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**Minutes of the meeting of the HS&E committee held 14 December 2021**  
**held as Microsoft Teams meeting.**

<b>Present:</b>					
Bob Forshaw	Cooper Tire	Jethro Smith	Michelin	Ashley Thomson	Pirelli
<b>Apologies:</b>					
Chris Bell	DATL	Scott Wynne	HSE		
<b>In attendance:</b>					
Adrian Hirst	BTMA	Graham Willson	BTMA		

**1. Welcome and Introductions**

<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.	The participants agreed to abide by the guidelines.

**3. Minutes of Last Meeting**

<i>Discussion</i>	<i>Decision</i>
The minutes of the meeting of 26 October were approved.	None

**4. Matters arising not elsewhere on the agenda**

<i>Discussion</i>	<i>Decision</i>
<b>Union Involvement</b> – There was a discussion about involvement with the Unions. All members reported good relationships with their local union representatives.	Adrian/Graham to write to Bud Hudspith at Unite informing him of our progress.

**5. Update from members including COVID-19**

<i>Discussion</i>	<i>Decision</i>
<b>Michelin</b> – Following the recent national rise in COVID cases and the request from government, the company has returned to a working from home position. They have reintroduced their 'Hub concept'.  The company have never released their social distancing, face covering and housekeeping practices since the onset of the pandemic.	None

<i>Discussion</i>	<i>Decision</i>
<p>Jethro shared a flow diagram which summarised the current approach to isolations and testing for the Omicron variant.</p> <p><b>Pirelli</b> – The Carlisle site currently have an Omicron case. Despite the company having social distancing measures in place Public Health England declared that a co-worker was deemed to be a close contact and has been told to isolate. Though they did emphasise that the regulations regarding this may change.</p> <p><b>Copper</b> – The company and not giving further guidance on isolations and testing until the government guidance is published. Cases in the region are running above the national average but there are no Omicron cases recorded. There had been confusion over one employee returning from abroad where the whole family had been told to isolate.</p> <p>There was a discussion about the discrepancy between the duty of care being followed by employers in comparison to the lack of control measures in the community. Ashley stated that Pirelli had only had 17 cases in 2021 with all of these being community transmission yet Carlisle environmental health were advising Pirelli to revise their risk assessment.</p>	

## 6. Update from HSE

<i>Discussion</i>	<i>Decision</i>
<p>Scott Wynne, the rubber industry lead for HSE was unable to attend the meeting due to paternity leave. Graham and Adrian updated the members about the online meeting they had held with Scott.</p>	<p>Adrian to invite Scott Wynne to the next meeting.</p>

## 7. Social Responsibility

<i>Discussion</i>	<i>Decision</i>
<p><b>Pirelli</b> – The company have a strong Corporate and Social Responsibility (CSR) policy and audit regime. Under this each site must demonstrate that they are supporting local schools and colleges.</p> <p>The company have actively engaged in mental health training as part of their '10 in the den' working from home policy.</p> <p>The company are currently undertaking a project to eliminate single use plastics from their sites.</p> <p>The company actively engage with smaller local companies and suppliers when undertaking training e.g. When on site first aid training is undertaken a number of places are offered to suppliers/outside contractors.</p> <p><b>Cooper</b> – Copper has a similar CSR policy and procedures to that described by Pirelli.</p> <p>The company have a 'Tread Wisely' campaign which was rolled out with local schools. The campaign is aimed at engaging with new drivers about the importance of tyre condition.</p> <p>COVID has had a significant impact on the roll out of activities.</p> <p><b>Michelin</b> – Jethro gave a presentation on Michelin's approach to CSR. The company has a CSR board committee which oversees engagement in Social Responsibility. All of the Michelin sites deploy a community involvement program. This includes a diverse range of activities including: Michelin local involvement can be</p>	<p>None</p>

<i>Discussion</i>	<i>Decision</i>
<ul style="list-style-type: none"> <li>tree planting with local organisations,</li> <li>engineering skills, resources and coaching in local education establishments (Robot wars, solar car race)</li> <li>See Inside Manufacturing is a peak into what jobs exist in manufacturing and school children interview a selection of our staff and explain what they need to become that profession and ends with a tour of the factory.</li> <li>Industrial time and motion study</li> <li>support local HSE manager in local business by showing them FLT safety practices – segregation from pedestrians</li> </ul> <p>When the site closed in Dundee the company worked with local stakeholders to ensure that jobs were replaced with 845 out of 846 employees finding jobs or retiring.</p>	

## 8. BTMA H&S Plan for 2022

<i>Discussion</i>	<i>Decision</i>
<p>Adrian presented a draft plan for 2022 which was discussed. The plan represented a continuation of the existing one year rolling plan.</p>	<p>It was agreed to continue to work on a one year rolling plan basis.</p> <p>Adrian and Graham to reword elements of the plan and recirculate it. Elements to change include:</p> <ul style="list-style-type: none"> <li>Widening the scope of 'Business risk' element to include elements such as REACH and CE/CA marking.</li> <li>Updating the element about relationship with the unions.</li> </ul>

## 9. Accident Statistics and Rubber Fume and Dust data for 2022

<i>Discussion</i>	<i>Decision</i>
<p>Adrian reminded the members that he would be sending out the requests for accident statistics and rubber fume/dust data.</p>	<p>All members to return data in a timely manner.</p> <p>Adrian to remind members in mid-January and early February of the need to return the data.</p>

## 10. Meeting Calendar for 2022

<i>Discussion</i>	<i>Decision</i>
<p>Suggested meeting dates for 2022 were agreed as:</p> <ul style="list-style-type: none"> <li>Wednesday 9 March 2022</li> <li>Wednesday 8 June 2022</li> <li>Wednesday 14 September</li> <li>Wednesday 23 November</li> </ul>	<p>Adrian to send Teams invites out for the meeting dates agreed.</p>

## 11. Any Other Urgent Business

<i>Discussion</i>	<i>Decision</i>
<p>Jethro raised the issue of accidents which happen outside of manufacturing. This is something which both Michelin and Copper have to deal with.</p>	<p>Accident statistics to be collated as normal but Michelin and Cooper to present their own non-manufacturing statistics so that they can be analysed.</p>