



Issue 08 • Spring 2020

The health and safety newsletter
from The Hills Group

SAFER FOR ALL



Steer clear of distractions
while driving

In this issue...

△ Best practice for all our drivers
△ Lifting operations - guidelines

△ Modern slavery - spot the signs
△ Win a £30 gift voucher



Welcome to issue eight of our **Safer for All** newsletter.

Although coronavirus has been on everyone's minds over the last few weeks, we will be dealing with communications on it separately to other operational health and safety issues. Our focus on day to day health and safety must not be lost during this uncertain time, something which is reflected in this edition.

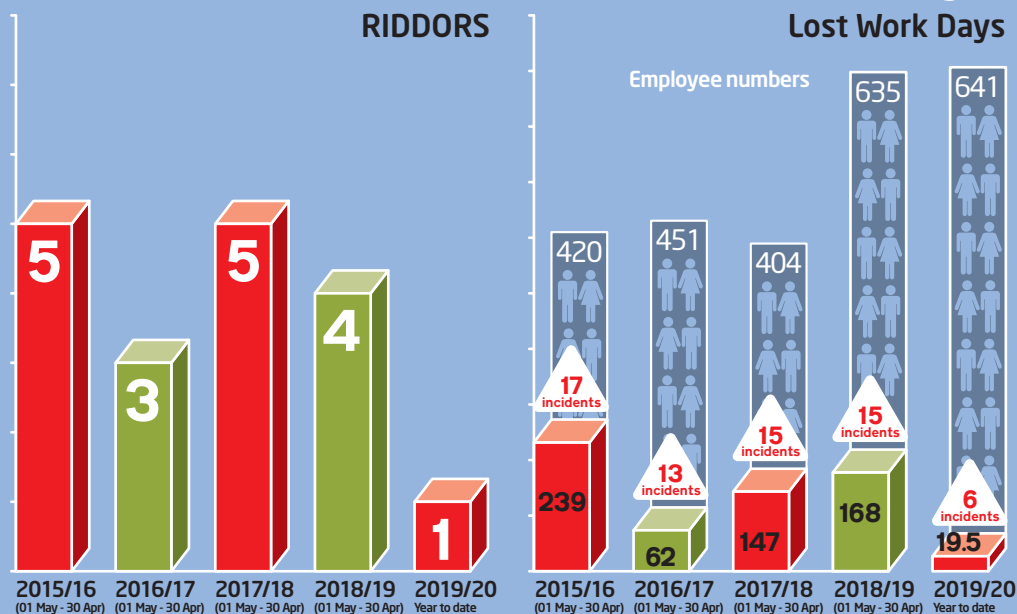
Ensuring you don't get distracted while driving might seem obvious but it's surprisingly easy to forget, so on pages 4 and 5 we've drawn attention to some of the most common distractions experienced by drivers.

The usual round-up of recent near misses is on pages 6 and 7. Heinrich's Triangle concludes that by reducing the number of minor accidents, companies will also reduce the number of major accidents. As a result, reporting all near misses is vital to us improving our overall safety. It is easier than ever to do this because you can now add a shortcut to the online reporting page onto your mobile phone's home screen (see page 8).

On pages 10 and 11 we cover PPE and site rules for visitors, something we should always be thinking about when at an operational site. The more we keep these things in mind the more we can make Hills safer for all.

Mike Hill, chief executive

RIDDORS and lost work days



The year to date figures for 2019/2020 show one RIDDOR and six work place incidents resulting in 19.5 lost work days.

Whilst this is showing an overall downward trend when the increase in employee numbers is considered, we must continue to work hard and aim to eliminate all accidents and injuries, making Hills a safe environment for all employees.

Modern Slavery – don't miss the signs

It's a sad truth that there are millions of people living in modern slavery around the world, including thousands here in the UK.

What is Hills' policy on modern slavery?

Hills is committed to ensuring that acts of modern slavery and human trafficking are not present within its operations, those of its suppliers, contractors or business partners.

How to respond...

If you suspect someone is a victim of modern slavery, you can report your concerns by speaking to your supervisor or line manager.

However, if you feel unable to approach your line manager, you should raise it with your divisional Group director, or call the whistle-blower phone line on 0800 915 1571.

