

**Minutes of the
Waste Industry Safety and Health (WISH) Forum
Unison - London, Wednesday 18 January 2006**

Present:

Trevor Hay (HSE)
Vincent Borg (Unison)
David Buxton (CHEM)
Paul Harvey (HSE)
Chris Jones (ESA)
Richard Johnson (Energy & Utility Skills)
Marian Kelly (ESA)
Tania Lillywhite (CRN)
Bob Mason (Local Government Employers)
John McClean (GMB)
Mary Messer (Composting Association)
Mark Roberts (Egbert H Taylor)
Geoff Smallwood (CIWM)
Lawrence Strong (WAMITAB)
George Wedgwood (BMRA)
Jan Willets (HSE) (in part)

Apologies:

Neil Ferris (Local Government Employers)
Toni Gladding (Open University)

1. Minutes of the previous meeting

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

2. Guidance for agreement and discussion

a) Waste Containers and Hoists: Safe use

A draft guidance document on the safe use of waste containers and hoists was circulated. The guidance had been developed by a working group coordinated by Jan Willets (HSE) and addressed a number of common incidents, including members of a collection team being hit, entanglement in equipment or falls from vehicles during cleaning/maintenance. The guidance also included case studies.

Members of the WISH Forum agreed that the guidance was useful and made a number of suggestions, including emphasising the danger zone associated with the bin lift mechanism, addressing concerns about 'after market modifications', development of information for collection teams, clarification on inspection and maintenance regimes and the importance of informed procurement of bins and containers. Bob Mason highlighted that guidance on waste collection was being developed and stressed the importance of ensuring that new guidance documents referred to existing guidance where appropriate.

It was agreed that Members would send comments on the document to Jan Willets. The document would then be finalised and put on the HSE web site.

Action: Marian Kelly to circulate the draft guidance for comment from Members by 17 February.

b) Waste and Recycling Loader Operations

Bob Mason reported that a Local Authority Refuse Training Forum based in Northamptonshire had drafted guidance on waste and recycling loader operations. The guidance was aimed at

managers and supervisors and was supported by a 'Resource Pack' including information aimed at operatives, including training programmes.

It was agreed that the guidance would refer to other guidance documents where appropriate, e.g. waste containers and skips. Bob Mason suggested that the document be discussed at the Driver Competence Working Group at the next meeting.

**Action: Bob Mason to discuss the document with the Driver Competence WG.
Bob Mason and Trevor Hay to discuss the best means of making the guidance and resource pack available to the waste management sector.**

c) Driver Competence

Trevor Hay reported that the Driver Competence guidance was almost complete. He hoped to present the final document to the next meeting of the WISH Forum.

d) Cylinder management

George Wedgwood presented draft guidance on orphaned compressed cylinders in the waste and recycling industry. He expressed concern that the LPGA had not contributed to the guidance but would attempt again to get input. Members agreed to send comments to George Wedgwood and agreed that the paper should be published as WISH Forum guidance ASAP.

**Action: Comments to be sent to George Wedgwood by 3 February.
George Wedgwood to seek comments from LPGA.
Guidance to be finalised and put on the WISH Forum web site.**

e) Skips and containers

David Buxton circulated draft guidance on skips and containers which was aimed at skips for use with skip loaders and containers for use with hook loader vehicles. The guidance included details on information for purchasers, safe use of skips and containers and key safety issues.

It was agreed that the document should refer to 'CHEM or equivalent standards' and that details on accessing the CHEM standards be included in the document. Geoff Smallwood suggested that the guidance include information on the use of skip loaders and RELs. David Buxton reported that comments from skip manufacturers would be sought.

**Action: Comments to be sent to David Buxton by 17 February.
Guidance to be finalised and put on the WISH Forum web site.**

George Wedgwood offered to share experience of an incident involving containers and sprung doors at a future meeting.

Action: Containers and sprung doors to be discussed at the next meeting.

f) Basic principles of MRF design

Draft guidance on the basic principles of MRF design prepared by Toni Gladding, Chris Jones and Geoff Smallwood was circulated.

Action: Members to send comments to Toni Gladding by 17 February.

g) Practical advice on lock-off

Draft guidance on practical advice on lock-off had been prepared by Geoff Smallwood. It was suggested that an employee check list be added to the document. Members approved the document subject to final changes by Trevor Hay and Geoff Smallwood.

Action: Trevor Hay and Geoff Smallwood to finalise the guidance and put on the WISH Forum web site.

h) Commitment to competence statement

It had been agreed at the last meeting that the WISH Forum would develop a statement on commitment to competence. A draft statement was discussed by the Forum and amendments were suggested. It was suggested that the statement contain a commitment to developing a work plan to implement the commitments.

The mechanism for endorsing the statement was discussed and it was agreed that the statement be a WISH Forum policy statement and that individual organisations or companies could decide whether and how to ratify the commitment.

