

Safety First

Welcome to the Winter edition of our newsletter Safety First.

Firstly, can I offer a big welcome from Ganymede to our new workforce from the Scotland, Sussex and Kent areas. What a change around this has been, I don't think anyone envisaged such a dramatic change with the new contingent labour contracts that were awarded. Hopefully the migration of everyone to Ganymede has now settled down and you can continue working in confidence and safely within your area. This is a new venture for Ganymede after establishing our presence and forming trusting relationships in the LNE, Wessex, Wales and Western routes. However, we now turn our attention to Scotland, Sussex and Kent and focus on building similar relationships in these new areas but most importantly our focus is with you, our workforce.

At Ganymede, our culture of Safety First, Safety Always places safety at the heart of everything we do.

Safety is at the forefront of our business operations and an important part of our culture and we are committed to keeping our workforce, industry colleagues and communities safe. We do have many initiatives that we want to share with you that will be of benefit to you as you build and continue your careers on the railway but most importantly, to help maintain your safety, health, and wellbeing.

Our Newsletter Safety First Safety Always is published on a seasonal/quarterly basis and will focus primarily on health, safety, and wellbeing features such as significant incidents, promoting best practices in health and safety along with mental, physical and healthy lifestyles. We have regular articles such as Spotlight on Safety and Close Calls where awards are issued recognising the safe behaviours and actions of all our workforce. We also have an excellent website where you will find a wealth of advice and resources within our safety and wellbeing hub including access to Rule Book Handbooks and industry information for you to download if required.

We hope to launch our Safety Moments in the new year where we travel around the country to all our offices and our client premises, this enables us to engage our workforce to share our health and safety initiatives and promotions. It also allows you to speak up and voice any concerns you may have or problems you are up against.

My message to you all is to always look after your own and your colleague's health and safety when carrying out your duties. If you are unsure of your safety or you are asked to carry out a task you are uncertain about, please Speak Up immediately and inform the PIC.

May I take this opportunity to wish you and your families a Happy Christmas and the very best for the New Year.

Gary Lobue
Head of HSEQ



LESSONS LEARNED

Is the line clear and safe for trains?

This is a question that Engineering Supervisors, Protection Controllers, Controllers of Site Safety/Persons in Charge have the knowledge to answer, however this is not always carried out and unfortunately over the last few weeks the industry has seen several incidents where trains have struck objects that have been foul of the line after works have been carried out:

- 1) Markerboards for a possession worksite were left on track after the worksite and possession had been handed back.
- 2) A HIAB Lorry mounted crane that was working on the infrastructure had one of its outriggers struck by an approaching train due to it not being positioned at a safe distance from the line.
- 3) A passenger train struck a hand trolley that had been left on the line after the worksite and possession had been handed back to the signaller. On collision, the trolley became wedged under the front carriage of the train.

Actions and lessons to be learnt from the 3 events above



Engineering Supervisors must take responsibility for removing the Marker Boards when the PICOP gives permission for them to be lifted. Following the procedure on the Engineering Certificate and cross referencing the process of handing back the worksite would ensure this sort of event is avoided.



COSs/PICs and SWLs must ensure plant or machinery is well clear of open lines, it must be at the required clearance to ensure that no part of the machine or loads come within that distance. The planned Safe System of Work should account for this category of works and include any ALO and Lift Plan arrangements within the protection methods agreed.



All COSs, SWLs and ESs, when working in a possession worksite must comply with their duties relating to line clear verification (LCV), including complete worksite sweeps, to make sure the line is safe for the passage of trains before handing their worksite back. Even in non-axe counter areas this process should be followed to ensure items of rail mounted plant are not left on the track after the worksite is given back.



SPOTLIGHT ON SAFETY

PPE

Remember you should be in possession of the following PPE at all times when working on behalf of Ganymede in order to comply with Network Rail Standards and the Sentinel Scheme Rules.



High Visibility Clothing

High visibility all orange clothing must be worn. Upper body clothing such as Vests, Polo-Shirts (Long Sleeve Only) and Coats can be worn however the upper body outer garment must display the Ganymede Logo.



