

SafetyFirst

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

Hello everyone, I hope you all had a good Christmas and new year. I would like to say a special thanks to everyone who put festivities on hold to work on projects and blockades on the railway over the festive period.

As we move into CP6, we will be promoting several initiatives and working closely alongside our clients to improve your health, safety and wellbeing. We are thrilled to be part of the new A.D.V.I.C.E group (A Dedicated Voice for Inclusive Collaboration by Everyone) – so, make sure you keep an eye on our social media as we are in the process on creating an advice network, helping those within the rail and construction sectors.

I would like to remind everyone that your Personal Track Qualification is designed to equip you with the correct knowledge and understanding of railway safety. Your PTS is more than just a ticket to work on the railway, it's a qualification that you have achieved that demonstrates your understanding of the potential dangers of working on the railway. It's your responsibility to take care of your own safety - don't make the mistake of becoming complacent.

We hope you enjoy the first 2020 issue of Safety First. We have some interesting articles including a feature on a life-saving response carried out by Ganymede operatives along with some useful safety tips for the winter season.

Take care and we hope to see you all soon at our Safety Moment events.

Gary Lobue
Head of HSEQ



**LESSONS LEARNED -
A MESSAGE FOR
EVERYONE**

**LINE BLOCKAGES AND
COMMUNICATION
ISSUES**

FIRST AID IN ACTION

CLOSE CALL AWARD

WINTER DRIVING TIPS

LESSONS LEARNED

Line blockages and communication issues

Recently, we have had two requests for line blockages refused by the signaller due to our COSS's being uncertain around the arrangements and information of the line blockage required and communication uncertainties. It was evident from the voice tapes that the conversations didn't follow the correct protocols that are required for effective safety critical communications. These incidents resulted in the line blockages being declined as the information that was given and received was misunderstood, leading to the possibility of imprecise actions.

All operational communications by front line staff are safety critical and as professionals, we must all take responsibility to ensure the following:

- Structure your conversation (think about and plan what you are going to say) speak slowly and clearly
- Use the correct protocols and the phonetic alphabet
- Listen correctly
- Confirm understanding

Remember the A B C & P of Safety Critical Communications:

A

Accurate

B

Brief

C

Clear

P

Professional



Using the correct tools

We have had several operatives receiving injuries due to not using the correct tools to carry out their planned duties. Fortunately, the injuries sustained were of a minor nature but could have been more severe, and could have been avoided if the correct tools were used.

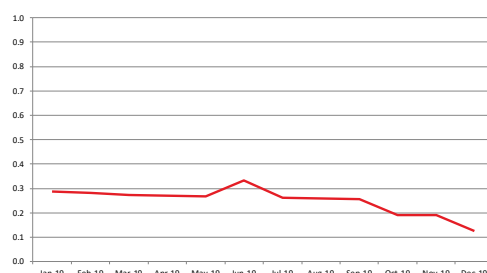
You must always use the correct tool for the task to be carried out. Remember, you must use a rail turner when turning rails and use the correct extractor/installer when extracting or installing clips - do not use heel bars or hammers.

Don't go for the quick fix to speed up the operation or if the right tool isn't available. Always **Speak Up** and voice your concerns.

Ganymede's Lost Time Frequency Rate

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

Remember Safety First, Safety Always.



#SpeakUp

Our **#SpeakUp** campaign encourages our workforce to challenge unsafe acts, conditions and behaviours. In this edition of Safety First, we are focusing on speaking up about 'its ok to not be ok' and 'fit for duty'.

It's ok to not be ok



Coming back to work after a long break can be difficult to adjust to and get back into a routine. The short dark days, cold weather and paying off debts from the Christmas overspend can put a strain on anyone when having to return back to work after the new year.

FACT: Last Christmas, **Samaritans**, the only charity that is there for anyone struggling to cope 24 hours a day, 365 days a year, responded to more than 300,000 calls for help.

We want you to remember, it is ok to not be ok. Keep an eye out on colleagues who don't seem themselves, are they ok? Have you noticed any differences in their behaviour? Why not ask them? Let's look out for each other and embed the 'it's ok to not be ok' saying.

Remember, if you are feeling low or need someone to talk to, Ganymede has trained mental health first aiders. Contact your local office if you would like someone to talk to and they will refer you to a trained member of staff. It is important to **Speak Up** as we all need someone to help us through difficult times. Alternatively, you can contact the Samaritans on: ☎ 116 123 ✉ jo@samaritans.org



Fit for Duty / Illness on Site

We have had a small number of incidents recently whereby operatives have reported for duty when feeling unwell. It could be that you set out for work not feeling 100% fit for duty, but you assumed that you would feel ok by the time you arrived. If this is the case, always let the person in charge know if you are feeling unwell/unfit for duty at the start of your shift.

