

# SafetyFirst



Welcome to the Autumn edition of our newsletter Safety First.

Autumn is now upon us and it's the time of year when we prepare for the seasonal change. Shorter daylight hours with cold, wet and windy conditions always impact our safety, health and wellbeing. In addition, we are entering the colder seasons with the significant health risk associated with coronavirus.

Over the last seven months we have seen a significant behavioural change in everyone, with interventions and measures put in place enabling us to keep working ensuring our trains keep running. We need this to continue however we must be vigilant and help keep everyone safe.

The rail industry is no stranger to risk assessments, but with Covid-19 to consider additional measures had to be put in place, priorities were made for essential works to take place. Which incorporated social distancing, hand hygiene, changes to vehicles/travel and dedicated Covid Marshals.

These additional actions took over our mindset, resulting in our operational, task and environmental risks becoming second nature. Could this be the reason we have seen an increase in accidents and incidents over the last six months?

Unfortunately Covid-19 is with us for the foreseeable future and it is important we follow the guidance and measures in place, however our message is to ensure you still follow the safe system of work requirements, including maintaining safe distances and clearances from train movements and live electrification systems. Don't let your guard down.

I wish you all well and please take care, remember Safety First, Safety Always.

**Gary Lobue**  
Head of HSEQ



# LESSONS LEARNED

## One Hand Trolley Incident

An operative suffered a serious injury to his knee and lower leg when he was trapped between two hand trolleys that were transporting ballast to shallow areas. The operative was controlling the leading trolley, which had stopped at the working area for the ballast to be offloaded. However, the second trolley failed to stop, trapping him between the two trolleys.

An investigation is underway and possible causes have been identified around hand trolley competence and the number of persons with the trolleys. The hand trolleys and braking system were all in working order and had been maintained.



The Rulebook Handbook 10: Duties of the COSS or Safe Work Leader and Person in Charge of the Trolley is clear regarding the duties of the person who takes charge of the trolley:

### Duties of the person in charge of the trolley

The person in charge of the trolley must make sure that:

- The trolley's braking system has been tested and is in good order
- The COSS or SWL has given permission before the trolley is put on the line
- The trolley is not placed on or used on a line which has a gradient greater than 1 in 50, unless specially authorised in local instructions
- The trolley is correctly loaded
- The trolley is not overloaded
- No-one rides on the trolley
- The trolley, or its load, does not foul any other line
- The trolley has at least two people with it when moving and one of them must be in charge of the brake.
- A red flag or red light is displayed on the trolley – the flag or light must be visible in both directions
- When not being used, the trolley is placed well clear of the line and if left unattended, the trolley must be secured so it cannot be moved



It is important that a Person in Charge of the Trolley is appointed when a hand trolley is in operation. Remember there must be a Person in Charge of the Trolley (Hand Trolley Controller) and there has to be two persons operating the trolley with one person on the brake handle.

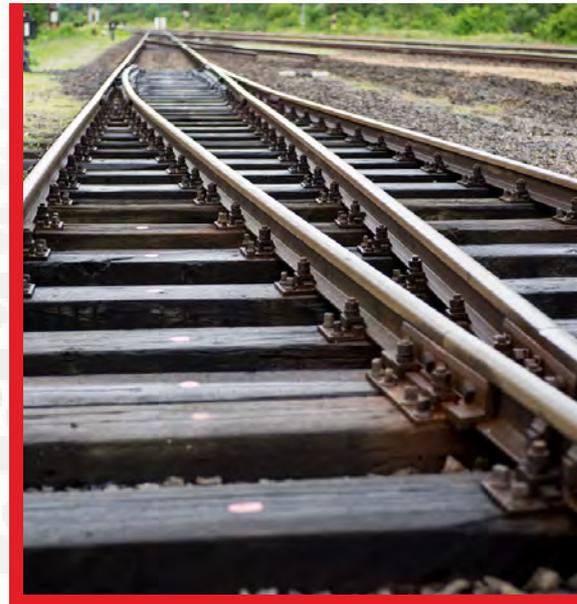
## Possession Irregularities/Area Familiarity

We continue to have incidents where protection for possession worksites has been incorrectly placed and also being removed before authorisation, this includes marker boards for possession worksites and earthing straps in relation to conductor rail isolations.

However, we wish to draw your **attention** to the incidents where we have identified an underlying cause of persons being unfamiliar with the area and worksites, and receiving **Safe Work and Possession Packs** at the start of the shift and not at least a shift in advance, as standards state.

It is important when carrying out these type of duties you are familiar with the area you are working in, this can be achieved by carrying out pre site visits, attending whiteboard meetings and also receiving the correct information within possession and work safe packs (which should be verified a shift in advance). Remember, if you are unsure about the area and locations of your worksite and protection points you must **Speak Up** immediately.

Also never remove stop boards, marker board and earthing straps until authorised to do so as these are additional protection measures arranged to supplement our possession and isolation protection arrangements.



