

Minutes of the Road Distribution Action Group 27 April 2009 – 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 25 November 2009.

2. HSE Overview of New Strategy

Tim Galloway gave an overview of the new HSE Strategy. Feedback to the consultation document had been generally positive. The new strategy provides RDAG with an excellent framework of goals to base future RDAG work on. Examples included using the forthcoming RDAG Management Pledge to promote the strategy aim for 'strong leadership', and the possibility of agreeing standards that could be used to create a level playing field and help 'secure justice'. Worker involvement was another key area that RDAG needs to address. RDAG should also look towards innovative ways of improving the health agenda for the road haulage industry.

Tim invited the group to consider the principles of the strategy when drawing up the RDAG workplan.

3. Closing 2006-2009 Work Plan

Preventing falling loads (Workplan Topic 4)

The 'Preventing falling loads' working group had a number of agreed outputs. One was for HSE and VOSA to increase enforcement on the topic, to give operators more incentive to secure loads properly.

Nina Day gave a presentation to the group about the pilot enforcement work that has been done by VOSA and HSE. HSE and VOSA stopped 40 vehicles during three days of checks. More than three quarters of vehicles were not loaded safely. Nina explained some of the common faults with securing. Although the majority needed remedial action to make the load safe for onward travel and unloading, in most cases drivers were able to solve the problem safely within minutes. Further checks are planned.

Other agreed actions from the working group – ways of promoting better securing methods; production of case studies, and; improving trailer design, are still to be completed.

Fatigue Group (Workplan Topic 9)

Rob Hudgell gave an overview of the working group. The final meeting of this group under the remit of RDAG will take place in June 2009. After this meeting, DfT will take over the running of the group and, in addition to the driver fatigue work that has been done, will widen the group's remit to include other occupational road risk topics.

More detail on the RDAG Fatigue group, including proposed outputs, is given in Annex 1.

Slips and Trips [Workplan Topic 3]

The objective of this group is to identify how to make any messages ones that will appeal specifically to the industry. The way to do this is to design, distribute, analyse and report back on a questionnaire about slips and trips. The questions are based on the areas which the group agreed were most important to address;

- a. awareness and attitude among hauliers and drivers
- b. footwear selection and the use of footwear
- c. information on vehicle floor surfaces, such as trailers, tail-lifts and loading bay floors.

Questionnaires to drivers will be distributed via; Trade Unions - URTU and USDAW; Companies involved in the working group; Face to face truck stop interviews. RHA will distribute a questionnaire to haulage operators which will cover similar topics. Findings will be gathered by mid-June, and reported results and a follow up meeting will take place on 15 July 2009. The working group will then make suggestions for future work that could be done by RDAG. This could include a campaign in line with HSE's 'Shattered Lives' theme.

4. Commitment to managing health and safety

The Chair stated that HSE see this as the most important piece of work for the group for the next three years, for reasons including;

- It has shown clear benefits in other industries
- It gives us a real opportunity to undertake an initiative that can have a real positive change in culture, if we do it right.
- It fits in well with the new HSE strategy

Mike McGrath updated the meeting on progress including the preparation of draft commitment statements for this initiative.

Don Armour gave an update on behalf of FTA. FTA Directors have re-stated their commitment to the Pledge Initiative. They still plan to approach the 'Top 100' members of FTA to thrash out the detail of what the Pledge will entail. This may not happen before the Autumn.

Ray Engley gave an update on behalf of the RHA. RHA are issuing an email to all their members on 28th April which will include the RDAG Slips and Trips questionnaire. Feedback on this should give RHA useful information on how to proceed with generating interest on the RDAG Pledge. It is hoped that the success of similar initiatives, such as the Quarries Target Zero, which some RHA members were involved with, could also provide a useful platform to start from.

Geraint Day of HSE Business Involvement Unit, gave a presentation on the work that HSE are doing across all industries to promote and increase action on the 'Leading health and safety at work' document produced by the Institute of Directors. This work links very closely to the work we have started on the Management Pledge. Evaluation has shown that around 25% of all Directors have heard of the IOD/HSE leaflet, and 13% have read it.

This figure is similar when applied specifically to transport and communication company directors. More detail on the promotion of IOD leaflet is given in Annex 2.

5. New Workplan – discussion and agreement on how we can contribute to the new strategy and of future RDAG outputs and likely outcomes

The Chair stated that this is a very important session as it sets the tone for what we will be doing, for the haulage industry, for the next three years.

