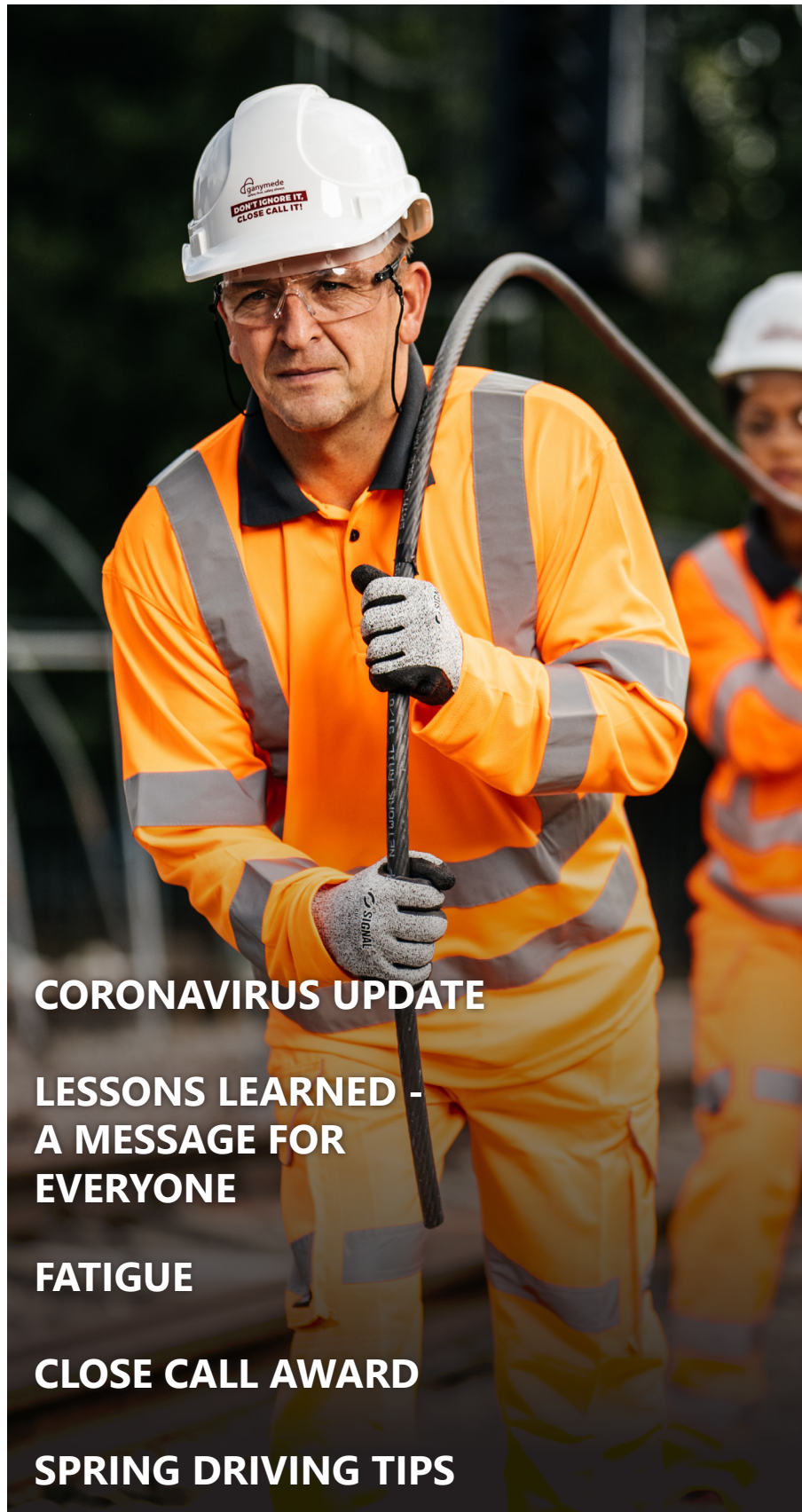


# SafetyFirst



**CORONAVIRUS UPDATE**

**LESSONS LEARNED -  
A MESSAGE FOR  
EVERYONE**

**FATIGUE**

**CLOSE CALL AWARD**

**SPRING DRIVING TIPS**

Welcome to Safety First, Ganymede's quarterly safety newsletter.

Going into Spring means longer daylight hours and warmer climates are on the horizon.

Unfortunately, we are all facing uncertainty surrounding the Coronavirus pandemic. This public health crisis is going to impact us all, and is likely to continue for some time. The strength of everyone is going to be stretched both mentally and physically, so our advice to you all is to remain positive, focussed and act on the Government and NHS' advice. Ganymede will also keep you updated with information and advice on a regular basis.

