

**Minutes of the
Waste Industry Safety and Health (WISH) Forum
ESA – London, Wednesday 5 October 2005**

Present:

Trevor Hay (HSE)
James Barrett (HSE)
Vincent Borg (Unison)
David Buxton (CHEM)
Tania Lillywhite (CRN)
Toni Gladding (Open University)
Paul Harvey (HSE)
Chris Jones (ESA)
Marian Kelly (ESA)
Bob Mason (Local Government Employers)
Mary Messer (Composting Association)
Geoff Smallwood (CIWM)
Lawrence Strong (WAMITAB)
George Wedgwood (BMRA)

Apologies:

Neil Ferris (Local Government Employers)
John McClean (GMB)
David Rawlinson (ESA)

Observer:

Mark Roberts (Egbert H Taylor)

1. Minutes of the previous meeting

The minutes of the previous meeting were agreed as an accurate record.

2. Guidance/briefings

Civic Amenity site guidance

The 'Operating Civic Amenity Sites safely' guidance was available on the HSE web site.

Green waste guidance

The green waste guidance had been circulated for comment at the last meeting. No comments had been received and the guidance would now be placed on the HSE web site.

Action: Trevor Hay to put green waste guidance on the web site before the next WISH meeting.

Manual handling and refuse collection guidance

Draft manual handling and refuse collection guidance had been prepared and would be circulated to Members for comment. Bob Mason was developing guidance on driving operations and Members agreed that it was important that these guidance documents be developed in tandem. It was agreed that guidance was needed on waste and recycling collection (for operatives), waste and recycling collection (for managers) and manual handling. Chris Jones suggested that this guidance be developed in a manner that would facilitate review and updating. Bob Mason agreed to coordinate a small working group to develop a single set of guidance on these areas.

**Actions: Marian Kelly to circulate the draft guidance documents by mid November.
Bob Mason to coordinate a small working group to develop guidance on manual handling and refuse collection and report back at the next meeting.**

Cylinder management

George Wedgwood had prepared guidance on managing waste cylinders and would meet the HSE later in October. No feedback or guidance on inspection had been received from the LGPA and George Wedgwood asked that the HSE pursue the promised guidance. George Wedgwood and Trevor Hay agreed to revise the cylinder management guidance. George Wedgwood also circulated short guidance on how to manage empty cylinders.

Action: George Wedgwood and Trevor Hay to prepare revised guidance for discussion at the next meeting.

Competence

Helen Turner reported that competence was one of the key HSE 3-year waste management initiative projects. Helen Turner had worked closely with the Quarry Products Association on competence issues over the past 5 years and had identified knowledge, experience, training and other qualities as key elements of competence.

George Wedgwood reported that EMR had adopted a health and safety passport scheme which had been successfully rolled out within the company. Chris Jones reported that ESA had discussed passport schemes but it had been agreed that a mandatory generic health and safety passport was not suitable for the industry at its current stage of development. However, ESA had agreed that there was a need for clear guidelines on training standards at various levels within the sector. ESA had established a working group to establish a set of minimum training standards for 10 key areas. The 10 key areas were:

1. Manual handling techniques
2. Personal protective equipment
3. Legislation and responsibilities
4. Machinery safety
5. Fire and emergency procedures
6. Workplace transport safety
7. Health and hygiene
8. Hazardous substances
9. Accident and incident reporting, including near misses
10. Slips, trips and falls, including work at height

It was suggested that other Members of the WISH Forum should work with ESA to establish minimum training standards and that the working group should consider accreditation of any proposed standards. The first meeting of ESA's Working Group would be in October.

Action: Marian Kelly to involve the WISH Forum in development of a set of minimum standards for the sector and report back at the next meeting.

Paul Harvey suggested that a representative of each body formally sign a statement on commitment to competence agreed by the WISH Forum. The statement would set an aspirational target and initial work would focus on developing competence at an operative level.

Action: Marian Kelly to circulate a statement on commitment to competence to Members for comment with the minutes of this meeting.

Management of Refuse Driving Operations

Trevor Hay reported that a number of meetings had been held on management of refuse driving operations/driver competence. It was expected that guidance would be complete by Christmas. Members stressed that driving instruction manuals should not include an absolute requirement for a banksman. David Buxton reported that CHEM guidance would follow any HSE guidance.

Action: Trevor Hay to circulate any available draft to the group for discussion/action at the next meeting.

3. WISH Forum Plan of Work

Task and Finish

The first meeting of a working group on task and finish would meet in November. Membership of the group included representation from industry, local authority, union and the HSE.

Action: Chris Jones to report on the progress at the next meeting.

Customer behaviour

Marian Kelly had circulated a pro-forma on the aim and content of any customer behaviour initiatives. Members agreed that there was a need for communicating consistent messages to municipal and commercial customers but that these messages were likely to be different. Marian Kelly reported that ESA was developing a plan for communicating with commercial customers which involved raising awareness of the issue amongst commercial customers and a short guide on presenting waste in a suitable manner.

It was suggested that WRAP might play a role in communicating health and safety messages to householders and Paul Harvey agreed to check this with WRAP. Mary Messer reported that Defra had proposed developing a project on the health effects on collection and storage of kitchen waste. Paul Harvey agreed to discuss this issue with Defra.

