



HSQE Briefing

August 2017



Think Safe, Act Safe and Be Safe



Our Safety Vision:

- Our vision of “preventing harm to all” is at the centre of our Safety Strategy and is synonymous with our commitment to resourcing and working safely.
- We believe that our vision can be achieved if we all develop a safe mind-set, plan our tasks correctly and actively seek ways to prevent incidents. We also believe that behaving in a safe way will also lead to zero accidents. We have devised a set of rules that underpins our vision and are consistent with our mantra. **Think safe, act safe and be safe!**



**Resourcing
Safely**



Think Safe, Act Safe and Be Safe



In this edition:

- Hand Finger Injuries
- Work-Safe Procedure (Just say No)
- Close Calls

Action required:

After reading this briefing, you are required to respond, please click **“I have read and understood”** or email lmillard@resourcing-solutions.com with acknowledgement and any questions/suggestions

Think Safe, Act Safe and Be Safe



KEEP your Fingers out of harms way.

Recently the Siemens Rail Automation Business has experienced a number of hand and finger injuries across many of our live projects.

These have generally been concerned with largely generic tasks that we perhaps take for granted as a natural part of our daily activities.

However learning these lessons first hand is often painful and has already led to Hospital treatment and time lost from work.

The pain and discomfort suffered from these type of injuries, can often last for many weeks and can make simple everyday tasks (tying shoe laces, fastening shirt buttons) awkward and difficult.

It's unlikely that your P.P.E will prevent these injuries.

Think about:

- Do I need to be here?
- Is there another way?
- Was this part of the plan?
- Have we got the right tools?

- Take 30 seconds to stop and think!



Think Safe, Act Safe and Be Safe



The Worksafe procedure is in place to keep you safe

- Network Rail does not expect any employee to work in an unsafe manner to achieve results.
- **If the work cannot be undertaken safely – then it shall not be done.**
- This Worksafe Procedure will enable employees to feel confident that if they have genuine concerns about the safety of a system of work, their concerns will be given serious consideration and they will not face recriminations.
- NOTE The Worksafe Procedure can be invoked, for example, by an employee if they are asked to undertake a task without the required training, equipment or personal protective equipment, or if there is no safe system of work.



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What would you do if you did not feel safe?

What would you do if you were asked to do something unsafe?

Invoking the Worksafe procedure

Any employee who considers their or others safety to be compromised should:-

Cease work immediately, assuring themselves that doing so does not endanger themselves or others, move to a position of safety, and immediately contact the person in charge, explaining that they have invoked the Worksafe Procedure and explain why they have stopped work.

The person in charge shall note the reasons given by the employee for invoking the Worksafe Procedure, and in discussion with the employee make an assessment of the situation and determine the course of action required.

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What happens next

The person in charge and the employee will try to reach an agreement that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

If no agreement is reached on this basis, the work will not be restarted and the person in charge and the employee will try to reach an agreement that the work can be restarted using the existing system of work with agreed additional control measures if appropriate.

If no agreement is reached on this basis, the work will not be restarted and the person in charge will consult their immediate Line or On-Call Manager

NOTE Where there is no immediate risk to Safety and the member of staff feels unable to instigate this procedure then CIRAS is an alternative method of confidentially raising a safety concern to the respective management level..

