

## Accident frequency rate (AFR) period 11

We have had two accidents and three incidents in the past month. The 12 month AFR stands at 0.18.

## Event learning

**Action:** Assess conditions under foot before you lift, and always ensure your load is distributed evenly.

Accident - IP was lifting a cement mixer when they felt stain in their back. IP felt a little discomfort but carried on working for about an hour. IP retired to the van when advised to by the supervisor.

Labour Solutions — Siemens

**Action:** Always make sure that the area you are working in has enough space and is free from obstructions.

Accident - Whilst digging out concrete rubble IP hit themselves in the right knee with the handle of the shovel, aggravating a previous non-VGC related injury.

Labour Solutions — LU Track Partnership

**Action:** Network rail to update the method of working

Incident - Delivery methodology was not prescribed in the delivery details

Rail Delivery - Severn Tunnel

**Action:** Rail recipient engineering supervisor is responsible for ensuring the points are in the correct position prior to the delivery of rail.

Incident - Points were set in the incorrect position, during delivery.

Rail Delivery - Hullavington - Westerleigh

**Action:** Investigation meeting completed with the supervisor. Supervisor to report if they have not received a SSOW 24 hours prior to a shift.

Incident - VGC supervisor-COSS had not received a SSOW 24hrs prior. Delivery suspended pending correct SSOW.

Rail Delivery - Enborne

## Outperformance

### James Piercy

Laurence advised: James was very helpful and accommodating. "I was particularly impressed with his knowledge of the job and his attitude towards safety. In addition he had a very polite manner with the signaller."

### Daniel Maciuca

Theresa commended Daniel for the way he handled the situation with the fallen tree in the car park and ensured as little disruption as possible.

### Sarfarz Ahmed

Matt commended Sarfarz for the effort he has put into his work and outperforming others with significantly more experience. Matt commented: "Well done on your good work, keep applying yourself in the way you have been and I can see a long and prosperous career for you within VGC."

### Marilu Pittelli and Sean Thompson

Jacques commended Sean and Marilu for their commitment over the last few weeks with progressing documentation which allowed VGC Group to start on site as per the programme for Farringdon LU.

## Outperformance continued

### Robert Tabacaru

Laurence commended Robert for stopping what he was doing, in a safe manner, and assisting Mike Condon when reverse parking at Gidea Park.

**Adam Hards, Sascha Rogers, Mick Taylor, Neil Martin, Tony Trevaskis, Petru Ardeleanu, John Waite, Anthony Scott, Heath McQueen, Ben Johnson, John Waite and Andrew Johnson**

G Zaman wrote: "May I take this opportunity to pass my sincere thanks to the team VGC for three consecutive successful rail drops by three separate teams. Thanks to all involved for making this happen and hopefully we will continue to thrive on relationships we built over the years."

### Kimberley McGinty

Will Dalton and Garry Smith commended Kim on her performance throughout the year and working extremely hard to cover all scenarios, especially during staff changes and illness.

### Naomi Wakefield

James Burke commended Naomi for applying for ID passes for operatives working at Heathrow airport in a timely and efficient manner. Naomi's hard work and diligence is greatly appreciated.

## Close call reporting

Please remember to tell us about close calls and near misses and also good practice. The more we know about, the more we can keep making work safer for everyone.

Starting from now, each month, every report will go into a prize draw to win a VGC fleece or jacket.

You can report anonymously, but if you give your name, we'll put your call in the draw. The more reports, the more chances to win!



Jacket modelled by Jason!

## Dry January

### Can you stay off the alcohol for 31 days?

After the indulgent Christmas period, why not banish the booze this January and make a healthy start to the new year? Take on the challenge and you're sure to lose a few pounds, save money and benefit your health. The benefits of giving up alcohol for a short period of time include:

- Feeling better
- Saving money
- Improved sleep
- Losing weight

Drinking even a bottle or two of wine over the recommended guidelines each week can have serious health implications. Christmas in particular can be a time of excess and why not? It's Christmas after all! But overdoing it takes its toll on your body, wellbeing and wallet. Give yourself a break for a month to reset your energy levels and start the New Year with your best foot forward.

Visit [www.dryjanuary.org.uk](http://www.dryjanuary.org.uk) to get more information and tips. Go on, get thinking about your drinking and prove to yourself that you can say no to a tipples of two.



