

# 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 02**

**Monday 9 January 2017**

## Devonport Operational Safety Department

### In this week's TOFS

- Fire reel removal from buildings
- HSE prosecution - Chemical burns
- Remember 'Prove dead'
- Suspicious email
- Charity thank you
- Safety alert
- TOFS Team Leader training
- Calendars still available
- Health and Well Being event
- ECT Application - launched today
- Safety training
- ...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**





## Fire hose reels - not in use

*Sponsored by: Tom Taylor, Company Fire Officer*

During the past couple of years there has been a reduction in the number of building fire hose reels available for use. This is due to the gradual removal of the hose reels because they are no longer considered the ideal firefighting equipment and are also subject to potential legionella contamination.

The removal of the pipework will take some considerable time so many of the hose reels have a cover on them marked “Do not use”. (See photo right) These hose reels have been isolated and therefore must not be used. Nearby will be water fire extinguishers which are the correct fire equipment to use in place of the hose reels.



## Discussion points



### Classes of Fire and relevant Fire Fighting Extinguishers

TOFS Team Leaders - Please ask (or remind) your team of the correct firefighting equipment to be used on the classes of fire listed below:

#### Fire Class and type

- Class A - Solid or Carbonaceous fire? (Paper, wood etc.)
- Class B - Liquids?
- Class C - Gases?
- Class D - Metals?
- Class E - Electrical?
- Class F - Cooking oil, fat etc.?

#### Extinguisher(s) to be used

- Water – Foam – Dry Powder – CO2
- Foam – CO2 – Dry Powder – Fire Blanket
- Dry Powder – CO2
- Dry Powder
- CO2 – Dry Powder
- Wet Chemical

#### Fire extinguisher colour codes

All fire extinguishers should conform to BS EN 3, which requires that the entire body of the extinguisher be coloured red. A zone of colour of up to 5% of the external area can be used to identify the contents using the colour coding shown above.

- Water - Red**
- Foam - Cream**
- Dry Powder - Blue**
- CO2 - Black**



## Company prosecuted after workers were severely burned

*Sponsored by: Safety Culture Improvement Team*



A North East engineering company was sentenced on January 3rd 2017 for safety breaches after two of its workers were burned when they were sprayed with chemicals during chemical cleaning of a pipework system.

Newcastle Crown Court heard today that on 31 July 2014 two employees of PSL Worldwide Projects Ltd received serious burns while working at a Hyclone UK Ltd site, in Cramlington. The workers were using Sodium Hydroxide granules to clean a pipe system. A reaction occurred between the chemicals and water in the system that caused the liquid to heat up building up pressure in the hose. The hose detached and sprayed the two workers with the solution, causing severe burns.

One operative received life threatening burns to his back, buttocks, arms, leg, neck and one side of his face. The other operative received burns to the right side of his head, his neck, and back, left arm and behind his right ear.

An investigation by the Health and Safety Executive (HSE) identified that the task was not :

- Adequately risk assessed by PSL Worldwide Projects Ltd,

- The equipment provided to do the job, in particular the hosing, was not suitable for the solution, and
- The company failed to provide adequate personal protective equipment (PPE) to its employees.

PSL Worldwide Projects Ltd pleaded not guilty to breaching Section 2(1) of the Health and Safety at Work Act 1974 on 28 November 2016 at Bedlington Magistrates Court but they were found guilty and the case was referred to Newcastle Crown Court for sentencing. Today they were fined £150,000 by Newcastle Crown Court. No costs were awarded due to the company being in liquidation.

After the hearing, HSE inspector Laura Catterall commented: “If a suitable risk assessment had been undertaken it would have identified that the equipment being used was not right for the chemicals or the work being carried out. All companies who work with high hazard chemicals should learn from this case and ensure that their workers are properly protected.”

### SCIT comment

The Health and Safety Executive HSE was formed on January 1st 1975.

Under the leadership of John Locke. HSE's remit was to enforce health and safety legislation in all workplaces, except those regulated by local authorities.