The current Terms of Reference (TOR) were reviewed, and the group agreed that they were still appropriate. The TOR still gives RDAG the scope to deal with occupational road risk matters, although the group widely agreed that when the RDAG fatigue group becomes the new DFT-led occupational road safety group, this will usually be a better place to discuss the topic.

Delegates also reviewed whether the group has the right people as members, and whether the format of the meetings were optimal. It was agreed that the current representation and format worked well. It was suggested that SMMT could be invited to join, if the group were likely to be working on trailer design issues in the future, as this is a cross-cutting topic that has come up many times in the past.

Delegates agreed that the current ‘task and finish’ working groups were the most effective way of working in partnership. Task and finish groups could either be one offs – e.g. to analyse a problem and identify possible ways forward, or to tackle a very specific issue, or could last longer if they were tackling a bigger issue.

What issues to tackle

Prior to the meeting, delegates suggested a total of twenty one potential topics which RDAG could tackle. The merits of each and priority of each of these were discussed, and the list of ideas was reduced to the following, which would go forward for the workplan for the next three years;

1. Managing health and safety – the RDAG Pledge
2. Preventing falling Loads – continue to work on this topic, given the ongoing interest
3. Slips and Trips – work dependant on recommendations from working group
4. Promoting the business case for health and safety training
5. Manual Handling
6. Pedestrian Segregation
7. Supply chain responsibilities
8. Multi-deck trailers
9. Tail lift delivery of pallets
10. Worker involvement
11. Identifying a focus on health

More detail can be found on the RDAG Workplan document, which Rob Hudgell will revise and send to delegates for further comment.

It was noted that the new IOSH warehousing group may also be tackling some of these issues, and Geoff Galilee and Rob Hudgell, who are members of both forums, were asked to ensure any work is well coordinated.

ACTION: Tim Galloway to check HSE policy on using University Undergraduates to carry out research for RDAG.

ACTION: Rob Hudgell to revise workplan and send to delegates for further comment, with a view to agreeing next items to work on, and starting these new items where possible.

6. Presentation – Port Skills and Safety (PSS)

Nigel Parfitt gave an update to the group on who PSS are, what they do and the direction they are moving in.

Nigel gave a breakdown of accident statistics, based on data collected by the ports industry. Accident reporting is now believed to be around 99% - much higher than in the past. As a result, the number of accidents appears to be up, however the accident rates are actually down. Stats may improve further once more specific SIC coding is used to collate data.

Safer Ports Initiatives are happening around the country. Haulage plays a big part in docks, and the Port Skills and Safety Group are keen to link up and work more with RDAG in the future. Work that is already being done on haulage related topics includes work being done with HSE and IRTE on coupling of trailers at Ports, given potential differences with the way tugs are used to move trailers.

7. Other news and updates

- (1) Coupling vehicles at ports – PSS, HSE and IRTE will be meeting on 5 June 2009 to decide the best way of providing guidance on coupling vehicles at ports.
- (2) HSE Inspection topic for 2009/10 - Two key threads for HSE/LA inspection will be;
(a) load securing and safe access combined, including further joint inspection with VOSA, and (b) loading bays at LA-enforced premises, which will include visiting drivers.
- (3) Falls from vehicles (FFV) – the FFV campaign ran in early 2009. Further evaluation is due May 2009.
- (4) FTA/HSE Transportation web forum - Should be ready by Autumn. Need to agree collectively what we want to get out of the future forum.
- (5) Falls from tankers – A near-finished draft of the RHA document should be available within a couple of weeks.
- (6) Use of LPG stoves - Rob Hudgell took comments from the group – the overall agreement being that gas stoves should never be used in cabs, and ideally should

not be carried in cabs. A more detailed summary of agreement on this topic is in annex 3.

- (7) Falls from tail-lifts – The new IRTE guide has been written and formatted and will be published shortly. The advice includes information on the types of guardrails which can be used on tail-lifts.
- (8) Warehousing – Update on IOSH group - Sean Cusack gave details of a very successful March event in Bristol. Further events to promote best practice are planned. The next Warehousing group meeting, in May 2009, will include a wider number of representatives of interested parties, who will decide what work the Warehousing Group will be doing in the future.
- (9) Freight Best Practice - No further comments had been received on the extent to which RDAG can work with Freight Best Practice to promote good standards – this item has therefore been closed until RDAG consider it a high enough priority.

