

Time Out For Safety

“Ensuring all
our staff go
home safe
at the end
of the day”

TOFS provides an opportunity to discuss safety issues and concerns.

Please use TOFS to raise awareness of activities that could place your staff at risk.

Week 36

Tuesday 30 August 2016

Devonport Operational Safety Team

Agenda for this week

- Welcome our new Apprentices
- Workplace housekeeping
- St Levan gate crossing - update
- HSE prosecution
- CONDO & COSHH medicals
- Waste disposal
- Dev OPS Safety Team
- Accidents
- FLT parking in the SRC
- H&S training weekly update
- Summer competitions
-and finally

Please don't forget to enter attendance figures and any issues raised into the TOFS database!

The 'Feedback to Team' icon on the TOFS Database Main Menu provides updates to any issues previously entered into the database.

If you have any suggestions or articles for future TOFS, please contact The Safety Improvement Culture Team.

Tel: ext. 4496

Email:

~Marine.Devonport.Safety Culture Team

Visit:

SCIT Office,
N081 (North of the Red Brick Building)



trusted to deliver™



**HOME SAFE
EVERYDAY**





Welcome to our Apprentices!

Sponsored by: Chris Allen, Trademaster



Today, (Tuesday 30 August 2016) 101 Apprentices have entered the Dockyard to begin the second year of their career with Babcock. That's 14 more than at this time last year. The 9 Project Engineer, 28 Electrical Fitter, 34 Mechanical Fitter, 25 Fabricators and 5 Marine Pipefitter Apprentices

will be starting work at various placements across our site. They could be in a Factory environment, working for Estates and Facilities or going on board a ship or submarine, in refit, for the very first time. The new Apprentices will be easy to spot as they'll be wearing 'hi vis' yellow hard hats for their first six months on site.

In the first year of their Apprenticeship they have received a substantial amount of training on health and safety at work from the staff at City College, Plymouth and also during the inductions by our H&S Dept. to prepare them for the day they set foot inside the 'yard. But the dockyard is a hazardous environment and it will take time for them to adjust to their new workplace.



Discussion points



Why is it necessary for the new apprentices to stand out from other staff by wearing the hi vis hard hat?

There are quite a few benefits but it's mainly to make everyone aware that we have people here who are new to the site and to encourage our more experienced staff to keep a look out for them in the early months of their new career. The Dockyard has many hazards and our new staff might be in a place where they are unaware of some of our, not so obvious, hazards.

Who else has to wear this hi vis helmet for the first six months at Devonport?

It was agreed that our new Graduates would also wear the helmet for the first six months. In fact, since this initiative began, some business unit managers insist that any new joiner to their department does the same, as they also would be unfamiliar with the site. Being easy to spot as someone new to our site can encourage positive intervention.

This initiative is in place to encourage all of us to intervene and look after each other and the new people on our site – as the helmet sticker says:

**'Stop me if I am at risk'
and
please look out for each other**

Workplace housekeeping - the first principle of safety (Page 1 of 3)

Sponsored by: Warships Business Unit Safety Support.

Why should we pay attention to housekeeping ?

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness, it includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards and removing waste materials (eg. paper, cardboard) and other fire hazards from work areas. It's also about paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities and maintenance. Good housekeeping is a basic part of accident and fire prevention.

Effective housekeeping is an ongoing operation: it is not a hit-and-miss clean-up done occasionally. Periodic "panic" clean-ups are costly and ineffective in reducing accidents.

SCIT Comment



Good housekeeping is known as the first principle of safety. It's no coincidence that maintaining a clean and tidy workplace leads to fewer accidents and days lost through workplace injuries. It also portrays a positive image to those who work or visit our site. With 101 apprentices joining us today, what do you think their first impression will be of your work area? Good or bad? After all, a 'fresh pair of eyes' can see things we sometimes take for granted. Some food for thought perhaps?

Discussion points



What is the purpose of workplace housekeeping?

