



Safety First Briefing

April 2017

Accidents and Incidents

RECENTLY, STAFF HAVE BEEN INVOLVED IN ACCIDENTS AND NOT REPORTED THEM TO THE ISS ON-CALL NUMBER. IT IS IMPERATIVE THAT IF YOU RECEIVE AN INJURY YOU REPORT IT IMMEDIATELY.

During March there were 0 accidents reported. Lets keep this up and remember that safety is at the forefront of all the work we do.

During March we had 1 incident reported:

1. Incident Details

At Blackburn on the 06/03/2017 at approximately 09:00 a Banksman was aiding a machine travelling out of the works compound. As the machine was leaving the compound to go onto a highway, the boom made contact with a BT cable and snapped it.

Investigation

The Banksman was deemed not at fault for the incident because the machine was leaving the compound to go on the highway the banksman was watching out for traffic and pedestrians and therefore missed the cable above as demarkation signs and goal posts were not in place.

Recommendations

Demarkation signs and goal posts must be put in place to prevent similar incidents in future. All banksman to take extra care of surroundings when movements of machines are in place.

Close Call Reporting

We had 10 Close Calls reported since the last briefing:

Date Raised	Location	Details	Risk Level	Comments / Findings	Status
02.03.17	Alker Lane	ISS Labour staff failed to sign in at SACS	Caution	Individual has been spoken to and reminded of the site rules and the health & safety implications of not signing in	CLOSED
05.03.17	Alker Lane	Gate at Black Rod site left open	Care	Risk of theft on site – Lock to be used going forward	CLOSED
04.03.17	Bradshaw Fields	No crossing attendant	Caution	Possibility of trespassing on railway infrastructure: ISS member of staff was late to his position due to not being able to get hold of the minibus drivers to get round to site	CLOSED
04.03.17	Alker Lane Bridge 51	ISS Labour staff not wearing cap lamp	Caution	Staff member had been briefed at site access but still went on site without one. Individual issued with a yellow card and provided with a caplamp from the stores on site.	CLOSED
04.03.17	Alker Lane	Pallet loaded with plywood on top of the tool cabin which could fall off and injure someone	Caution	Reported to Principal Contractor to be removed during day shift	CLOSED
04.03.17	Alker Lane	No contact can be made with the ISS Labour minibus drivers on site	Care	Minibus drivers briefed on having radio on and being available at all times	CLOSED
19.03.17	Kings Sutton	Two ISS Labour staff not wearing head torches	Caution	Individuals briefed on importance of wearing appropriate PPE at all times	CLOSED
28.03.17	Alker Lane	Long wheel base pick up truck is not reversed parked and is obstructing traffic entering the car park	Care	Truck moved & reported to client	CLOSED
28.03.17	Farnworth	Various ISS Labour staff failed to sign out	Caution	Unable to identify persons location in the event of an evacuation & fatigue management compromised. Individuals concerned were re-briefed	CLOSED
30.03.17	Farnworth	A gate was locked using the wrong lock (and could not be unlocked with set of keys given) therefore access was restricted	Caution	Reported to site supervisor	CLOSED

Close Call Reporting

Remember if you see an event which had the potential to cause any injury or damage, then this should be reported.

CLOSE CALL REPORTING IS FUNDAMENTAL TO PREVENTING POTENTIAL ACCIDENTS AND INCIDENTS. LET'S NOT LEAVE IT TILL IT'S TOO LATE



What is a Close Call?

There are a number of definitions of close calls. One example is:

'Any incident / un-safe condition / act, which has the potential to result in an injury, ill health, damage to property, plant, products, the environment or production / railway safety issues/

The Network Rail definition is:

'Anything that had the potential to cause injury or damage but didn't... this time'

If you see anything that has the potential to cause injury or damage but didn't... this time please raise a close call. You could be preventing a serious accident from occurring in the future.

What is the difference between a close call and an incident?