Alternatively, you can contact the Modern Slavery Helpline on 0800 0121 700, or report your concerns online at www.antislavery.org/



**It could happen to anyone -
keep an eye out for these indicators:**

**Do they rarely
interact with
people?**

**Are they
malnourished or
unkempt?**

**Are they
accompanied
by someone else
who speaks for
them?**

**Do they have
any untreated
injuries?**

**Do they live in dirty
or cramped
conditions or
overcrowded
accommodation?**

**Do they have few
or no personal
possessions?**

**Do they appear
withdrawn and
neglected?**

**Do they seem
under the control
or influence of
others?**

**Are they rarely
allowed to travel on
their own?**

**Do they avoid eye
contact, appear
frightened or
hesitant to talk
to strangers?**

Driver safety and best practice

Use everything that is at your disposal to maximise safety for vulnerable road users.

On-board cameras

Our on-board cameras and sensors reduce potential hazards for drivers and pedestrians by providing a view that is almost 360° when manoeuvring in restricted spaces. They should only be used when appropriate and safe to do so.



Driver distractions...



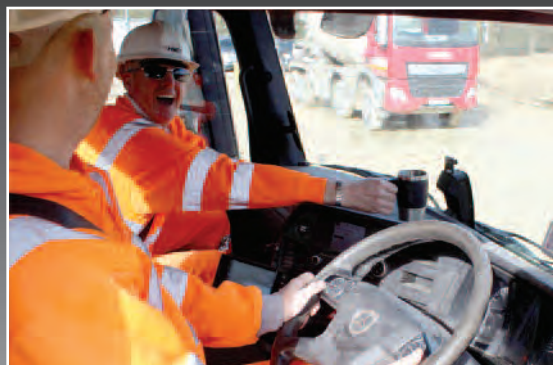
Hand-held devices

Using Sat-Navs, mobile phones or any other hand-held device while driving is illegal.



Food and drink

It can be tempting while driving to have a bite of a chocolate bar or a swig of coffee, but it is a distraction that you should avoid.



Passengers

Your colleagues can cause a distraction while you are driving. Focus on the road and if you are a passenger - please allow the driver to concentrate.

Adjust your mirrors!

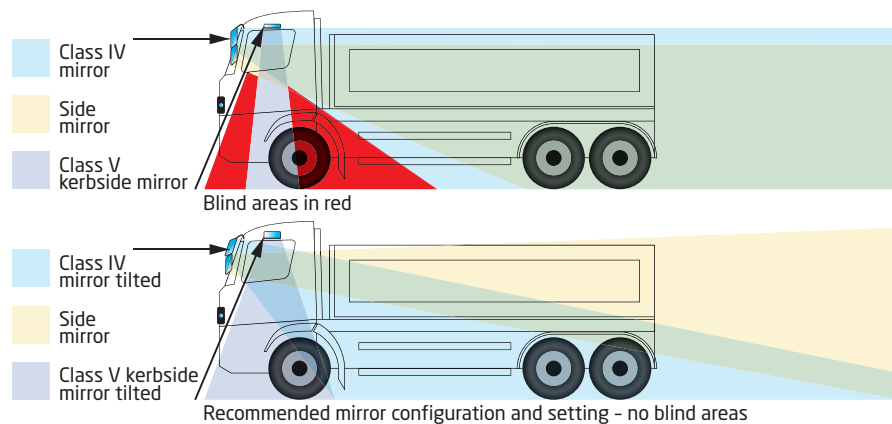


Before



After

Always remember to adjust your mirrors to reduce blind spots. The below example shows how you can do this by tilting your Class IV (wide-angle mirror) towards the ground. You can also adjust the Class V (kerbside mirror) in a similar way.



The ability to multi-task while driving is a myth! Below is a list of common driver distractions...



Radios

While driving a Hills vehicle please do not try to re-tune the radio. You can always get someone who isn't driving to do this or even use the controls that are on the steering wheel (if fitted).



Camera screens

Camera screens are there to help when reversing and manoeuvring in restricted spaces. They are an aid only - your main focus when driving should be on the road.

Near Miss Reporting

You said, we did...

Heinrich's Accident Triangle theory predicts that for every 300 near miss incidents there will be 29 minor and one major accident. **Preventing unsafe acts and unsafe conditions will lead to fewer accidents.** Here is a selection of recently reported near misses and the actions taken. All near miss incidents can be viewed on eTouch.

300 unsafe acts or conditions

29 minor accidents

1 major accident



Incident

Badly loaded bales fell when unloaded from a lorry.

Spotted by Kelly Mann
construction manager, Homes



Action taken

Reported to site manager. Site guidance for loading bales updated.



