

British Tyre Manufacturers' Association Ltd.



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Minutes of the meeting of the HS&E committee held 19th June 2014 at the offices of Dunlop Aircraft Tyres, 40 Fort Parkway, Birmingham B24 9HL

Present:					
Amanda Daniel (chair)	<i>Goodyear Dunlop</i>	Julie Hannah	<i>Pirelli</i>	Natalie Kennedy	<i>Goodyear Dunlop</i>
Richard Lloyd	<i>Dunlop Aircraft Tyres</i>	Rob Scarfe	<i>Cooper Tire</i>	Dave Tovey	<i>Michelin</i>
Apologies:					
None					
In attendance:					
Adrian Hirst	<i>BTMA</i>	Graham Willson	<i>BTMA</i>		

1. Introduction and welcome

Amanda thanked members for attending.

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 12 th March 2014. Graham Wilson provided an update on the test methods for extender oils. ETRMA had been lobbying for a three year phase in to the new test method. In addition to this the oil manufacturers identified some inadequacies in the new test method. Until these inadequacies can be rectified the existing test method will be used.	The minutes were reviewed and approved. No further action required on the use of extender oil test methods at the present time.

4. Matters arising not elsewhere on the agenda

<i>Discussion</i>	<i>Decision</i>
<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. It is understood that some members had replied to Dave on this subject. Rob Scarfe indicated that Coopers had had an accident involving a two roll mill. Two employees were attempting to remove cold rubber from a mill and were in the process of using the auto reverse function of the mill when an operator caught his hand in the rubber. <p>The operator triggered the Lunn Bar on the mill,</p>	<ul style="list-style-type: none"> All members to check the operation of their mills to determine whether their Lunn Bars operate a braking system or an auto reverse system.

<p>unfortunately this was linked to the auto reverse function rather than any brake. The auto reverse function does not work when the mill is already in reverse. The second operator on the machine saw the incident and managed to turn the machine into forward motion before the operator was injured.</p>	
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5. Review of TRISAG work plan

<i>Discussion</i>	<i>Decision</i>
<ul style="list-style-type: none"> Adrian outlined the progress on TRISAG H&S workplan. Progress on the plan was in line with expectations. 	<ul style="list-style-type: none"> Good practice presentations - Richard Lloyd volunteered to speak at the July meeting and Julie Hannah volunteered to speak at the November meeting. Adrian to circulate rubber fume data prior to the next meeting.

6. Review of H&S Managers' work plan

<i>Discussion</i>	<i>Decision</i>
<ul style="list-style-type: none"> Adrian outlined the progress on H&S Managers' workplan. It was agreed that an iterative process would be adopted for benchmarking the use of LEV amongst the members. This would start with a questionnaire. There was a need to collate any existing materials on the handling of truck tyres. 	<ul style="list-style-type: none"> Adrian to circulate a questionnaire on Local Exhaust Ventilation. Adrian to canvas for a date in the autumn for another meeting of the H&S managers. Julie and Dave to identify any extant materials on the manual handling of Truck Tyres. Adrian to circulate an audit questionnaire to benchmark the methods used for monitoring rubber fume and dust. Adrian to circulate copy of the plan to all members.

7. Management of Accidents and Claims

<i>Discussion</i>	<i>Decision</i>
<p>There was a structured discussion around the management of accidents, with each company giving a short presentation.</p> <p>General theses discussed included:</p> <ul style="list-style-type: none"> The use of disciplinary procedures for late reporting. Issues over the definition of a works accident. Thorough investigation being key to identifying causes whilst at the same time acting as a deterrent. Striking the right balance between discipline and encouraging correct reporting. The use of rehabilitation interviews The management of cases when people are off work with some companies ensure that all accident victims being seen by Occupational Health within 24 hours. The use of systemic review of cases in Occ Health. 	<ul style="list-style-type: none"> Knives to be considered for a future subject for a meeting.

8. Selection and testing of Gloves

<i>Discussion</i>	<i>Decision</i>
<p>Natalie and Amanda gave a presentation on their attempts to find appropriate gloves for use during milling activities. From the general discussion it was clear that individual assessments needed to be made to ensure that appropriate gloves were selected and that the reliance on a simple standard did not always provide adequate protection/</p>	<ul style="list-style-type: none"> No action other than to take note of approaches taken by different companies.

9. Future of Cytology Screening Programme

<i>Discussion</i>	<i>Decision</i>
<p>A discussion was held about the future of the Cytology Screening Programme. Following investigations by Graham and Adrian it was agreed that Medical ethics issues and the possibility of negative publicity would make stopping the programme difficult.</p>	<ul style="list-style-type: none">• It was decided that the best course of action was to continue the screening programme but to agree formalities with the new provider.• Graham and Adrian to make contact with the new provider and agree appropriate terms. These are to include:<ul style="list-style-type: none">· A written contract.· A one off report on numbers of screenings and positive cases.· An annual report on numbers screened.

10. Any Other Business

<i>Discussion</i>	<i>Decision</i>
<p>Dave Tovey requested an update on the research undertaken by Tom Sorahan.</p> <p>In discussion it was agreed that this meeting was beneficial and that we should organise a further meeting outside of the TRISAG calendar.</p>	<ul style="list-style-type: none">• Adrian to ask Tom Sorahan for an update on the data collected during 2013.• Adrian to canvas for dates for an autumn meeting to discuss the use of knives and the manual handling of truck tyres.

11. Meeting calendar for 2014

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

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

A further meeting is to be arranged in October to look at the use of knives and to discuss the manual handling of truck tyres.