Poor housekeeping can lead to:

- tripping over poorly placed objects
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting or poorly positioned items
- badly positioned items that slow down the task by preventing easy access
- cutting, puncturing the skin due to coming into contact with sharp objects such as wire, nails/ screws or steel strapping

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- clearance of clutter
- reduction in material handling
- fewer slips or tripping incidents
- reduction in fire hazards
- lower worker exposure to harmful vapours or dust
- better control of tools and materials
- effective use of space
- improved hygiene
- prevention of falling objects
- improved morale and improved productivity - tools and materials are easier to find

Workplace housekeeping - the first principle of safety (Page 2 of 3)



Contaminated ladders

There have been a number of occasions across the Devonport site, where ladders have been contaminated with residues.

We should always ensure that we keep stairways, ladders, gangways and passageways clear from obstructions such as litter, boxes, tools, materials and residues.

If you accidentally contaminate a ladder with residue, the ladder should be barriered off to personnel whilst the residue is cleaned.

If you witness anybody intentionally applying residue to ladders, you should intervene and report the incident to your line manager.

Discussion points



How often do members of your team encounter poor housekeeping issues such as those shown in the photo above?

If you're a responsible manager do you choose to walk on by and accept this as the 'norm' - or challenge this by taking the necessary action?

Has anyone in your team suffered an injury at work which was caused by poor housekeeping?

What can you do to improve your workplace?

Is your department reactive or proactive in terms of housekeeping?

Do you carry out weekly safety inspections and involve your safety reps and industrial employees?

Are all 'pick-ups' dealt with in good time?

Do you know where your spill kits are stored?

At the end of a project who's responsible for tidying docksidings and the removal of spare equipment, or does it become someone else's problem?

It's up to everyone to challenge if their work area is like it is in the photo. Not accepting this and doing something about it, together, is the only sensible option.



The inset photo shows the ladder rung has been contaminated with grease which came from a dirty work boot.

Workplace housekeeping - the first principle of safety (Page 3 of 3)

5S Explanation



Managing and maintaining good housekeeping

To make improvements in workplace housekeeping many companies have turned to the '5S' system. This workplace organisation method was devised in Japan and uses five steps to attain an effective and efficient work space .

5S has been adopted by the Factory Group and has made a significant difference by removing old

redundant equipment, cleaning and freshly painting workspaces and flooring, storing equipment in clearly marked areas and sustaining the improvement. Can 5S help improve your area of work?

Learning points

Always use your POWSA to identify an unsafe work area due to poor housekeeping. If you can safely, sort the issue yourself, don't forget to record this on your POWSA (See it, Sort it, Report it!) If you can't, stop work and report the issue to your supervisor.

Under the Health & Safety at Work Act 1974 everyone should take reasonable care of their own and other people's health and safety and co-operate with their employer on H&S issues. No-one should intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety or welfare.

Near miss at St Levan Gate - update from City Council

Sponsored by: Safety Culture Improvement Team (SCIT)

In a TOFS earlier this month we reported on two 'near misses' between vehicles and our staff at St Levan's Gate. Following the article the SCIT was contacted by a number of staff who had witnessed similar incidents. Most of these events were due to people not waiting for the traffic lights to change in favour of pedestrians but choosing to take a chance and nip between traffic.

A member of the SCIT contacted Plymouth City Council to see if the waiting time for pedestrians could be reduced to encourage them to wait for the green man instead of taking risks.

Here's their response:

"We have reduced the time to the main road by 13 seconds during peak times and therefore this will allow the pedestrian phase to run more frequently."



Hopefully this change will reduce the temptation for us to take chances when crossing this road and wait for the 'green man' to appear.

This week's featured HSE prosecution

Sponsored by: Devonport Operational Safety Team

Roofing firms fined after worker fell to his death

Date: 22 August 2016

Two roofing companies and one of their directors have been fined after a worker fell to his death through a skylight.

Cardiff Crown Court heard how 46 year old Lance Davies, a father of seven, died after falling over seven metres through a roof light at industrial premises in the Crumlin area of South Wales.

An investigation by the Health and Safety Executive (HSE) into the incident, which occurred on 15 December 2011, found that the work at height on the roof was not properly planned, managed or monitored. There were inadequate control measures in place to prevent a fall through the roof lights.

SPAN Roofing Contractors Limited, of Sunnyside Road North, Weston Super Mare, North Somerset, pleaded guilty to breaching Regulation 13(2) of the Construction (Design and Management) Regulations 2007, and was fined £65,000 and ordered to pay costs of £37,500.

