

Safety first

SPRING EDITION 2019

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

Welcome to the Spring edition of Safety First. Spring means more daylight hours and warmer temperatures and while we continue to maintain and build the railway, our message to you is still Safety First, Safety Always. Don't let your guard down as the dangers and hazards are still present.

Network Rail has reported an increase in near misses involving trains and I would like to personally remind you when out on site you must understand which lines remain open to traffic and ensure you are in the safe area. If you are working on open lines you must ensure you get the adequate warning to reach your position of safety at least 10 seconds before the train passes by. If you have any doubts please speak up immediately to your COSS/PIC.

We have a number of safety messages we want to share with you in this edition, including our 6 Key Points to Safe Working which are based on events involving our workforce over the last two years.

Our Safety Moment Events and Safety Vehicle will be hitting the road and visiting a venue near you in the next few months, so please contact your office for further details as we look forward to seeing you.

Enjoy the read and remember to take care of yourselves and your colleagues.

Gary Lobue
Head of HSEQ



**LESSONS LEARNED -
A MESSAGE FOR
EVERYONE**

**KNOW WHAT TO HAVE
IN YOUR LOOKOUT/
SITE WARDEN KIT**

**6 POINTS TO SAFE
WORKING**

**WELLBEING -
SAMARITANS**

CLOSE CALL AWARD

SPRING DRIVER TIPS

LESSONS LEARNED

Competence, Approval and Wearing the Correct PPE to Operate Machinery

An operative recently suffered a nasty injury when he trapped his finger in a sleeper drill mechanism. Unfortunately, the operative did not hold the competency to operate the sleeper drill and was not wearing his safety gloves whilst carrying out the operation. As you can see from the image on the right, this incident resulted in a serious injury.

Remember you must be trained, competent and hold the correct certification to operate any items of powered plant, tools and machinery. You must also wear the correct items of PPE.



Lookout/Site Warden Kit

When carrying out site visits, our Safety Advisors have highlighted on a number of occasions that Site Wardens/Lookouts have not been in possession of the full equipment required and that there is some confusion surrounding what equipment they should carry when carrying out these duties. When carrying out Site Warden/Lookout duties you must be in possession of the following equipment:

Site Warden/
Lookout armband or
badge



At least six in-date detonators stored in an approved container (for use if blocking the line in the event of an emergency). Remember detonators expire after five years from the date shown on them.

A whistle or horn



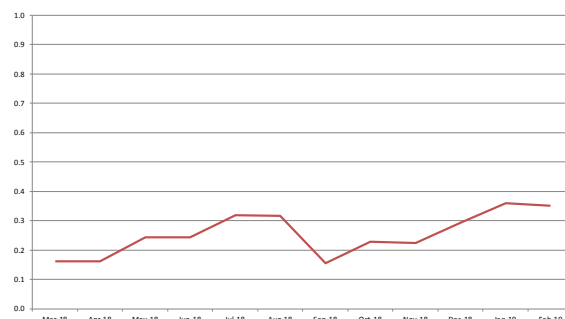
Red flag in daylight and torch/lamp capable of showing a red light at night time or in bad lighting (For use if blocking the line in the event of an emergency)



Track circuit clip - when working in track circuit area this must be unused and in a sealed bag (for use if blocking the line in the event of an emergency).

Ganymede's Lost Time Frequency Rate

Keep those close calls coming in so we can reach TARGET ZERO. Remember Safety First, Safety Always.



GANYMEDE SIX POINTS TO WORKING SAFELY

Please follow the Ganymede 6 Points to Working Safely and remember, Safety First, Safety Always.

