

Accident frequency rate (AFR) period 03

We had three accidents and one incident in February. The 12 month AFR stands at 0.21.
VGC Group's 2016 AFR target is 0.10

Event learning

Action: Always assess your route and use authorised walking routes.

Accident - IP was walking on steel rebar when they slipped and twisted their ankle.

[Labour Solutions — Balfour Beatty Woolwich Box](#)

Action: Ensure the task you are undertaking is risk assessed, you've been briefed on the controls and the equipment being used is suitable.

Accident - While transporting cladding sheets the front left wheel of the trolley broke causing the sheets to fall off onto the IP's leg. IP sustained a fracture to the left leg.

[Labour Solutions — Morgan Sindall Paddington](#)

Action: Consider conditions underfoot on site. Make sure that walkways are maintained.

Accident - IP tripped down one step and landed on their ankle. IP sustained ankle injury

[Labour Solutions — Costain Crossrail Anglia](#)

Action: Always ensure that the necessary protection is in place while accessing and leaving the worksite

Incident - Operative wearing a blue hat seen crossing two open lines without appropriate protection.

[Rail Projects — Costain Crossrail Anglia](#)

Action: Only undertake works which has been authorised. Ensure you have been briefed before you start work.

Accident - Operatives were assembling rail panels on railway section. An operative took it upon themselves to move the length of rail that had already been aligned – resulting in the rail swinging and striking the IP on the ankle.

[Labour Solutions — ATC Systemwide Project](#)

Action: All tasks must be risk assessed and briefed. Never undertake a task unless the risks and controls are briefed to you beforehand.

Accident - IP was gripping the cross beam handle when their hand slipped causing IP hand to hit the cross beam. IP sustained a cut and bruise on the left thumb.

[Rail Projects — RDF Beeston](#)

Action: If you are working on the rail infrastructure, ensure all slew limiters and safety devices are engaged before any movements take place

Incident - Readypower were in the process of transiting an RRV under isolated OLE when the upper part of the machine arm came in contact with the wires.

[Rail Projects — Costain Crossrail Anglia](#)

For outperformance reports, please see our Facebook and Twitter streams and the staff enews. Thank you to everyone who outperforms.

How to book holiday leave

To book annual leave please fill in the leave request form at www.vgcgroup.co.uk/form

- Ask your contract supervisor / recruitment consultant to sign the form, and forward it to payroll. Give at least 14 days' notice.
- VGC and the client will try to approve requests for annual leave, taking into account the operational needs of the business / project.
- Do not book and pay for holidays until your request for leave has been approved.
- You must save annual leave to cover the construction industry shutdown period. These dates will be notified by individual projects.

Remember:

- You must take your full holiday entitlement in the current holiday year
- VGC will not authorise payment in lieu of untaken holidays
- You cannot carry annual leave over into the next year: you will lose it.

See it, share it



Thank you and congratulations to **Michael Cooper** on Costain Anglia who won the monthly 'See it, share it' prize draw.

Michael reported that a pile at Shenfield hack siding did not have timber cover secured to it.

He made the area secure with cable ties.

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

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

ICI - Industry Common Induction

Ashling is arranging ICI training for all VGC primary sponsored rail staff. If you have had an email and not completed your online course please do so asap! The Industry Common Induction will be mandatory for everyone on Network Rail sites from 1 June 2016.

Ashling has sent links to the e-learning course to everyone who needs the ICI, and is booking tests at our Ruislip, Canning Town and Manchester offices.

UK driving test - category permissions

If you passed your driving test after January 1997 you do not automatically hold the same category permissions as those who passed before this date. Please be aware of this when diving any vehicle and when moving equipment around sites on public highways.

Check your licence and visit

www.ukdrivers.com/

[Driver_licence_categories.asp](http://www.ukdrivers.com/Driver_licence_categories.asp) for more information

Social media awareness



We like to share things on social media, but please be sensible.



If VGC or a client has a problem:

- don't answer any questions on social media or email or phone
- don't tweet or share anything about it
- refer all enquiries to the head office communications team.

Social media advice is on our website at www.vgcgroup.co.uk/social

Environment - nesting birds

Bird nesting season is from 1 March until 31 July. If you encounter a bird's nest during your work, **stop** and report it to your supervisor immediately. Disturbing a nesting bird could result in a fine of up to £5,000.

EDI - disability

The VGC Group has a diverse workforce. We believe that everyone has a right to be able to get on with their day-to-day life without experiencing discrimination.

Not all impairments are immediately obvious.

Ask yourself:

- What would you count as a disability?
- Did you know mental health conditions such as anxiety, phobias and depression are covered in the Equality Act?
- Did you know a disability can include impairments such as breathing conditions like asthma and conditions affecting sight or hearing?

Remember to be aware that some people may have a condition which has a long term effect on their ability to carry out regular day-to-day activities.

VGC does not tolerate unfair treatment or behaviour within our business.

If you have any concerns about equality, diversity and inclusion, please speak to your VGC contract supervisor or contact Laura Kenneally on 01895 671 780.

How healthy is your lifestyle? Take the quiz:

www.nhs.uk/oneyou

Working at height

Many injuries are caused from falls from height. Always ensure:

- Working platforms of towers have handrails and toe-boards and that they have no gaps that you, or tools and equipment may fall through.
- Exclusion zones are set out.
- Scaffolds, ladders and tower scaffold tags are checked and in date.
- Ladders are at a 75 degree angle.
- Only use equipment you have been trained to use.



Training

Thank you to everyone who volunteered to get involved in safety training courses. Richard Wheeler, HSQE manager, is doing train the trainer courses and we hope to start your training in May.

Be Safe rules

**BE SAFE
BY CHOICE
WITH vgc**

1. Be fit for work
2. Always receive a brief before starting work
3. Report all unsafe acts and conditions
4. STOP work should anything change.