In a previous edition of Safety First we praised the work of a team from Special Projects at Horbury Junction who alerted the emergency services to a member of the public that was having a heart attack. They did this using the What3words app.

What3words has divided the world into 57 trillion 3m x 3m squares and give each a unique three word 'address'. It means a person's exact location can be pinpointed, more accurately than a street name or postcode. In the event of an emergency, all it takes is three words to describe exactly where you are.

The police have urged everyone to download the What3words app as it is being used by many emergency services to get resources to the scene of an incident more efficiently. South Yorkshire Police used the app to locate a 65-year-old man who became trapped after falling down a railway embankment, North Yorkshire Fire and Rescue Service found a woman who had crashed her car but was unsure where she was.

**The app is free to download for both iOS and Android phones and, once installed, does not need an online connection to work. The three-word format also works anywhere in the world, in 36 languages.**



## Underfoot Conditions - watch your step!

Uneven surfaces, undergrowth, cable routes, slippery surfaces, broken/dislodged covers are **hazards** related to underfoot conditions on the railways. Remember to take care and be aware of these underfoot conditions avoiding the risk and being another casualty of **trips, slips, and falls**.

Check the condition of your **safety boots** to ensure they are sturdy, have full ankle support and a good sole/tread.



## COVID-19 Update

The new **NHS COVID-19** app is now available to download for free in England and Wales, It is the fastest way to see if you are at risk from coronavirus. The app has a number of tools to protect you, including contact tracing, local area alerts and venue check-in. It uses proven technology from Apple and Google, designed to protect every user's privacy.

**Remember:** Wash your hands regularly, use a face covering when social distancing is not possible and try to keep your distance from those not in your household.



## Managing Fatigue

Fatigue is a condition that we are constantly talking about in the rail industry, it's different to being tired and it can affect the way we function. **Stress** is closely linked with fatigue, in these uncertain times it's natural for people to feel anxious, which can lead to stress – and potentially fatigue. If you are feeling stressed or fatigued, please speak up, we can work with you to help. Just as importantly, if you are concerned about a colleague please speak up, we need to look out for each other.

- **The NHS recommend staying active to manage stress and anxiety,**
- **It helps you relax and gives you time to clear your thoughts.**
- **Take some time out, enjoy the fresh air and the bright autumn days.**
- **Try to watch what you eat and drink, it can be tempting to reach for a drink as the nights draw in, but alcohol can make the situation worse.**



Ganymede have a **Social Networking Policy** which includes a section relating to you, our operatives, when using social networking sites. We would like to draw your attention to the following summary;

When using social networking sites, you are operating in a public space and your conduct may have serious consequences for the company, its operatives, its employees, its customers/suppliers and other affiliates. You must not post any comments which are disrespectful, insulting, offensive, or discriminatory and comments of which could damage the reputation of the company, its services, or the company's relationships with its customers/suppliers and other affiliates.

Nothing on social networking sites is truly private and can still potentially cause damage. Your comments can be copied or forwarded onto others, without your permission. Do not rely on privacy settings.



#### Social media means:

- social networking sites such as Facebook, Snapchat, Twitter and Instagram
- professional networking sites such as LinkedIn,
- online chatrooms and forums,
- blogs, and
- other social media such as YouTube and Flickr.

You must not use your own equipment (e.g. your iPhone) to access social media when you are supposed to be working. Please restrict usage to breaks and time outside working hours. Mobile phones are NOT to be used on site unless needed in an emergency or if they are required for your job role.

It is important that you report anything posted on a social media site that may indicate a breach of this policy, or any issues of malpractice, to your Resource Manager, and not via social media sites.

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

Well done Graham Williams, Team Leader from Wales. Graham was working on the Shrewsbury Works Delivery Project at Panteg and raised a Close Call as the track trolley was overloaded with equipment making it unsafe to travel. Graham unloaded some of the equipment and made two journeys so the load was within the correct weight limit. Well done Graham for raising this close call and using your wisdom and experience in noticing the issue and rectifying it at the time.

We encourage all operatives to raise a Close Call, no matter how small it may seem as we must all do our best to ensure our work environment is safe, including behavioural, environmental and economic factors.

Remember, for every Close Call raised Ganymede will donate £1 to support our charity partner, Samaritans.

#### Reporting a close call is simple and it could prevent an accident or injury in future.

You have a chance to be awarded with a £150 voucher for reporting a close call that makes a difference.

#### Need to report a close call?

PHONE 01332 861 840

TEXT 'Close Call' followed by your report to 78866\* or

EMAIL [closecall@ganymedesolutions.co.uk](mailto:closecall@ganymedesolutions.co.uk)

\*Text messages MUST start with 'Close Call' followed by your report for them to be received.



Whilst undertaking Level B strapping duties Chris Byrne, a Rail Operative spoke up regarding how close an open road was to the conductor rail that required strapping. Chris raised his concern to the client Engineering Supervisor (ES) who then stated he should apply the strap to the inside of the conductor rail. This is against the rule book procedure and Chris highlighted this. The client ES looked at getting a Protection Controller to take a line block on the open road so the straps could be placed safely.