A note to think of - the NHS are under extreme pressure right now. This is not the time for unnecessary accidents and trips to A&E if we can help it, take extra care and take time out when undertaking tasks. Remember, Safety First, Safety Always.

Due to the predicament we are all in, we have decided to postpone our Spring Safety Moments in April and May. We are hoping that 'normality' is not long away, so we look forward to seeing many of you at our Safety Moment events later in the year. Nearer the time when the pandemic has eased, be sure to ask your local office for the dates, times and locations of our visits.

See you all soon and take extra care of yourselves and your loved ones!

**Gary Lobue**  
Head of HSEQ



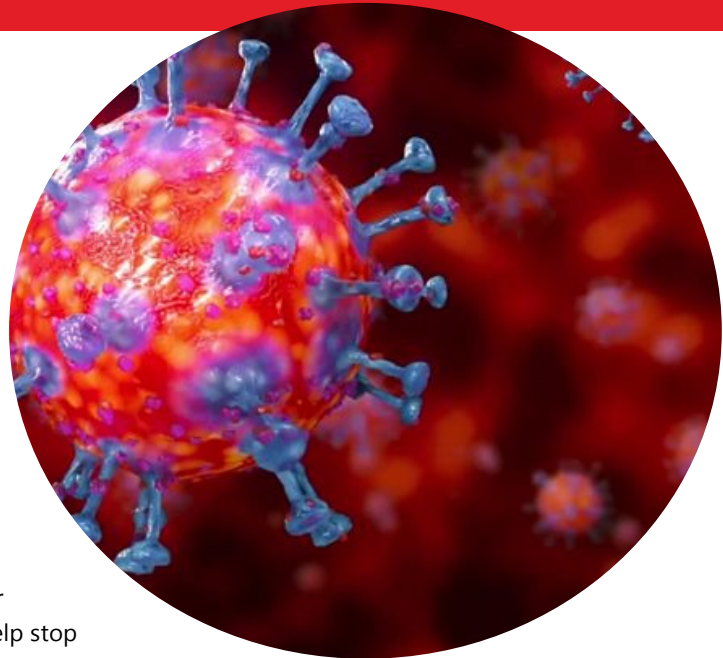
# CORONAVIRUS

It's going to be hard for some people to remain positive, but we need to try as this period of uncertainty will enable us to return to 'normality' if we abide by the government's advice. We will continue to provide advice on our [website's Safety and Wellbeing Hub](#), but for you to benefit from this, we ask you if you or anyone in your household display any symptoms of coronavirus, stay at home and check the 111 online system.

You must inform On Call only if you are due in work, and then arrange self-isolation in line with the government requirements.

It's important we must all take extra precautions when feeling unwell – our health, safety and wellbeing must be at the core of everything we do to help stop the spread of the virus.

With social distancing in mind, we must try our best to continue working if we are fit to, however we want to assure you we are doing everything in our power to support you if you follow the process below:



## STOP THE SPREAD

Stay at home if you have coronavirus symptoms, either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

**Do not come into work, and do not go to a GP surgery, pharmacy or hospital.**

## INFORM GANYMEDE

If you due into work, phone your local Ganymede Resource Manager or on-call to advise that you are required to stay at home. Testing for coronavirus is not needed if you're staying at home.

## PROCESS TO MITIGATE COVID19 ON SITE

All Ganymede Team Leaders and Drivers must speak with each operative **before** they enter the vehicle and ask them to confirm the following:

- That they do not have any symptoms and;
- They are not required to stay at home due to a member of the household having symptoms

If they **cannot** confirm this, they will not be permitted to attend work and the line manager or on call manager must be informed.

If you are on site, make sure you:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always keep a 2-metre distance from anybody at all times



Your health and wellbeing is our main priority, if you require further assistance please read more on coronavirus, the symptoms and how to avoid it altogether here:

<https://www.gov.uk/coronavirus>

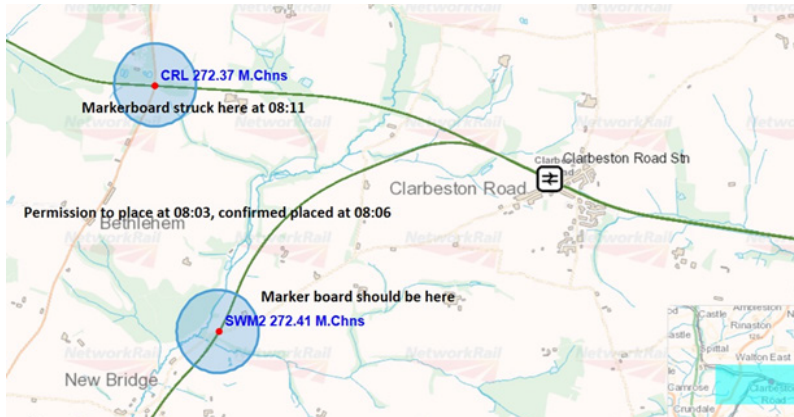
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