8. Any other business

Tim Galloway stated HSE has been, and is still undergoing a lot of change. This will not affect the future of the RDAG group, although many HSE members will be moving on. Jayn Johnson, who has been a member of RDAG since it's inception in 2001, will be moving to a new role in May. Tim Galloway will be leaving to head up the London Operations team in June. Rob Hudgell will be moving to another role before the end of 2009.

9. Next Meeting

Rob Hudgell will send an email to agree the date of the next meeting, scheduled for late September/ early October.

HSE Rose Court is being refurbished, so meeting rooms will not be available. Delegates were asked to consider whether they could provide a meeting room for this meeting.

Attendees of RDAG Meeting – 27 April 2009

Tim Galloway - HSE – Chair
Ray Engley - Road Haulage Association
Don Armour, Freight Transport Association
Tim Bentley - Association of Pallet Networks
Paul Sanders - Association of Pallet Networks
Sean Cusack - Institute of Occupational Safety and Health
Nina Day - Health and Safety Laboratory HSL
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
Mike McGrath – HSE - STSU
Nigel Parfitt - Port Skills and Safety
Tony Southam - United Road Transport Union
Geoff Galilee, Local Authority Coordinating Office on Regulatory Services
Geraint Day - HSE Business Involvement Unit
Dave Marshall - HSE Business Involvement Unit

Apologies:

Doug Russell - Union of Shop, Distributive and Allied Workers

Annex 1: Report from Fatigue Working Party

The group reviewed the HSE guidance on shift work with reference to the working patterns for commercial drivers. It quickly became apparent that there were significant constraints in terms of working hours and shift patterns that delivery drivers follow to meet commercial and legal requirements. It was also apparent that there was a wider issue with fatigue than shift work alone.

The reality is that many LGV drivers work close to the maximum driving hours and minimum rest standards set by European driver's hours rules and working time legislation. Drivers of goods vehicles less than 3.5 tonnes often work without any reference to the domestic drivers' rules. Indeed many 'white van' drivers may not even regard themselves as people who drive for a living but see driving as a means of getting to their real job – as plumbers, fitters, decorators, etc.

Even when the European rules are being followed LGV drivers can be dangerously fatigued depending on other factors in their domestic and working life. And drivers of vans can be fatigued because there is no compliance with the domestic driver's rules.

The group decided to widen their search to the more general issues around fatigue rather than focussing narrowly on shift work and drivers hours.

It turns out that there is a lot of information and guidance on the topic, but it is spread across a number of different sources and does not always spell out clearly the responsibilities of employers and drivers under health and safety law.

In other countries, notably Australia and in other industries, notably aviation, there have been moves to focus away from formulaic management of hours toward fatigue risk management systems. In Australia, the regulations have been changed to allow more flexibility in drivers' hours for organisations that can demonstrate that they have robust fatigue management systems in place. There is clearly no prospect of the UK introducing such legal changes on its own as we are tied to European rules on drivers' hours. However there would appear to be benefits in encouraging UK transport businesses to manage fatigue better even without legal change.

Information on fatigue management is available on a couple of websites supported by the Dept for Transport. And information is provided by other bodies such as the FTA, trade unions, Brake, etc.

The group recommends that a simple message about the responsibilities to manage risks arising from fatigue is gathered at an appropriate location – such as one of the web platforms supported by DfT with links from the HSE web pages and links to other organisations.