Head Protection

Safety Helmet – Blue for new operatives who are still under learning support and white for more experienced operatives who have completed their learning support.



Eye Protection

Anti-scratch and Anti-mist lightweight Safety Glasses.



Hand Protection

Gloves – Ganymede have now mandated Cut 5 gloves as they provide much better protection against the most common cut injuries whilst still maintaining good dexterity for manual handling tasks.

Please remember PPE is issued for your health and safety, protecting you from environmental conditions, extreme weather conditions and impact from tools & equipment being used. Please always look after your PPE and Speak Up immediately to your local office if you need any replacement

Accident/Incident Reporting

Please ensure that all accidents, incidents and near misses are reported immediately, initially to the site PIC and then you must inform your Ganymede Office or the Ganymede On-Call Representative, if out of office hours.

It is important that this instruction is followed as your primary sponsor must be informed if you have been involved in an accident, incident or near miss. This enables us to work with the client on any pre investigation requirements.

Covid-19 Update

Remember to keep up to date on local Covid-19 guidance in your area and ensure you follow arrangements on site.

- Anyone in close contact with a suspected Omicron case must self-isolate for 10 days – regardless of their age or vaccination status.
- The booster vaccine programme has been extended and all over 18th can book for their third dose three months after their second jab.
- Face masks are now compulsory in shops and on public transport in England (which brings them back into line with Scotland and Wales)



SPOTLIGHT ON SAFETY

Exclusion Zones

We should all be familiar with the Network Rail Life Saving Rules, these rules tackle the ten most common causes of injury and loss of life on the railway. One of the Network Rail Life Saving Rules refers to exclusion zones.



Never enter the agreed exclusion zone, unless directed to by the person in charge.

Over the last few months, we have had several incidents where people have entered an exclusion zone without the permission of the person in charge. It's important to remember why the exclusion zones are set up and what they are there for.

There is lots of different types of plant in use every day on the railway, they all have blind spots, can travel in any direction and in some cases plant can operate in a 360-degree circle, without warning. Each vehicle has the potential to cause you harm, or worse.

It's really important to remember that exclusion zones aren't exclusive to plant, sometimes they are in place because there are substances that are hazardous to health, for example welding fumes. People that work in these areas will require specialist Respiratory Protective Equipment to limit their exposure.

There have also been a number of Safety Alerts issued relating to vegetation clearance where metal blade brush cutters have been in use and come into contact with metal objects hidden in the undergrowth. This has caused metal shards to be ejected, which can cause injury to anyone in the area without the specialist PPE required.

Please be respectful of exclusion zones and do not enter unless you have permission and are safe to do so. This is for your own protection.

NetworkRail

Sometimes it's good to be excluded.

From the everyday delivery vehicle up to a 1000 tonne mobile crane, our construction sites use lots of different types of plant, every day. They all have blind spots, can travel in any direction and in some cases can plant operate in a 360 degree circle, without warning. Each vehicle has the potential to cause you harm, or worse.

Know your Exclusion Zones.



Never enter the agreed exclusion zone. Unless directed to by the person in charge.

To find out more about the Rules: www.safety.networkrail.co.uk


everyone
home safe
every day

REMINDERS

Rule Book Handbook Changes December 2021

Please be aware there are several changes that have been made to the Rule Book which have been published in the September Standards catalogue and came into force on 4th December 2021. These changes will be reflected in several Handbooks you use to carry out your duties. All of the Handbooks are on the Safety and Wellbeing Hub, view them [here](#).