## #SpeakUp

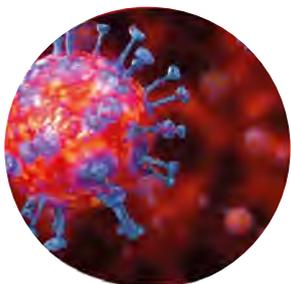
Well done Chris for Speaking Up and raising your concern and making the worksite safer. Your actions have been commended by the client management and measures have been put in place for this not to happen again.

## Accident 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 be must be informed if you have been involved in an accident, incident or near miss.



## Effects of Covid-19



The coronavirus has now been with us for some time, we are adapting to the ever-changing position, local lockdowns, schools re-opening, creating 'bubbles' with family and friends. But it's not easy. Home schooling was interesting but going back to school can be very unsettling for children, they can pick up on all sorts of mixed messages through the news, social media, listening to family/friends. Not seeing members of family and friends, not being able to go out and do the things you enjoy – live sport, music events - it takes away the opportunities for us to unwind and take a breather. These things can take their toll on us, everyone's situation is different and we all deal with things in differently. Please speak up if you need help, talk to your friends and colleagues, you're not alone.

# OVERLOADING VEHICLES

**Overloading is a considerable issue for the UK's van fleets and for the authorities.**

Both the police and the Driver and Vehicle Standards Agency (DVSA) have the power to carry out spot checks on vehicles and issue prohibitions which prevent drivers from continuing a journey until a problem is fixed and recent data from the DVSA has shown that more than 80% of vehicles received prohibitions relating to overloading.

Exceeding the maximum payload results in a minimum 3 penalty points and £100 Fixed Penalty Notice being issued to the driver, this can rise to a maximum of £5000 and a court summons depending on how overloaded the vehicle is.

All vans have a maximum weight, this is usually called the gross vehicle weight (GVW) or maximum authorised mass (MAM). This is the maximum weight the vehicle is permitted to be when fully loaded and it includes...

- The vehicle itself
- All people carried in the vehicle
- Fuel
- All fitted equipment (Racking, Det boxes, etc.)
- All tools and PPE you carry to do your job



A common mistake is not including the driver and passengers in weight calculations, but with each person in the vehicle weighing around 90kg, this is likely to be the biggest contributor to the load in our multi-seat vehicles. It is also important to remember to distribute the load evenly, including passengers, to ensure you do not overload either axle.

Too much weight doesn't just lead to a fine either, overloading can affect the performance of your tyres, brakes, suspension and steering, meaning it can drastically change the vehicle handling and your ability to stop in an emergency situation.

If you are unsure about the weight capacity there will be a plate fitted to the vehicle, usually inside the front door panel or under the bonnet. This will tell you maximum weight of the whole vehicle and that of each axle.

**If you aren't sure and want to check whether your vehicle is under the GVW, please contact either your local Resource Manager or the Fleet Team in Derby and we will identify a local public weighbridge for you to check your vehicle.**

MANUFACTURER	<input type="text"/>		
SERIAL NUMBER	<input type="text"/>		
MM	<input type="text"/>	GVW	<input type="text"/> KGS
YY	<input type="text"/>	AXLE 1	<input type="text"/> KGS
		AXLE 2	<input type="text"/> KGS
		UW/AX3	<input type="text"/> KGS

Serial Information.

# SEASONAL SAFETY TIPS

## AUTUMN

We're moving into Autumn and you can already feel the chill in the morning and evening air.

It's a beautiful time of year, the leaves will soon be starting to fall and it's a great to get out in the fresh air. Remember to take care when walking – or driving on leaves as they can become very slippery.

The sun is low in the sky and this can be particularly dangerous when driving, the glare can impact on your sight for a few seconds after exposure, which can obscure your vision of pedestrians, oncoming traffic or the car in front of you.

Now is a good opportunity to undertake some safety checks at home:

- Check your smoke alarms, make sure batteries are working properly.
- Check the central heating is working efficiently.
- Check when your boiler was last serviced – carbon monoxide poisoning is caused by faulty or badly serviced gas appliances, it's known as the silent killer because you can't see it, hear it, smell it or taste it. Think about purchasing and fitting a carbon monoxide detector.
- If you are lucky enough to have a real fire, check the chimney and use a screen to keep sparks at bay.
- Using the tumble dryer more – check the lint filters are empty after each use and never leave laundry in the dryer unattended.



### Autumn Driving tips:

- Clean your windscreen, inside and out and make sure your screen wash is regularly topped up.
- Always keep a pair of sunglasses in the car to help with the low sun and reflection from the wet roads.
- Be careful when driving across fallen leaves, they can increase stopping distances and hide potholes.
- Beware of patchy fog. Leave a larger gap than usual to the car in front just in case your visibility drops.