## Report close calls, near misses and good practice:

- Fill in a close call card
- Tell your supervisor
- Email **BeSafe@vgcgroup.co.uk**



## Return to work

As you re-familiarise yourself with your work after a break, please take a moment to pause and think about site safety. **Do not start work until you have had your briefing.**

Key safety aspects on any project:

- Take time to check your work areas and confirm that you are complying with the Be Safe rules:
  - Be fit for work.
  - Always receive a briefing.
  - Report all unsafe acts and conditions.
  - Stop work if anything changes.
- Look around you and look at what other activities are happening that may have changed since you were last on site.
- Check access routes, emergency escapes, scaffolding and ladders – make sure you are satisfied that these are all in good order. If they aren't, then you must stop and report your observations.
- Check walkways are clear and the surface is intact and not slippery.
- Be sure that the lighting is adequate for your safe access and work.
- Check your PPE and equipment are suitable for the tasks you are planning to perform.
- If you are working in areas where there are vehicles or plant make sure you have been briefed, and you fully understand the exclusion zones and controls in place.
- If you are working adjacent to public areas, please take all reasonable precautions to minimise noise, dust, fumes etc that could be generated by your work activities.

If you have any questions or require any support, contact your line manager or a member of the HSQE team.

## Discrimination

VGC is opposed to any form of discrimination. We believe that everyone has the right to be treated fairly and with respect.

Discrimination is an act of prejudice against a person on the basis of gender, race, age, religion or belief, disability, gender reassignment, pregnancy, marriage or sexual orientation.

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

Ask yourself:

- Are individuals around you being left out of a group conversation because you speak in a language they don't understand?
- Do you find yourself stereo-typing certain groups of people?
- Could your behaviour towards someone be classed as harassment? Remember, a joke you might find funny could be offensive to someone else and their culture.

Be aware of your behaviour and the language and terminology you use in everyday activities to avoid discriminatory behaviour.

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

## Get social

If you're on Facebook, LinkedIn or Twitter, please follow or like VGC Group (@VGCGroup) to get updates and information about colleagues and projects.



## Christmas 2015

The VGC Offices will be closed on Wednesday 23 December 2015 and will re-open on Monday 4 January 2016.

The following arrangements have been made for payments during this period.

- Payment for hours worked 12 Dec 15 – 20 Dec 15 will be processed on Tuesday 22 Dec 15 for payment and will credit accounts on Thursday 24 Dec 15. **(This depends on the projects submitting timesheets on time)**
- Payment for hours worked 19 Dec 15 – 27 Dec 15 will be processed on Wednesday 06 Jan 2016 for payment and will credit accounts on Friday 08 Jan 16.
- Payment for hours worked 26 Dec 15 – 03 Jan 16 will be processed on Friday 08 Jan 2016 and will credit accounts on Tuesday 12 Jan 16
- Payment for hours worked 02 Jan 16 - 10 Jan 16 will be processed as normal on Wednesday 13 Jan 16 and will credit accounts on Friday 15 Jan 16.

## VGC Be Safe rules



### 1. Be fit for work

Have the correct PPE for the task. Do not turn up to work tired or under the influence.

### 2. Always receive a brief before starting work

If you don't understand, ask a question.

### 3. Report all unsafe acts and conditions

Regardless of how big or small, report them to your supervisor.

### 4. Stop work should anything change

Stop if your task finishes or something changes from the plan.

## Temporary works

Excavation work has to be properly planned, managed, supervised and carried out to prevent accident. This guidance is for those involved in planning and delivering excavation work.

A trench support will prevent anyone being trapped if the sides of the excavation fail. The ladder allows safe entry and exit. Did you know? One cubic metre of soil can weigh as much as one tonne.



**Before you start digging any excavation, it is important to plan against the following:**

- Collapse of the sides, materials falling onto or working in the excavation
- Vehicles working in the vicinity of the excavation (including trains, RRVs, lorries etc )
- People being struck by plant – Lifesaving Rule exclusion zone
- Undermining nearby structures – track geometry, movement
- Contact with underground services – Lifesaving Rule Permit to Dig
- Access to the excavation – Lifesaving Rule Working at Height
- Fumes - confined spaces

**Follow the Life Saving Rules at all times**

**Inspection:** A competent person must supervise the installation, alteration or removal of excavation support. For people working in excavations always give clear instructions on how to work safely including after any event likely to have affected the strength or stability of the excavation or after any accidental fall of rock, earth or other material.

**Remember:** No ground can be relied upon to stand unsupported in all circumstances.