A close call is something that could happen, whereas an incident has already taken place. For example if a trip hazard is spotted it can be reported as a close call because someone could trip over it. If somebody actually trips because of the hazard, it is then classed as an incident.

What do you do if you see a close call?

Safety is everybody's responsibility, if you see something that could cause injury, harm or damage follow these three steps:

Recognise – Could it cause harm or damage?

Respond – What can you do?

Fix the situation if you can do safely – then report it

Always challenge unsafe behaviour – then report it

Inform others around you so you are aware of the risk

Report – Always report Close Calls

Even if a close call is rectified it should still be reported so that we can learn from it and have the opportunity to identify a recurring issue or fault. Close calls can be reported either by calling or texting 07870 842610, by posting a close-call card or submit via the website at www.isslabour.co.uk

Hand Arm Vibration Syndrome

What is it?

Hand Arm Vibration Syndrome (HAVS) is a condition caused by repeated regular exposure to vibration from hand-held tools. It can affect the nerves, blood vessels, muscles and joints of the hand, wrist & arms. The effects of this can be permanent and disabling; making everyday life and work difficult.

Signs and Symptoms:

Symptoms can include numbness and tingling, or pins & needles in your fingers. Fingertips may also go white in wet or cold conditions. Other symptoms include aches and pains in your fingers, hands and wrists, noticing a reduced strength in your hands, not being able to feel things with your fingers and having problems with fine work, such as picking up small objects or doing up buttons. It is important to remember that some individuals may be affected sooner than others!

Prevention:

- Use the right tool for each job and use the tool in the right way
- Make sure tools are in good working order and have been maintained and/or repaired before use. Older equipment that is not well maintained may increase your exposure to vibration
- Know how much vibration you can safely be exposed to in any one shift and don't go over your limits
- Do other jobs that don't involve vibrating tools to reduce exposure
- Keep your hands warm & dry, especially in cold and wet conditions. This improves circulation, encouraging blood flow to your hands and fingers
- If you are a smoker, try to cut down or stop smoking as it reduces blood flow to your fingers
- Health surveillance is not optional. Let your manager know if you think you are due for an assessment



Health Surveillance

Health surveillance is used to detect any effects of using vibrating tools as soon as possible. Each year you will be asked to complete a paper-based questionnaire or attend a face-to-face assessment with a healthcare professional.

If you use vibrating tools on a regular basis, health surveillance is not optional – you must take part. There is legislation which governs the management of vibration at work which health surveillance is a part of.

Remember: If you do have any concerns you should tell your line manager as soon as possible, so that they can refer you for help and guidance from Occupational Health. Early intervention is best to protect your hands!

Vehicle Accidents

During March there were 5 reported vehicle accidents:

Date	VRN	Depot	Damage	Outcome
02.03.17	DS65 UJA	Trades	Rear	Third Party Fault
05.03.17	PJ16 PRZ	Stafford OLE	OS Rear Damage	Driver Error
18.03.17	YS16 PNF	Glasgow Lighting	NS Rear	Driver Error
19.03.17	MW16 OCY	Carlisle OLE	Front	Driver Error
31.03.17	NX16 YRS	Stafford OLE	OS Damage	Third Party Fault

02/03/17 - DS65UJA

Whilst driving home following his shift the driver stopped with the flow of traffic when a third party failed to stop and rear ended the company vehicle.

Damage sustained to the rear bumper and doors.

19/03/17 – MW16OCY

Travelling towards Tynemouth driver was on a slip road behind another vehicle. Driver thought that the vehicle in front had joined the main carriageway not realising that they had stopped and struck the rear end. There was damaged sustained to the front of the company vehicle but no injuries sustained.

05/03/17 – PJ16PRZ

Reversing out of a parking space driver struck a Range Rover on his OS causing damage to the OSR of our vehicle and NSF of the third party.

Driver stated that the TP was parked across yellow lines but should have been aware of his surroundings before undertaking the manoeuvre.

