007

Possible outcomes include; a checklist for what the driver should do to avoid risks; topic inspection packs for HSE and local authority inspectors; guidance/ standards which could be tailored for the different industries, possibly including summarising keys parts of the DfT 'Safety of Loads' Code; bringing together other industry working groups with a view to agreeing a consistent message and to share good practice; a checklist of what users want from manufacturers and a meeting with manufacturers and suppliers to improve what is provided; ensuring information on this topic is included within the new Driver CPC; and finding the best ways of communicating risks with consignors and loaders

ACTION: ALL who are interested in being involved, or know organisations that may want to contribute to the working groups or sub groups, to express an interest to Rob Hudgell.

Fatigue (element 9.2)

The primary role of the group is to promote the 'managing shift work' guidance to industry in a format that is easy to digest, industry relevant, and helpful.

Topics discussed included; the nature of shift working in the haulage business; what are the most relevant aspects of the shift work guidance for the road haulage and distribution industry; what other relevant guidance is available; identifying gaps in knowledge; identifying the available means of getting information to the people who need it; and whether there is work going on elsewhere which could complement the work of this group.

Possible outcomes include; industry-specific infosheet describing how to reduce driver fatigue using shift work guidelines; raising awareness of drivers, e.g. signs to look for; promotion of other solutions/tools such as sleep contracts; promotion of the fatigue index (more viable for larger companies); clarification of good practice in terms of considering commuter travel in addition to the driving day; clarify whether new Stats 19 form will include fatigue.

The group agreed that the next step would be to get a consensus view from employers about the practicality (or otherwise) of the shift work guidelines to our industry. Jon Godfrey agreed to host a meeting, towards the end of May, to try and gain an industry consensus on this.

ACTION: ALL *who are interested in being involved, or know companies/safety managers who may want to contribute to the employer working group, to express an interest to Rob Hudgell.*

Manual Handling (element 4.2)

This workplan item is covered in more detail in section 5, below.

Slips and Trips (element 3.1)

Liz Gibby proposed to have a presentation from HSE's slips and trips team at the next RDAG meeting in September, with the aim that a working group could be established before the end of 2007, if appropriate. Tony Southam has agreed to chair. Tony has started to look at the issue already, and has collated information which he will forward to Rob Hudgell to circulate to RDAG members.

ACTION: Tony Southam *to provide data on slips and trips to RDAG. Rob Hudgell will then circulate to RDAG members.*

4. Presentation: WRRS and the FORS questionnaire

Jon Godfrey, Metropolitan Police, presented a progress report on the Freight Operators Recognition Scheme (FORS). He also gave out copies of the questionnaire used by officers in the Commercial Vehicle Education Unit (CVEU).

ACTION: All *To view and send any comments back on the Metropolitan Police CVEU Questionnaire. Comments direct to Jon Godfrey or via Rob Hudgell.*

5. **Presentation: HSE Musculoskeletal disorders team.**

Emmie Galilee, HSE Musculoskeletal disorders team, gave a presentation to the group outlining key areas of risk, tools for aiding risk assessment, and examples of success from other industries. More at <http://www.hse.gov.uk/msd/index.htm>. Specific research on furniture distribution can be found at www.hse.gov.uk/research/hsl_pdf/2006/hsl0687.pdf

The group then used this presentation as a platform for discussing the best way ahead for the proposed manual handling working group.

6. **Agreeing terms of the manual handling working group**

The discussion following the manual handling presentation raised a number of suggestions for the manual handling group to consider. These included;

Increasing awareness of need to have delivery plans, risk assessments of individual sites; training drivers to carry out basic site risk assessment; showing the benefits of having delivery plans – less aborted deliveries etc.; focussing on doing guidance for the driver because they rarely get a delivery plan in practice; reviewing past campaigns to see what worked- these include ‘better backs’ and ‘mark a parcel’; developing case studies and sharing good practice with SMEs; promoting benefits of staying active and returning to work as part of recovery;

Food industry guidance was held up as good example. A HSL report on furniture removals good also be useful.

Additional volunteers were invited for the working group. DR & BB agreed to join.

ACTION: ALL to consider other individuals who could make a useful contribution to the manual handling working group to contact Rob Hudgell.

ACTION: Rob Hudgell to collate names of interested working groups members, and arrange a chair and venue for a working group meeting.

7. **Update on HSE Haulage Web pages**

Robert Hudgell gave an update. These pages should go live in April. Further case studies, developed through the RDAG, may be appropriate in the future. Members were happy for minutes of RDAG meetings to go on the website.

ACTION: ALL Members asked to publicise the link to the new Road Haulage Website when it goes live. Rob Hudgell to notify members of the go-live date.