- 1 Don't ignore it, Close Call it**
If you come across any unsafe acts or conditions Close Call it.
- 2 Work Safe Procedure**
If you are asked to carry out an unsafe act invoke the work safe procedure and Close call it!
- 3 PPE**
Ensure you turn up for duty with the correct PPE for the task in hand.
- 4 Speak Up**
Don't follow the leader, if in doubt don't be afraid to speak up and raise your concern.
- 5 Time Out**
Take a few seconds to risk assess your environment before entering a worksite, during your shift and before leaving the site. Be continually aware of your working environment and site conditions.
- 6 Fit for Duty**
Ensure you are fit for work when you turn up for your duties and be continually aware of your working environment and site conditions, stay in control of your own destiny!



**SAFETY FIRST,
SAFETY ALWAYS**

Hand Arm Vibration Syndrome

DID YOU KNOW

Hand Arm Vibration Syndrome (HAVS) is caused by REPEATED USE of vibrating tools over a period of time. It can cause IRREVERSIBLE DAMAGE to a persons hands and be severely disabling.



ALWAYS

Participate in any health surveillance programme and complete your Health Surveillance Questionnaire. Inform us immediately if you have any worries or develop any symptoms. Don't hesitate to contact Ganymede HSEQ on 0333 011 2048 for any advice or guidance.

How can you help reduce the risks?

You should help by asking if your job could be done in a different way without using vibrating tools and machines. If this cannot happen remember the following:

- Ask to use suitable low vibration tools.
- Always use the right tool for each job (to do the job more quickly and expose you to less hand-arm vibration).
- Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear.
- Reduce the amount of time you use a tool in one go, by doing other jobs in between.
- Avoid gripping or forcing a tool or work piece more than you have to.
- Use any control measures that are in place to reduce the risk of HAVS.
- Encourage good blood circulation by:
 - Keeping warm and dry, e.g. wear warm waterproof clothing;
 - Giving up or cutting down on smoking because smoking reduces blood flow;
 - Massaging and exercising your fingers during work breaks.

DID YOU KNOW?



Your COSS needs to swipe your Sentinel card at the start and at the end of your shift.

- Ensure your card has been swiped by your COSS at the start and end of your shift.
- If you are a COSS, always remember to swipe all of your team members Sentinel cards on the Sentinel app.
- Remember to look after your Sentinel card - lost and damaged cards can result in you not being allowed to work on site until the new card arrives, which could mean a loss in wages to you.
- If you require any help or have any questions about your Sentinel card or the Sentinel app, call or email the 24/7 Sentinel help desk on 0330 7262 222 or sentinel@mitie.com. You can also call the Ganymede Compliance team on 0333 011 2048 for any support.

SPOT LIGHT ON SAFETY

Well done to Shane Williams, who works on Network Rail's Vegetation Management Project and was awarded Network Rail's Safety Award for Period 11. He was presented the award for his ongoing proactive safety behaviours, engaging with the front line staff and specialist contractors, approaching Network Rail regularly to ask questions and for requesting on-site support. Network Rail said that they appreciate proactive safety leadership and Shane's behaviours are an example to all. Here is Shane being issued his award (picture on right) by one of Network Rail's managers.



DON'T IGNORE IT,

CLOSE CALL IT!



Pictured: Carl Street (right) presenting the award to Conner (left).

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.

The Close Call award was presented to Connor McGuire, Team Leader from the Projects Team. Connor was presented the award for raising several good close calls over the last quarter. Connor said: "The close call system is the best way to keep people safe, it's a win-win because it helps to keep you safe and the people you work with safe. I would encourage anyone to raise a close call - you don't need to be a team leader, COSS or supervisor or you could even be new on track."

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 TIPS

Know your plants... Could you identify Giant Hogweed or Japanese Knotweed?
Here are some tips around spotting them and guidance when you've found them.

Giant Hogweed

The plant's appearance is a bright green stem with extensive dark reddish-purple splotches and prominent coarse white hairs, especially at the base of the leaf stalk.

IMMEDIATELY stop all work near to the suspect plant and contact a line manager for instruction if it is thought Giant Hogweed has been identified. Inform a line manager if you notice damage to the fencing enclosing Giant Hogweed, seek medical advice if in contact with the sap.