**Action: Marian Kelly to circulate a redrafted statement and Members to provide comments by 17 February.
HSE to put the agreed statement on the WISH Forum web site.**

i) Compaction equipment and closed skips

Draft guidance on compaction equipment and closed skips was circulated. The guidance was aimed at public sites such as retail sites, CA sites, etc. Geoff Smallwood suggested that the guidance include information on whole body access.

**Action: Trevor Hay and Geoff Smallwood to discuss whole body access.
Comments to be sent to Trevor Hay by 17 February.
Guidance to be finalised and put on the WISH Forum web site.**

j) Hazardous waste at civic amenity sites

Draft guidance on hazardous waste at civic amenity sites had been circulated at the last meeting. Paul Harvey reported that HID had not been available to comment on the document due to the explosion at Buncefield Oil Depot. Paul Harvey also reported that the Environment Agency and the HSE was developing joint guidance on storage of hazardous waste which was primarily aimed at hazardous waste treatment and transfer facilities. However, the document could encompass civic amenity sites. Geoff Smallwood suggested that three documents are required for storage of hazardous material: (i) HSG71 aimed at the chemical industry, (ii) EA/HSE document aimed at hazardous waste treatment and transfer facilities and (iii) further guidance for managing hazardous waste at civic amenity sites.

k) Dangerous Substances & Explosive Atmospheres Regulations

Marian Kelly reported that ESA had published two Industry Codes of Practice (ICoPs) on the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) - an overarching document on DSEAR and the waste management industry and guidance on area classification on area classification for landfill gas extraction, gas utilisation and combustion. The HSE had provided a foreword for the two ICoPs and the documents are available on ESA's web site.

ESA was in the process of developing two further ICoPs - area classification for leachate extraction, treatment and disposal and landfill operations. The WISH Forum agreed to endorse the ICoP subject to HSE approval by appropriate technical experts.

l) Manual Handling and Refuse collection

These documents had been incorporated into the draft guidance on waste and recycling loader operations.

3. WISH Forum Plan of Work

a) Task and Finish

Chris Jones reported that a Working Group had met to discuss guidance on task and finish and that draft guidance would be circulated shortly for comment. A final document would be presented at the WISH Forum meeting in April.

b) Health & Safety Training Guidelines

Marian Kelly reported that ESA's Working Group on health and safety training guidelines had been widened to incorporate interested Members of the WISH Forum. Draft guidelines on minimum standards for training were being developed and a document would be presented at the WISH Forum meeting in April.

Lawrence Strong reported that John Skidmore had circulated a CIWM proposal to develop a health and safety awareness and training package that would become mandatory over a period of three years. Members expressed concern that the proposal document had included references to support from a wide range of organisations and individuals, including the HSE and the WISH Forum, without their knowledge or consent. Members agreed that a mandatory generic training package was not currently suitable for the industry.

Action: Trevor Hay to contact John Skidmore expressing concern about the reference to support from the WISH Forum.

4. HSE Plan of Work

Paul Harvey reported that the HSE's projects were progressing well.

a) Bomel II report

Funding had been agreed and the HSE would shortly draft an invitation to tender for the follow up to the Bomel report. The report would provide a direct comparison to the first Bomel report (2001/02 data) and would also examine how to enhance the information available from industry reports. The HSE was aiming to collect 2005/06 data and aiming to publish a final report in autumn 2006.

b) Communications campaign

The HSE would pilot the communications campaign in three areas following further research work. The pilot schemes would trial a new approach to communicating health and safety messages to collection crews. Funds had not yet been committed and may not be available for a national communications campaign.

c) Research project

A contractor (HSL in cooperation with Onyx and Premier Waste) had been appointed to the HSE's research project into the risks associated with various systems used to collect waste and recyclable material from householders. The Advisory Committee had met for the first time on 17 January. Results from the research were expected in October 2006.

5. Work at Height

Paul Harvey reported that the HSE's Falls from Height team had established a 'falls from height' inspection initiative which would involve the waste management sector. Chris Jones suggested that there was need for further guidance for the waste management sector and suggested that the WISH Forum examine this issue in further detail.

Action: Chris Jones to draw up a list identifying hazards and issues which might result in falls from height.

6. European Standards for RCV vehicles

David Buxton reported that, following the BSI's consultation on the revision of the European Standard for rear loaded RCV vehicles, BSI would be submitting a negative vote and a strongly worded statement of concern regarding riding on footboards. The HSE and Unison had contacted their counterparts in other Member States to encourage them to adopt a similar position and Paul Harvey encouraged Members of the WISH Forum to do the same. Chris Jones suggested that ESA might seek statistics from other Member States on incidents associated with riding on footboards.

Action: Marian Kelly to contact other Member States re incidents associated with riding on footboards.

Trevor Hay reported that the HSE had concerns on visibility issues within the draft standard. Paul Harvey reported that, even if the standard was adopted in Europe, the HSE's position would be that riding on footboards would not be permitted in the UK.

7. Any Other Business

None.

Date of next meeting

Wednesday 26 April 2006 at HSE offices, Nottingham.