B & T Roofing Solutions Limited, of Arthur Street, Ystrad, Pentre, pleaded guilty to breaching Sections 2(1) and 3(1) of the Health and Safety at Work etc Act 1974, and was fined a total of £20,000.

Kristian Griffiths, of Arthur Street, Ystrad, Pentre, a director of B & T Roofing Solutions Ltd pleaded guilty to breaching Sections 2(1) and 3(1) of the



Health and Safety at Work etc Act 1974 by virtue of Section 37 of the Health and Safety at work etc Act 1974, and was given a 160 hours community service order.

B & T Roofing Solutions and Kristian Griffiths were ordered to pay costs of £32,500 between them.

Following the hearing, HSE Principal Inspector Paul Harvey said: “Falls through fragile roof lights and roofs are one of the biggest causes of fatalities and serious injury in the construction industry. The issue is well known in the construction industry and there is plenty of guidance available.

“The tragic death of Mr Davies could easily have been avoided had the work been planned, managed and monitored effectively and simple and cost effective control measures put in place.”

Operational Safety Team - update

Sponsored by: Devonport Operational Safety Team

The Senior Safety Support Managers listed below have now moved into the ground floor of the Red Brick Building (room 13) as the Operational Safety Team continues to build.

Charlie Ede	Senior Safety Support Manager	Tel: 3722
Lee Collins	Senior Safety Support Manager	Tel: 3561
Paul Hammock	Senior Safety Support Manager	Tel: 6265
Michael Lagomarsino	Safety Support Manager	Tel: 4310

The Red Brick Building is a secure building, on arrival use the phone in the foyer to contact the person you are visiting.

Charlie, Lee, Paul and Mike join the existing staff who are located in the building.

Robbie Jenkins	Head of Operational Safety	Tel: 5001
Rhys Blackaller	Safety Improvement & Training Manager	Tel: 2879
Jane Climpson	Operational Safety Performance Manager	Tel: 5001
Mike Foster	OEF Engineer	Tel: 6880
Kate Manning	OEF Engineer	Tel: 4918
Michael Coles	RB Safety Consultant	Tel: 6880
Chris Steel	RB Safety Consultant	Tel: 6880

The 'daily allocation meeting', which grades the severity of Airsweb events (Lopo, SePo, Hipo) each day, also takes place in the Red Brick Building. The severity matrix is the framework against which severity allocations are made and can be found on the SCIT website.

The Operational Safety Team provides a collection of safety services that support operational managers to achieve and maintain the high levels of safety required by Babcock and to meet, as a minimum our regulatory requirements.



Devonport Operational Safety Team

Operational Safety is the collection of safety services that supports operational managers to achieve and maintain the high levels of safety required by the Babcock organisation and regulatory requirements.



**Operational
Safety
Delivery**

Safety Delivery – dedicated safety support to the operational areas of the business focussing on consistent adoption and use of safety approaches.

**Operational
Safety
Performance**

Safety Performance - gathering feedback on safety performance of the business such that it can highlight problems and inform targeted forward improvement programmes.

**Operational
Safety
Improvement**

Safety Improvement - identifying industry best practice and linking with the internal performance information to developed forward improvement programmes.

**Operational
Safety
Training**

Safety Training & Development - provide effective health and safety training to enable workers to be safe.

**Operational
Safety
Team**

**Devonport
Operations**

Committed to sending everyone

**HOME SAFE
EVERYDAY**



Waste management

Sponsored by: Rob Allen, Waterfront Development Manager

Devonport is doing a fantastic job 'Reducing, Reusing and Recycling' waste produced on site, meaning less waste is being sent to landfill and incineration, saving us money and reducing the business' impact on the environment.

Last month we sent 65% of Devonport's non-hazardous waste for treatment, 21% for energy recovery incineration, 14% was recycled and 0.1% went to landfill. Our target for the remainder of the year is to increase the recycling figure to 20% and to do this we need your help!

Office waste makes up a significant portion of our recycling figure. Glass, white paper and cardboard are collected by the recycling team from the trade waste bins outside your offices and taken to Chelston Meadow recycling site. Mixed recycling is picked up by the Rear End Loader bin lorry and taken to Lean Quarry recycling centre.

