



Issue 09 • Winter 2021

The health and safety newsletter  
from The Hills Group

# SAFER FOR ALL



Don't walk by!

**In this issue...**

△ Three points of contact  
△ Safe Drive Stay Alive

△ Near Misses at work  
△ Safe use of ladders



At Hills we look to provide a safe work environment for all and to eliminate serious accidents from the workplace.

As employees we all play a part and are empowered to take an active role in ensuring the highest levels of safety are maintained whilst we and our colleagues go about our daily work. In this edition of Safer For All we launch the "Don't walk by"

campaign to promote taking action, where safe to do so, and reporting hazards and unsafe conditions or to challenge unsafe behaviour whilst at work.

It is well established that there is a direct relationship between serious accidents, minor accidents and near misses. By not walking by and reporting near misses we continue to keep our workplaces safer for all.

Mike Hill, Chief Executive

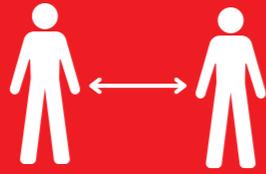
COVID cases are on the rise, remember:



Hands



Face



Space



Ventilation

## Report a near miss – see it, report it, prevent it...

If you have seen something that isn't safe, tell us about it. All near misses can be reported using either:

- your near miss booklet and handed to your line manager OR
- online via the near miss report webpage. Search "hills group near miss" or click your desktop icon.



OR



NEAR MISSES RECORDED = ACCIDENTS AVOIDED

# DON'T WALK BY

Health and safety is a priority for Hills. We all have a responsibility to not walk by. If you see something that isn't safe:

1. Don't walk by
2. Remove, replace or rectify the situation if it is safe to do so
3. Inform the site manager or report to your line manager
4. Report a near miss

Reporting near misses can help identify and prevent potential accidents and make working at Hills Safer For All.



One of the yellow guards on the MRF conveyor line is removed (for inspection) revealing the red warning paint.



Not observing the speed limit.



Key safe left open.



Not using designated pedestrian routes.



Smoking in a non-smoking area.

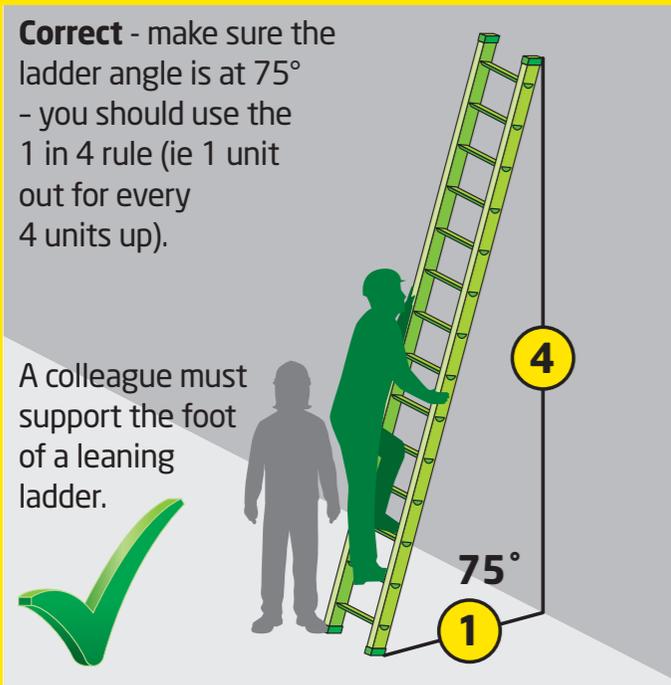
# Safe use of ladders and stepladders a brief guide

Falls from height (including falls from ladders and stepladders) are one of the biggest causes of workplace injuries and fatalities in the UK. Ladders and stepladders offer a sensible and practical option for low-risk, short duration (ie under 30 minute) tasks, but there are some simple and sensible precautions we should all follow:

- Only use ladders and stepladders in situations where they can be used safely eg
  - On firm, level ground
  - On clean, solid surfaces which are free of loose material
  - Where they will not be struck by vehicles.
- Check that the ladder/stepladder feet are in contact with the ground
- Don't stand ladders on moveable objects such as pallets, bricks or tower scaffolds
- For a leaning ladder you should secure it by tying the ladder to prevent it from slipping outwards or sideways
- Maintain three points of contact when climbing ladders or stepladders
- You must always have a colleague present if you need to use a ladder to work at height.

