

British Tyre Manufacturers' Association Ltd.



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Minutes of the meeting of the HS&E committee held 12th March 2014 at the offices of Michelin Training Centre, 23 Stone Road, Stoke-on-Trent, ST4 6SR

Present:					
Amanda Daniel (chair)	Goodyear Dunlop	Natalie Kennedy	Goodyear Dunlop	Peter Little	Pirelli
Richard Lloyd	Dunlop Aircraft Tyres	Rob Scarfe	Cooper Tire	Dave Tovey	Michelin
Apologies:					
Julie Hannah	Pirelli				
In attendance:					
Adrian Hirst	BTMA	Graham Willson	BTMA		

1. Introduction and welcome

Amanda thanked members for attending, introduced Natalie Kennedy as her second and welcomed Peter Little who was standing in for Julie Hannah.

2. BTMA competition law compliance guidelines

<i>Discussion</i>	<i>Decision</i>
Members were reminded of the requirements of the BTMA competition law compliance guidelines.	The participants agreed to abide by the guidelines.

3. Approval of minutes of meeting held 13th November 2013

<i>Discussion</i>	<i>Decision</i>
Minutes of the meeting held 13 th November 2013.	The minutes were reviewed and approved.

4. Matters arising not elsewhere on the agenda

<i>Discussion</i>	<i>Decision</i>
<ul style="list-style-type: none"> Dave Tovey indicated that he was on CEN standards group for 2 roll mills. A discussion was held about the merits of having auto reverse fitted to mills. There was a general agreement that small laboratory mills did not need auto reverse systems fitting, There was general agreement that auto reverse could not practically be fitted to older mills. 	<ul style="list-style-type: none"> Members were asked to respond to Dave Tovey in writing on their opinions with regards to use of auto reverse on mills. Dave Tovey to raise the issue of ensuring that the existing RUBIAC guidance for older mills is preserved with Cliff Seymour of HSE.

5. Accident Stats

<i>Discussion</i>	<i>Decision</i>
<p>The accident results have been distributed and charts showing the anonymised results were displayed at the meeting.</p> <ul style="list-style-type: none"> The overall accident rate was higher than the 2013 figure and above the target. Slips trips and falls have reduced. There was a discussion about cuts and research done into the type of gloves used. 	<ul style="list-style-type: none"> Adrian to undertake an analysis of "Other accidents" Members to look at sharing any information they have on controls. Amanda and Natalie to share information on gloves. Case management is to be considered as a special sharing practice subject and a separate meeting to be held before the next scheduled meeting – Adrian to canvas members for dates.

6. 2013& 14 work plans

<i>Discussion</i>	<i>Decision</i>
A discussion was held about the 2013 work plan. It was noted that the production of guidance is not yet complete due to issues with collecting photos.	<ul style="list-style-type: none"> • Adrian to circulate request for photos.
A discussion was held about the 2014 work plan. It was suggested that as the 2013 accident target had not been met, some modifications should be made to the plan.	<ul style="list-style-type: none"> • Adrian to make the following modifications to the 2104 plan: <ul style="list-style-type: none"> · The target for 2016 accident rate to take into account a reduction on the average of the past 3 years. · The phrasing of the term 'best practice' should be changed to 'good practice'. · Employee training to be modified to read – every employee every 12 months to receive ongoing H&S training. · Reference to LEV to be changed to reference good practice. · An appropriate metric should be defined for COSHH assessments. · The contractor management target to be made clearer with emphasis is on the procedures. • Adrian to circulate the minutes of meetings to seconds but not to include them on all TRISAG emails.

7. Proposal to include UK transposition of E HS&E Directives in quarterly review

<i>Discussion</i>	<i>Decision</i>
There was a discussion about the BTMA quarterly review including information of the UK transposition of EHS&E Directives.	<ul style="list-style-type: none"> • GW and AAH to circulate a list of current directives. • GW and AAH to consider how to deal with the issue of draft directives?

8. New test method for PAH content of extender oils

<i>Discussion</i>	<i>Decision</i>
<p>ISO have been working on a revised test method for extender oils. There has been a discussion at a European level about whether to specify this new method within the REACH regulations.</p> <p>A discussion made it clear that different companies have different approaches to certifying their compliance with PAH levels. At least one company undertake secondary testing and at least one does not.</p>	<ul style="list-style-type: none"> • No action other than to take note of approaches taken by different companies.

9. Update on HSE proposal re paper on rubber process dust and fume

<i>Discussion</i>	<i>Decision</i>
The HSE project appears to be running on a timeline which is manageable for BTMA members.	None at this stage.

10. Proposal for revision of HS&E pages to BTMA web site

<i>Discussion</i>	<i>Decision</i>
Graham described the strategy of revising the web site. There was a discussion as to whether 'Environment' should be included, with members agreeing that it should be.	<ul style="list-style-type: none"> • GW to circulate the text of the revised HS&E page. • All members to feedback with comments to Graham, in particular to consider how best 'environment' might be covered.

11. Preparation for WG1 meeting

<i>Discussion</i>	<i>Decision</i>
There were no special considerations necessary for the TRISAG WG1 meeting.	None.

12. Any other urgent business

<i>Discussion</i>	<i>Decision</i>
None.	None.

13. Meeting calendar for 2014

Meetings will continue to commence at 09h00 to precede TRISAG WG1 meeting.

Dates and venues are: 15th July at Goodyear Dunlop, Birmingham and 12th November Pirelli, Burton.