# LESSONS LEARNED

## Accidents and incidents

We have had several incidents whereby protection for possession worksites have been placed incorrectly, including marker boards for possession worksites and earthing straps in relation to conductor rail isolations. An incident that we must bring to your attention involved a marker board being struck by a passing train. This was due to the board being placed on the wrong single line that was open to traffic. Can you imagine the worse case scenario if the train had arrived 5 minutes earlier whilst the operative was placing the marker board?

The diagram below identifies the two single lines (CRL and SWM 2) branch away from Clarboston Junction. However, due to similar mileages, incorrect information given and unfamiliarity of the area, the marker board was placed on the open line (CRL) and not the line under possession (SWM2).



When carrying out these types of duties, it is important to familiarise yourself with the area by carrying out pre site visits, attending whiteboard meetings, and receiving the correct information within the possession and worksite packs.

Remember, if you are unsure about the locations of your worksite and protection points, you must **Speak Up** immediately and follow the work safe procedure.



## Near miss

At the end of January, a number of our operatives were involved in a near miss at Tollerton on the East Coast Main Line North of York. The group were carrying out wet bed works on the down slow line of the Four Track Railway, with an open line safe system of work implemented and warnings given by an unassisted lookout.

On the said occasion, the group received a warning of an approaching train in the down direction, however assumed the train was on the adjacent down fast line and carried on working. The train then crossed over from the down fast and onto the down slow line where the group were working, resulting in them **not** reaching the designated position of safety **at least 10 seconds** before the train reached the site.

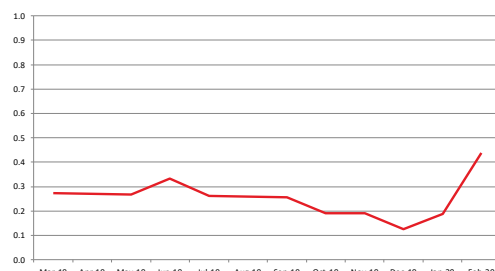
Remember, when you are given a warning whilst working on an open line, acknowledge the warning and move to the designated position of safety. It is important you reach the position of safety **at least 10 seconds** before the train reaches the site. Never assume you know which line the train is on, particularly if there are points and cross overs nearby. **If in any doubt, remain in the position of safety and Speak Up to the COSS.**



## Ganymede's Lost Time Frequency Rate

Keep those close calls coming in so we can reach TARGET ZERO.

Remember Safety First, Safety Always.



# #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](mailto:compliance@ganymedesolutions.co.uk)

 ganymede

# FATIGUE

Fatigue is a word we use to describe feeling tired and worn out. If we feel tired, it can usually be fixed with a good night's sleep, however fatigue takes longer to resolve. It needs a combination of health, sleep, work and lifestyle changes. Unfortunately, there is no way of 'testing' for fatigue unlike there is for drugs and alcohol.

## Common causes

- Medical conditions
- Stress or workload
- Shift patterns
- Home life issues (caring responsibilities, hectic lifestyle etc)
- Not enough exercise
- Poor diet
- Long commute time
- Poor sleeping habits

## Symptoms

- Excessive yawning
- Microsleeps
- Loss of concentration
- Irritability
- Headaches
- Sore muscles
- Dizziness
- Slow responses / reflexes

## Overcoming fatigue

**PRIORITISE SLEEP** - the NHS recommend most adults require between 6-9 hours' sleep every night. Be aware that you should avoid caffeine within 4 hours of bedtime as it will make it harder to get to sleep.



**STAY HYDRATED AND EAT HEALTHY** - eat a balanced and varied diet daily that includes at least 5 portions of fruit and vegetables. Drink plenty of fluids – men should get about 3.7 litres a day and women 2.7 litres, try to avoid too many caffeinated/highly sugared drinks.



**TALK TO US** - we can try to help manage your working hours and recommend the amount of rest you get each day. If you think you are suffering from fatigue, talk to your manager so that we can work together to find the perfect solution.



**EXERCISE REGULARLY** - it is recommended that 19-64-year olds do at least 150 hours of moderate intensity activity or 75 minutes of vigorous activity a week.



