

INSIDE

## CERAMICS NEWS

*Signing the pledge*

*Priorities for health and safety in the ceramics industry CEIS1*

*Accidents*

*Stop Press*



Health & Safety Commission  
Ceramics Industry Advisory Committee

Issue 15 April 2002

## Special edition

The Ceramics Industry Advisory Committee (CERIAC) includes members from the brick and refractory industries, as well as potteries, and so this 'special edition' of *Ceramics news* is being sent to a wider audience than normal to include these other industries.

The last issue of *Ceramics news* showed members of the Board of the British Ceramic Confederation signing the Ceramics Industry Health and Safety Pledge on behalf of the industry. The 'pledge' has been developed by CERIAC as the industry's response to the Government's *Revitalising health and safety* initiative. Three members of the Health and Safety Commission (Alex Symons (CBI), Owen Tudor (TUC) and Margaret Burns (independent)) have now given their support to the campaign.



*Members of CERIAC with Rex Symons CBE, Margaret Burns and Owen Tudor at the launch of the ceramics health and safety pledge*

The centrefold of this special issue is devoted to the pledge, and sets out how the industry proposes to deliver the improvements in health and safety and the reduction in accidents and ill health. It clearly demonstrates the long-term commitments that are required. The actions which are set out will be subject to periodic review.

A range of guidance material exists or is being published to support this initiative. A free information sheet is contained with this issue. The ceramics industry health and safety performance - priorities for action sets out the performance of the industries and some practical guidance on how to reduce the risks of accidents and ill health.

CERIAC is:

- publishing guidance for small companies (and craft and educational workshops) on silica dust control (in the next issue of *Ceramics news*), electric kilns, gas kilns and Raku firing;
- supporting the relaunch of the Ceramics Industry Safety and Health Certificate (CERISHEC) course and providing it in the form of a CD;
- helping with the review of the guidance for ball mills;
- assessing improved hand tools for fettling operations;
- reviewing and updating the guidance on kiln wreck clearance;
- developing guidance on safe operation of automated plant in the brick industry;
- considering what other guidance is required to support the pledge.

If you want any further information on any of these matters or have suggestions for future work, the feedback box on the back page tells you how to contact us.

# THE CERAMIC INDUSTRY

'Working towards a major improvement in the health and safety performance of the ceramics industry.'

## ACTION PLAN 2000-04

Action by	Management	Training
December 2001	<ul style="list-style-type: none"> <li>nominate a director responsible for the ceramics pledge</li> <li>survey employees and produce an action plan</li> <li>issue an induction pack to employees</li> <li>establish health and safety committee</li> </ul>	<ul style="list-style-type: none"> <li>produce a training plan focusing on the ceramics pledge priorities</li> </ul>
December 2002	<ul style="list-style-type: none"> <li>repeat employee survey and implement year 1 action plan</li> <li>produce annual report on health and safety issues and progress</li> </ul>	<ul style="list-style-type: none"> <li>achieve 33% of the supervisor and manager training target</li> </ul>
December 2003	<ul style="list-style-type: none"> <li>repeat employee survey and implement year 2 action plan</li> <li>make occupational health specialists and physiotherapists available where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>achieve 66% of the supervisor and manager training target</li> <li>provide training for members of health and safety committees</li> </ul>
December 2004	<ul style="list-style-type: none"> <li>achieve 15% reduction in accident incidence rate</li> <li>repeat employee survey and implement action plan from year 3</li> </ul>	<ul style="list-style-type: none"> <li>achieve the training target</li> </ul>

### *Managing the programme*

Companies signing up to the pledge will need to nominate a director to undertake overall responsibility for the management of the programme of work. This appointment is of vital importance to the success of the programme.

The following points need to be borne in mind when making the selection:

- The responsible director will require the necessary authority, commitment and drive to make things happen.
- He/she need not be an expert in health and safety.
- He/she will be responsible for compiling annual health and safety performance reports.
- By appointing a main board director, everybody in the organisation should recognise the real change in health and safety culture, which gives the programme impetus and impact.
- Each board of directors to draw up an action plan and monitor progress at board meetings.

### *Attitude survey of workforce*

Companies participating in the pledge should engage the support of all employees. This is needed to obtain feedback regarding their concerns about the state of health and safety in the company. The survey should be carried out in the most appropriate way for the company. Points to bear in mind when designing a survey are:

- It is not a moans and groans exercise.
- Feedback should be filtered to establish priorities, which will contribute to the pledge.
- Peripheral issues of low priority will clearly need to be dealt with, but are outside the scope of the revitalising programme.
- The reporting system will need to ensure that each identified task is completed within defined time scales.

# HEALTH AND SAFETY PLEDGE

'Reducing the number of working days lost from work related injury and ill health by 30% by 2010.'

