Thames AMP5 Induction
Agenda

1. Black & Veatch
2. AMP 5
3. Key personnel
4. Health & Safety Commitment
5. BOSS
6. Golden Rules
7. Drugs & Alcohol Policy
8. Near miss reporting
9. Environmental
10. Induction Examination
Fast Facts about Black & Veatch

- Offices: 100+ worldwide
- Employees worldwide: 9,600+
- Employees UK: 1200+
- Global project base: 100+ countries on 6 continents
- Founded: 1915
- 1999 became partnership employee-owned corporation
- 2006 acquired the MJ Gleeson water business
- An estimated 20% of the world’s population drinks water through systems designed, constructed or supported by Black & Veatch
“Your health & safety matters to me, it is more than just a legal obligation - we want everyone to come to work healthy; work safely; go home healthy. We are passionate about BOSS, our behavioural scheme, it touches all aspects of our operations and is central to our success.”

Paul Lloyd – Henry - Black & Veatch Contract Director

“People and organisations that exude a strong safety culture, also exhibit this professionalism in all other aspects of their work – These are the people I want to work with and for”

Dave Brown –Delivery Director
Black & Veatch SHE Team

Peter Haybittle

Jo Vizard

Andrea Fitzmaurice
Black & Veatch Contracts Managers

Andy Greenway

Tony Robinson

Martin Ellis

Keith Wylie
Overview of the Programme

- £210M, 5 Year programme of work in the Thames Valley Area, consisting of a number of defined projects with quality drivers and/or capital maintenance drivers.
- 100+ projects within the Thames Water Wastewater and Clean Water Capital Delivery Programme.
- Geographical area ranging from Banbury (North), Basingstoke (South), Cirencester (West) to Slough (East)
- Delivery by over 150 B&V professionals with our Key Supply Chain Partners
Health & Safety Policy

BVL Senior Management are totally committed to this policy

S&H Management Committee promotes and monitors health and safety performance

Driving continuous improvement and learning throughout the business

Employees are actively encouraged to contribute to maintaining a positive safety culture
Black & Veatch environmental commitment

Our Environmental Policy confirms our commitment to:

- Comply with current legislation;
- Improve our environmental performance;
- Set objectives with the aim of achieving continual improvement;
- Taking all reasonable steps to prevent pollution;
- Working with clients & suppliers in providing sustainable solutions;
- Manage waste effectively and encourage re-use and recycling.

Black & Veatch Ltd

Environmental Policy

Black & Veatch Ltd is a multi-disciplinary business providing design, engineering, project management and construction services in water, environment, infrastructure and resources. When carrying out its business, the company strives to have a minimal impact and comply with the requirements of the environment and society. Black & Veatch is committed to implementing environmental performance in all its scope of work, including the activities of its sub-contractors and suppliers, by preventing pollution, by reducing the consumption of energy and materials and by the application of recycling where beneficial. To achieve this, Black & Veatch Ltd set:

- set objectives encompassing the key environmental aspects of the company’s activities and review these and the policy at least once a year, with the aim of achieving continual improvement in environmental performance;
- ensure and audit the progress made in achieving these objectives, e.g. by using the management review process, and take the results of these audits and future to staff;
- consider the environmental implications of commercial decisions;
- comply with all relevant international legal requirements together with any applicable country-specific legal requirements and best practice;
- work with clients and suppliers towards providing sustainable solutions with appropriate respect for economics, the environment and the community;
- seek to use materials efficiently, reduce pollution and economic use of natural resources, have a proper regard to waste management and encourage re-use and recycling;

Black & Veatch Ltd is committed to:

- continuously improving this Policy, the Environmental Management System and the environmental impact associated with the company’s activities, and do the appropriate training to all employees and sub-contractors;
- welcome personal responsibility for communicating the environmental aspects of all activities;
- take a genuine in their actions in the company’s “greenhouse gas” reduction;
- establish and maintain an Environmental Management System which is an integral part of the Integrated Management Systems covering BS OHSAS 18001, quality and environmental standards of ISO 14001: 2004;


Signed on behalf of Black & Veatch Ltd.