## Why it's good practice to always 'prove dead'

*Sponsored by: Darren Winter, Production Engineer*

The Electrical Safety Improvement Programme was launched at Devonport in 2009. One of the reasons for its inception was an event which occurred during the maintenance of a crane supply point at 4 Basin. The cause of this particular event was the failure of the mechanical isolator to operate correctly which left the exposed electrical contacts 'live'.

The team carrying out the work did not expect the breaker to fail and did not 'prove dead' before starting work. During maintenance, a metal file used to clean the electrical components 'shorted' across two contacts causing a severe electrical arc explosion. This resulted in burn injuries to one of the team who needed time off to recover.

Over the next five years, electrical seminars were arranged for all of our electrical staff to:

- raise awareness of this and other events
- communicate safety improvements
- involve electrical teams with these improvements
- stress the importance of 'proving dead' each time you begin work on any electrical system or equipment

Darren Winter has provided details of a more recent event to demonstrate why we should continue to remain vigilant when working with electricity.

Although this event did not occur on our site, it validates the need to be aware that equipment can sometimes fail and lead you to believe it is in a safe condition when, in fact, it is not.

The picture is taken from a social media site and clearly shows an isolator which has failed in



operation. Visually the breaker had been switched to the off position however, when the cover was removed, it became evident that one of the phases had failed to be put into the open position as the operating lever had broken. Had someone worked on whatever equipment this was feeding or associated circuits the consequences could have been fatal.

A good example of why 'prove dead' routines can be a life saver.

### Discussion points



- If your team carries out electrical work do they have the correct equipment to prove dead. i.e. a 2-pole tester such as a Fluke T150 and 'proving unit' to check their testers?
- Are these items calibrated and within test date?
- Has any of your team had a similar incident such as those described above? If so, discuss this with the team.



## Suspicious email? Don't open it!

*Sponsored by: Security Operations Centre (SOC)*

### Important guidance on providing suspicious email samples

If you are not sure of the origin of an email the golden rule is - **DO NOT OPEN IT! And, in particular, do not open any attachment or select any hyperlinks within the email.**

Instead, send the email as an attachment, to Spam Reporting  
(Spam.Reporting@babcockinternational.com)

Please don't forward them, as this removes vital information from the original email.

Follow this guide if you're unsure how to do this:

<https://iw.connect.babcock.co.uk/sites/Group/security/Information%20Assurance/Documents/How%20to%20report%20spam%20emails.pdf>

Once you have done this, please delete the email from your inbox.

### What happens next?

Your email sample will be analysed to assess the threat it poses to our IT Infrastructure. Once analysed you will receive a brief report from the Security Operations Centre (SOC) on their findings. This will confirm to you the nature of the email, and any actions you may need to take.

### Should I keep sending you the suspicious emails I receive?

Yes please! Even repeat incidents, as this allows us to identify patterns in the spam and phishing attacks that might not be evident from single examples.

### Where can I get more information about spam/phishing?

There is guidance on this topic in the Cyber Security section of the Babcock Connect intranet site, here:

<https://iw.connect.babcock.co.uk/sites/Group/security/cybersecurity/Pages/Babcock-approach-to-cyber-security.aspx>

## Christmas Charity Event – Thank You

*Sponsored by: 2nd Year Business & Admin Apprentices (on behalf of the Babcock Women's Network)*

The 2nd Year Business and Administration Apprentices, on behalf of the Babcock Women's Network, would like to say a massive thank you to all of those that donated during Christmas Charity Week in aid of St Luke's Hospice.

We managed to raise a staggering £3,339.59 and we could not have done it without you!

Once again, thank you all so much.





