

January 2021

Morrison Telecom Services

Team Brief



Agenda

2020 Overview

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COVID-19

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Incident Reporting

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Incidents – Guarding of Work Areas

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2020 Overview

2020 Overview

How was our safety performance last year?

- 1 x Lost Time Incident – i.e. where someone was off work due to an event that occurred at work.
- 11 x Non Lost Time Incidents – i.e. minor injuries not requiring time off work.
- 85 x minor motor vehicle incidents.
- We need to improve on these
- Utility damages reduced from 2019
- This is great news and shows we are heading in the right direction
- Site reporting such as hazards and near misses and use of the Site Observation Record app was much improved.
- You will see a lot more communication on this during 2021

COVID-19

COVID-19

As we are in a national lockdown, remember that the Social Separation and Hygiene Rules are still in place.

If you require a copy, please refer to your line manager.

TELECOM | SOCIAL SEPARATION AND HYGIENE RULES

The following 'Social Separation and Hygiene Rules' must be complied with at all times in conjunction with the 'Step Out' and 'Step In' principals as your health is our priority

COVID-19 u2me
KEEP YOUR DISTANCE
MAINTAIN SEPARATION

- 1** Do not report to work if you exhibit any symptoms and/or anyone within your household or any individual you have come in to contact with are now self-isolating.
- 2** Eliminate dual occupancy within vehicles where possible; where this is not practicable, apply vehicle risk assessment protocol.
Assessment Protocol
1. Both members of the working party reside at the same address or
2. Team member does not hold a valid driving licence or
3. No alternative available
In all circumstances you must be assessed and authorised to undertake dual occupancy of a vehicle, the following mandatory control measures must be complied with:
 - Avoid changing team members
 - Minimise duration and distance of travel
 - Keep windows open for ventilation
 - Avoid touching your face and objects within the vehicle
 - Do not eat or drink whilst travelling
 - Maintain hygiene when leaving and entering the vehicle (Rule 6)
 - Rest breaks must be staggered to avoid unnecessary sharing of the vehicle cab at the same time
 - Frequently clean and sanitise the surfaces within the interior of the vehicle (steering wheel, door handles and controls) (Rule 5)
- 3** Display Key Worker notification signage at all sites when work activities are being undertaken and refer to your Question and Answer sheet when dealing with members of the public.
- 4** Risk assess all work activities, record your findings and implement all appropriate control measures.
Work Method 1
Maintain 2 metre social separation; e.g. 'Step Out and Step In' process between team members; if unable to maintain; stop, reassess, innovate if safe to do so.
Work Method 2
Where no alternative work method is available you are permitted to work within 2 metres of each other in exceptional circumstances e.g. short duration of up to 15 minutes such as manual handling activities, then revert back to Work Method 1.
Work Method 3
Where work activities require closer working for a longer period (exceeding 15 minutes duration) additional Supervision will be required to aid the consistent application of the rules (revert back to Work Method 1 on completion of the task).
- 5** Ensure you have sufficient supplies of Personal Protective Equipment and cleaning agents to maintain a safe, clean and sanitised environment when working, driving and operating plant and / or machinery.
- 6** Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available.
- 7** Minimise where possible the need to rotate plant operators to minimise dual use and handling of controls.
- 8** Report all incidents, near misses, hazards and breaches off the rules to the Incident Line.
- 9** Be vigilant, ensure you are personally carrying out the right actions, for you, your colleagues, your families and the public's health & safety.

If at any point you feel at risk – because you cannot adhere to the 'Social Separation and Hygiene Rules', you must:

- 1. Immediately stop work**
- 2. Make the site and work area safe**
- 3. Contact your line manager for instructions on what to do next**

Incident Reporting

Incident Reporting

When an incident occurs on site such as an accident, serious near miss or member of public incident, it must be reported to the incident line.

Any such events notified to us by Highway Authorities or Openreach, must be reported to the incident line.

This ensures that a record of the incident is maintained and enables notification to the relevant persons to enable an investigation to commence.

**We have experienced streetworks non-compliance reports raised by Openreach that have not been reported to the incident line.
As soon as we are aware of it, it must be reported.**

Incident Line:

0330 123 1092

Incident

Guarding of Work Area 1

What Happened?

- A team was observed by a Highways Inspector de-watering a chamber in the carriageway at a three-way junction without adequate traffic management.
- The work vehicle was parked partially on the footway without barrier protection and signage, whilst obscuring the vision of approaching traffic.



Why Did it Happen?