Summary of the December 2021 Changes

An additional method of equipment warning has now been approved for use. This is known as a semi-automatic track warning system (SATWS). This gives track workers warning of an approaching train. A definition of SATWS has been included in Handbook 1 (All persons who hold Personal Track Safety (PTS) to be aware of this). The rules referring to using equipment warning in Handbooks 1, 6, 7 and 20 now refer to SATWS as well as ATWS, TOWS and LOWS. (All Persons who hold IWA, COSS, SWL to be aware of this)

Handbook 1 – General Duties and track safety for track workers - All persons who hold PTS

A series of definitions have been included in Handbook 1 to explain the terms 'four-foot', 'six-foot' and 'ten-foot' that are shown on diagrams in HB1. As it had been pointed out that the term 'cess' was used in the Rule Book but not explained, a definition has also been included, and the position of the cess shown on those diagrams.

Handbook 8 - IWA, COSS or PC Blocking a line and 21 - Safe Work Leader Blocking a line

Lock-out devices are allowed to be used as a method of additional protection but have not been referred to in the rules. A new section has been added to Handbooks 8 and 21 to explain that a lock-out device can be used as additional protection if the person blocking the line is competent to use the device and it will protect the portion of line being blocked. Remotely activated track circuit operating devices (T-CODs) can now be used as additional protection where authorised in the Sectional Appendix. New sections have been added to Handbooks 8 and 21 to explain how they can be used.

Close Call Reporting

Well done to Ant Allen, Jordan Kinlock and Rob Cooper from our Doncaster based Projects Team. The team were working at Moor Lane and as they approached the access point they noticed an old post that had been cut off but was still protruding above the ground leaving a tripping hazard. Taking action, they dug down around the post and removed it from site then backfilled the hole eliminating the hazard. Well, done to the team for raising this close call and using their wisdom and experience in noticing the issue and rectifying it at the time. This definitely has prevented a tripping event and could have caused a nasty injury. The team will each receive a £50 Voucher for their efforts. Please report any Close Calls. Not only could you prevent an accident, but you could be in with a chance of winning the Close Call award.



Ant Allan, Jordon Kinlock, Rob Cooper

**DON'T IGNORE IT,
CLOSE CALL IT!**

**Close call reporting is an essential part of our
Safety First, Safety Always ethos.**

A close call is defined as; something that has the potential to cause injury or damage. As part of this initiative, we are pleased to be supporting **Samaritans**. For each close call that is reported and closed, we will donate £1 to the charity.

Phone: 01332 861840
Text: 'Close Call' 78866
Email: closecall@ganymedesolutions.co.uk

#SPEAKUP

Having undertaken a review of our accidents and incident we identified areas that we felt if people were reminded of, could reduce the number of accidents or incidents that occurred. We developed this 'Speak up' campaign and launched it at the end of 2019. The purpose of the campaign is simple, to encourage site operatives to have the courage to raise their concerns on site without fear of reprisals. Since the campaign started we have more than doubled the number of close calls raised.

#SpeakUp

Ganymede supports and encourages our workforce to **#SpeakUp** and challenge unsafe acts, conditions or behaviours. If you feel unsure in a situation or would like any advice, contact our HSEQ team who will offer you support and guidance - remember, **Safety First, Safety Always.**

Work Safe Procedure



Speak Up and raise a close call if asked to carry out unsafe acts that invoke the work safe procedure

Wear Correct PPE



Ask your team leader and **Speak Up** if you're unsure about the correct PPE required

Take Time Out



Risk assess your environment and tasks before, during and after the work. **Speak Up** if you're concerned

Fit For Duty



If you feel unwell or unfit whilst carrying out tasks, **Speak Up** and let your team leader know

It's OK Not To Be OK



Speak Up if you are feeling low, Ganymede has mental health first-aiders available, or contact Samaritans 24/7 on 116 123

Don't Always Follow



Don't always follow the leader **Speak Up** if you think something is not safe

Close Call It

**DON'T IGNORE IT,
CLOSE CALL IT!**

If you come across any unsafe acts or conditions, **Speak Up** and Close Call it

Don't Drive Tired



Stop and **Speak Up** if you start feeling the effects of fatigue when driving

Contact the HSEQ team:

☎ 0333 011 2048

✉ compliance@ganymedesolutions.co.uk

 ganymede

Network Rail Fatigue Standard

In December 2019, Network Rail published a new standard on Fatigue, it requires compliance by October 2022, which is less than 12 months away now. At Ganymede we have been working towards the implementation of the new standard, making sure our staff and systems are ready for a smooth transition. We have plenty more activities planned over the next 12 months, including hosting some safety stand downs with the workforce to talk openly about fatigue and how to report it.