18/03/17 – YS16PVF

Reversing over a narrow bridge at night driver scraped the NSR bumper causing no damage to the bridge. Driver stated that the dark conditions were a factor in this incident.

Attention: We have recently had an incident in which a vehicle was returned to the depot with empty alcohol bottles inside. We would like to remind all staff that there is **zero tolerance** policy regarding drugs & alcohol and anybody found to be in breach of this policy may be subject to disciplinary action.

Vehicle Accidents

Please see guidance below on how to avoid similar accidents occurring in future:

The 2-second rule:

- As the car in front passes a fixed point, such as a sign or a bridge, start to say 'only a fool breaks the 2-second rule' at a normal rate.
- The phrase takes about 2 seconds to say, so if you pass the same fixed point before you've finished saying it, you're too close and should leave more room.
- In wet conditions, this gap should be at least doubled. In icy conditions, it needs to be increased even further.

If you are being tailgated you should:

- Ease your foot off the accelerator
- Move into the inside lane, if it is safe to do so – make sure to apply the two second rule to any vehicle you move behind
- Drivers are reminded that it is their responsibility to drive according to the conditions at all times.

Guidance on Reversing:

If reversing cannot be avoided then take these precautions:

- When visiting sites make sure you're familiar with layout of site and the rules. Make sure that you sign in promptly.
- Reverse slowly and with caution at all times, be prepared to stop immediately.
- If you're unsure of the distances behind the vehicle, stop. Get out of the vehicle if safe and check the access before continuing the manoeuvre.
- Where possible, use the help of a trained 'banksman'. If needed ask the site for one, it is always a better idea than having an accident.
- When using a banksman make sure that you understand the hand signals before commencing the manoeuvre. If at anytime you lose sight of the banksman STOP.



Safety Alerts from around the industry



Eye & Hand Protection

Our eyes and hands are things we all take for granted. In the past year (2015/2016) our workforce across Network Rail Infrastructure Projects have suffered:

- 187 eye injuries
- 578 hand injuries

Network Rail has worked with the Rail Contractor Safety Forum (RCSF) and the Infrastructure Safety Liaison Group (ISLG) and we all agree this level of injury is unacceptable. We are seeking to implement the methodology below.

From 1st April 2017 Principal Contractors working at a Network Rail Infrastructure Projects worksite will have in place suitable systems to control the risk of eye and hand injuries. The basic principle will be that all staff working on site will as a minimum wear appropriate eye protection and general purpose gloves that meet the Cut5 standard.

The Principal Contractor will determine where specific hand or eye protection is required as specified by a risk assessment for that activity, based on task, site and environmental risks

Safety Alerts from around the industry



Control of railway for signals (detonators)

While carrying out fieldwork for a road fleet maintenance audit at Newcastle Delivery Unit's Raven House an auditor noticed fog signals (detonators) present in the vehicle's cup well.

Further checks were made and in another vehicle detonators were again present in the front cup well.

The event was reported to local staff and management who quickly rectified the issue and a close call was raised reflecting the auditor's concern.

Discussion Points:

Detonators are subject to strict controls over their distribution, storage and use as detailed within Group Standard GEGN 8532 and Operations Manual Procedure NR/L3/OCS/0412-10. Given this:

- What are the risks associated with the incorrect carriage of detonators?
- What controls do we think are missing in the above event?
- Where should detonators be stored in a vehicle?
- Would we consider this as being an isolated incident or more of a regular occurrence?
- How best can we avoid the poor handling and control of detonators?
- What should local supervisors do to ensure that we are meeting the legislative requirements for detonators?



Safety Alerts from around the industry

Penalty Points Discipline Scheme



A Penalty Points Scheme has been introduced onto all Carillion worksites for safety violations and employees who contravene a site rule or safe method of work.

When a violation has been identified and confirmed the individual will be issued with a signed copy of an appropriate penalty notice showing date, time etc, a clear statement of the violation and any information or actions relating to it and number of points being issued.

