

## Restart Essential Safety Briefing

### What is a Restart Briefing?

This is a briefing given after a significant break for example an extended bank holiday period (e.g. Christmas and Easter) or after significant annual leave (i.e. fortnight holiday).

### What is the Essential Safety Briefing?

This is an initiative started by Thames Water and cascaded to all contractors including MGJV to ensure that those working on Thames Water projects receive all the information they require to work safely. This information was given to you during induction however, it has been a while since then so some of the important points will be repeated today. Plus there will be few new members of the team, please help them fit into the MGJV safety culture remind them **“Nothing Is So Important That It Cannot Be Done Safely”**

### What is the aim of this briefing?

We are all human and after a spell away we are likely to forget items. This briefing will provide information you should know before you start work.

We want to encourage everyone to intervene in any unsafe acts to help work colleagues and other to be safe.

### Speak up, Act and Make a Difference

Report any near misses and unsafe acts or conditions so we can address them accordingly

### Ensure you complete the Hazard Identification Card (remember the £50 prize)

#### General Points

- **Being seen** – Keep yourself and others segregated from plant using barriers at all times. Wear a clean hi-viz in good condition, taking care in and around vehicles and plant.  
**Don't walk on the site vehicle access roads and routes.**
- **Slips, Trips and Falls** – Take extra caution, when moving around site. We do our best to keep walkways and working areas clean.
- **Keeping warm** – It is generally colder now. Warm clothing, hot drinks help to keep the body temperature up. Keep your hands and your clothes dry
- **New workers** – As construction activity increase more people will join use on the project and we need to help in ensuring they do things the correct way. Daily briefings and clear method statements will be important for these new workers, make sure they are properly briefed / inducted into their specific work areas.
- **Our neighbours** – local residents live, eat and sleep close to all our sites. We are asking them to up with us whilst we construct this site. In return, we must consider their interest – so try to keep noise to a minimum, avoid activities which create dust and maintain a tidy well managed site.
- **Getting to and from work** – your safety is just as important when off MGJV project as it is on. Darkness and bad weather bring with them further hazards and we ask that you do be extra vigilant and don't take risk when walking or driving into work.
- **Underground Services** – Ensure that service drawings are reviewed. That marks on the ground are re-sprayed as they may be rubbed off during the break. The area should be resurveyed using CAT and GENNY to ensure that all services are located.
- **Excavations** – Ensure that all edge protection is still intact and able to stop people falling in.

### REMEMBER

**NOTHING IS SO IMPORTANT THAT IT CANNOT BE DONE SAFELY** 1

**What should the Ganger / Agent do?**

1. Review all risk assessments and method statements – Brief the team to ensure everyone understands the method statements.
2. Review all underground service information and re-issue permits including CAT and GENNY surveys.
3. Check fencing is stable and secure
4. Check signage is in place
5. Check access and egress is correct
6. Check that temporary works such edge protection and shoring have been checked
7. Ensure that checks are made on equipment before you use it
8. Check plant nappies, drip trays and bunds
9. Check skips are covered and that waste has not overflowed
10. Look for signs of leakage and spillages

**What can “Operational Staff” do?**

- Do not start work until the whole team has re-signed the Safe System of Work.
- Report all hazards to the Site Manager
- Visually check equipment in accordance with training; report any defect and do not use if defective
- Report any hazards to the environment to site management
- Look around the work area and ask yourself:
  - \* What could go wrong?
  - \* What could cause it to go wrong?
  - \* What can we do to prevent it?
- Complete the Hazard Identification Cards

**Essential Safety Briefing**

**Section 1: Introduction**

**Thames Water DVD (Protecting lives, protecting people – module 1)**

Play the DVD

**Aims and Objectives of the Briefing**

This briefing is aimed to remind you of the important points that were raised during your original induction.

**Culture / Behaviours / Values / Attitudes**

“Nothing is so important that it cannot be done safely”

**Introduction to the project & site**

MGJV undertakes a vast range of project both on clean water systems and waste. Ensure you are aware of where your work fits in with the project, especially if you move between projects.

## **Section 2: Emergency & Welfare Arrangements**

### **Fire Arrangements / Alarms etc**

All sites will have different fire arrangements, when you arrive on site ensure that you ask the supervisor what these are. Ensure that there is a fire extinguisher in site, you understand how to use and when is appropriate to use it.

### **First Aid Arrangements**

All teams should include at least one first aider and the van should contain a fully equipped first aid kit.

### **Welfare**

Ensure that you are aware of the welfare arrangements. If they are off site ensure you plan appropriate breaks. Keep any welfare facilities clean and tidy. Eat away from the site and after washing your hands.

## **Section 3: Leadership and Recognition**

### **Project Leadership**

Paul Houston left before Christmas and George Sloss has taken over as a temporary Contract Director. When a new Contract Director is appointed you will be made aware.