Fatigue contributes to a great number of accidents and incidents and through better management it is anticipated that this will reduce. Reduced fatigue can also improve staff health, morale and performance. This is why the fatigue standard has been updated.

The new standard uses fatigue triggers to help us manage fatigue more effectively. When these triggers are exceeded (or it looks like they might be), fatigue should be actively managed.

The fatigue triggers are:

Level 1 Fatigue Trigger

- Working 60 hours or more in 1 week

Level 2 Fatigue Trigger

- Working 72 hours or more in 1 week

General Fatigue Triggers

- Working day is more than 12 hours long
- Rest period is less than 12 hours
- Worked more than 13 consecutive turns of duty in 14 rolling days
- Door to door day length (which includes your commute) is 14 hours or more
- When a rostered staff member's FRI fatigue score is 35 or more for a daytime shift or 45 or more for a night-time shift
- When a rostered staff member's FRI risk score is 1.6 or more

Fatigue should also be managed when:

- Returning to work after long term sickness or absence (including parental leave)
- A fatigue condition has been identified in an occupational health referral
- An employee (or group of employees) request a fatigue assessment or a fatigue management plan
- Working hours are being amended in relation to reasonable adjustments
- Any circumstances that affecting an employee's ability to get good quality sleep and rest

The standard can't list every situation that may cause fatigue, as it's such an individual experience. It's important to remember that fatigue should be actively managed whenever it is a concern. For example, returning to work after long term sickness or absence (including parental leave).

Look out for our events over the next 12 months, and if you have any concerns about fatigue please contact your local Ganymede office.

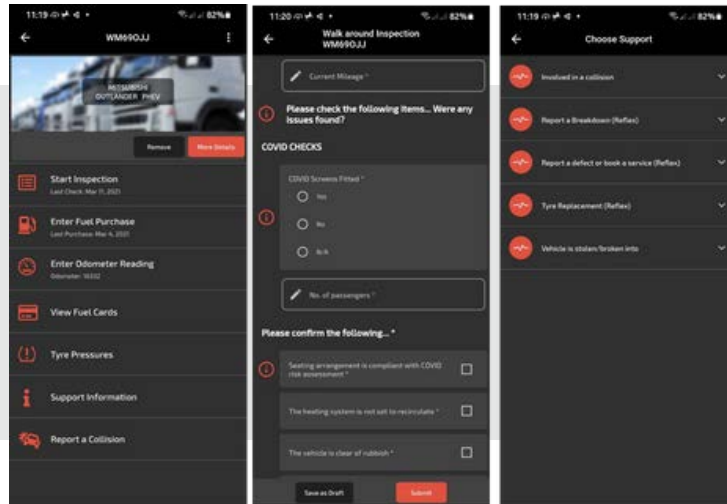


Ganymede has a series on fatigue on the Safety and Wellbeing Hub, covering areas from indicators of fatigue, the impact on work, the importance of a healthy lifestyle, and much more.

[Click here to be taken to our fatigue series.](#)

FleetCheck Driver App

Ganymede Solutions made the decision last year to make the FleetCheck Driver app a compulsory part of our approved driver process and all drivers are expected to download and log in. If you cannot find the link sent out by the Fleet Team, you can download the app free of charge from either the Apple App Store or Google Play Store by searching for "FleetCheck Driver"



First and foremost, the app will allow you to complete your daily vehicle checks, something that is essential in keeping you safe. However, the app is also full of functionality to make your life as a driver easier. You will find information on what to do and who to call if you have a defect or breakdown. You can store pictures of any damage you find on the vehicle when you first receive it and find out what to do if you have an incident, including being able to download copies of our insurance certificate and claims forms. You can see your Lightfoot PIN and fuel card details and you can download and read all the latest policies and procedures that you have agreed to when signing up to be a driver.