At our future Safety Moment events, we will be discussing fatigue in much more detail. In essence, it affects your ability to concentrate, make decisions, maintain vigilance, control emotion, recognise risks, coordinate hand-eye coordination, communicate effectively.

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

The Close Call award this quarter was presented to Lisa Karlson, Safety Critical Operative from London. Lisa was given the award for identifying a behavioural, environmental and economic incident on site. This involved a heated MOP complaining that there were way too many vehicles left unattended with engines still running on site, amongst litter piles surrounding non-Ganymede vehicles. We are delighted that Lisa raised a close call on how she calmed the MOP down and included the amount of unattended vehicles and litter being left on site.

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.

**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

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

# Spring Safety Tips

Days are getting longer, drier and warmer - read our top tips below as a reminder of what you will expect whilst working outside during the Spring months.

## UV LEVELS

Although the temperatures aren't that high, the UV levels can be. As we've been wrapped up all winter, our bodies aren't used to UV radiation - we need to build up resistance over time by gradually exposing ourselves to the sun. Sudden exposure to the sun (even in the spring) can lead to sunburn. Check weather forecasts as they will show UV levels and if it's high, make sure you protect yourself by wearing long sleeves and using a sunscreen.

## POLLEN

Pollen season is just starting, some tree and weed pollens start to be around at this time and they become more problematic as we move into May. Remember if you do suffer from hay fever and take any medication/remedies, please make sure you keep your local office informed.

## VITAMIN D

The sun gives us health benefits as it raises our vitamin D levels, which are important as we age, it has an immune regulating function and is good for our bones. Being outside in the sun can also lower your blood pressure. Sunshine is good for mental wellbeing, it increases the brain's release of Serotonin, a 'happy' hormone that boosts your mood.

# Mobile phones on site

Over recent months, we have received several reports about operatives using their mobile phones when on site. This is a distraction to your safety, and you must switch off your mobile phone when on or near the line (unless you need to use it for safety reasons or it is part of you carrying out your duties).



As we are now working in exceptional circumstances, due to the coronavirus outbreak, operatives are asked to always keep a distance of 2 metres from each other. This can make communications more challenging and the use of mobile phones may become more common whilst we have these special restrictions in place.

You must remember, should you be required to use your mobile phone, the PTS rules still apply and you **MUST** make sure you are in a **position of safety** and stand still until you have finished using the phone.



## Wellbeing

Medical



Diet



Physical



Mental Health



## Mental health tips during COVID-19

With less direct social interaction and much more time spent at home, it may be a bit more challenging to look after your mental health and wellbeing. Here are some ideas that may help:

**Stay connected with friends and family** - video chat, text or talk on the phone about things you've watched and recommend books/podcasts/films with friends and family

**Keep active** - although we are limited on how much we can do, there are so many free home workouts online

**Keep your brain active** - learn new languages online, create your own quizzes to share on your next video chat or find your inner artistic self and start drawing / painting

**Take breaks from being on social media** - go and explore on your walk of the day or enjoy the fresh air in your back garden



# Motoring Messages

## DRIVING THROUGH TOWNS AND CITIES



With many roads in specific areas of the country now becoming 20mph zones, we advise that you thoroughly read the information below.

Driving through towns and cities can sometimes be difficult if there is a lot of traffic. Excessive traffic can lead to added stress and fatigue which is not ideal.

The total number of deaths and serious injuries on British roads have continued to drop every year but, the ratio of vulnerable road users being killed is increasing dramatically.

If you are required to drive through busy towns and cities, make sure you look out for **pedestrians, cyclists and motorcyclists** as they are always the most vulnerable whilst there are vehicles on the road.

## SPRING DRIVER TIPS

### DON'T ASSUME

Even if you have seen other road users, don't assume they have seen you. Be ready to react in case they make a mistake or bad decision.



### AVOID COMPLACENCY

When driving close to home, don't assume there will be no unexpected hazards. Be careful when approaching blind bends, traffic lights and crossings when you'll be dropping speed quickly.



### THINK BIKE

Make a conscious effort to look out for bikes - especially in your mirrors when queueing in traffic. Make sure you signal your manoeuvres early to give riders a chance to keep out of your path.



### ANTICIPATE

Rather than focusing on the bumper of the vehicle in front, try to increase the size of the gap and instead focus on the hazards around you. Particularly look out for people emerging from gaps between parked cars.



### SLOW DOWN

Keep your speed below the limit, especially during busy times - give yourself the opportunity to identify a hazard and stop safely. The slower you go, the more chance you have to avoid a collision.

