

A General Reminder from the Managing Director

Sponsored by: Craig Lockhart, MD Naval Marine

I have been prompted to write this message following recent events that have taken place on the Devonport site that have led to three of our colleagues having to receive hospital treatment as a result of sustaining injuries whilst at work, over a six day period last week.

I'm sure we all agree that this is unacceptable and that we must keep in the forefront of our minds that we all have a responsibility both to ourselves and to that of our colleagues to remain vigilant and maintain everyone's safety whilst at work on the Devonport site.

This includes:

- 'Taking 5 minutes' before you start your work – ensure you have read the Safe Systems of Work (SSoW) - Risk Assessments for the tasks, and that you use the POWSA:
- Intervene – when you see something you believe to be unsafe, do something about it, don't walk by or ignore it.
- Report all Near Misses (posters are located around the site on how to do this, it's as easy as ringing OEF on ext. 6999), inform your Line Manager or your TU Safety Representative.
- Follow the Safe Systems of Work (SSoW) - Risk Assessments that have been put in place, if you can't follow these, raise the matter with your manager, TU Safety Representative or the Operational Safety Team (OST)
- Overall our safety performance will only improve when all of us are actively working together to improve safety across the whole of the site.

I would encourage all of us to continue to practice good safety behaviour, including complying with the Safe Systems of Work and to look out for each other when in the workplace.

Only by adopting this approach will we ensure that we send everyone 'Home Safe Every Day'

Craig Lockhart
Managing Director, Naval Marine



This page has been intentionally left blank

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 08

Monday 20 February 2017

Devonport Operational Safety Team

In this week's TOFS

- **MD Safety Message**
- Housekeeping - PPE vending machines
- 9 Dock Gantry construction
- 8835+ Mask face fit update
- Grab bag update
- Devonport Health & Safety Awards 2017
- Safety alert - Compressed Air Package Receiver
- Safety training
- Last week's injuries on site
- Me and my career - BWN event
- ...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: (01752 32) 4496

Email:

~Marine.Devonport.Safety Culture Team

Visit:

SCIT Office,

N081 (North of the Red Brick Building)



trusted to deliver™



**HOME SAFE
EVERYDAY**



Housekeeping - PPE vending machines

Sponsored by: Charlie Ede, Senior Safety Support Manager

The photos show the poor housekeeping in two of our PPE Consumable Containers.

These containers are used daily by all our staff, so good housekeeping is essential. The hazards are:

- numerous items left all over the floor creating potential slip, trip or fall hazards.
- chemicals left by a heater.

Chemicals must only be stored in approved storage areas, ie. flammable lockers or COSHH lockers.

Housekeeping is everyone's responsibility so please don't walk by, remember:

**See It, Sort it, Report it
keep your workplace tidy**



Discussion points



Slips, trips and falls are one of our highest causes of injury.

What do WE need to do to eliminate conditions like these?

What is the housekeeping like in your working area?

9 Dock Gantry construction

Sponsored by: Graeme Mudge ,TFA Project Manager

From March 17 to July 17, the Salamander Project will establish 3 fenced CDM sites (blue areas) and introduce temporary controls (red dotted areas - not fenced) for the construction of a Gantry and Installation HVAC, cabling and ducting. Access to these areas will be controlled by the Principal Contractor (PC). Only enter a CDM site through an approved route. Anyone requiring access to the CDM sites (in addition to extant 9 Dock controls) will need to provide 24hrs notice to the PC and have undertaken the site induction.

During Gantry construction, there will be an increase in the amount of traffic movements and crane operations on both East and West docksides – please be extra vigilant during these times.

Please be aware the Gantry HVAC requires the installation of a significant amount of ductwork, hoses and cabling in 9 Dock bottom.

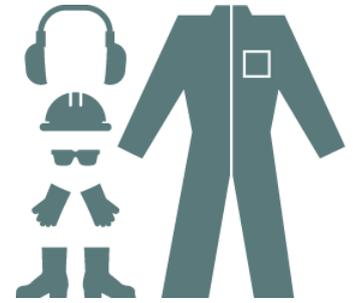
When working in the vicinity of any of these activities, prior to starting your job:

Stop Think Act Review

Key contact information:

- Graeme Mudge - Salamander PM / Principal Contractor : 01752 32 3420 (07889200219)
- Jonathan Wilson - Salamander Gantry Construction Manager : 32 4473 (07713113205)
- Paul Hammock - Senior Safety Support Manager : 01752 32 6265 (07772444010)
- James Pengelly - Salamander Principal Designer : 01752 32 6971 (07889 200077)
- Martin Seward - 9 Dock, Dockside Manager : 01752 32 4944 (07809322215)
- If you need a site induction, assistance or for other queries please contact the Construction Manager (Jonathan Wilson).