If you have any questions on how to access or use the app, please contact fleet@ganymedesolutions.co.uk and we will be happy to assist.

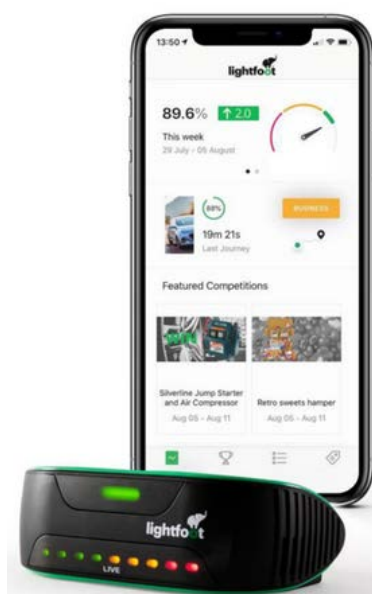
Lightfoot Telemetry

Lightfoot telemetry has been included as part of the standard specification for all our vehicles. As well as allowing us to identify who is driving a vehicle at any time, it also helps to perform two key tasks in line with our commitments to clients.

Firstly, it acts as a visible reminder for all drivers to drive safely every day. The feedback we receive in the Fleet Department shows all harsh driving and speeding events and allows us to identify areas of concern and specific coaching requirements for the drivers involved. And secondly, it is an excellent tool for reducing our carbon footprint. Something that we are contractually obliged to do in the new Network Rail framework.

In the first six months after going live with Lightfoot, we reduced speeding events by 90%, harsh driving events by 27% and increased fuel economy by 9%. Now the new offices are in place and all the lightfoot devices have been switched on again, we need to target these same improvements again.

If you would like to track your own driving performance, and be able to win rewards ranging from biscuit boxes through to supercar experiences, just for driving safely you can download the Lightfoot app and link to your work account.



SEASONAL SAFETY TIPS

Be Winter ready

Now the season is changing it's good to think about how the winter months may impact on the health and safety of your work environment.

Cold stress - When the body is unable to warm itself, cold related stress may occur. Wearing winter clothes/PPE will help to reduce cold stress. Layered clothing will keep you warmer than a single heavy layer, try wearing at least three layers of clothing. Make sure you keep your PPE clean to ensure the reflective strips are always visible.

Fatigue - The reduction of daylight hours makes the days feel especially short, and can make it harder to get up each morning. Check your colleagues and make sure they feel fit for work.

Winter Provisions - What about spare pairs of gloves and warm clothing? If you are working outside, where and when will you take your rest break?

Make sure you use authorised walking routes; short cuts over unmade ground can result in slips, trips and falls, and mud becomes a hazard on otherwise safe walking surfaces.

Check fire extinguishers (particularly water and foam) to make sure they have an appropriate anti-freeze additive or are protected from frost.

Make sure journeys are well planned and you allow enough time to clear and de-ice the vehicle.

Remember there is an increased risk of HAVs when using vibrating tools in the cold weather, make sure you take the necessary precautions.

Driving in Winter

Never are daily vehicle checks more important than during the cold dark winter months. Whether you are driving a company vehicle or your own, it is essential that your vehicle is in roadworthy condition to keep you and other road-users safe. Whilst driving in bad weather and in darkness it is especially important to check the following items.

- Check your brakes work correctly, call the hire company if they start to squeak or you feel any brake judder
- Make sure all lights work correctly to ensure you will be seen by other drivers
- Check your tyres have at 2mm of tread across the entire width of the tyre
- Keep the wiper blades clean and free from grease
- Ensure your screen-wash is always kept topped up
- Always carry a scraper or de-icer and make sure all of your windows and mirrors are clear before you set off



SOCIAL RESPONSIBILITY

Ganymede is passionate about being socially responsible. As part of our commitment, we have identified four main areas that we are working towards throughout 2022:



COMMUNITY ENGAGEMENT



EQUALITY, DIVERSITY AND INCLUSION



ENVIRONMENTAL IMPACT



EMPLOYMENT AS A SOCIAL ISSUE

As a business we have much planned in order to achieve our socially responsible strategy and will keep you updated regularly in this newsletter and on social media channels. In 2022, we will be asking all operatives to take part in our annual Equality, Diversity and Inclusion Survey so keep an eye on our social media channels for more information coming soon.