To maximise our ability to recycle and to reduce recycling contamination, please make sure you only use your office bins for the following:

Cardboard bin

All types of cardboard unless it's contaminated with food or liquids etc.

White paper bin

White paper and newspapers only, all other paper goes into the mixed recycling bin.

Glass bin

Glass bottles and jars only, please ensure that lids are removed and place in the mixed recycling bin

Mixed recycling bin

All other recyclables, including paper towels.

General waste bin

Primarily for food and food contaminated items ie. sandwich wrappers, crisp packets, tea bags, apple cores, banana skins etc.

Recyclable waste that has been properly segregated is always recycled, whereas contaminated recyclables have to be incinerated or sent to landfill.

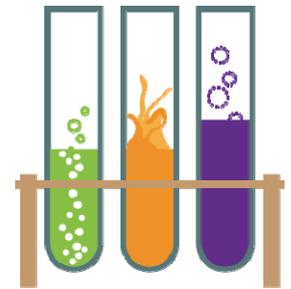
The standard procedure for emptying Babcock recycling centres is for the ISS cleaners to remove the bags and take them to the closest recycling trade waste bins. I

f this doesn't happen in your building it's likely the building controller has a local arrangement with the ISS cleaners. This can affect the types of bins used and the location of the recycling point.

f you have any queries on the emptying procedure, or the location/type of bins used, please speak to your building controller in the first instance.

If your building controller is unable to help, or if you don't have a recycling centre in your building, please contact the Waste Services Manager Laura Parry:

Laura.Parry@Babcockinternational.com



CONDO and COSHH medicals

Sponsored by: Jane Whittaker, Occupational Health Nurse

Discussion points



What does 'CONDO' & 'COSHH' mean and why do you think these medical checks are required and important?

The following article will provide the answers.

CONDO - Contractor on Deployment Overseas

Some Babcock Staff go abroad to work on behalf of the Company. Before they do they are required to be medically fit to travel and work abroad. They require a specific medical, known as a CONDO medical to ensure they are able to do this.

COSHH—Control Of Substances Hazardous to Health

A COSHH medical is an annual HSE requirement when working in an environment with substances that are hazardous to health.

CONDO Medicals

All workers required to be CONDO fit should make sure they are in date for their medicals.

The Occupational Health Centre does not send out reminders for these medicals – it is your responsibility to keep in date and make appointments.

We have had a few recent incidents where people who were out of date needed to travel for work and had difficulty obtaining appointments for medicals.

Should you require a CONDO medical, be aware that we are now booking next available appointments into October.

Please do NOT leave it until you are required to travel. Thank you.

COSHH Medicals

The annual COSHH medical is required for people who work in an environment with substances which can be hazardous to health.

Substances can take many forms and include:

- **chemicals**
- **products containing chemicals**
- **fumes**
- **dusts**
- **vapours**
- **mists**

The objectives for health surveillance are to protect the health of employees by early detection of adverse changes or disease.

Could FLMs please check with their staff that they are in date for COSHH medicals (each individual is given a yellow card with the next due date, following a medical) and make appointments for staff that are not in date, by contacting Sue Johnson-Yeats on 4311.

Please also consider that in the last 6 months, 394 employees failed to attend appointments, 220 of which were for medicals. This denies and delays other people the opportunity to attend for necessary appointments.

While the OHC attempts to make appointments for employee medicals at a date and time convenient for them, it is made more difficult with the apathy for attendance.

Please let us know if you are unable to attend, ideally at least 24 hours before the appointment so we can fit other employees in, who are waiting to be seen.



This week's accidents

Total accidents	103 to date	1 in week
	LAST YEAR	
	117 to date	10 in week

Lost time accidents	17 to date	0 in week
	LAST YEAR	
	21 to date	0 in week

Other Accidents					
Location	Part of Body	Nature of Injury	Direct Cause of Injury	Type of Person	Brief Description of Accident
HMS Ocean	Head / Neck	Cuts & Bruises	Struck by Falling / Flying Object	Contractor	IP was undoing flanges when due to pipework being incorrectly fitted it sprung back hitting IP in the face causing laceration to eyebrow.

SRC FLT parking bay initiative

Sponsored by: Paul Fisher, SRC Dockside Manager

To support continued compliance with our Safety Management Arrangements in the SRC, specific Fork Lift Truck parking bays have been created in the 'Hanging Gardens' area adjacent to the POC cabin.