In summary the information needs to contain

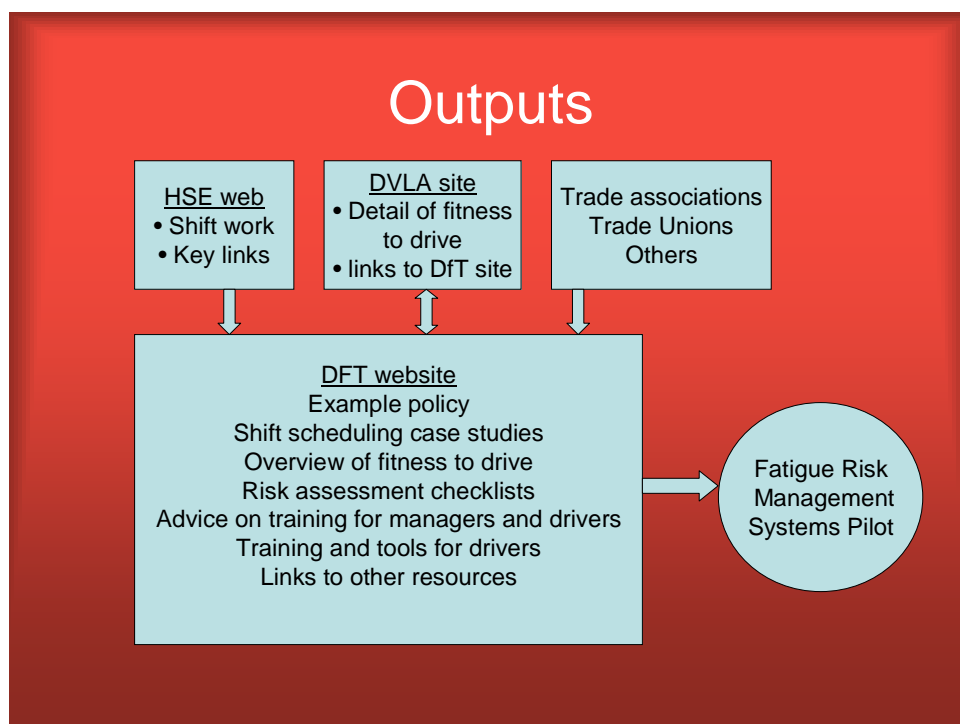
- An introduction with a clear message about the importance of the issue

- An outline of a fatigue risk management policy
- An outline of the training needed to implement the policy
- Information on medical issues that affect fatigue (including but not exclusively obstructive sleep apnoea)
- A couple of case studies illustrating the problems that fatigue can cause
- A short checklist to aid assessment of fatigue risks
- Links to other sites with useful information.

There also needs to be consideration of ways to get the message across to drivers and employers through other routes – e.g. DVLA or VOSA communications, literature aimed at truckstops, advertising in the main mass media, etc.

DfT has plans to feature fatigue as part of its ‘Think’ campaign in the latter part of 2010. They are also considering a research project on fatigue risk management with some UK employers, following an earlier research project which has looked at the introduction of fatigue management systems in Australia.

The RDAG group is therefore recommending that it should have one more meeting under the secretariat of the HSE – in order to finalise the content of the materials that are being developed. From then on, we suggest that DfT should take the lead and draw on the experience and knowledge developed so far to develop plans for the Think campaign and for other channels of communication.



Annex 2: Director leadership on health and safety

TRANSPORT AND COMMUNICATIONS SECTOR

Guidance

1. *Leading health and safety at work* (HSE Books reference INDG417, or INDG417W/E for a dual Welsh and English version) is the joint Institute of Directors (IoD) and Health and Safety Executive (HSE) guidance to directors and board members on leadership, issued in October 2007. It was also endorsed by the Health and Safety Executive for Northern Ireland.
2. The guidance is downloadable from www.hse.gov.uk/leadership and www.iod.com/hsguide. Both sites have supporting material. HSE's has over 40 succinct case studies to illustrate where leadership on health and safety has brought business benefits. Two are from the distribution sector: one from a large business (250+ employees) and one with about 100 employees.
3. The guidance is subtitled *Leadership actions for directors and board members*. That was deliberate, to help illustrate two points:
 - (a) The key message that **leadership** is essential to the delivery of good health and safety performance. (Leadership also featured as a key element of the new draft HSE Strategy.)
 - (b) That it applies to all directors, governors, trustees, officers and their equivalents in organisations of **all sizes** in the **private, public and third sectors**. Recognising the particular needs of small businesses, the guidance does refer readers to further HSE advice for small businesses.
4. In May 2006 HSE had issued revised guidance to health and safety inspectors ('Prosecuting individuals', OC 130/8) reinforcing existing guidance on their ability to enforce against directors and to remind the courts of their power to disqualify convicted company directors.

Awareness and use

5. A telephone survey of 1600 **directors and board members** in **organisations with five or more employees in Great Britain** (i.e. excluding micro-sized enterprises) was carried out by Databuild Limited for the HSE between July and September 2008. The sample was selected to ensure a representative random sample across all sectors of the economy in England, Scotland and Wales, and by sector, and size as measured by number of employees. It looked at awareness of *Leading health and safety at work*; how directors and board members had heard about and accessed it; whether they had read it; and whether they thought it relevant and influential. It also surveyed what action had been taken or planned as a result of the guidance.
6. The survey found that 25% of organisations were led by directors or board members who were aware of the guidance. It also found that 13% were led by directors or their equivalents who had read the guidance. The survey findings by sector are shown below.