ACTION: ALL Members to check that the links are correct to the website of their own organisation, and, where appropriate, members arrange a reciprocal link.

8. **Presentation: Interactive Driving Systems – interactive driver program**

Presentation by **Will Murray**

A free benchmarking service has been launched by Brake, the road safety charity. Funded by the Department for Transport, it allows companies to anonymously compare their fleet safety procedures and crash data with that of other companies, to help them identify potentially life-saving improvements. The service can be accessed at <http://www.fleetsafetybenchmarking.net/>.

Dr Murray also gave presentation to the group on a driver monitoring package developed by his company, Interactive Driving Systems. More information on the package can be found at www.virtualriskmanager.net/main. RDAG members can obtain 'dummy' PIN numbers from Will Murray to access more detailed information about the system.

ACTION: Will Murray to provide PIN number to access driver monitoring package to members who request one.

9. Updates

HSE Road Haulage Sector Information Minute

Main purpose is to give background to LA and HSE inspectors on topics such as; how the industry is regulated; main industry organisations; WRRS; CDG; Main types of accidents; guidance on 'How to inspect' for newer inspectors; and enforcement standards, including risk assessment, co-operation, preventing falling loads, manual handling. The SIM is due to be issued to inspectors in April 2007.

Car Transporter Sector Information Minute

This information minute is due to be issued to HSE and LA inspectors in April 2007. The draft had been in circulation for a couple of years. Contents include work at height and LOLER requirements - it may be that some parts of the industry still don't appreciate that LOLER applies, and RDAG members are encouraged to communicate this where they have an opportunity.

TGWU raised a concern regarding the methods for tying down vehicles. It was agreed that the SIM could be reviewed again in the future if appropriate.

Moving Goods Safely

John Berezansky gave an update of the Moving Goods Safely project – HSE are currently in the middle of the inspection phase.

FTA guidance on Managing visitors, visiting vehicles and deliveries

Chris MacRae has taken over the management of this document from Robin Sharp. RDAG members were content that the document is published with the FTA logo on it. HSE may also endorse the document, subject to review of the final draft.

Falls from tail-lifts – working group

An initial meeting of this group will take place on 13th April
The purpose and terms of reference of the group are;

- To explore practical solutions to prevent falls from height associated with tail lifts;
- To develop safe user guidance;
- To determine practicalities in use; and
- To report outcomes to the Tail Lift Working Party forming part of the MHE 12 Working Group.

LA-initiated projects

Jayn Johnson is monitoring a number of relevant projects. The following projects are likely to be progressed in the near future.

- (i) Securing roll cages in vehicles
- (ii) Safety in car parks
- (iii) Visibility (reversing)

Anybody with a particular interest in contributing to these projects are invited to contact Jayn Johnson or Rob Hudgell.

10. Presentation: Smoke-free implementation

Sarah Bull from LACORs gave a presentation on the smoking ban which comes into place in July 2007. Key industry-specific points were that smoking would not be allowed in cabs used by more than one person, the fact that the regulations apply equally to foreign drivers, and foreign vehicles will need to display the no-smoking signs in their cabs. More details from <http://www.smokefreeengland.co.uk/>. Companies can obtain free no-smoking signs from the resources section of this website.

11. AOB

David Dixon, Traffic Commissioner is retiring, and this is his last RDAG meeting. The group thanked David for his significant contribution to the group over the years.

Fred Beach (TGWU) distributed a sleep apnoea letter and leaflet to RDAG members. Fred offered to send additional information (printed or by email) to any member who requested it. Members to contact Fred direct, or via Rob Hudgell.

Date of next meeting – Wednesday 19 September 2007

PRESENT: HSE – LIZ GIBBY, CHRISTINE BARRINGER, ROBERT HUDGELL, JAYN JOHNSON, BEN KEENE, ANDY FREEMAN, JOHN BEREZANSKY, EMMIE GALILEE, TGWU – FRED BEACH & BRIAN BLAIR, TRAFFIC COMMISSIONERS – DAVID DIXON & TOM MACARTNEY, SKILLS FOR LOGISTICS – CHRIS FYLAN, IOSH – SEAN CUSACK, USDAW – DOUG RUSSELL, FTA – CHRIS MACRAE, URTU – TONY SOUTHAM, APN –

DAVE GOUGH, RHA – STEVE BIDDLE, LACORS – SARAH BULL, METROPOLITAIN
POLICE – JON GODFREY, INTERACTIVE DRIVING SYSTEMS – WILL MURRAY

APOLOGIES: RUTH POTT, KATH MCGANN, PAUL SANDERS, DAVID WILLIAMS,
GEOFF GALILEE