3 Penalty Points – When an individual receives 3 points, compliance with any actions determined by the penalty notice should be seen as a satisfactory resolve

6 Penalty Points – When an individual receives or accumulates a total of 6 points within 3 months they will be required to attend a supplementary training session provided and given by their employer which must be carried out prior to the individual being allowed to recommence work

9 Penalty Points – When an individual receives or accumulates a total of 9 points within 3 months, the employer will be instructed to remove the person from the project. That individual will not be allowed to return to work on the contract

Penalty points will remain in force for a period of 3 months on the individual's record. After this period, points will not be accumulated with any other contravention.

Examples of Contraventions/Violations

Below are listed examples of poor practice which could attract penalty points (this list is not exhaustive):

- Failure to wear PPE
- Failure to comply with dress rules (minimum long-sleeve t-shirt and long trousers)
- Failure to work safely (interfering with safety signage or equipment, smoking in prohibited area, unlicensed persons operating mechanised plant, horseplay)
- Serious Breach of Safety Discipline (Climbing scaffolds except by access provided, interfering with scaffolding or edge protection)
- Environmental violations (uncontrolled disposal/discharge of chemicals, insufficient care to prevent spillages, unnecessary noise/dust/fumes, incorrect storage of chemicals, any person wantonly causing damage to the environment)

Environmental – Nuisance & Disturbance

Nuisance & disturbance are primarily related to noise and vibration, air quality (odour, dust & smoke), artificial light, visual amenity, traffic movements and pest species.

Local councils investigate complaints about issues that could be a 'statutory nuisance', covered by the *Environmental Protection Act 1990*. The Environment Agency also controls some statutory nuisances like noise, smell and dust with environmental permits, as part of pollution control.

Noise & Vibration

Noise & vibration nuisance may result from construction, structural alteration, maintenance or repair. To reduce, manage or eliminate noise & vibration the following can be applied:

- Locate plant and equipment away from receptors
- Maintain plant to reduce noise emissions
- Using silenced equipment where applicable
- Adhere to site rules in regards to working hours and the agreed noise and vibration monitoring programme

Air Quality

Issues are primarily related to nuisance smells such as generating dust, offensive odours or omitting smoke. To reduce, manage or eliminate the nuisance involved with air quality the following can be applied:

- Keep surfaces swept and damp down with water at regular intervals during dry weather
- Keep to site speed limits to minimise dust generation
- Avoid using poorly maintained plant
- Don't leave plant and vehicles running when not in use



Traffic Movements

To avoid and minimise the impacts of activities on the public the following can be applied:

- Ensure that you adhere to planned delivery routes and times
- Only use the specified access routes to minimise disruption to local residents
- Only use the parking areas permitted within the site plan
- Do not leave vehicles running while not in use

Feedback

We would like your feedback on any safety related issues that may help us improve the business and prevent further accidents and incidents.

We endeavour to minimise all foreseeable risks to you when you are at work. However you see what happens out there on a daily basis far more than we do, and will no doubt have some very valuable ideas or suggestions on how to make our industry a safer place for everyone. We would like to hear from you but appreciate you may want to remain anonymous. We value your opinion and thus confidentiality will be guaranteed when receiving your comments. You can send us feedback in any of the following ways:

- Send an email to the SQE Team directly sqeteam@isslabour.co.uk use the hashtag #Feedback in the subject heading and someone will contact you within 24 hours to acknowledge receipt of your message
- Complete the slip at the bottom of this page and take it into your nearest ISSL depot
- Call or text any of the “On Call” phone numbers listed on the rear of your Authority To Work Card
- Go to any ISSL Depot to talk to a senior member of the team, who will welcome feedback and consider confidentiality at all times
- Speak to any of the senior team when you meet them on-site for briefings or safety related visits.

Feedback Slip: Monthly Brief

Your name or contact number is optional. The detail is the most important section to complete



Name:

Local Office:

Date:

Contact No:

Subject:

Details:

