

See it, share it

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



You now have a dedicated number that you can text: 07876 448 119.

Please only use your phone if it's safe and permitted.

We need to hear about best practice, where you've solved a problem, and opportunities for us to do better.

How can you see it, share it?

- Text (if it's safe to do so, and permitted) **07876 448 119**
- Take a photo and send it (if it's safe and permitted) **07876 448 119**
- Email **BeSafe@vgcgroup.co.uk**
- Use the cards and reports already set up

Remember that the Be Safe rules apply at all times.

In an emergency call your supervisor, or the out of hours control centre

07843 058 460



See it, share it

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VGC Be Safe rules

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

For Outperformance reports, please see our Facebook and Twitter streams and staff enews.

Event learning

Action: Make sure you are briefed on the risks and controls associated with your task. Make sure the task you are undertaking is coordinated and you understand communication lines.

Accident - While seal barriers that connect with plastic 'rhino barriers' were being fitted into place IP's fingers were trapped.

Labour Solutions — BMW Whitechapel

Action: Where risks or activities at site change, stop. Assess, and ensure that any change is controlled, agreed with you supervisor and recorded.

Incident - While removing a structure IP was standing on a landing foot plate. The landing rocked and IP fell through, causing a large graze on his left leg.

Rail Projects — Crossrail Anglia

Event learning continued..

Action: Always assess the ground conditions at your site. Maintain adequate lighting and ensure that your footwear is securely fastened and in good condition.

Accident - IP came down the ladder, stepped on the polythene at the bottom, there was uneven ground underneath. This resulted in the IP sustaining ankle injury.

Labour Solutions — BMW Whitechapel

Action: Only adopt approved methods of working. Do not use ratchet straps : instead re-clamp the rail.

Incident - The manipulator was pulling back during a delivery. There was a loss of grip on the right hand side rail causing the rail to slide towards the loco. The rail was stopped by hitting the front roller in front of the loco. Ratchet straps were used to drag the rail back into position. Grippers were checked and delivery completed.

Rail Delivery — Cowlairs

Personal safety

Safety doesn't just start and end on site.

S Your **safety** is more important than your wallet

T Plan your **travel** in advance

A Stay **aWare** of your surroundings

Y Trust your instincts

SAFE

www.vgcgroup.co.uk/personal-safety

National salt awareness week

National salt awareness week: 29 Feb – 6 Mar

Salt is a major factor in raising blood pressure, and high blood pressure is a leading cause of strokes.

Reducing your salt intake by just 1g a day can reduce your blood pressure and the chance of suffering a stroke or other health problems.



www.actionsalt.org.uk

How to book holiday leave

Your entitlement to annual leave is set out in your contract with VGC.

- To book annual leave please complete an annual leave request form - available at www.vgcgroup.co.uk/form
- Ask your contract supervisor / recruitment consultant to sign the form, and forward it to payroll. They need at least 14 days' notice
- VGC and the client will try to approve requests for annual leave. However they do need to consider the operational needs of the business / project.
- Do not book and pay for holidays until your request for leave has been approved.
- You must set aside a number of days' annual leave every year to cover the construction industry shutdown period. These dates will be notified by individual projects.

Remember:

- You must ensure you 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.

Environment - waste segregation and records

To reduce the impact of our works, always use the dedicated bins or skips provided. They will cut waste going to landfill.

Where waste is collected please retain the waste transfer note/ticket from whoever is collecting it.

This is your record that the waste was collected by authorised carrier and is a legal requirement.

Make sure that all sections of the ticket are completed. If you are unsure, contact your supervisor or a member of the HSQE team.

At the end of your shift, submit all waste transfer notes to your supervisor for their site records.



Public interface

When working at your site you may come into contact with members of the public.

Unfortunately some are not as pleasant as others.

If dealing with members of the public always remain polite and courteous.

If a member of the public becomes aggressive remain calm. Retreat to a safe place and notify your supervisor immediately.

Close call reporting

Robert McCallum from the EGIP team won the January close call prize draw.

Thank you to him and to Sean Dempsey for reporting the close call shown in the photographs below.

Slips and trips cause many of the accidents on our worksites. The team spotted this potential tripping hazard and sprayed it to make it more clear to others.

Play your part in preventing accidents.



Safety improvements

To improve the site controls and the protection provided during line-blocks, VGC Rail Projects has adopted some extra measures:

- Lineside blockade requests cannot be used to undertake works
- Only pre-approved, manger-authorised line blocks are permitted
- Additional COSS checks verify the relevant information is accurate.
- A red flag/light will be placed in the approaching 4ft.

If you are working on any site, and are aware of a safer or more efficient way of working - please don't keep it to yourself.

We can all make a difference by sharing best practice.

Accident frequency rate (AFR) period 01

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

32 close calls were reported in January 2016