[Signature]

[Date]
Our commitment

• We want everyone to:
  • come to work healthy
  • work safely
  • go home healthy
Zero Tolerance Commitment

Your Zero Tolerance commitment to us
If you see an unsafe act or situation you should stop work and report the situation to a supervisor so that we can deal with it and prevent it causing an accident

Our Zero Tolerance commitment to you
You will never be asked or expected to work in unsafe situations or to carry out unsafe acts
You have the full authority and the full support of our directors, Safety & Health team, site managers and supervisors to take a ‘Zero Tolerance’ of unsafe acts and situations
It Will Never Happen to Me
Why target zero?

Because

Any work related injury or occupational health issue is unacceptable

All work related incidents & injuries are preventable

Through continuous improvement and learning we can & will achieve it
Can we get there?

Yes we can!

10 fold improvement in 10 years

3-fold in 9 years

3-fold in 1 year

RIDDOR free by 2015

Injury free by 2020

1999 2007 2008 2009 2010

RIDDOR | AFR
---|---
1.00 | 0.28 0.10 0.11 0.17
- Depends on our personal leadership & example, visibility, engagement, recognition & coaching
- To change behaviours to achieve 100% safe behaviour; 100% of the time.
What is expected of you?

Adopt BOSS as a Value

Make BOSS an active part of your everyday

Involve others; talk about BOSS & ask what they are doing

Make sure everyone knows it’s important to you

Take ownership & lead

Get trained & use the training

Get out & about
  • Engage
  • Recognise &
  • Coach
Our collective Responsibility

- Planning our work using safe methods of working
- Explaining the plans & methods to our workforce, taking their views & experience into account
- Revising the plans/methods if things change or don’t work
- Making sure the right people, tools & equipment are used
- Controlling and directing plant & labour, watching and supervising
- Making sure work is planned and supervised
Your individual Responsibility

- Work safely and don’t put yourself or anyone else in danger
- Keep to the plan & safe method. Stop work if it’s not working & tell your supervisor. Wait for the new plan or method.
- Use the safe accesses. Use the correct tools & equipment for the job.
- Only carry out tasks you’ve been trained & authorised to do. Wear the PPE supplied.
- Keep your manager & first aider informed if any medical condition or medication may affect your work.
- Don’t take shortcuts. Don’t improvise. Don’t do favours.
Site Rules

- PPE - hard hat, safety footwear, gloves, light eye protection & hi viz. Task-specific PPE shall be used as appropriate.

- Mobile telephones may only be used in designated areas (such as offices and welfare facilities).

- Site plant & delivery vehicles should not be reversed without guidance from a trained banksman.
Health & Safety Golden Rules

- Personal
- Excavation
- Operated Plant
- Lifting
- Electricity

Remember if you break a Golden Rule there is no place for you on our sites
Hazards in the Water Industry

- Hygiene
- Working over water
- Operational plant
- Confined spaces
- Toxic atmospheres
- Contamination
- Clean water
- Existing services
Leptospirosis or Weil’s Disease

• What are the Symptoms?
• How can I catch it?
• How can I prevent it?
• What should you do now?
• Don’t forget to tell your GP
Break
Drugs & Alcohol Policy
Aims & Objectives

• The purpose of the B&V D&A Policy is to maintain a safe, healthy and secure working environment for everyone on our sites and in our offices.

• The Policy applies to everyone working for us.
Drugs & Alcohol Policy

Personnel shall not:

report for work or attempt to report for work when unfit for work due to alcohol, illegal drugs or the misuse of substances. It is the responsibility of the individual to assess themselves as fit or unfit for work

Be in possession of alcohol in the workplace with the intention of consuming it there

Be in possession of illegal drugs in the workplace

Consume alcohol or illegal drugs or misuse substances whilst at work
Testing

Random & for cause testing will be carried out, using an independent drugs and alcohol testing specialist.

