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Minutes of the meeting of the HS&E committee held 31 May 2023
held as Microsoft Teams meeting.

Present:					
Bob Forshaw	Cooper Tire	Jethro Smith	Michelin	Ashley Thomson	Pirelli
Apologies:					
Chris Bell	DATL	Scott Wynne	HSE	Martin Booth	Michelin
In attendance:					
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.	Action: Michelin - two new H&S managers for Factory and Warehouse to be included in next meeting. Factory: James Lucas-Culverwell - james.lucas@michelin.com Warehouse: Mark Bamford mark.bamford@michelin.com

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 9 March 2023 were approved.	None

4. Matters arising not elsewhere on the agenda

<i>Discussion</i>	<i>Decision</i>
There were no matters arising.	None

5. Update from members

<i>Discussion</i>	<i>Decision</i>
Michelin Production levels are down and the company have introduced reduced shift patterns and reduced to three teams. No accidents recorded in May. To date this year there have been 8 accidents.	None

Discussion	Decision
<p>Categories include; Hand trapping, finger trapping. Injuries to resting hand.</p> <p>One RIDDOR recorded from falling off an office chair.</p> <p>Post COVID management review of Hand Arm Vibration.</p> <p>Some occupational health cases were not properly referred during COVID control measures.</p> <p>Cooper</p> <p>Production outputs are above plan. The site is building stock for racing and motorcycle prior to closure.</p> <p>The site lost 20 people from technical centre in April. The Swindon warehouse facility is closing at end of October. The company are currently in the consultation stage for this. Tyres will be sent to Lutterworth or France.</p> <p>Safety performance to date has involved 9 accidents. 3 lost time, 2 RIDDOR, 6 very minor. The two RIDDORs involved:</p> <ul style="list-style-type: none"> • Burn on hot fabric. This process had been carried out for years but never documented. There were issues with the jointing fabric and wearing incorrect gloves. • Scissor lift to change fluorescent tube. The lift was taken through a tight doorway. The operator had one hand on control one on cage. This resulted in a fractured finger. <p>Process audits are being conducted with a clamp down on the failures and reinforcing behaviours.</p> <p>Prior to announcement about the site closure there was difficulty in recruitment and the level of employees wasn't great.</p> <p>Some people have left the company early, although there is now a suitable package in place to entice people to stay.</p> <p>The company sacked someone for repeated safety breaches. Sacked someone for drugs.</p> <p>There was a discussion about the site closure and the fact that as the site closes the tasks change and this can have an effect on safety performance.</p> <p>Pirelli</p> <p>Production levels have been increased to compensate for loss of production in Russia. The increase in production has given rise to an increase in incidents.</p> <p>5 lost time injuries in year to date in comparison to one injury this time last year. All five injuries are RIDDORs.</p> <p>The company has taken steps to decrease lifted load per person but significantly increase FLT use.</p> <p>Some people have been lifting above the weight limit. The company will receive investment to automate this process.</p> <p>Increase FLT use has given rise to FLTs hitting parts of building.</p> <p>Average tyre weight 15.5 Kgs</p> <p>The company have FLT logging, telemetry and CCTV.</p> <p>The skill set of workers is limited post Brexit. Contractor labour abilities are limited. Contract staff no longer aspire to take full time job.</p>	

6. Update from HSE

Discussion	Decision
Scott Wynne was unable to attend the meeting	None

7. Prevention of Musculoskeletal Disorders

Discussion	Decision
<p>Members presented on there progress with managing the risks from MSDs</p> <p>Pirelli</p> <p>The curing area involves individuals having to move up to 17 tonnes of product in a shift. This involves palletising from a conveyor onto a pallet. The load is way above recommended guidelines of 6 tonnes</p> <p>The company are planning on introducing AGV robot devices planned under a £15M investment.</p> <p>The company have taken steps to reduce the risks by; halving the height of the pallet, increasing people rotation, increasing FLT use, single height pallets and increased visibility on FLT's.</p> <p>The increase in the number of people, now justifies investment to get rid of people.</p> <p>The company have resolved some MSD problems which didn't evidence itself in terms of injuries but increased FLT risk.</p> <p>From the curing process onwards tyres are not manually handled. Everything beyond the curing process has been automated.</p> <p>This has become a company wide issue globally. Though Carlisle is only factory running 12 hour shifts.</p> <p>Michelin – Jethro shared the Michelin assessment tool.</p> <p>This involves scoring systems from 1 to 10.</p> <p>A target is set to reduce the number of tasks and people exposures with a score of 10.</p> <p>The company have formalised ergonomics training in that non ergonomists are trained in Michelin ergonomic methods.</p> <p>Other actions include:</p> <p>RFID belt in tyre. Reversing embossing number – fully automated with a robot.</p> <p>Increase tyre loading unloading conveyors in the factory. Installed from closure of Dundee.</p> <p>Loading of heavy weight tyres. Two man job. Strain injury reported. Currently working on a lifting aid for this.</p> <p>HAVs discussion –</p> <p>Trigger times – Now using watches to manage trigger times and alert workers.</p> <p>Tool exchange system for Michelin tools</p> <p>Management system when using tools at customer premises.</p> <p>Cooper –</p> <p>Had an improvement when car tyres left. Heavy products left. Average weight is 7Kg per tyre.</p>	None

<i>Discussion</i>	<i>Decision</i>
Previously done a lot of work on self-stacking equipment but is now redundant. No other action due to planned closure of site.	

8. Review of BTMA H&S Guidance

<i>Discussion</i>	<i>Decision</i>
The existing guidance produced by BTMA is in need of review. There was a discussion with members as to whether an update was required. There was a general feeling among the members that it would better not to update the document. Though there may be a need to produce an addendum revision to document.	Action: Members to review guidance. Action: Include on agenda for next meeting.

9. Good Practice Example

<i>Discussion</i>	<i>Decision</i>
Jethro presented on the issue of homeworking.	No one volunteered for the next good practise presentation. Action: Members to consider presenting at next meeting.

10. Meeting Calendar for 2023

<i>Discussion</i>	<i>Decision</i>
Adrian Reminded members of the planned meeting dates	It was agreed that we would meet on the following dates: <ul style="list-style-type: none"> • Thu 7 September • Wed 22 November

11. Any Other Urgent Business

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