

Leg injuries

Over recent months we have noted a significant increase in lower leg injuries. These range from sprains, cuts and abrasions to fractures.



To minimise the risks associated with lower leg injuries, ask:

- Has the activity been planned and risk assessed?
- Have you been briefed?
- Is the route clear (good housekeeping)?
- Is the load being moved secure?
- Is the correct equipment being used?
- Are lighting levels adequate?
- Is footwear in good condition?
- Have slippery weather conditions been addressed?

If all these are not in place, stop. Highlight the issue and do not resume work until it has been sorted.

All injuries are preventable - make sure you continually reassess your surroundings to make sure the controls are still protecting you and your colleagues.

Updating personal details

Unless you joined VGC recently, it is likely that your personal details have changed since you first completed your application pack. We need to have your correct details on our system, so we can send you information such as your payslips, letters and training details.

It is your responsibility to ensure that your personal details held at head office are correct.

If your address, next of kin, or any other contact details have changed, or you want to double check these details, please contact the HR team on 01895 671 800.

Discrimination

The VGC Group is pleased to have a diverse workforce. We promote good relations between people from different communities and social groups, and we do not tolerate discriminatory behaviour.

Harassment is unwanted conduct which has the **purpose or effect of violating a person's dignity**, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Ask yourself:

- Are individuals around you being left out because in group situations you speak in a **language they can't understand**?
- Could your behaviour towards someone be classed as harassment? (Remember, a joke you might find funny could be offensive to someone else.)
- Do you treat someone differently based on their practices or beliefs?

Please be aware of your behaviour in everyday activities to avoid discriminatory or unfair behaviour. If you have any concerns please speak to your VGC contract supervisor or contact Laura Kenneally 01895 671 780.

Noise

Noise is generated at work through many processes.

Remember that deafness can occur from a single or prolonged exposure.

Keep your noise to a minimum by:

- Using quieter equipment if possible and replacing it if it is defective.
- Using screens, barriers, to reduce noise.
- Maintaining exclusion zones.
- Wearing the PPE provided.

If in doubt STOP and notify your supervisor.

Dust

Dust is created by most cutting processes. It can be hazardous to health if you breathe it in or swallow it from dirty hands or smoking, because **it's unnatural and the body will try to neutralise it.** You can develop a rasping cough or have difficulty breathing, especially if you are asthmatic.

Controls:

- Dampen down materials when cutting.
- Cover material stockpiles or keep them in a enclosed area.
- Use the appropriate PPE such as dust masks and goggles.
- Ensure dust collecting equipment such as hovers are in good working order.
- **Don't speed when driving through sites.**

Stoptober

Stop smoking for 28 days **and you're** five times more likely to stay smoke free.

How will my health benefit?

- You will reduce your risk of developing illness, disability or death caused by cancer, heart or lung disease.
- You will protect the health of those around you by not exposing them to secondhand smoke.
- You will reduce the chances of your children suffering from bronchitis, pneumonia, asthma attacks and meningitis.
- Increase fertility levels and your chance of a healthy pregnancy and baby.
- You will improve your breathing and general fitness.
- You will enjoy the taste of food more.

Call Quitline free on 0800 00 22 00 for help quitting. Your GP or practice nurse can also offer advice.



See it, share it

Thank you and congratulations to Sean Murphy for winning the **monthly 'See it, share it' prize draw.**



Sean Murphy identified risks associated with traffic management/segregation during works and these were swiftly addressed.

Remember to send us good practice, close calls, near misses and ways to improve.

- Text 07876 448 119
- Email BeSafe@vgcgroup.co.uk

Email and internet security

Never respond to emails that request personal financial information.



- If you suspect an email is false, do not follow any links embedded within it.
- Banks will not ask you for your account / card details in an email. If in doubt call them straight away.

Be cautious about opening attachments and downloading files from emails, no matter who they are from.

When you shop online, make sure you are at the right website. Check the website is secure before you give any details.

- Look for a lock icon on the browser's status bar / address bar.

Be cautious with passwords and data.

- Never let anyone know your PIN or passwords. Do not write them down, and do not use the same password for all your computer and online accounts.
- The best passwords combine letters, numbers, **and special symbols (!"£\$%^&*_*?)** and are at least eight characters long.