Testing for drugs will be by urine sample.
Testing for alcohol will be by breath sample.

Laboratory results will be sent directly to B&V HR & Occupational Health Dept in Redhill
Test Limits

Alcohol -
• UK ‘drink-drive’ limit (35 micrograms per 100ml of breath)

Drugs & Mis-use of Substances -
• Recommended cut-off concentrations by the UK/European Workplace Drug Testing Guidelines
Testing

Prior to test the donor completes a ‘Chain of Custody’ form which includes:

- Personal details – name/gender/d.o.b.
- Medication taken in last 7-10 days
- Signature - consent to test

Donor must provide proof of identity
‘For cause’ Testing

• Following an accident, incident, near miss or unsafe act or omission
• On receipt of a ‘whistle blowing’ report
• Suspicion by a manager or supervisor that an individual has breached the BVL policy

Random Testing

• Random testing will only be applied to personnel working on sites.
Action Following Breach of Drugs & Alcohol Rules

- Where a BVL employee breaches the rules, the employee will be instructed to leave the workplace, site or premises and that breach will be dealt with under BVL’s Disciplinary Procedure.

- Where an agency or self-employed worker is found to have breached the Rules, that person will be removed from the workplace and may have his or her contract terminated.

- Where a sub-contractor’s or supplier’s employee is found to have breached the Rules, that person will be removed from the workplace and may be subject to the sub-contractor’s or supplier’s own disciplinary procedures.
Failure to provide a sample

Any person who fails to produce a sample (at the time requested in the case of a breath sample; and within two hours of the request in the case of a urine sample) will be dealt with as follows:

- A **BVL employee** will be instructed to leave the premises and will be subject to investigation and disciplinary action, which could lead to dismissal.
- A **non-BVL employee** will be deemed to have breached BVL rules on drugs & alcohol. The BVL Manager will inform that person’s employer.
Possession/Dealing

Possession of or dealing in illegal drugs on BVL controlled premises will WITHOUT EXCEPTION be reported to the POLICE

BVL reserves the right to carry out a search of the workplace and possessions
Your safety and the safety of everyone working on our sites and in our offices is important to us.

Help us by adhering to the Golden Rules and this Policy
The cost of accidents SGB
Every unsafe act is a throw of the dice. Its your lifestyle that is at risk. Do you really want to gamble with that?
Incident & Accident Management and reporting

- Take appropriate emergency actions to assist the injured & minimise the risk to others

- Suspend activities, if necessary

- Preserve the scene, make a note of any tools or plant involved and retain

- Make a note of the events before and after the incident

- Photograph the scene, take measurements and prepare a sketch as necessary
Reporting of Incidents & Accidents

- All incidents to be reported to B&V Regional Safety/Environmental Adviser within 2 hours. More serious incidents to be reported immediately.

- Supervisor to notify B&V representative and on-site Thames personnel (CSIC)

- *Incident Investigation Report A* to be completed and issued to B&V management and Safety/Environmental Adviser within 24hrs.

- B&V to coordinate reporting onto Safeguard system

- For more serious incidents, the Safety/Environmental Team conduct a full investigation with management. Full report to be completed within 2 weeks.
1. Contractor or TW manager to record incident on Safeguard **within 24 hours** & allocate for investigation

2. Contractor to verify details on safeguard **within 72 hours**

3. Contractor’s contract director to review completed Safeguard investigation report

4. Contractor’s ‘Super User’ to present **monthly** a list of minor incidents deemed fully investigated to TW Construction Assurance Engineer

5. Construction Assurance Engineer to check 20% (minimum of 1) against Safeguard checklist. If ok all on list can be closed by Super User

6. If not OK, no incidents for that month can be closed by Super User until actions are addressed.
Major Incident investigation process