8835+ Mask face fit testing

Sponsored by: Dave Stapley, Logistics Manager

The 8835 is one of the most commonly used disposable face masks at Devonport. 3M, who are the manufacturer, have recently stopped producing the mask and have released a new version called the 8835+.

Although the masks look similar, there are some differences which means that anyone who wears the 8835 needs to have a new face fit test on the 8835+.

If you have been face fit tested on the 8835 between 2014 and 2016, you will have received an appointment from the H&S training team to attend a face fit test for the 8835+.

Please ensure that you attend this appointment and that you are clean shaven when you do so. If you are unable to attend at the time you have been given, please contact Kat Barber (ext. 4305) to book an alternative time for your appointment.

Note: If you receive any face fit appointments from Clare Elcombe on behalf of Mark Rendle (for the 8835+ or any other mask) please attend those as normal.



The 3M Particulate Respirator 8835



The 3M Particulate Respirator 8835+



Grab bag update

Sponsored by: Zoe Edwards, Business & Administration Apprentice

On the 7 November 2016 (Week 46) we gave details of the information/emergency cards for driving on company business, and mentioned that an improved grab bag for use when driving company hire cars was in development.

We have now finalised the content of the improved bags (shown below), and obtained prices.

Travel bookers across the business (and across several Babcock sites) have been contacted, and pre-orders placed.

The use of grab bags when driving company hire cars is not mandatory but many people feel that carrying the items contained is a good precaution in case of breakdown or accident.

Please check with your local business area travel bookers if you feel that these would be useful to you.

The cost of the new bags will come from local budgets but we will place a single large order for convenience and cost saving (the more bags we can order, the better discount we will get!)

Confirmed numbers for the bulk order are needed before the 24 February. The price will be £19.11 - £23.99 per bag (depending on numbers).

We will need an email from the cost centre approver to confirm your order .

Travel bookers please contact Zoe Edwards to confirm order numbers.

Each bag will include the following:

- High Visibility Draw String Bag
- Ice Scraper
- High Vis Vest
- Torch
- Foil Blanket
- Emergency Poncho
- Gloves





**HOME SAFE
EVERY DAY**

Devonport Health and Safety awards 2017

Sponsored by: Karis Glanfield, HR Officer

We are delighted to launch the 2017 Devonport Health and Safety Awards. This is your chance to nominate colleagues who have demonstrated a tangible commitment to improving health and safety across the Devonport site.

Do you know someone who has a great attitude to safety? An individual who has gone that extra mile? A team or contractor who strives to improve our working practices, who is dedicated to ensuring that we all go 'Home Safe Every Day'? Or, do you know an apprentice who has demonstrated a clear commitment to improving safety? If you do then help us build a positive culture and safe working environment by nominating them today and let's recognise them together!



Please see the Safety Culture website for further information. (There's a link to the website from the TOFS App) Or use this hyperlink:

[Safety Culture webpage](#)

Completed nomination forms, summary and evidence should be submitted by Friday 10 March, by email to: Karis.Glanfield@babcockinternational.com

01752 323307 - HR Shared Services - N216, PC310.

Safety Alert - Compressed Air Package Receiver

Sponsored by: Devonport Operational Safety Team

Please note this Safety Alert is only to be discussed if relevant to your team

Aim

To bring to the attention of appropriate persons, the need for replacement of any incorrectly rated safety pressure relief valves, fitted to the air receiver of Ingersoll Rand Type 30 Compressed Air Packages and to propose remedial actions.

Background

The Pressure Systems Safety Regulations 2000 requires that compressed air receivers are protected by a safety valve that ensures the receiver cannot exceed the stated (safe) working pressure during operation.

A compressed air package receiver recently installed was found to have been fitted with a pressure relief valve that was set 1 bar above the identified working pressure of the receiver by the manufacturer.

The manufacturer Ingersoll Rand has accepted that these valves require replacement on the type 30 packages and have agreed to provide replacement valves free of charge.

Requirement

Locate, identify and review all Ingersoll Rand T30 packages on the estate to identify if the air receiver is or is not fitted with an over rated (safety) pressure relief valve.

Initiate the following tasks should any equipment be found that has an over rated relief valve:

Notify the Authorised Person (AP) & Authorising Engineer (AE) Mechanical.

Undertake a risk assessment should continued operation of equipment be required and put in place any identified mitigating measures.

Replace any over rated pressure relief valves found with suitably rated replacements. Ingersoll Rand will provide replacement pressure relief valves free of charge.

