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Minutes of the meeting of the HS&E committee held 19 October 2020
at as Microsoft Teams meeting.

Present:					
Bob Forshaw	Cooper Tire	Steve Green	Pirelli	Jethro Smith	Michelin
Ashley Thomson	Pirelli				
Apologies:					
Chris Bell	Dunlop Aircraft Tyres Ltd				
In attendance:					
Adrian Hirst	BTMA	Graham Willson	BTMA		

1. Introduction and welcome

<i>Discussion</i>	<i>Decision</i>
Graham chaired the meeting and welcomed everyone to it.	None

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. Steve Green and Ashley Thomson were given copies of the guidelines.	The participants agreed to abide by the guidelines.

3. Catchup with members

<i>Discussion</i>	<i>Decision</i>
<p>Cooper: Have undergone a restructuring. There was a 12 week shut down because of COVID. Now at 450 workers on site with production staff at 150. Manufacturing motorcycle and motorsport. No COVID cases in factory.</p> <p>Pirelli: Closed from Mid-March to mid-May. Initially returning on a small number of shifts. Back to full production from August. They have implemented COVID measures stricter than UK government guidance. People are accepting of the measures and compliant with them. No COVID cases in manufacturing. Two cases in the F1 team, two in Burton and two in Carlisle. All linked to sources outside of the company.</p> <p>High absenteeism due to track and trace isolation.</p> <p>Milan have introduced strict measures on COVID compliance which have resulted in compliments from Public Health England.</p> <p>Accidents have improved in 2019 in comparison with 2018.</p>	None.

Michelin: Distribution centre worked all the way through the COVID outbreak. Michelin protocol document (67 page document and 200 line spreadsheet). Measures include thermal imaging for factory entries.

Michelin COVID measures are stricter than government guidelines.

4. BTMA H&S Plan 2017-19

<i>Discussion</i>	<i>Decision</i>
Adrian gave a summary of the 2017-19 H&S plan.	None.

5. What the future holds

<i>Discussion</i>	<i>Decision</i>
<p>There was a discussion about the future of the group. The main points of the discussion were that:</p> <p>There was a desire to remain in touch as H&S managers and to continue meeting.</p> <p>Whilst company profiles were changing the issues relating to H&S management remain largely the same.</p> <p>There was a need to remain in touch with HSE and the unions but that organizing joint meetings was unlikely to be productive. Companies have good working relations with unions at a site level and this is where much of the progress is made.</p> <p>It was suggested that we develop a one-year ongoing plan which maintained the principles of three-year plan</p> <p>There is a need to maintain communications at a national level, but this is better achieved through means other than group meetings.</p>	<p>Action: Graham and Adrian to draft a one year plan.</p> <p>Action: Review H&S data and plan at the next meeting.</p>

6. Dates of future meetings

<i>Discussion</i>	<i>Decision</i>
It was agreed we would have one more meeting in 2020.	Action: Adrian to arrange meeting for Mid-November.

7. Any Other Business

<i>Discussion</i>	<i>Decision</i>
<p>Jethro raised the issue of UK REACH. There will be a UK REACH database but post Brexit data will need to be migrated. This can represent an extra cost/difficulty. There is a need to find contractors who can do the migration work.</p> <p>Jethro also described an issue which they had with a counterbalance truck. There was an event where the main lifting mast fell onto the cabin. This happened because a catastrophic failure occurred in the hydraulic cylinders. Failure of cylinders. This resulted in a RIDDOR report. The root cause appeared to be related to an issue with lubrication and is probably a design failure. The truck was relatively new and had been subjected to all appropriate checks and maintenance.</p>	Action: Add to agenda for next time.

