

**TRISAG STEERING COMMITTEE MEETING - 8<sup>th</sup> April 2014**

**54 Hagley Road, Edgbaston, Birmingham**

**NOTES & ACTIONS**

<b>Present</b>	
Graham Willson	British Tyre Manufacturers Association (BTMA)
David Wilson	Retread Manufacturers Association (RMA)
John Dorken	British Rubber & Polyurethane Products Association (BRPPA)
Robert Taylor	UNITE the Union
Paul Baugh	UNITE the Union
Stefan Hay	National Tyre Distribution Association (NTDA)
Cliff Seymour (Committee Secretary)	HSE Inspector – General Manufacturing Team
Richard Morgan (Chair)	HSE Principal Inspector – General Manufacturing Team
Wendie Drammeh (Minutes Secretary)	HSE
<b>Apologies</b>	
Bud Hudspith	UNITE the Union
Dave Tovey	Michelin - UK Environment & Risk Prevention Manager & Chair WG1
John McAlinden	HSE – Principal Occupational Hygienist
Neil Davey	HSE – Occupational Hygienist
John McLean	GMB Union
Adrian Hirst	British Tyre Manufacturers Association (BTMA)
Peter Taylor	Tyre Recovery Association (TRA)
Stan Rudowski	ATS Euromaster & Chair WG2

## ACTIONS AGREED

1	<b>(Min 2a) Mrs Drammeh</b> to chase up LA injury statistics.
2	<b>(Min 3a) TRISAG Chair</b> to write a letter of thanks to Mr Wilson for his work on TRISAG. <a href="#">(this has since been actioned)</a>
3	<b>(Min 3a) Mr Wilson</b> to let TRISAG Secretariat have Mr Bithell's contact details.
4	<b>(Min7b) Members</b> requested that HSL prepare the first draft of a pro-forma to collect exposure data for comment. <a href="#">(this has been actioned)</a>
5	<b>(Min 8b) Mr Seymour</b> to invite someone from HSE's LA Unit to speak about LA enforcement at the next TRISAG
6	<b>(Min 8e) Mr Seymour</b> agreed to find out if there were any updates available from HSE colleagues about the fatality at Pirelli. <a href="#">(Unfortunately, there is no specific information that can be imparted at the current time other than that the investigation is still ongoing)</a>

1.	<b>Welcome, introduction &amp; apologies</b>	<b>Actions agreed</b>
	The Chair welcomed everyone. The Chair welcomed Mr Hay to his first meeting.  Apologies from: Dave Tovey, Bud Hudspith, John McAlinden, Neil Davey, Adrian Hirst, Peter Taylor, John McLean & Stan Rudowski	
<b>2.</b>	<b>Actions from the last meeting</b>	
<b>2a.</b>	<b>(Min 2f) Mrs Drammeh</b> to chase up LA Statistics	Item carried over to next meeting.
<b>2b.</b>	<b>(Min 2g) Mr Edy</b> to investigate whether he can acquire LA Statistics via LA contacts. Mr Edy has now retired. Action discharged.	
<b>2c.</b>	<b>(Min 2i) Mr Seymour</b> to inform members when the Pallet Stacking tool will be available – Mr Seymour gave an update on this later in the meeting.	
<b>2d.</b>	<b>(Min 4a) Mr Edy</b> to email contact details of Mr Rudowski to members – done, item discharged.	
<b>2e.</b>	<b>(Min 4c) Mr Wilson</b> to provide members with a copy of the tyre 'zipper' failure video. This video is available on YouTube by typing 'heavy tyre explosion' into a search engine. Item discharged.	
<b>2f.</b>	<b>(Min 7) Mr Seymour</b> to complete edits of Calender SIM and submit final version into HSE's	

	publications process. (This SIM is now published - <a href="http://www.hse.gov.uk/foi/internalops/sims/manuf/3_09_07.htm">http://www.hse.gov.uk/foi/internalops/sims/manuf/3_09_07.htm</a> )	
2g.	<b>(Min 7a) The Chair</b> agreed to write a letter of thanks to Mr Edy for his work on TRISAG and WG2. This had been sent. Action discharged.	
2h.	<b>(Min 7b) Mr Seymour</b> to send letter to members inviting participation in joint paper on exposure to rubber process dust and fume. This had been done and Mr Seymour updated the Committee later in the meeting.	
3	<b>WG1 Feedback, Actions and Matters Arising – Graham Willson</b>	
3a	Mr Willson updated the committee with what had been discussed at the WG1 meeting in the absence of Mr Tovey at this TRISAG Meeting. <ul style="list-style-type: none"> <li>• The Trade Associations reported on their progress against their action plans.</li> <li>• The RMA gave an update on their future. Mr Wilson is to leave the RMA at the end of June 2014 after their restructure. Alan Bothell will replace Mr Wilson.</li> <li>• Rubber Process Dust &amp; Fume project was discussed and John McAlinden from HSE outlined the need for the proposed study by HSE &amp; HSL. BTMA &amp; RMA confirmed their participation in the study.</li> <li>• Progress report on revised guidance on tyre handling &amp; ‘Tread Safely’ – industry reported the text was now at an advanced stage.</li> <li>• Goodyear gave a ‘best practice, good practice’ presentation Goodyear Dunlop had done on doubled headed vacuum lifters for the manual handling of rubber bales. Mr Baugh spoke about the double-headed vacuum lifter that is used at his site that lifts rubber from confined casings.</li> <li>• CEN standards were discussed and the under representation on the Updating Committees.</li> </ul>	TRISAG Chairman to write a letter of thanks to Mr Wilson for his work on TRISAG.  Mr Wilson to let TRISAG Secretariat have Mr Bothell’s contact details.
4	<b>WG2 Feedback, Actions &amp; Matters Arising – Stan Rudowski</b>	
4a	As Mr Rudowski had not made it to the TRISAG Steering Group Meeting, there was no report back from the last WG2 Meeting. It was established that there hadn’t been a WG2 meeting since the last TRISAG Steering Group Meeting.	
5	<b>WG1 &amp; WG2 : Progress report on adoption and update of HSE tyre-industry specific guidance</b>	