Ensure that the written Scheme of Examination has been reviewed by the Competent Persons.

Ingersoll Rand contact details:

David Salisbury

Services Leader UK and Ireland

Compression Technologies and Services
Ingersoll Rand

Unit 10, Brunswick Industrial Estate

Ashford, Kent. TN23 1EH

United Kingdom

Office No +44 (0)1233 635337

Fax No +44 (0)1233 645631

Mobile No +44 (0)771 5547301

e-mail david.salisbury@irco.com

Website: www.myir.com/eu-en/customer-center-sites/ashford#.WJyE5IQgWm8

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 commencing 30th January:

Fire Safety

Mandatory for all Industrial employees.

Noise, Vibration & COSHH Awareness

Mandatory for all industrial employees and their responsible Line Managers.

Manual / Kinetic Handling

Mandatory for all industrial employees.

Confined Space Awareness

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

Hot Work

Mandatory for all hot workers and their sentries.

Note: the above courses (highlighted in red) are now occurring weekly until further notice.

Asbestos awareness

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

Safety Harness

For all users of safety harnesses.

First aid

A three day course to allow staff to be an appointed first aider and have the life skill to provide First aid cover to employees.

TOFS Team Leader

For both new and experienced TOFS Team Leaders. Training focuses on why we have Time Out For Safety, use of the TOFS database and provides presentation skills to help the TOFS session become more engaging.

Sales Restaurant Brief for the 8835+ Mask

Refits for the 8835+ Mask

Reminder for those who have received invitations to this brief to attend.

Span Set Gotcha Rescue

For members of 'Gotcha' rescue teams who provide assistance to staff working at height in 'fall arrest' situations.

H&S Management of Subcontractors

For those who manage contractors on site and Tech Reps.

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.

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.



Last week's injuries on site

Sponsored by: Devonport Operational Safety Team

Total injuries	221 to date	5 in week
	LAST YEAR	
	243 to date	1 in week

Lost time injuries	36 to date	3 in week
	LAST YEAR	
	44 to date	1 in week

Lost Time Injuries					
Location	Part of Body	Nature of Injury	Direct Cause of Injury	Type of Person	Brief Description of Accident
HMS Vanguard	Arm / Wrist / Shoulder	Fracture	Falling from Ladder	Babcock Industrial	IP slipped from ladder (approx. three feet) whilst descending and sustained fracture to right forearm
8 Wharf S	Leg / Ankle	Fracture	Power Driven Machinery	Babcock Non Industrial	IP was pulling on rope attached to the tow cable of the submarine, HMS Triumph, needed to recover cable but winch system operated faster than expected and pulled IP over causing him to fall injuring his hip.
HMS Vanguard	Head / Neck	Strain / Sprain	Handling	Babcock Industrial	IP had been pulling on a breaker bar and felt pain to his neck, with restricted movement the following day.
Other Injuries					
N215	Arm / Wrist / Shoulder	Cuts & Bruises	Struck by Falling / Flying Object	Babcock Non Industrial	Whilst setting up for a meeting, as IP pulled projector screen the handle slipped from his hand. Screen recoiled into it's housing which fell off impacting his hands causing pain to wrist.
HMS Kent	Arm / Wrist / Shoulder	Cuts & Bruises	Struck by Falling / Flying Object	Babcock Non Industrial	IP was climbing down from lower stbd walkway at forward end of the FAMR into bilge to inspect a Seatube in the Stbd Sea Chest when an object fell from platform above striking IP on hard hat, shoulder and arm causing bruising.



trusted to deliver™



Hosted by the **Women's Network** - all welcome to attend

Me and My Career

Following the success of the Me and My Career TED talks with Senior Managers last year, we are pleased to announce another session where we will hear from:

Rachel Robilliard | Mark Graves | Helen Bates | Craig Lockhart

Talking about their own diverse career paths, our Senior colleagues will share with us how they got to where they are now and to what they believe they owe their success.

Thursday 23 February

10:30 until 11:30

Followed by tea, coffee & networking opportunity until 12:00 in
Sails Restaurant

To reserve your space email:

~**Marine.BWN** or call **Danielle Cooper** on **#5293**



...and finally

Sponsored by: Safety Culture Improvement Team (SCIT)



SCIT comment



Repairs to the roof of the building in Albert Road following damage sustained in a recent fire.

The photographer did consider intervention, but it was clear from the person on the roof's 'body-language' that this would not have been accepted well.

Who else would be at risk during this activity?

How similar is this to the Work at Height article in a recent TOFS where a roofer was reported to the HSE for working unsafely and was given a £3000 fine and suspended jail sentence?