	<b>Ceramics Industry Advisory Committee</b>	<b>British Ceramic Confederation</b>	<b>Trades Unions</b>
	<ul style="list-style-type: none"> <li>● establish a ceramics pledge monitoring board</li> <li>● research relevant causes of ill health within the industry</li> <li>● introduce an accident information exchange system</li> <li>● analyse top 10 accident causes</li> </ul>	<ul style="list-style-type: none"> <li>● establish a 'contractors' charter'</li> <li>● extend coverage of accident surveys</li> </ul>	<ul style="list-style-type: none"> <li>● train health and safety representatives</li> </ul>
	<ul style="list-style-type: none"> <li>● produce and circulate five accident causation 'best practice' guidance notes</li> </ul>	<ul style="list-style-type: none"> <li>● prepare a report on key indicators</li> <li>● prepare list of occupational health specialists and physiotherapists</li> </ul>	<ul style="list-style-type: none"> <li>● review the effectiveness of health and safety representatives and ensure knowledge is updated</li> </ul>
	<ul style="list-style-type: none"> <li>● produce and circulate five accident causation 'best practice' guidance notes</li> <li>● identify where specific help is required and advise</li> </ul>	<ul style="list-style-type: none"> <li>● design and implement health and safety award</li> </ul>	<ul style="list-style-type: none"> <li>● continue training programme in line with health and safety developments</li> </ul>
	<ul style="list-style-type: none"> <li>● draw up programme for year five and beyond</li> <li>● establish SME's helpline/website, handbook and video</li> </ul>	<ul style="list-style-type: none"> <li>● draw up programme for year five and beyond</li> </ul>	<ul style="list-style-type: none"> <li>● continue training programme in line with health and safety developments</li> </ul>

## *The safety committee*

A safety committee will provide an opportunity to revitalise health and safety within the firm. An effective committee will need:

- strong and focused management;
- a positive set of terms of reference;
- suitably trained and aware members with a sharp eye for knowing what really matters and what makes a difference;
- a definite programme of work which can be delegated where appropriate and actively monitored;
- a balanced membership to include all relevant parties.

## *Training plan*

A number of courses and opportunities are available to improve the skill levels of managers and supervisors. When deciding on suitable courses, a company should consider the following points:

- Not everybody will need to be trained to the same level.
- Companies should establish what is available and decide what is required of each individual and what they will need to fulfil their responsibilities.
- Suggested courses could include Institution for Occupational Safety and Health and National Examination Board for Occupational Safety and Health.
- The updated Ceramics Industry Safety and Health Certificate (CERISHEC) will be available in spring 2002.
- Trade Union Council courses are available for health and safety representatives and members of health and safety committees, ie stages 1 and 2.



## TAKING EMPLOYEES' ADVICE CAN IMPROVE HEALTH AND SAFETY

A study by the Health and Safety Executive has found that companies that ask employees for their views on health and safety issues can cut down on accidents.

The report, *Employee involvement in health and safety - some examples of good practice* found that by involving workers in enforcing health and safety rules, companies can create a positive attitude towards maintaining good practice and make significant improvements.

The report is available on HSE's website at: [www.hse.gov.uk/research/hsl\\_pdf/2001/employ-i.pdf](http://www.hse.gov.uk/research/hsl_pdf/2001/employ-i.pdf)

The key points represent HSE's own advice which can be found in the guidance leaflet, *Successful health and safety management* HSG65 (Second edition) HSE Books 1997 ISBN 0 7176 1276 7 price £12.50

## ACCIDENTS

### Falls from heights - drier roofs

An electrician fell nearly 3 m through the roof of a sanitary ware drier when fixing an air-deflector fan motor. There were no fragile roof signs and no barriers to prevent stepping from non-fragile to fragile sections. The injured person had gained access to the roof via a ladder propped up on the dryer.

A prohibition notice was served to prohibit access to the roof until suitable temporary or permanent precautions were provided. The company have now displayed fragile roof warning signs and a barrier has been fitted. Permanent access is now also provided.

### Recommendations

- A safe system of work must be adopted when working on roofs.
- The fragility of roofs should be assessed before work commences.
- Warning signs should be erected to warn about fragile sections of roofs.
- Guardrails should be erected where appropriate.

Copies of Ceramics news, the information sheets, and the accident summary are now available on the HSE website at [www.hse.gov.uk/fod/metalmin.htm](http://www.hse.gov.uk/fod/metalmin.htm).

### OFF THE PRESSES

*Health and safety training: What you need to know* Leaflet INDG345 HSE Books 2001 (single copy free or priced packs of 15 ISBN 0 7176 2137 5)

*Effective health and safety training: a trainers' resource pack* HSE Books 2001 ISBN 0 7176 2109 X price £21.95

*Tackling work-related stress: A guide for employees* Leaflet INDG341 HSE Books 2001 (single copy free or priced packs of 20 ISBN 0 7176 2065 4)

*Directors' responsibilities for health and safety* Leaflet INDG343 (single copy free or priced packs of 10 ISBN 0 7176 2080 8)

*Managing asbestos in premises* Leaflet INDG223(rev2) HSE Books 2001 (single copy free or priced packs of 10 ISBN 0 7176 2092 1)

*Occupational exposure limits: EH64 supplement 2001* HSE Books 2001 ISBN 0 7176 2070 0 price £10.00

*EH40/2002: Occupational exposure limits 2002* HSE Books 2002 ISBN 0 7176 2083 2 price £10.50

*Reducing at-work road traffic accidents: report to Government and the Health and Safety Commission* HSE Books 2001 ISBN 0 7176 2239 8 Price £6.95

*Work-related stress: A short guide* Leaflet INDG281(rev1) HSE Books 2001 (single copy free or priced packs of 10 ISBN 0 7176 2112 X)

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For information about health and safety ring HSE's InfoLine Tel: 08701 545500 Fax: 02920 859260 e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG. You can also visit HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk)

F E E D B A C K

If you have any comments about *Ceramics News* or ideas for articles please contact Metals and Minerals Sector, Marches House, The Midway, Newcastle under Lyme ST5 1DT, Tel: 01782 602300. You can also visit their website: [www.hse.gov.uk/fod/metalmin.htm](http://www.hse.gov.uk/fod/metalmin.htm)

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