SAMARITANS

We are pleased to announce that we are continuing to partner with the Samaritans. Did you know that every 7 seconds, Samaritans answers a call for help. Ganymede can help the Samaritans make sure there's someone there to listen. It costs £5 for the Samaritans to answer a call for help. For every £1 donated, 85p goes on their services and just 15p is invested in raising the next £1.

Together, we can make sure that no one ever feels alone. We will continue to raise as much money as we can for the Samaritans, including everyone raising close calls - for every close call raised, Ganymede donates £1.

PPE and Workwear Recycling

As part of our focus on sustainability, we are fighting against wasted PPE and we need your support.

How can you help?

Simply place your old boots, hi vis and polo shirts in the designated PPE recycling boxes in your Ganymede office.. The only items that we cannot accept are any items that are 'contaminated' with oils, chemicals, fuels etc.

Next, scan the QR code on the poster with the camera app on your smartphone and a link will appear. Click this and fill out the short form to alert us to collect your items.

Thank you - you're making a difference.

Keep an eye out for the posters in your local office!



RECYCLE YOUR PPE!



This is a Ganymede PPE and workwear recycling point.

As part of our focus on sustainability, we are fighting against wasted PPE.

How?

Simply place your old boots, hi vis and polo shirts in the box. The only items that we cannot accept are any items that are 'contaminated' with oils, chemicals, fuels etc.

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Thank you - you're making a difference.



SCAN ME

ganymede

SAFEaID



OUR DEDICATED TEAM

HSEQ

Email: H&S@ganymedesolutions.co.uk | Phone: 0333 011 2048



Gary Lobue - Head of HSEQ

Oversees the HSEQ management of Ganymede's internal and external requirements including the safety, health and wellbeing of our internal staff and external workforce.

Suzanne Thorpe – Safety Health and Wellbeing Support
Oversees and project manages our safety, health and wellbeing initiatives and also co-ordinates our environmental sustainability requirements

Chris Paddock – Safety and Competence Manager

Oversees the competence of our safety critical workforce, analyses our health & safety performance including close calls and carries out site safety visits to engage with the workforce

Compliance

Email: compliance@ganymedesolutions.co.uk | Phone: 0333 011 2048



Our award winning compliance team work tirelessly to ensure that the business, our clients and our operatives have everything in place to work compliantly, safely, and in accordance with legal and industry requirements.

Pictured left to right

Lauren Bradford - Head of Compliance and Assurance
Sophie Clayton - Lead Systems and Compliance Coordinator
Lindsay Andrew - Compliance Coordinator
Shannon Woolner - Compliance Coordinator
Renata Barbosa - Compliance Administrator
Mignon Lussi - Bids and Contracts Coordinator

Corporate Socially Responsibility

Email: CSR@ganymedesolutions.co.uk | Phone: 0333 011 2048



Our “being socially responsible” strategy is a key focus for everyone at Ganymede and is one of our core business values. The four pillars of our strategy are:

- 1) Community Engagement
- 2) Environmental Impact
- 3) Equality, Diversity and Inclusion
- 4) Employment as a Social Issue

You will receive updates on our efforts in the four areas above in each issue of Safety First.

Pictured

Kelly Tallis - Corporate Social Responsibility Manager

Our people are our passion at Ganymede. If you have any questions, comments or feedback on the Safety First Newsletter or anything else regarding your work with us, please don't hesitate to get in touch on the details above.



Contact us:



 www.ganymedesolutions.co.uk

 0333 011 2048

 info@ganymedesolutions.co.uk