### **Awards and Recognition Schemes**

To show commitment to "Safety" Thames Water have a "Three Zeros" scheme, which is Zero incidents, Zero harm, Zero compromise. MGJV is committed to gaining this accreditation. The first stage is that all supervisors attend the "Inspirational Leadership" course. The second part is that all working on MGJV attend an "Essential Safety Briefing" which his what this is. The last stage is development of the Behavioural Safety Programme. Further information on that last aspect will be given in time.

## **Section 4: Systems and Policies**

### **Drugs and Alcohol Policy**

The MGJV Drugs and Alcohol Policy is included in the new Team Pack.

### **Smoking Policy**

The MGJV "Smoke Free" policy is included in the new Team Pack

### **Mobile Phone Policy**

MGJV's mobile phone policy goes further than legislation, only use the mobile phone if you are in a place of safety.

### **Safety Behavioural Discussions**

These are discussions between site staff and senior managers and should be listened to with an open mind and act appropriately

### **Discipline Policy**

It is MGJV's aim to provide the processes and equipment required to undertake work safely. However, any misuse of equipment or none following of the procedures will not be tolerated and disciplinary action taken.

## **Section 5: Hazard & Risk Management**

### **Key Site Health and Safety Hazards and Risks**

Ensure you are aware of the site health and safety hazards and risks before you begin work.

### **Map of Site**

Ensure you are clear where to park / where the emergency equipment is kept etc.

### **Method Statement & Risk Assessments & Permits**

Do not start work until you have read the risk assessment or method statement.

### **Task Sheets / Daily Activity Briefings**

The new Site Packs include the "10 minute" briefing forms. These must be completed daily and any not completed will reduced your score during the SSER visit.

### **Toolbox Talks & Safety Alerts**

The new Team Packs do include the "Cartoon" toolbox talks which should be used on a weekly basis.

The Thames Water host a website called "One Safety Hub" which holds a vast range of safety alerts from all contractors working on Thames Water sites. At a senior management meeting the Director of Thames Water began an initiative for briefing out the safety alerts from this website. This has been proving very time consuming. Therefore, MGJV has introduced a new method of delivery where a powerpoint presentation will be created with a short summary. However, we will still need comments from supervisors / DMA managers as to what action has been taken.

### **Hazard Identification Reporting**

Thames Water has set the standard of one hazard identification per 10,000 hours worked. MGJV does on average 100,000 hours per month, so the target is 100 cards. Please ensure you complete these and pass them back to the Health and Safety Team. Remember that 50p per card goes to charity and one person a month gets a £50 Marks and Spencer voucher.

### **Accident Reporting**

Remember to report accidents as soon as possible and co-operate with any investigation undertaken.

### **Inspection and Audits**

The Safety team will continue with the SSER visits and there will be more internal MGJV audits.

## **Section 6: Communications**

### **Project Safety Committee Meeting**

There is a new initiative where the safety team and representatives from sub-contractors will met monthly to discuss issues and inform them of the new initiatives.

### **Notice Board Information**

The noticeboards within the various offices are very different. A new noticeboard format will be issued to ensure that they are all compliant with MGJV Business Management System.

### **Site Hazard Boards**

In a lot of cases there is no site office therefore, no site hazard board. This information will be held in either the Site Pack or the Team Pack which must be on site.

## Section 7: Site Rules – Health Information

### Competence Standards

Plant can only be used by competent operators (i.e. CPCS) plus all operatives must have a Thames Water Passport. On clean water projects there should also hold a “blue card.”

### Plant & Vehicle Operations and Movements

Ensure you are aware of plant and vehicle movements in your workarea. A lot of MGJV work is undertaken in live traffic areas, ensure you are aware of this hazard and if any control measures are missing due to bad weather – do not start work until it has been replaced.

### Parking

Ensure that you park any vehicles in a safe place and comply with any parking restrictions / fees.

### Security

Ensure that all equipment is kept secure and that sites are locked at night to prevent unauthorised access.

### PPE Minimum Standards

MGJV minimum PPE standards are currently high visibility vest, steel toe capped boots and hard hat. Although safety eyewear is to be implemented in the near future.

### Leptosporis

Be aware of Weils Disease, if you suffer flu like symptoms tell your doctor that you are at risk of this disease. It can kill. Ensure you have a Green Card if not contact a member of the Safety Team.

### Delivering off Loading / Loading Areas

Ensure that you are aware of loading and unloading areas and only allow deliveries in these areas. If unsure ask your supervisor.

## REMEMBER

### Trust your instincts

If it doesn't feel safe, it probably isn't safe  
If it doesn't look safe, it probably isn't safe

**STOP!**

### Be part of a safe team

If you see someone working unsafely, let them know  
If someone tells you about a hazard, welcome it and reply politely

### Don't walk by

If you can reduce the hazard safely then do so

### Report all hazards

Help reduce accidents

Susan Brown  
Health, Safety and Environment Manager  
MGJV

**REMEMBER**  
**NOTHING IS SO IMPORTANT THAT IT CANNOT BE DONE SAFELY** 5