1. Contractor to record incident on Safeguard within **24 hours** and allocate for investigation

2. Contractor to notify TW Construction Assurance Engineer, Assurance Manager and Programme Delivery Manager

3. Contractor to verify details on Safeguard within **72 hours**

4. Contractor’s contract director and health and safety manager to review completed Safeguard investigation report

5. Contractor’s Super User to notify TW Construction Assurance Engineer once full investigation is completed

6. TW Construction Assurance Engineer, Assurance Manager & Programme Delivery Manager to review report

7. If satisfied Construction Assurance Engineer to ask TW ML4 Manager to review

8. ML4 Manager to contact appropriate TW safety adviser that investigation has been reviewed and advise closure (if satisfied)

9. Appropriate TW safety adviser to close incident on Safeguard **within 28 days** of incident taking place if satisfied with full investigation

**FOR MANAGERS ONLY**
Investigation

• Learn from all incidents
• Share learning with Thames AMP5 contractors
• Prevention of recurrence
Environment
So what is the environment?

‘Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships.’

All of our works will have an impact on the environment
Why manage our environmental impact?

- Compliance with legislation
- Thames Water requirements
- Black & Veatch requirements
- Your company requirements
- Everyone’s reputation
- Save money – medium and long term
What environmental legislation is there

There is a huge range of legislation covering:

- **Water**
- **Land**
- **Ecology**
- **Air**
- **Waste**
- **Nuisance**

Regulated by:

- **Environment Agency**
- **Natural England**
- **English Heritage**

**Local Authority (Councils)**
- Environmental health or planning
What are our main environmental risks?

- Water / land pollution
- Contaminated land / water
- Nuisance
- Waste
- Wildlife
- Invasive weeds
- Trees and hedges
- Archaeology
Water / land pollution

What key activities can cause water / land pollution?

- Mechanical plant on site
- Working near water
- Dewatering of excavations
- Silty run-off
- Poor material storage
- Concrete wash-out

Once we know the activities, we can identify the risks and implement controls.
Water / land pollution

If you have mechanical plant on site, we expect you to minimise the associated risks by providing

- Drip Trays
- Spill Kits
- Double Bunded Bowser
- Bunded Stores
Water / land pollution

What is wrong with these?
If you are pipe / cable laying or excavating near water, we expect one of the following to be provided to minimise the risk:

- Silt Barrier
- Sedimats
- Terram & Gravel Barrier
If the project involves dewatering of excavations, one of the following will need to be provided to minimise the risks:

- Detention Ponds
- Discharge to sewer
- Settlement Tanks
- Grass Plots

Remember permission or a permit is required before dewatering can start, so check with your Supervisor prior to commencing.
If the project involves excavations or storage of spoil, measures must be taken to prevent silty run-off & the following occurring.
Poor material storage will not be acceptable
Water / land pollution

Concrete wash-out is not to undertaken without precautions in place and in designated areas
Preventing pollution CCEF
Contaminated land / water

If contaminated land or water is expected you will be:
• Notified of its presence during your site induction;
• Informed of precautions to be taken if working in or near it.

Possible causes of contamination
• Asbestos
• Hydraulic / Cable Oil
• Landfill / Pits
• Fuel spills
• Unexploded ordnance

What do you do if you find contaminated land / water?
• Stop work
• Leave the area
• Inform you supervisor and site management
Nuisance

Key causes of nuisance?

- Noise
- Dust
- Mud on roads
- Construction traffic
- Off-site parking

Key actions to minimise?

- Turn off engines
- Use acoustic covers
- Dampen down
- Keep to speed limits
- Wheel-wash
- Road sweeper
- Agreed delivery routes
- Agreed times
- Not in front of people’s drives
- Not on the pavement
Nuisance CCEF
Nuisance

If approached by a member of the public with a concern:
• Be polite and considerate at all times;
• Take a note of their:
  • Name, address, telephone no. and nature of concern.
• Forward details to your Supervisor
• These details need to be emailed to DugdaleA@bv.com

Please remember the following
• Feedback forms are sent to customers
• If a customer calls they should be offered an immediate call back
• Any media enquires to be directed to Thames Water Press Office on 01183 738 924
Waste management

Thames Water & Black & Veatch working toward 0% to landfill

1. Eliminate
   Design it out

2. Reduce
   Correct storage

3. Re-use
   Spares for Client

4. Recycle
   Timber, metal & plastics

5. Disposal
   Last option Landfill
Waste management

All Black & Veatch sites operate Site Waste Management Plans

- For projects over £300k it is a legal requirement;
- Everyone must comply with the plan;
- Waste can only be removed by licensed carriers to licensed facilities.