Incident

A disused length of hosepipe was laying over a path.

Spotted by David Byatt
assistant manager,
Lower Compton



Action taken

Near miss sent to site manager for response.



Incident

A contractor was working unsafely on a washer barrel with no protection from falling.



Spotted by Daniel Houghton
quarry manager,
Shorncote


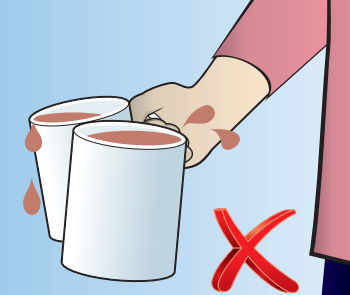




Action taken

Contractor given an instant ban from site. Contractor to provide fall from height training for its employees.

	Incident		Action taken
	<p>Quarry vehicle came into site too fast on wrong side of the road, narrowly avoiding collision.</p> <p>Observed on CCTV by Helen Lock head of IT, Wiltshire House</p>		<p>Contractor to provide further training and risk assessment.</p>

	Incident		Action taken
	<p>Fire extinguishers blocked by chair left in lobby.</p> <p>Spotted by Henry Newbery Recycling team manager, Porte Marsh</p>		<p>Reported to area manager. Moved chair back to meeting room.</p>

	Incident		Action taken
	<p>One person carrying two hot drinks in one hand. Another with a hot drink in each hand with handbag over shoulder.</p> <p>Spotted by Monique Hayes Group communications manager, Wiltshire House</p>		<p>Spoken to reception to question employees when not using trays.</p>

	Incident		Action taken
	<p>When completing weekly site inspections - the daily check sheet had not been filled out on machinery used.</p> <p>Spotted by Emma Duggins site operations coordinator, Northacre</p>		<p>Informed supervisor who has discussed this with the person responsible.</p>

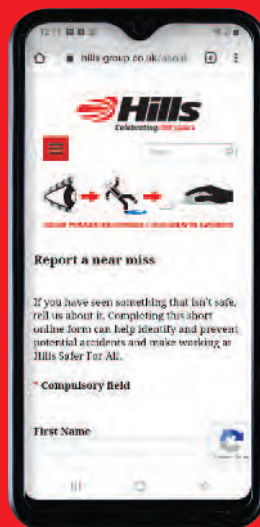
How to report a near miss on your phone

See it, report it, prevent it...

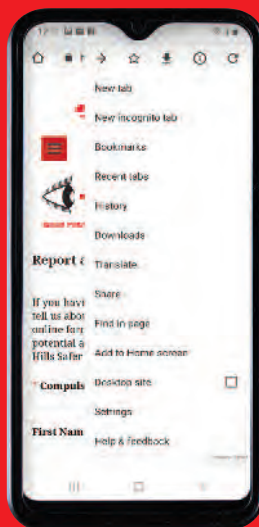
Colleague trips over trailing hosepipe...



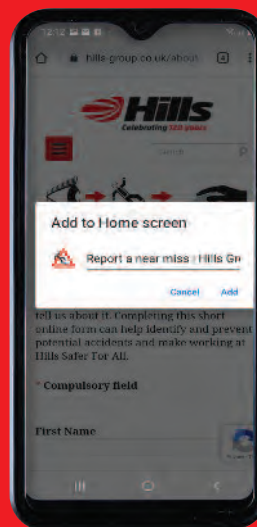
**Add the
'Report a
Near Miss'
shortcut
to your
homescreen**



Step 1: Go to the below web page on your mobile phone...



Step 2: Select 'Add to Home screen'



Step 3: Click 'Add'



Step 4: Shortcut to near miss reporting web page is now on your mobile home screen.

www.hills-group.co.uk/about-us/health-safety/near-miss/

Using lifting equipment?

LOLER (Lifting Operations and Lifting Equipment Regulations 1998) is legislation that applies to people and companies who own, operate or have control over lifting equipment.

All operations involving lifting equipment must be properly planned by a trained person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in all cases, subject to statutory periodic thorough examination.