These bays are to be used for overnight parking of all resident FLT's only. When crane and vehicle operations require that vehicles are parked, ie. for the lifting of the Vehicle Impact Barrier, all FLT's in the SRC are to be returned to these parking bays.



SCIT Comment

Paul and his team have come up with a fairly simple solution to a problem that could well be a concern for the entire site. With more and more vehicles on site, parking is at a premium as space is limited. Having a dedicated space created for your FLT's is an idea that is definitely

Health & Safety Training - update

Sponsored by: Devonport Operational Safety Team

Health and Safety training is fundamental to safe operations on site.

It is vital that we keep our training in date. There is a calling system in place for training.

Over the next two weeks the following courses will take place:

Confined Space Awareness

Mandatory for all who work within confined spaces/entry tanks.

Fire Safety Training

Mandatory for all Industrial employees.

Noise, Vibration & COSHH Awareness

Mandatory for all industrial employees and their responsible Line Managers.

Manual Handling

Mandatory for all industrial employees.

Hot Work Training

Mandatory for all hot workers and their sentries.

Versaflo Training

For those working in dusty environments where loose fitting masks are acceptable.

Risk Assessor Training

Covering Hazard & Risk Analysis & Procedure.

Health & Safety Management of Subcontractors

For those who manage subcontractors, including Technical/Contract Reps.

Radhaz

Mandatory for all those who have the potential to work within Radio Frequency controlled areas.

Safety Harness

For all users of safety harnesses.

Emergency First Aid at Work

Basic knowledge of first aid and provides necessary lifesaving skills.

FLM Confined Space Awareness

Focussing on the responsibilities of a manger setting staff to work

FLM Noise, Vibration & COSHH Awareness

Focussing on the responsibilities of a manger .setting staff to work

We also have the new intake of Apprentice Health & Safety Inductions taking place.

Learning points



If you are booked on a course it is important that you attend. Thank you to those who always respond to a calling notice as failure to attend denies others the opportunity to attend safety training

To enquire about courses and their availability contact one of the following:

~Marine.Devonport.Health & Safety Training@babcockinternational.com

Kat Barber ext 4305

Dave Yates ext 3299

Time Out For Safety

"Ensuring all our staff go home safe at the end of the day"



2016 Colouring & HHNH Competitions!

Sponsored by: Safety Culture Improvement Team (SCIT)

This year's Colouring Competition colouring books have now been distributed and can be found many locations across the site including the Canteen kiosks, Retail stores and Amenity centres. The Accident Prevention Teams (APT's) have now collected the books for their TOFS teams. We have a few remaining in the SCIT building (N081) but stocks are now almost exhausted.

The 2016 Hazards Have No Holidays (HHNH) photographic competition continues and is open to all Babcock employees.

When you're out and about on your summer break and see something or someone at work that looks a little hazardous, send your photo to 'HHNH, SCIT, N081, PC804 or by internal email only to: ~Marine.Devonport.Safety Culture Team

babcock
trusted to deliver™

WIN!
Fabulous prizes in our safety colouring and poster design competition

CHILDRENS SAFETY AT WORK
Colouring Book 2016

You could WIN one of these great prizes!

- First Prize in each age group: £150 'Love to Shop' Vouchers
- Second Prize in each age group: £100 'Love to Shop' Vouchers
- Third Prize in each age group: £80 'Love to Shop' Vouchers
- Fourth Prize in each age group: £50 'Love to Shop' Vouchers

babcockinternational.com

babcock
trusted to deliver™

Safety Culture Team
HAZARDS HAVE NO HOLIDAY!
Competition 2015

1st Prize
£150 in high street vouchers

2nd £100
3rd £50

The closing date for this year's competition is Friday 11th September

For further details contact the Safety Culture Team on 4498.

HOME SAFE EVERY DAY

Closing date for both competitions is Friday 23 September 2016.

Time Out For Safety

“Ensuring all
our staff go
home safe
at the end
of the day”

WORKING AT HEIGHT



.....and finally

Sponsored by: Scott Kirkham, Senior Nuclear Engineer



SCIT comment



Empire State Building window cleaners
circa 1932.

Long before the days of Risk Assessments!

HOMESAFE EVERYDAY