- Insufficient risk assessment – not all controls recorded.
- Work anticipated to be of short duration, hence vehicle parked partly on the footway and inadequate traffic management.
- On previous visits to the site, the work was contained in the footway and was not anticipated to be in the road.
- Team was keen to complete the work that day.
- A water test was not undertaken before dewatering.

What Can We Learn?

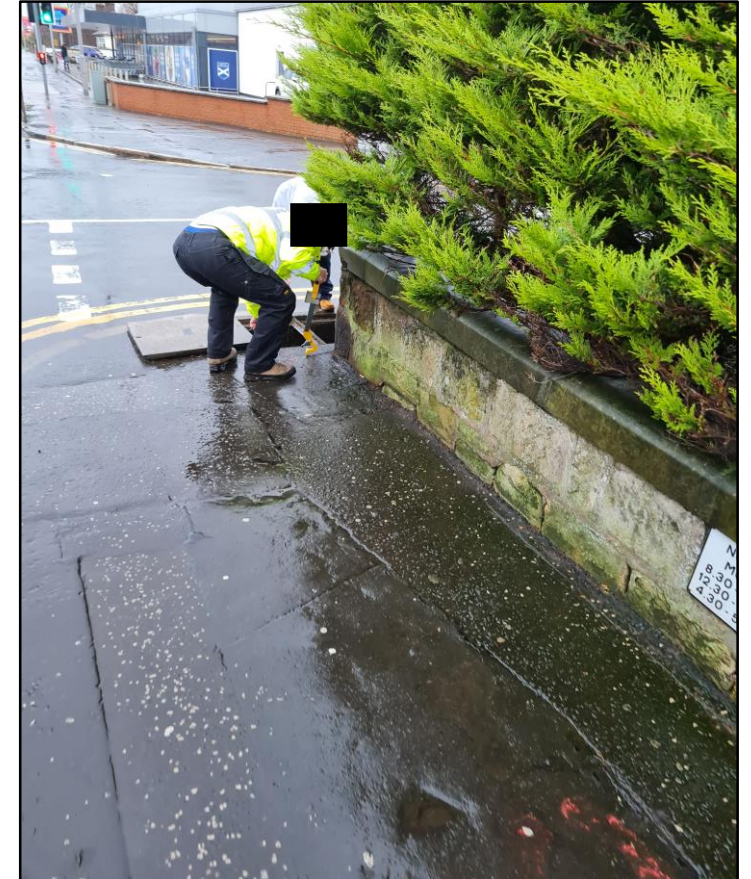
- A suitable risk assessment must be completed for all jobs.
- If you need help completing risk assessments, refer to your line manager or SHEQ Advisor.
- Ensure you are using the risk assessment app and not the paper version. Refer to your line manager or SHEQ Advisor if you need help.
- Regardless of the time the job will take, always ensure signing and guarding is set out correctly.
- Do not park vehicles illegally; always find a safe place to park.
- If the scope of the work changes and therefore permit conditions change, stop work and consult your line manager.
- Water cannot be pumped without a test and with environmental controls in place.

Incident

Guarding of Work Area 2

What Happened?

- A team was observed by a representative of Openreach undertaking works whilst failing to provide adequate protection of the work area.
- A gas test was not undertaken.
- The work vehicle was parked on double yellow lines.
- When challenged, it was alleged that the team was not cooperative.
- Insufficient PPE was worn.



Why Did it Happen?

- Work was anticipated to be of short duration, so the team parked on double yellow lines, did not undertake a gas test and did not wear all appropriate PPE.
- The wind was deemed too strong to erect gate guards.
- Controls highlighted on the risk assessment to refer to the line manager when working in strong winds were not followed.

What Can We Learn?

- Regardless of the time the job will take, always ensure signing and guarding is set out correctly. If the weather will prevent the work being done safely, stop and consult your line manager.
- A gas test must always be undertaken when opening boxes and chambers, no matter how long the job will take.
- All appropriate PPE must be worn at all times.
- If the risk assessment results in a medium risk, the line manager must be informed, to provide guidance.
- When challenged by a third party, always remain calm and professional. If you are unsure what to say or feel vulnerable, contact your line manager.

What Can We Learn?

- We are seeing an increasing number of signing, lighting and guarding issues being raised by local authorities and Openreach.
- An underlying factor, as can be seen from the two examples, is that there is a belief that a short duration job can be done without the controls in place. We all know that this is not the case – so why do it?
- It is a legal requirement under the New Roads and Streetworks Act to ensure all works are appropriately guarded.
- We need to change our mind-set now, before one of us is seriously injured.

Thank You



Thank you for taking the time to read this team brief.

If you have any questions, please refer to your line manager or SHEQ Advisor.