A couple of incidents have resulted in operatives being taken to hospital. One operative sustained cuts to his face after collapsing when he arrived on site. Another operative was suffering the after-effects of a flu jab and had to be taken to a local walk-in centre. Fortunately, these operatives didn't sustain any serious injuries/health problems, although they had to take time off work to recover from their injuries/ill health. We appreciate the effort our operatives go to when ensuring the job gets done, but if you don't feel well enough to work, please **Speak Up** and let your local office know.

If you don't feel 100% when arriving at work, please make the person in charge aware of the situation. They will make sure the task you undertake is appropriate for you.



Ganymede Workforce Survey 2020 We want your feedback!

In line with our commitment of Safety First, Safety Always and continuous improvement, we have developed an online survey to engage the views of our workforce on various aspects of safety, health and wellbeing. A link can be found on the [Ganymede safety and wellbeing hub](#) on our website and you have the chance to **win a £150 voucher** (picked at random and not based on your answers).

Please take part and answer as honestly as possible, all answers are treated anonymously, so we encourage all operatives to take part.

Win!

DID YOU KNOW?

The latest statistics on work-related health and safety in Great Britain include the following key annual figures (2018/19):

- **1.4** million working people suffer from work-related ill health
- **69,208** injuries to employees reported under RIDDOR
- **2,526** mesothelioma deaths occurred due to past asbestos exposures (2017)

Have you had your annual health surveillance assessment? Contact your local office if you are unsure.

The health surveillance assessment must be taken yearly. It is important that you complete your assessment as this ensures that we can monitor your health and risk against industrial diseases such as HAVS and respiratory disorders. Please inform us if you have any concerns or symptoms when exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health. We will arrange a medical assessment with our occupational health provider as soon as possible.



Spotlight on safety

In October 2019, a Ganymede and Network Rail Team working on behalf of Special Projects at Horbury Junction heard hysterical screaming coming from around the corner whilst waiting besides a signal box. Alerted by the screaming, the team ran to see an individual on the floor having a seizure, which was later identified as a heart attack.

The team instinctively sprang into action after being unable to find a pulse. One member supported the individual's airway, another performed CPR and another called the emergency services after correctly identifying their precise location via the **'What 3 Words'** App. After four minutes of giving CPR, the operatives succeeded clearing the individual's airway.

We would like to confirm that the individual is ok, so a huge well done to the team for saving someone's life! The team from Ganymede consisted of: **Mick Gleeson, Daz Sykes, Lewis Hutchinson, Tony Keen, Greg Arrowsmith and Ryan Bonds**. They said that this was the first time they had to use first aid training in a real-life situation, therefore we would like to say how proud we are of their actions.

The team were recognised at a safety briefing for their quick thinking. Ganymede also provided a day out for the team as a form of gratitude for their hard efforts and remembering Safety First, Safety Always. Pictured is the team enjoying a great day out at go-karting in Rotherham.



Wellbeing

Medical



Diet



Physical



Mental Health



New Years Resolutions

With many of you setting New Year's resolutions for 2020, you are on-track to making a change - if you are struggling to stick with it, don't give up! Remind yourself of why you have made these resolutions and why they are important to you. Tell others what you are trying to achieve and get support to help you stay motivated.

If you have a setback, don't give up, get back on track as you will get there. The [NHS website](#) has fantastic resources to help with common resolutions, including:

- **Stop smoking:** NHS offer a free smoke free app which will create a personal plan for you.
- **Get active:** Boost your fitness with fun and practical ideas: Couch to 5K, NHS Fitness Studio.
- **Drink less alcohol:** General tips on cutting down and download an app to plan your drink free days.

Winter Safety Tips

The weather conditions can have huge impacts on accidents and incidents. Underfoot conditions become more treacherous at this time of year as leaves, snow, ice and rain can lead to slippery conditions that result into trips, slips and falls.

Make sure that lighting on site is adequate. If you can't see hazards on the ground at any time, speak to the person in charge. When at work, make sure that you always use an approved walking route, don't try to take short-cuts as these routes may not have been treated and can hold further risks.

Setting alarms earlier to allow enough time to prepare vehicles for journeys in darker conditions will help in reaching your destination on time without the need of rushing and causing potential hazards because of this.

Ensure you have the right clothing and footwear for the colder months. If it's particularly cold, add thermal layers underneath your Hi Vis, but don't be tempted to wear anything over the top. Avoid carrying items or walking with your hands in your pockets as this can reduce your ability to catch yourself if you lose your balance.