SECTOR	NUMBER OF RESPONDENTS	AWARENESS	READ IT
National Health Service (NHS)	65	54%	35%
Other public sector [than NHS]	104	38%	18%

or local authorities]			
Agriculture (primary industry)	66	37%	17%
Local authority	45	36%	31%
Construction	183	33%	13%
Other services [than business]	111	32%	19%
Charity	84	32%	14%
Transport and communications	108	26%	13%
Social enterprise	20	25%	10%
Manufacturing	267	24%	14%
Business services	183	22%	13%
Other not for profit organisation	94	22%	10%
Wholesale and retail	166	21%	13%
Hotels and catering	104	19%	7%
ALL SECTORS	1 600	25%	13%

Source: Databuild telephone survey for HSE, Great Britain, July – September 2008, directors in enterprises with > 4 employees: *Evaluation of guidance for directors and board members*, prepared by Databuild Limited for HSE, 2009 (Research Report RR695). It is freely available at www.hse.gov.uk/research/rrhtm/rr695.htm. Sectors above the **bold line** had above average awareness.

- HSE continues to promote awareness and use of the guidance and, for the moment is concentrating on particular sectors, taking account of the survey and of relative risk. The transport and communications sector is among those that HSE wishes to focus upon. There are already efforts to promote use of the guidance by local authority health and safety practitioners in their advice-giving, inspection and enforcement activities. These have involved HSE's Local Authority Unit, the Local Authority Coordinators of Regulatory Services (LACORS) and the Chartered Institute of Environmental Health (CIEH).
- It would be very helpful if trade associations in the transport and communications sector were to promote *Leading health and safety at work* among their members, for example via websites, newsletters, and relevant conferences and events. HSE can supply background material.** HSE's Small Business Trade Association Forum (SBTAF) has in membership the Freight Transport Association (FTA) and the Road Haulage Association (RHA), and SBTAF encourages further promotion of the guidance.

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20 April 2009

Annex 3: **Lorry driver use of LPG camping gas stoves – Summary of RDAG position**

Horrific cases of serious burns suffered by lorry drivers have highlighted the danger of carrying LPG camping gas stoves in lorry cabs. The Road Distribution Action Group has agreed to draw up a line-to-take on the use of such camping gas stoves as a step towards reducing the incidence of serious burns in the future.

LPG is highly flammable and can be explosive in confined areas. Carbon monoxide can be produced by a poorly maintained appliance. Carbon dioxide will be produced during normal burning. Both gases can be harmful in confined spaces.

Some lorry drivers choose to carry LPG camping gas stoves with them as a convenient way of heating food, which is cheaper or more convenient than buying meals at truck-stops, or provides hot food where café facilities are not available. This may be a more common choice with drivers on long distance journeys, including foreign-based truck drivers working in the UK. Stoves used are typically camping gas type appliances, which feature a small gas cylinder/cartridge.

As a general rule, LPG camping gas stoves should not be carried. If they are, they should **never be used within the lorry cab**. This is an unsuitable area given the potential lack of ventilation, the proximity of combustible materials, the increased severity of hazard should the cylinder or accumulated LPG explode in an enclosed space, and the increased difficulty of escape in an emergency.

If gas stoves are used, the minimum size cartridge possible should be used. If an operator decides that the carrying of the camping gas cylinder is required, the following precautions should be considered;

- Always adhere to instructions supplied with any gas equipment.
- Ensure the cylinder is secured, and is stored upright, preferably in a locked, well ventilated, storage box outside the main cab.
- Butane should be used, not propane.
- Self-sealing cylinders are generally safer than puncturable cylinders
- Store away from sources of heat, including direct sunlight and heat generated by the vehicle.
- Check cylinders and stove equipment regularly, especially seals and valves. Visual signs of damage could include bent valves, perished hoses and stripped treads.
- Smoking should be avoided anywhere near these bottles.
- Change empty cartridges in a well-ventilated place free from ignition sources.
- 'Empty' cylinders should be disposed of as soon as possible, as some residual LPG will still be present. Disposal should be through the local Household Recycling Centre

More information on safe use can be found in the LP Gas Association Code of Practice 24 'Use of LPG Cylinders Part 4 - The Use of LPG for Catering and Outdoor Functions'.