5a	<p>Tyre-industry specific guidance is: Tread Safely; Tyre Handling Leaflets; Collection &amp; Delivery of Tyres.</p> <p>It was reported that obtaining up-to-date photographs was delaying progress. Mr Willson advised that they were still short of 10 up to date photos and have found the task difficult as there are few 'bad practice' photos available. He said they were going to have to 'stage manage' some images.</p>	
6	<p><b>WG1 – Process for developing workplans for 2014 and Framework of Topics to be addressed</b></p>	
6a	<p>This topic was not discussed in the absence of Mr Tovey. Mr Willson said that both working groups are redeveloping their work plans in 2014 and said they would be mapping their priorities to those of HSE's.</p>	
7	<p><b>Feedback from HSE – Cliff Seymour</b></p>	
7a	<p><b>Calender SIM update</b> – This has now been published and is available on HSE's website.  <a href="http://www.hse.gov.uk/foi/internalops/sims/manuf/3_09_07.htm">http://www.hse.gov.uk/foi/internalops/sims/manuf/3_09_07.htm</a></p>	
7b	<p><b>Update on the invitation to participate in joint paper on exposure to rubber process dust &amp; fume.</b>  It was confirmed that work can now proceed to work with all three sub-sectors of TRISAG on the rubber fume/dust project. It was requested by members that HSL prepare the first draft of a pro-forma to collect exposure data for comment.</p>	<p>Members requested that HSL prepare the first draft of a pro-forma to collect exposure data for comment. This is now being produced and will be circulated to members once it is available.</p>
7c	<p><b>Rubber Process dust and Fume – work packages schedule of events.</b>  The work packages and schedule of events for rubber process dust and fume, as prepared and presented by John McAlinden at the last TRISAG WG1 meeting was discussed. Application has now been made for the additional funding required to complete the two work packages.</p>	
7d	<p><b>Unconfirmed Rubber Enforcement Statistics and RIDDOR's for 2013-2014.</b>  Details were provided of the 124 inspections, 52 Notices and three prosecutions. A request was made for the previous year's details for comparative purposes.  The graphs show that Rubber RIDDORs are continuing to fall but that numbers are still above the manufacturing average. Doubt was expressed as to the accuracy of the 2010-2011 record as the numbers for the two SICs 2211 and 2219 had a 'dip and peak' that seemed to cancel each other out. This indicated that there might have been some inaccuracy as to how the RIDDORs had been allocated to these two groups that year. It was therefore advisable to use the SIC 221 overall RIDDOR graph, as this was likely to show the best representation. It was also noted that there had</p>	

	been a 12% drop in the Lifting and Handling causes from 40% in 2011-12 to 28% in 2012-13p. Some of this drop may have been due to the change from 3 day to 7-day period for RIDDOR reporting.	
<b>7e</b>	<b>HSL Research – update on dust/noise exposure from rubber crumb production.</b> Funding has been applied for to expand the noise aspect of the project.	
<b>7f</b>	<b>MBOCA leaflet</b> Once the new gloves poster has been finalised, it will be sent to BRPPA who agreed to arrange for their leaflet to be updated.	
<b>7g</b>	<b>Pallet information</b> Pallet safety (PM15) has been completed but will not be published until the Pallet stacking WebPages have been completed.	These have now been revised following initial PGG feedback and are in the process of being re-submitted.
<b>8</b>	<b>AOB</b>	
<b>8a</b>	Mr Dorken asked the Chair for confirmation that HSE’s Committee resource would remain as it is in the future. The Chair spoke about the Triennial Revue HSE has just gone through and said he was not aware of any plan to reduce HSE’s input into TRISAG.	
<b>8b</b>	A discussion developed on HSE statistics & Local Authority statistics. HSE would try to invite someone from HSE’s Local Authority Unit to speak about LA enforcement at the next meeting of TRISAG.	Mr Seymour to invite someone to speak about LA enforcement at the next TRISAG from HSE’s LA Unit
<b>8c</b>	The quality of safety data sheets was discussed. Mr Dorken agreed to send examples of poor data quality sheets to Mr Seymour for him to pass on to the REACH Team.	
<b>8d</b>	Mr Hay spoke about REACT – Roadside Emergency Action Concerning Tyres – Licence to Fit technician training scheme run by Michelin Tyres. It has had hundreds of new applicants and has trained, and licensed more than 2,000 fitters.	
<b>8e</b>	Mr Baugh asked HSE if they could give a progress report on the fatality at Pirelli in Carlisle. Mr Seymour agreed to find out if there were any updates available.	Mr Seymour agreed to find out if there were any updates available. Unfortunately, there is no specific information that can be imparted at the current time other than that the investigation is still ongoing
<b>9</b>	<b>Date &amp; Location for next TRISAG Steering Group Meeting</b>	
<b>9a</b>	It was agreed that the next meeting would be held on <b>Tuesday 23<sup>rd</sup> September 2014</b> at The Tribunal Service Offices at 54 Hagley Road, Birmingham (subject to the room being available.)	