<b>Airsweb event No</b>
90208
<b>Date of event</b>
04/01/17
<b>Alert issue date</b>
05/01/17
<b>Issued by:</b>
<b>Name</b>
Charlie Ede
<b>Contact No</b>
01752 323722
<b>Site</b>
Devonport
<b>Location</b>
HMS Montrose
<b>Distributed to</b>
Devonport

Ref: Dev 035/ 05/01/17  
DISPLAY UNTIL 05/02/17

<b>Title</b>	
BTM Halon Discharge	
<b>Description of Incident</b>	
	
<b>Hazards</b>	
Release of Halon during removing of pin to arm BTM F1 Diesel Generator.	
<b>Risks</b>	
Potential inhalation of Halon. Oxygen depletion in engine space	
<b>Immediate control measures</b>	
<ol style="list-style-type: none"> <li>1. When BTM gagging pin is re-positioned, no persons to be inside engine module.</li> <li>2. RA for this task to be amended with this new control in place.</li> <li>3. Review of Ships Staff over control of this evolution.</li> </ol>	
<b>Action Required</b>	
<ol style="list-style-type: none"> <li>1. RA 0641/761 to be reviewed as suitable for this task.</li> <li>2. Operational Safety Team to liaise with Fleet H&amp;S to ensure these controls are sent across all vessels.</li> <li>3. Operational Safety Team to liaise with Fleet H&amp;S to review Ships Staff SAFER process.</li> </ol>	



## TOFS Team Leader training sessions

*Sponsored by: Mike Carey, TOFS & Safety Communications Co-ordinator*

If you are a TOFS Team Leader and have not had any training to support you in this valuable role the Safety Culture Improvement Team can provide the necessary training.

TOFS Team Leader training focusses on why we have TOFS, using the TOFS database, the Safety Culture website and encouraging engagement at the TOFS meeting itself.

This training programme began in 2015 and feedback, has been excellent, with both new or experienced TOFS leaders finding the course of great value in enhancing their TOFS meetings.

To help with the role, a TOFS Team leaders folder and pen will be provided for all attendees on the day. (Our way of saying thanks for your support to our safety culture improvement).

The training takes an afternoon at the Leander training suite (N206 1st floor FRC north office block).

The first three dates for 2017 are:

- Wednesday 15th February
- Wednesday 22nd February
- Tuesday 14th March

To book your place please contact Mike Carey by email: [mike.carey@babcockinternational.com](mailto:mike.carey@babcockinternational.com)

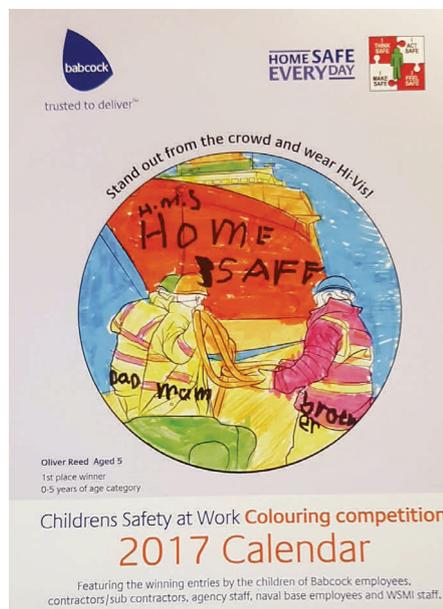
## Wall planners and calendars still available

*Sponsored by: Mike Carey, TOFS & Safety Communications Co-ordinator*

2017 Wall planners, A4 wall calendars and A5 desk calendars are still available from the SCIT office at N081, first floor. (just north of the Red Brick building and adjacent to 8 dock caisson).

To arrange collection please contact Mike Carey on 4496.

Apologies but due to the limitations on the internal mail service the calendars can not be sent and are, therefore, collection only.