Japanese Knotweed

Japanese Knotweed starts growing from early spring, and can reach 1.5m by May and 3m by June. It then dies back between September and November. You should look out for:

- Fleshy red tinged shoots when it first breaks through the ground
- Large, heart or spade-shaped green leaves
- Leaves arranged in a zigzag pattern along the stem
- A hollow stem, like bamboo
- Dense clumps that can be several metres deep



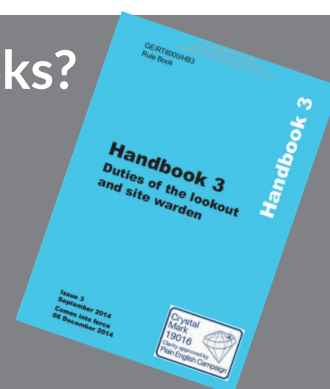
To raise an enquiry about Giant Hogweed or Japanese Knotweed treatment, contact the Network Rail National Helpline on 03457 11 41 41.

Do you know where to find Rail Handbooks?

Did you know that the latest rail handbooks can be accessed on the Ganymede website? You can also find the following information on the website:

- Latest vacancies
- Safety First newsletters
- Latest news
- Code of conduct

www.ganymedesolutions.co.uk



Wellbeing

It's Good to Talk...

Medical



Diet



Physical



Mental Health



Ganymede is passionate about people. We care about the wellbeing of everyone within our organisation and our local communities. That's why we have selected Samaritans as our charity of the year for 2019 and have committed all our annual fundraising efforts to help support the charity.

Samaritans offer a safe place for anyone to talk, about whatever is troubling them, at any time. Please give them a call if you would like to talk to them or pass the number on to colleagues. Whatever you're going through, you can call them free any time, from any phone on 116 123.

"It's alright to ask for help"

SAMARITANS

116 123

Motoring Messages

Spring Driver Tips

- Low morning/evening sunshine can cause excessive glare for drivers particularly with wet road surfaces.
- Before every journey check your vehicle is in a safe roadworthy condition by checking the lights, tyre condition and oil and water levels - it only takes five minutes to check.
- Before setting off on your journey always clean your windscreen and side windows.
- Clean your lights so you can see the road properly and other motorists can see you.
- Braking distances increase with damp road surfaces, don't tailgate other vehicles.
- By following these simple checks and processes you will complete your journey safely and stress free.

Seat Belt Challenge

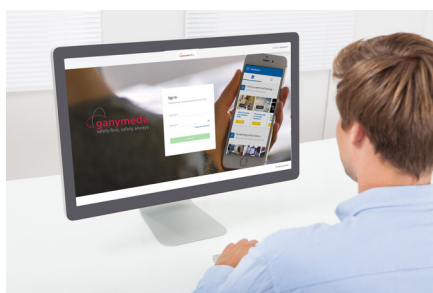


Wearing a seat belt could save your life and your passengers lives if you were to be in a car accident. We would like you all to take our seat belt challenge **everyday**. First, to ensure you are wearing your seat belt and second to check that all the passengers in the vehicle are wearing their seat belts too. If they're not, you must **speak up** and challenge them immediately.



Driver Fatigue E-Learning Module: Have you completed yours?

The safety of our drivers, passengers and all other road users is very important to our business. We have introduced a driver fatigue e-learning module as part of the new driver approval process.



The completion of the on-line driver fatigue module will help all our drivers understand what contributes to driving fatigue. The module has also been rolled out to existing drivers.

Remember to always take regular breaks and ensure you have sufficient sleep between shifts.

Speak up if you are at risk of driver fatigue and always remember, Safety First, Safety Always.

Help us to help you

You need to contact the Fleet team:

- If you get a replacement vehicle
- If you know of any defects
- If you have an accident
- If you have any vehicle related queries

If you have any questions or would like any driver related advice, please contact the Fleet team on 01332 861 648.