How it applies to you

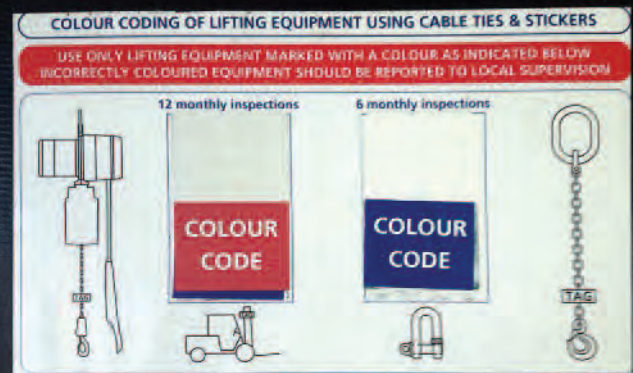
Before you undertake any lifting operations - ask yourself the following questions:

- Have you reviewed the lifting Safe System of Work?
- Do you know the weight of what you are lifting, its centre of gravity, what you are lifting it with, where you are going to be lifting it from and where you are lifting it to?
- Are you working with people who are sufficiently experienced and trained?
- Has the equipment been properly tested - ie have you checked your colour chart? (If your equipment hasn't been tagged - don't use it!)
- Are you able to supervise the lift appropriately?

Don't forget about LOLER!



Equipment displaying the blue tags (meaning they are subject to six-month checks) with colour coding chart for our lifting equipment below.



PPE – it's not optional, it's mandatory!

When you are issued with PPE (Personal Protective Equipment), you must wear it correctly at all times.

Remember to protect your ears and hands when carrying out tasks like...



Collecting glass (Waste Solutions)

The crews wear 'cut level 5 gloves' while handling glass and metal, and ear defenders due to the noise levels.



Pan mixing (Quarry Products)

Technical operations assistants wear ear defenders to protect against the noise from the jackhammer. Nitrile

gloves protect their hands from cement burns.



Cleaning spillages (Quarry Products)

Ear and hand protection is worn whilst cleaning up materials around the noisy wash plant.

Don't forget...

If you're at a site that isn't your usual place of work, then you are a visitor!

Visitors must...

- Read the on-site Visitors Rules
- Sign in and sign out

Why?

Reading the Visitors Rules will make you aware of the site's safety guidelines and signing-in provides a record of who is on-site so we can account for you in the event of an emergency.

Visitors must...

- Remain vigilant at all times, paying particular attention to the movement of large vehicles and plant.

Why?

If you don't do this you could be struck by a moving vehicle.

Visitors must not...

- Enter any operational area unless accompanied by site staff
- Drive their vehicle beyond the visitors' car park without the consent of the site manager.

Why?

If you walk or drive around a site unaccompanied, you could enter an area that is potentially hazardous, putting yourself and others at risk.



Edge protection

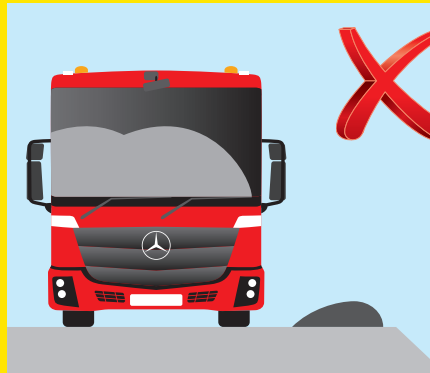
Adequate edge protection must be provided where there is a drop, lagoon or other hazard which would put the driver, or others, at significant risk.

Edge protection aims to stop vehicles crossing the sides of haul roads, pits or trench excavations while driving or manoeuvring on-site.

If your edge protection is too low or has a gently sloping side it will be ineffective.

All edge protection must be a minimum of 1.5 metres (five feet) in height and of sufficient width and bulk to stop any vehicle or plant operating on the site from breaching it.

If you notice that edge protection is not adequately in place or has been damaged, then please report it via our Near Miss system as with the example below.



Reported by: David Smith, site foreman – landfill

Near Miss

We get lots of left-hand drive sweeper lorries on the weighbridge and when the drivers get out there is no edge protection.

Action taken

Edge protection ordered and fitted to the weighbridge (pictured).



Spot the distractions

Win one of three £30 Marks & Spencer vouchers

MARKS &
SPENCER

From the picture below can you identify five potential distractions that the driver faces and one thing that he could adjust to improve his visibility? You can:

1. List your answers in an email and send to: info@hills-group.co.uk
2. Print the page and write your answers in the space below / circle the distractions in the image, and email a photo or a scan of the page to: info@hills-group.co.uk

The entrants with the most correct answers will go into a blind draw to win one of three £30 Marks & Spencer vouchers. Your entry must be received by Friday 1 May. Good luck!



Name:

Location:

