

# 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 01**

**Tuesday 3 January 2017**

## Devonport Operational Safety Department

### Agenda for this week

- Start the year with safety 2017
- Welcome back message from MD
- 2016 injury body map
- Start the year with safety - checklist
- Training
- Bus travel
- ECT Application
- ...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)



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**HOME SAFE  
EVERYDAY**





## Start the year with Safety 2017

*Sponsored by: Safety Culture Improvement Team*

### Welcome to the first TOFS of 2017 and 'Happy New Year!

As is usual with 'Start the year with safety', TOFS begins at 7:30am today and can take up to 90 minutes.

#### Included in TOFS are:

- A welcome back message from MD Naval Marine, Craig Lockhart.
- An injury body map detailing which parts of the body sustained injury in 2016. (Please use this to identify injury trends, make your team aware and discuss these trends, encouraging them to take appropriate care to avoid suffering similar injuries).
- Guidance notes on workplace inspections.

#### During this extended TOFS session, could all TOFS Team Leaders please:

- Welcome their staff back to work.
- Check that their team has their POWSA books and encourage them to use them at their point of work.
- Discuss with staff immediate health and safety work issues.
- Encourage all staff to conduct a walk through and carry out a safety inspection of their office/workshop/vessels. (Guidance is available later in this TOFS.)
- Identify any health and safety pick ups and action them (including environmental issues).
- Remove Christmas decorations in a safe manner.
- Ensure office areas are safe by keeping all cabinet tops free from stored equipment.
- Report any building problems or issues to the Building Controller eg. lighting, heating, trip hazards.
- Advise staff that if they have any medical issues or restrictions they are to inform their Line Manager/Supervisor and contact the Occupational Health Department for advice.
- Remind team members of the acronym STAR (Stop, Think, Act, Review).
- Remind team members of the need for a questioning attitude.
- Confirm that PPE is available, in date, fit for purpose and that all staff are trained to use it.
- Remind managers and supervisors to check/confirm that their staff are all in date with the required Health and Safety training courses required for their tasking.
- Ask your team to bring/show their T card and if it is illegible ensure that their name and contact number details are clearly legible, preferably by using a label making machine.

## Welcome back

*Sponsored by: Craig Lockhart, MD Naval Marine*

The DRDL Board and Trade Unions would like to wish you all a Happy New Year and welcome you back after what hopefully has been a safe and enjoyable festive break.

As we look ahead to the challenges that 2017 will present – it is appropriate we recognise some of the key safety moments from 2016:

The Office of Nuclear Regulation, during one of their visits to the site, commented positively on the improvements made in our ability to learn from experience.

Similarly, the ONR intervention on our Work at Height arrangements confirmed that, whilst there is room for improvement, they were happy with the progress made.

At the Babcock International Group Safety Excellence Awards held in London – Devonport were selected as Group winners in the ‘Control and Engagement of Contractors’ award, won by Devonport’s Collaboration Team (Warship Safety, Albion Project and Actavo), for their work together on the confined space rescue arrangements. Devonport’s Jon Clemmetsen (Logistics Support Manager) won the Outstanding Leadership award for his continuous ‘safety first’ approach in every aspect of his role.



Collectively we should be proud of these achievements, well done.

It is our aspiration to build on and improve our safety performance in 2016 and, to demonstrate that, the Board, Trade Unions and our customer have collectively developed a HSE charter as our personal commitment to the health and safety of those working on our site, whilst at the same time protecting the environment.

At this time of year in particular, we can sometimes find ourselves vulnerable to the hazards our site presents. So, on behalf of the Board, the Trade Unions and the customer I would ask and remind you that we must all remain focussed to stay safe and healthy in 2017.

### **Some key initiatives for the coming year are:**

- Developing a closer working relationship with the Trade unions in our safety improvement programme.
- Raising awareness on health issues such as mental health and wellbeing.
- Striving to ensure the environment becomes a key element in our management arrangements.
- Continued focus on the health and safety improvement plan.

This year we shall be focusing on the types of behaviours and culture we need to help deliver our objectives safely and I look forward to us working together to ensure we all go Home Safe Every Day.



## 2016 Injury body map

Sponsored by: Safety Culture Improvement Team

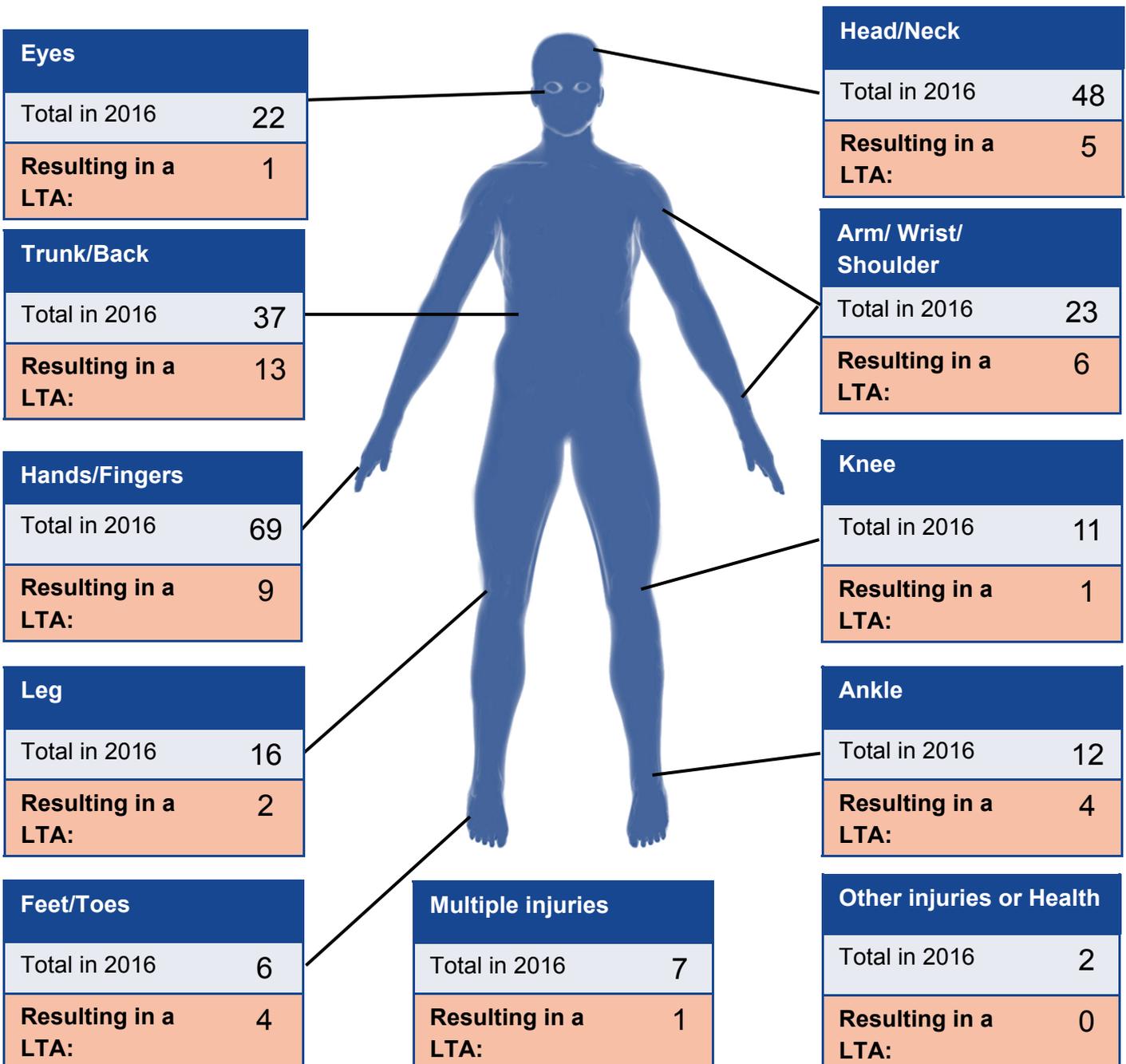
Total number of persons injured at work during 2016 - **246**.

Total number of persons injured at work requiring time off to recover - **46**

### Discussion points



How do these types of injury occur?  
What can be done to prevent them?





## Start the year with safety - checklist

*Sponsored by: Safety Culture Improvement Team*

### January 2017 - Safety Stand Down - Worksite check list

#### Check expiry dates for:

Scafftags

Confined Space Entry Certificates

Lifting gear - lifting strops, shackles, chain blocks etc.

Ladders

Portable Appliance Test (PAT) date on electrical equipment

Calibration stickers on tools, test gear and equipment

PPE - masks and harnesses

Fire extinguishers

Tooling and machinery (good condition)

#### Check that services and utilities are still in place and functioning and check connections and secure:

Vents

Temporary lighting

Electrical supply

Gas supply

Water supply

Fire extinguishers

Fire hoses

Call points

Breathing apparatus

'Oxywarns' and Personal Air Monitors (PAMS)

First Aid Kits - check contents and restock from OHC as necessary

Vehicles - clean inside and out, tyre pressures and condition, lights etc.

Check that warning signs are in place, still valid and readable

#### Any checks specific to your area

## 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.

The following courses will take place over the next 2 weeks:

### **Risk Assessor**

A course to help identify work place hazards, assess the risks to staff and apply appropriate control measures to reduce risk to an acceptable level

### **Confined Space Awareness**

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

### **Fire Safety**

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**

Mandatory for all hot workers and their sentries.

### **Health & Safety Management of Subcontractors**

For 'Tech reps' and those who manage Subcontractors on site.

### **Versaflo**

For those who are required to wear this particular item of RPE at work.

### **Emergency First aid at Work**

To allow staff to have the life skill and provide First aid cover to employees.

### **FLM Management of Subcontractor Awareness**

To give FLMs the awareness of policies and procedures of the management of Subcontractors working onsite.

### **Category C Specialist Respiratory Protective Equipment (Elsa)**

For those working in hazardous environments where risk assessment states ELSA is required

## 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:

**(Please note new email address)**

**~Marine.Devonport.Operational Safety Training** - or use the link below:

[Marine.Devonport.Operational.Safety.Training@ba\\_bcockinternational.com](mailto:Marine.Devonport.Operational.Safety.Training@ba_bcockinternational.com)

Kat Barber ext 4305

Dave Yates ext 3299



## Passenger safety on the Naval Base bus service

*Sponsored by: Sean Denny, Freight Transport Manager*

The primary concern of the Passenger Transport Department is the safety of our passengers.

With that in mind, we would like to bring to the attention of the bus service users the risk assessment written for the use of the bus service. Here are a few snippets from the assessment and details of where to find the risk assessment.

- Passengers must not speak to the driver whilst the bus is in motion, unless there is an emergency.
- Passengers are reminded that they must use all remaining seats of the bus and only stand if there is no seating available. In the event of seating being unavailable, passengers are required to use the standing area towards the rear of the bus. When standing, passengers must use the hand rails and grab handles to support themselves.
- Passengers must remain behind the yellow line on the floor at the front of the bus and not to attempt to disembark until the bus has come to a complete stop.
- Food and drink is not to be consumed on the bus.
- Passengers must not leave any rubbish or other articles on the bus.
- When wishing to alight, passengers should ring the bell (once) in plenty of time ahead of the desired stop and remain where they are on the bus until the bus is stationary at the requested stop.
- When waiting at the bus stop, passengers must stand at a safe distance away from the



kerb and wait for the bus to come to a complete standstill before attempting to board.

Passengers should wait for



the doors to fully open before proceeding to board. Please be aware that for safety reasons the doors open and close at a slow pace, so please be patient when waiting to board or alight.

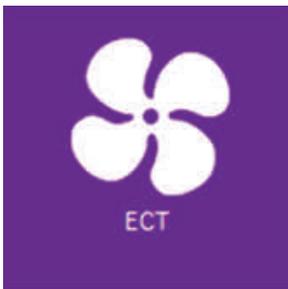
- Passengers must not wear soiled clothes or coveralls, or be carrying any soiled items which might stain the seats.
- For safety reasons, once the driver has pulled away from the stop, he/she is not permitted to stop again to allow late arrivals to board the vehicle as this could cause an incident with other road users and pedestrians.

Please could all TOFS team leaders/FLMs brief the full risk assessment (0134/855) to their teams, The risk assessment portal can be found by using this link: [Risk Assessment Portal](#)

## Environmental Control Team requests - new 'App'

*Sponsored by: Mark Thomson, Waterfront Liaison Manager*

**The Environmental Control Team (ECT) Electronic Request System Application will be officially launched on Monday 9 January 2017 and can be found on Babcock Connect using the icon below.**



All Devonport site personnel should have access to the application to enable them to raise requests for all ECT supported activities. The benefit of this will be to provide a 'live' up-to-date status report of all requested support.

Some users will have the role of authoriser or electrical user. When you open the application you will need to click on your name in the top right hand corner of the main screen. This will allow you to access the dropdown menu, under Application Cache select 'click to refresh security settings', to access the additional screens relevant to your role.

Please note that until the system is officially launched, any requests raised in the system WILL NOT be processed and that all support should continue to be requested in the normal way by submission of Form WSS(D)-FM-038 to the ECT Mailbox.

Training for those that requested it was carried out on 5, 6 and 7 September 2016

Guidance notes for the system can be found using the following link:

[https://cb.connect.babcock.co.uk/sites/naval\\_base/Dept/Waterfront/Shared%20Documents/ECT%20e-Form.pdf](https://cb.connect.babcock.co.uk/sites/naval_base/Dept/Waterfront/Shared%20Documents/ECT%20e-Form.pdf)

Mark Thomson (508352) - Babcock Devonport Central Services	
	<b>Home Company:</b> 16
	<b>User Level</b> ECT
	<b>ECT System Version</b> 4.2.0.0
	<b>System Custodian</b> Mark Thomson
<b>noval</b>	<b>Type</b>
12	V-PAINT
	<b>Database:</b> MTD_WaterFrontServices_pro
	<b>Application Cache:</b> Click to refresh security settings.
	<b>Technical Support</b> If you require technical support in using this application, please call the IT helpdesk on 0800 223 334.



...and finally

*Sponsored by: Safety Culture Improvement Team (SCIT)*

## SCIT comment



There is no photograph of extreme risk taking for the first 'Time Out For Safety' (TOFS) discussion pack of 2017, just a simple message from the SCIT to welcome you all back to work and wish you a happy, healthy and safe new year.

We also hope that you all play your part in checking and improving your workplace and environment this morning by using the safety checklist in this TOFS pack.

Last year 246 people were injured on our site and required medical treatment, 46 needed time off to recuperate with some requiring a lot of time to fully recover from their injuries.

Our message for the start of 2017 is for **everyone** to get involved in reducing workplace hazards on site.

There are a number of ways you can do this, such as reporting safety concerns to your TOFS Team Leader or manager, intervening when you see someone performing an unsafe act or stepping forward to become a Trade Union Safety Rep.

It really is down to **all** of us to help reduce the number of our people injured at work on our site each year and work together to ensure we **all** go 'Home Safe, Every Day'.

# HOME SAFE EVERYDAY