Remember: ice and snow means "take it slow!"

DON'T IGNORE IT, CLOSE CALL IT!

The Close Call award this quarter was presented to **Luke Walsh**, COSS from London. Luke was given the award by Steve Parry, Resource Manager London for continually raising numerous close calls throughout his time at Ganymede. Luke 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."

We would like to remind all operatives to **Speak Up** and raise any concerns or close call potential hazards. We must all work together to prevent accidents or injuries from happening to ensure our work environment is a safe environment.

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.



Pictured: Steve Parry, Resource Manager (right) presenting the award to Luke Walsh, Rail Operative (left).

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

SAMARITANS

We would like to introduce you all to our new **Health and Safety Advisor, Chris Paddock**. Chris has been appointed to further promote a positive health and safety culture within Ganymede.

Chris is responsible for ensuring that we comply with all safety legislations, safety policies and practices. You can contact Chris about any issues relating to health and safety on:

 **07580 806 264**



chris.paddock@ganymedesolutions.co.uk



Motoring Messages



Dangers of driving in the dark

Drivers must never underestimate how challenging it is to drive at night. We should all respect the increased level of danger when driving in the dark. The following tips will help to keep you safe throughout the dark winter months.

Keep distractions to a minimum

Keep distractions to a minimum when driving at night. Although you should prevent distractions while driving at any time of the day, driving at night requires even more focused attention. Turn the radio down and ask passengers to assist you in identifying potential hazards.

Headlights and high beams

Before driving at night, make certain that you fully understand how the headlights and high beams work on your vehicle. Locate the vehicle's cabin lights. You should never turn these on while driving but it is a good idea to know where the controls located in case of an emergency.

Look out for other drivers

Be very cautious of other motorists when driving at night. You are more likely to encounter a driver who is under the influence of alcohol or drugs. Also be aware of other drivers who might be experiencing the same feelings of fatigue.

Be aware of fatigue

When driving at night you are more likely to experience tiredness or fatigue. Plan your journey to include regular breaks (at least once every two hours) and if you start to feel sleepy, immediately look for a safe place to rest. When you do stop, try drinking a high-caffeine drink before resting for 15-20 minutes.

Lower your speed

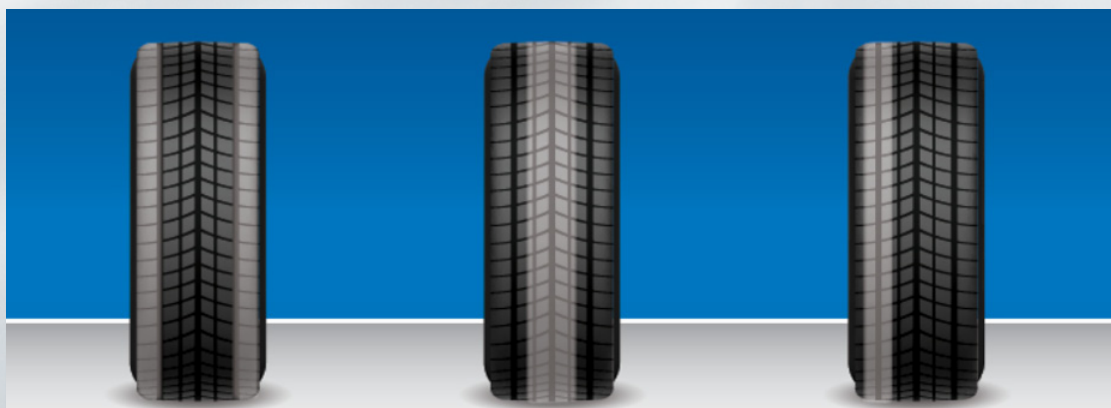
It is best to lower your speed when driving at night. Even with headlights, it will be more difficult to see what is ahead of you on the road and your reaction times will be increased

Pay attention to your surroundings

As you drive, particularly in unfamiliar areas, pay special attention to all road signs to ensure you are aware of any potential hazards in the road that you might not be able to see clearly. Don't forget to keep an eye on the sides of the road too, you are also most likely to have a collision with an animal in the very early morning.

Check your tyres

We all know the legal limit for car and van tyres is 1.6mm but did you know that this has to be consistent across the centre $\frac{3}{4}$ of the tyre. Uneven tyre wear could mean that you are breaking the law without realising. It could increase the amount of fuel you use and affect your ability to stop in an emergency.



Wear on both outer edges

- Tyres are under inflated
- Check and adjust tyre pressures

Wear in the centre of the tyre

- Tyres are over inflated
- Check and adjust tyre pressures

Wear on a single edge

- Wheels may not be aligned correctly
- Contact the Hire Company