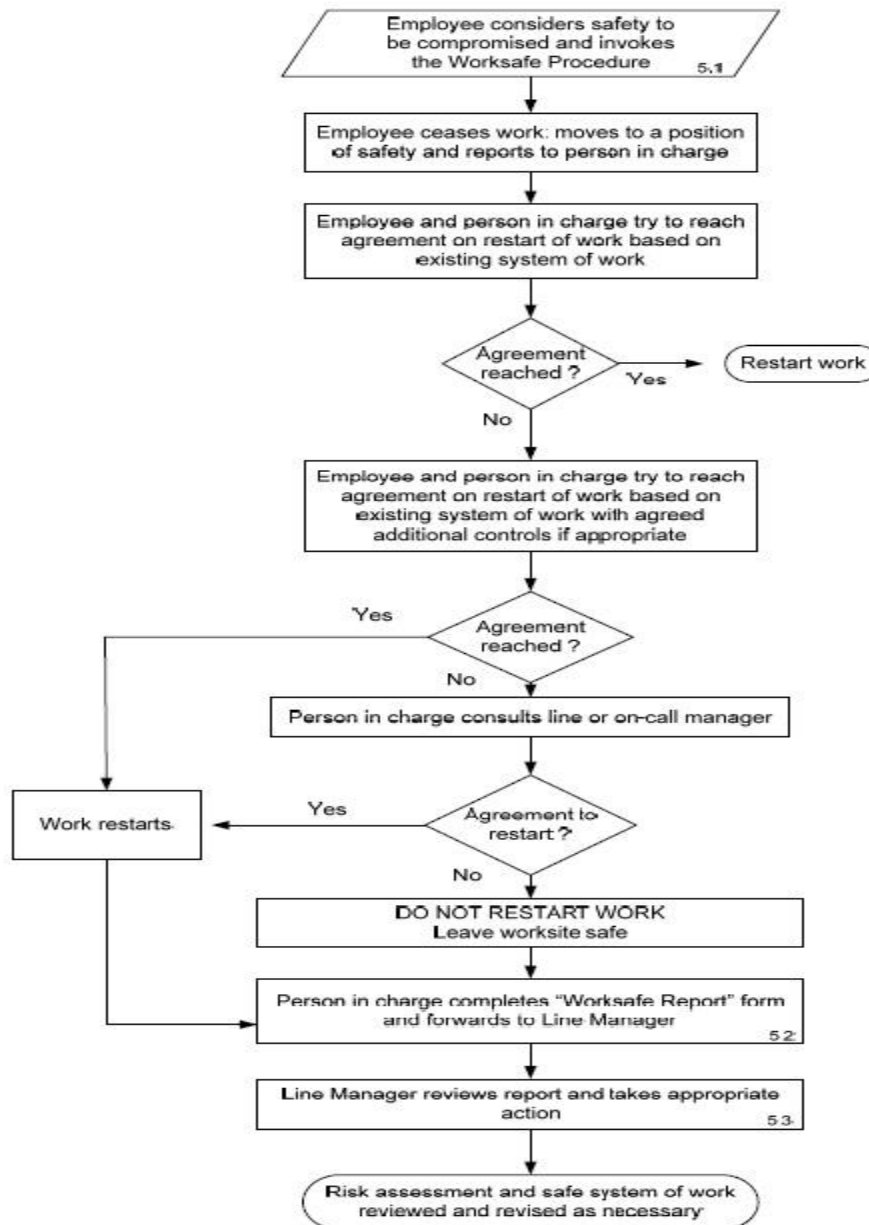
"CIRAS can be contacted by phone on 0800 4 101 101, by text message to 07507 285 887 or in writing to "Freepost CIRAS".

The CIRAS office is open from 09:00 to 17:00 Monday to Friday. A message may be left with contact details outside these hours. One of the CIRAS team will arrange to call back at a time to suit.

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WORKSAFE PROCEDURE



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Who can you talk to when you feel unsafe and need to talk about your concerns?

- Your COSS (From a position of Safety)
- Your Site supervisor / Site manager
- R.S.L. 24 Hour on call report – **07786 265 531**
- CIRAS

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What is a Close Call

- A Close Call is something that could happen, whereas an incident has already taken place.
- For example, if a trip hazard is spotted it can be reported as a Close Call because someone could trip over it. If someone actually trips because of the hazard, it is then classed as an incident.

What to do if you see a Close Call

- Safety is everyone's responsibility, if you see something that could cause harm or damage follow these three steps:
- **Recognise** – Could it cause harm or damage?
- **Respond** – What can you do?
 - Fix the situation, if you can do so safely – then report it
 - Always challenge unsafe behaviour – then report it
 - Inform others around you so they are aware of any risk.
- **Report** – Always report Close Calls

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