# Time Out For Safety

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



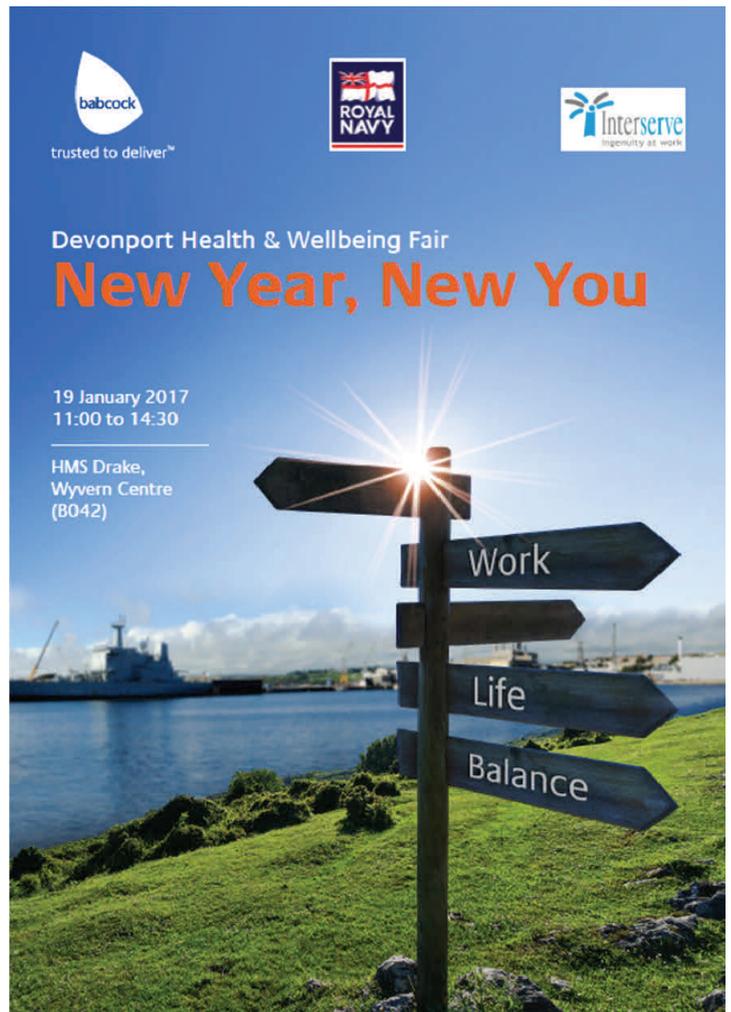
## Health and Well being event

*Sponsored by: Lorraine Hosking, HR Support Manager*

Devonport Naval Base is inviting you to the Health and Wellbeing Fair held in the Wyvern Centre on Thursday 19 January 2017. Working with personnel from the Royal Navy, Royal Marine, Ministry of Defence, Babcock and Interserve, we have organised a range of stalls and activities for everyone to take part in, from making smoothies by using the smoothie bike, head and hand massages, to information from a range of charities, including Age UK, China Fleet Trust, Dementia Friends, Plymouth MIND, Help for Heroes and many more.

There will be information about health awareness with the opportunity to find out about dental health, occupational health, bee keepers club on base and demonstrations of the gym equipment on site! We will also have short seminars running throughout the morning on subjects including Dementia Awareness, mindfulness, Sleep Hygiene, Stress Management and Emotional Eating.

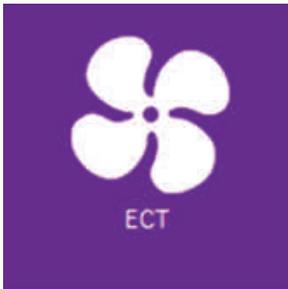
There will be an opportunity for you to provide feedback on how you felt the Health and Wellbeing event was managed and provide suggestions or recommendations for the next event. All completed feedback forms will be entered in to a prize draw with an opportunity to win prizes such as a Pamper session at the China Fleet Club, Meal out, Fruit Basket and more.



## 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 today, 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.

## 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:

### **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 Operators and Sentries**

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 H&S 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

### **Asbestos awareness**

To make workers aware of where they are likely to encounter asbestos containing materials in Submarines and Surface Ships

### **Radhaz**

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

### **Safety Harness**

For all users of safety harnesses.

### **IOSH Managing Safely**

For managers and safety representatives - Provides a sound knowledge to identify and safely manage workplace hazards.

## 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.Operational Safety Training** - or use the link below:

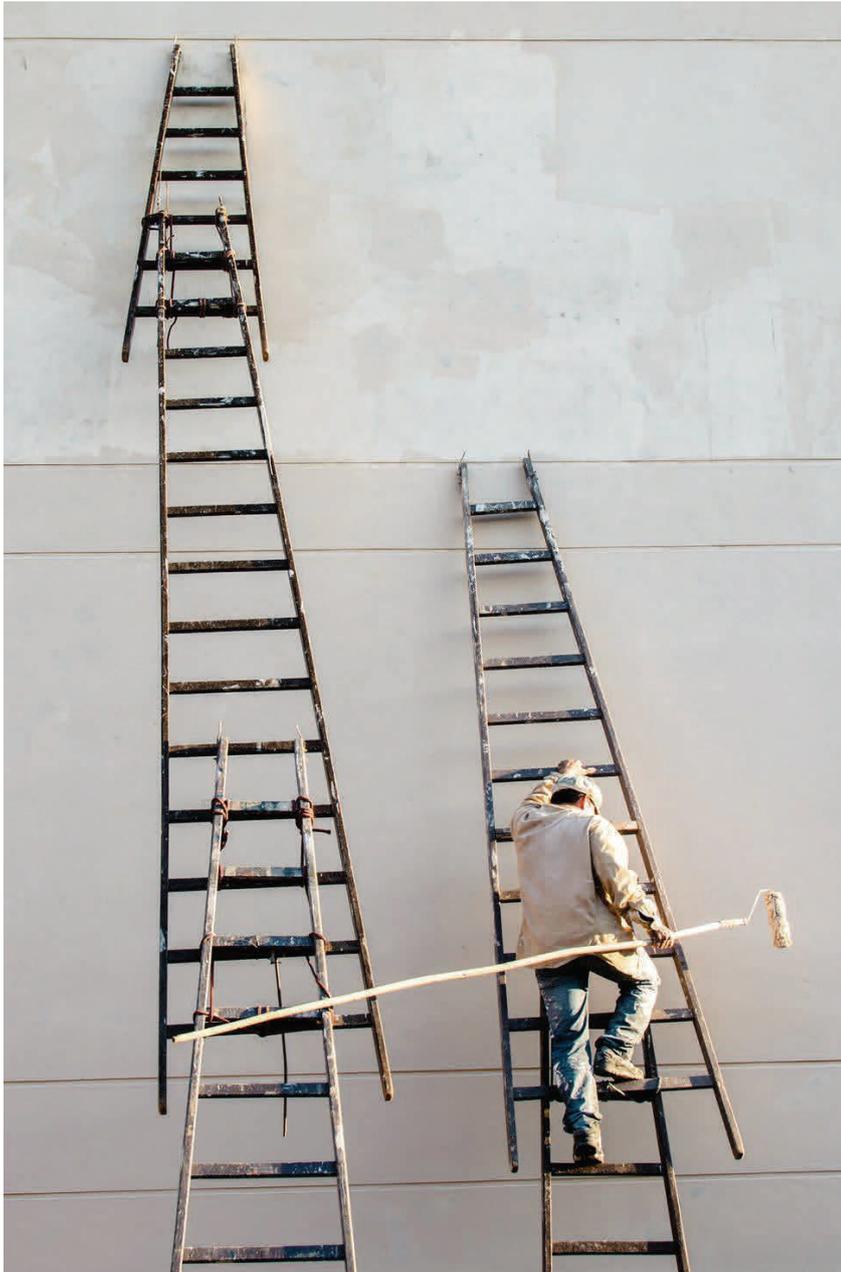
[Marine.Devonport.Operational.Safety.Training@ba\\_bcockinternational.com](mailto:Marine.Devonport.Operational.Safety.Training@ba_bcockinternational.com)

Kat Barber 4305 or Dave Yates 3299



...and finally

Sponsored by: Safety Culture Improvement Team (SCIT)



## SCIT comment



Thanks to Chris Davies, Commissioning Engineer, for sending this photo from a BBC news website.

The picture has been entered with 15 other finalists for the Art of Building architectural photography competition. The caption underneath the photograph reads:

"Enrique Gimenez-Velilla: "This photo seeks to pay homage to all the clever unknown workers that still build and maintain infrastructure in the developing world."

We're not sure if the BBC or the Photographer fully appreciate the risk the painter is taking by tying ladders together.