Action: Paul Harvey to discuss health and safety messages with WRAP and report at the next WISH meeting.

HSE/EA/Defra

Conflicts between environmental protection policies and health and safety requirements had arisen and it was suggested that a mechanism should be put in place whereby these issues could be resolved. Paul Harvey reported that the HSE met regularly with the Environment Agency as part of the Hampton review process and could use these meetings as a forum to discuss practical regulatory conflicts. Chris Jones suggested that ESA could highlight significant practical concerns for discussion by the HSE and the Agency who could feedback to industry.

Actions: ESA (Marian Kelly) to coordinate industry concerns for discussion by the HSE and Environment Agency on an ongoing basis.

Lock off procedures

Geoff Smallwood had drafted guidance on lock off procedures which was welcomed by Members of the WISH Forum. The guide was aimed at operatives and included activities such as maintenance, dealing with blockages, etc. It was agreed that the guidance should include a reference to control and power circuits. Trevor Hay agreed to discuss the guidance with Geoff Smallwood and bring guidance for approval to the next WISH meeting. Geoff Smallwood requested that Members to supply appropriate photographs where possible.

Action: Trevor Hay and Geoff Smallwood to prepare guidance for agreement at the next meeting.

Members to send photographs to Geoff Smallwood before 16 December 2005.

The HSE was widening its interventions project and would be checking lock off procedures at sites over the next year. Industry would be expected to have sites operating appropriate procedures in advance of the visits.

Skips and Containers

Trevor Hay reported that the HSE "Falls from height" team was developing guidance on falls from skips.

Glass Containers

This issue would be discussed at the next meeting.

Action: Neil Ferris to report on discussions with the glass industry on accident rates associated with glass collection containers at the next meeting.

Site Management

Toni Gladding had proposed to discuss MRF design with equipment manufacturers and MRF designers. Problems identified included inappropriate ladder positioning, inappropriate picking belt drops and poor noise containment.

Action: Toni Gladding to produce a guidance which identifies the major health and safety issues to consider during MRF design at the next meeting.

4. HSE Plan of Work

Paul Harvey reported on progress on the HSE's plan of work.

Research project

The HSE would shortly publish the invitation to tender for this project.

Follow up to the Bomel report

The HSE would undertake a follow-up to the Bomel report which would have the same scope as the first report. This would reveal any significant changes in accident incidence rates.

Inspection initiatives

The HSE had received good feedback from the project which aimed to visit 50% of local authorities. Output from the project indicated that the key areas for improvement were human factor and control issues.

Conveyor belts

The HSE had published guidance on use of conveyor belts and had written to 20 conveyor manufacturers and suppliers to reinforce the guidance.

Communications campaign

The new HSE communication campaign would be aimed at front line workers. Research had indicated that 'Be Careful' messages on slips, trips and falls would not have the desired impact and that a more effective message would be to emphasise the importance of workers' worth. The HSE would pilot the campaign in January, February and March 2006.

Best practice/success stories

The HSE planned to start sharing best practice and success stories and asked Members to contribute. The HSE also planned to develop a number of toolbox talks, both generic and specific talks and was interested in evaluating the usefulness of these training tools.

Action: Members to send best practice and success stories to HSE before 16 December 2005.

5. Landfill gas guidance to meet DSEAR Regulations

The Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) apply to a number of waste management activities. An ESA Technical Group was developing industry guidance for

landfill gas and hoped to finalise an Industry Code of Practice (ICoP) by November. A draft of the ICoP was circulated for comment and, due to the tight timescale, Marian Kelly asked Members to submit any comments by Tuesday 11 October. The ICoP had been sent to Sam Summerfield (HSE technical expert) for comment. The ESA technical group would meet the HSE (Sam Summerfield and Margaret Gregson) to discuss the ICoP in November.

Trevor Hay suggested that the Industry Code of Practice might be more appropriately entitled 'Industry Guidance'. James Barrett noted that the title of the guidance was unimportant as long as industry and the HSE understood and agreed on the document. Chris Jones reported out that the ICoP was a first version which dealt solely with zones of classification and that future revisions would be more comprehensive. The WISH Forum agreed to endorse the ICoP subject to HSE approval by Sam Summerfield.

6. Application of HSG71 to the storage of hazardous wastes on special waste sites

Geoff Smallwood had prepared draft guidance on management of hazardous waste at civic amenity sites. Existing guidance had been designed for storage on an industrial scale and was inappropriate for application at civic amenity sites. Geoff Smallwood highlighted that the absence of specific guidance for waste management facilities could lead to wider non-compliance. James Barrett agreed that a HSE policy was required for this issue. Chris Jones stressed the importance of practical risk-based guidance. Paul Harvey agreed to determine whether the HSE could support the draft guidance. It was agreed that any agreed guidance must be shared with the Environment Agency.

Action: Paul Harvey to investigate whether the HSE can support the guidance and report at the next meeting.

7. Any Other Business

Toni Gladding reported that the British Standards Institute had requested the Open University to contribute to a book on waste management and SMEs.

Action: Toni Gladding to send details to Trevor Hay and Marian Kelly by 15 November.

Date of next meetings

Wednesday 18 January 2006, UNISON offices, London

26 April, HSE offices, Birmingham (tbc)