Three types of waste

- Inert - e.g. bricks, concrete – things that do not undergo chemical or biological changes
- Non Hazardous - e.g. wood which will break down and rot over time
- Hazardous – substances which may be harmful to human health or the environment such as diesel, solvents etc
Waste management

Waste skips:
• Will be provided;
• Will be labelled with allowable content;
• Will allow for segregation where required.

Your responsibility
• Put all your waste in the correct skip

We don’t want any of the following to occur
Waste management
Waste management

Waste documentation:
• Waste Transfer Notes - For the movement of non hazardous waste and inert waste
• Consignment Note – For the movement of hazardous waste
• Waste carriers and Waste facility licenses

If your company is removing waste from our sites we need:
• Copy of waste carriers license;
• Copy of Waste Transfer Note or Consignment Note;
• Copy of waste facility license or permit;
• Monthly return of all waste leaving site

No documentation – No removal of waste
Waste CCEF
Wildlife

What wildlife can you expect to find on site?

Water Vole  Badger  Great Crested Newt  Adder

Bats  Dormouse  Otter  Barn Owl

Just about anything
Wildlife

All wildlife is protected, protected species have more protection:
Illegal to:
Disturb, Obstruct, Harm, Injure, Maim, or Kill

How we mitigate the risks:

Reptile Fencing
Quarantine Area
Newt Fencing

Or just let them leave the area in their own time
Wildlife

Birds

- All nesting birds and their nests are protected by law
- Main nesting period March to August
- Some birds breed throughout the whole year
- Some species and their habitats are protected all year

If you find a nest stop work and report to supervisor
Invasive plants

What are the common invasive plants?

- Japanese Knotweed
- Himalayan Balsam
- Giant Hogweed

It is illegal to cause the spread of these invasive plants

If invasive plants are on site you will be:
- Notified of its presence during your site induction;
- Informed of precautions to be taken if working in or near it.

If you find any invasive plants on site
- Stop work, leave the area and inform your supervisor and site management
Trees & Hedgerows

Care must be taken when working near trees
- They could be protected by a Tree Preservation Orders (TPO)
- They could be in a Conservation Area
- There may be reports and surveys that require specific actions
Trees & Hedgerows

DO NOT
- Store anything under the canopy
- Plan site movements underneath the canopy
- Excavate with machinery
- Cut limbs and roots

DO
- Stick to any conditions
- Protect exposed roots
- Inform Supervisor of any tree damage

We don’t want these situations on our sites
Trees & Hedgerows

Never remove hedgerows without permission, some are protected
• If protected need permission from LPA to remove them
• They may also contain bird nests
• Always seek guidance before removal

This was a protected hedgerow

DON’T ASSUME – CHECK & VERIFY
Archaeology

If archaeology is expected on site you will be:
- Notified during your site induction;
- Informed of any special precautions that need to be taken.

What do you do if you find any archaeological remains?
- Stop work
- Leave the area
- Inform your supervisor and site management
Summary
Before starting any job what do we all need to do...
These apply to health, safety & environment

- Check RAMS in place
- Check all permits in place
- Check you have the right people for the job
- Check the emergency plans are in place and you understand them
- If anything changes, STOP, tell your supervisor and review the RAMS
- DO NOT IMPROVISE
- DON’T DO ANY FAVOURS
No job is so important we cannot take the time to do it safely
Multiple-Choice Test