

MORRISON UTILITY SERVICES ZERO HARM SAFETY RULES

The following Zero Harm Safety Rules, MUST be applied to all MUS Sites:



01

VEHICLE RESPONSIBILITY

All drivers **MUST** adhere to the Occupational Road Risk Policy

FOCUS - CHECK, INSPECT AND MAINTAIN YOUR VEHICLE AND REMEMBER LESS SPEED MORE SPACE



02

COMPETENCE TO WORK SAFELY

All Personnel will be Assessed and Authorised prior to undertaking their duties

ALL PERSONNEL MUST BE COMPETENT TO UNDERTAKE THEIR DUTIES PRIOR TO BEING PUT TO WORK



03

SAFE WORKING DISTANCES

Implement safe working distances when operating plant, taking into account people, property and assets

PROXIMITY HAZARDS MUST BE APPROPRIATELY MANAGED



04

RISK MANAGEMENT

Assess, Control, Communicate and Document the Risks

ELIMINATE, REDUCE, ISOLATE, CONTROL THE RISKS



05

HOUSEKEEPING

All sites / Depots / Offices to be maintained in a clean and tidy manner

A TIDY SITE IS A SAFE SITE



06

SAFE SYSTEM(S) OF WORK

An Approved and Authorised Method of Work

ALL PERSONNEL MUST CONFIRM UNDERSTANDING OF THE SAFE SYSTEM(S) OF WORK



07

EQUIPMENT PROVISION, USE AND MAINTENANCE

Appropriate Selection of Equipment for the Task, Correctly Used and Maintained

EQUIPMENT MUST BE PROVIDED, USED AND MANAGED IN A SAFE MANNER



08

PERSONAL PROTECTION

Appropriate Personal / Respiratory Protective Equipment to be available for use where required

ALL PERSONNEL MUST WEAR THE APPROPRIATE PPE / RPE AT ALL TIMES



09

PROTECTION OF WORKS

All sites shall be adequately guarded at all times

ALWAYS CONSIDER THOSE WITH VISUAL IMPAIRMENTS, PUSH / WHEEL CHAIRS AND MOBILITY SCOOTERS



10

NEAR MISS, INCIDENT AND ACCIDENT REPORTING

All Accidents, Incidents and Near Misses are to be Appropriately Reported

ALL PERSONNEL TO BE CONVERSANT WITH THE MUS REPORTING REQUIREMENTS

**NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT
TAKE THE TIME TO DO IT SAFELY**

Incident Line Events to Report

MORRISON
ZERO HARM 
YOU CAN MAKE A DIFFERENCE

Work Related Injuries • Damages • Hazards • Near Misses • Dangerous Occurrences • Medical Conditions
• Environmental Incidents • Member of Public Incidents • Motor Vehicle Incidents

IMMEDIATE RESPONSE:

Take immediate action to make the area safe, safeguard yourself and others, take the appropriate measures to limit the severity of the event and stabilise the situation.

REPORTING OF GAS ESCAPES:

24Hr National Grid Gas Emergency Number: 0800 111999. Obtain reference number and report to incident line.



REPORT TO INCIDENT LINE:

Emergency Services **999** or **112**
MUS Incident Line **0330 123 1092**
Motor Vehicle incidents (MVI) **08708 303 836**

RECORD:

Make a record of events if required and secure evidence / photographs documentation / details of other persons involved and witnesses.

FOLLOW UP ACTION:

- Update your line manager - severity of injuries, return to work, etc.
- If incident results in injury then a Return to Work interview will be undertaken to ensure the ability to return to work. Your line manager may refer you to Occupational Health to assess your Fitness for Work (FFW) and to identify any adjustments that may be necessary e.g. Phased return to work or restricted duties etc.

SUPPORTING THE INVESTIGATION PROCESS:

You may be asked to give your account of the event as part of an investigation – this may include giving a witness statement or attending an investigation review panel.

MORRISON UTILITY SERVICES HUMAN RESOURCES PROCEDURES:

- MUS-POL-HR-007 Sickness Absence Policy
- MUS-GD-HR-006 Statement of Fitness for Work
- MUS-GD-HR-007 Managing Absence Guide

WHEN CONTACTING MUS INCIDENT LINE, YOU WILL NEED TO SUPPLY THE FOLLOWING INFORMATION:

- Your name, line manager's name, contract, operating depot and work-stream.
- If a sub-contractor – your name, company and who you are working for (as above).
- The date, time and location of the incident.
- The type of incident / hazard that is being reported.
- If a person has sustained injury, how severe and is a visit to a hospital required?
- Information details of other involved persons or witnesses etc.

INCIDENT DEPARTMENT:

- Record details in works management system (OptiMUS).
- If utility damage, contact utility owner to initiate repair.
- Contact relevant SHEQ advisor.
- Text key contract personnel to provide initial incident details e.g. incident type, address, name of person involved, line manager.
- Forward investigation paperwork to person conducting investigation.
- Manage return of outstanding investigation reports.
- Manage investigation recommendations to closure.
- Provide analytical data to contracts for trend analysis.

MORRISON UTILITY SERVICES SHEQ PROCEDURES:

- MUS-MOPs-S-019 Reporting, Communication and Investigation of Incidents
- MUS-MOPs-S-020 The Management of Very Serious Incident Investigations

HOW WE CLASSIFY INCIDENTS

WORK RELATED INJURY:

- An injury of a minor nature which receives no more than **first** aid treatment, this is known as a Minor Injury. **Low = Incident (I)**
- An injury whereby treatment such as stitches / gluing of a wound; foreign object removed from an eye; burn or wound requiring follow-up treatment is provided by a professional medical person e.g. nurse or doctor in a hospital, from their own GP or paramedic etc. would be classed as a Medical Treatment Injury. **Medium = Serious Incident (SI)**
- If there is a **fatality** or a **major injury** i.e. a fracture other than fingers and toes, amputation, dislocation of the shoulder, hip or knee, temporary or permanent loss of sight, electric shock or burn or any injury resulting in loss of consciousness or requiring resuscitation or a stay in hospital of more than 24 hours, would need to be reported under RIDDOR by the SHEQ Reporting Team. **High = Very Serious Incident (VSI)**

LOST TIME INCIDENT

- If the work related injury results in the loss of one or more days or shifts (not including the day of the incident but includes weekends and holidays), and the injured person is unable to perform their normal duties would be classed as a **Lost Time Incident (LTI)**.
- If absence is over 7 continuous days then this needs to be reported under RIDDOR as an Over 7 Day LTI.

NEAR MISSES

- A situation where you had to act to prevent an incident or damage from occurring or where something happened that almost caused an incident.

HAZARDS

- Something that could cause injury or damage.

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