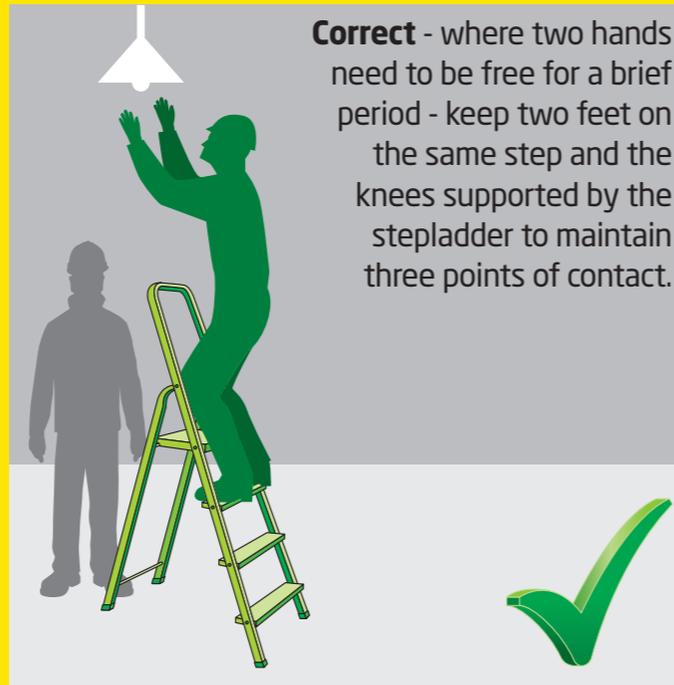
**Correct** - make sure the ladder angle is at 75° - you should use the 1 in 4 rule (ie 1 unit out for every 4 units up).

A colleague must support the foot of a leaning ladder.



(Means of securing omitted for clarity).

**Correct** - where two hands need to be free for a brief period - keep two feet on the same step and the knees supported by the stepladder to maintain three points of contact.



Always carry out a 'pre-use' check  
**DO NOT USE A LADDER OR STEPLADDER IF...**



# 3

## POINTS OF CONTACT EVERYTIME



**BE SAFE  
THREE POINT CONTACT  
EVERY TIME**

When getting into or out of vehicles, always maintain three points of contact.

We originally rolled out our 'three points of contact' awareness campaign in December 2014 and it is essential we all maintain this basic safety routine:

- Window stickers have been fitted in all large vehicles and mobile plant
- The campaign started after three RIDDOR reportable accidents involving employees getting into or out of cabs
- There has been a reduction in the number of accidents of this type.

The same principle applies to all Hills sites. For example, Homes' development sites have scaffolding which includes ladders to access above the ground level of houses. All employees, contractors and visitors to sites must maintain three points of contact when using ladders and working at height for their own safety and the safety of others.



## Winter driving tips

Driving in the winter is very different and often much more hazardous than at other times of the year. If you drive to your place of work, or as part of your job, you need to prepare for journeys and adapt the way you drive:

**Check the weather and traffic bulletins before you set off**

**Prepare your vehicle:**

- ✦ Clear your windows and mirrors of snow and ice and check your lights are clean and working
- ✦ Keep your fuel tank as full as possible
- ✦ Ensure your battery is charged, your brakes are working well, your tyres are in good condition (tread depth and pressure) and screen wash is topped up ensuring the correct concentration

**Prepare yourself:**

- ✦ Ensure your mobile phone is fully charged for use only in emergency and when stopped (in a safe place if possible) with engine turned off
- ✦ If you don't have an emergency kit, at least take extra warm clothes, boots, some water and a torch and, if you have room, a shovel

**Adjust your driving style:**

- ✦ Reduce your speed, avoid harsh braking and acceleration or sharp steering
- ✦ Slow down in plenty of time for bends and corners
- ✦ You may need up to 10x the normal braking distance in snowy and icy conditions - increase the gap between you and the vehicle in front.



# 'Safe Drive, Stay Alive' campaign gets green light

All employees are being invited to a presentation which may save lives.



## Message from Mike Hill, Chief Executive

Road safety is a high priority for Hills. Most of the products and services we provide rely on the use of heavy goods vehicles, vans or motor vehicles. You and your vehicle are mobile advertisements for our business and form an integral part of how we are perceived by the public and our customers.

In addition, most of our employees travel to work, driving either by car or motorcycle.

To promote safer driving across the business and amongst all our employees, Hills has partnered with the Dorset and Wiltshire Fire and Rescue Service (DWFRS) to deliver the hard-hitting 'Safe Drive, Stay Alive' campaign.



This impactful campaign is a presentation being rolled out to all

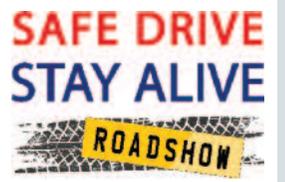
Hills employees showing life-changing scenarios which can occur from driving.

The presentation you will see is a sobering one, and I sincerely believe that you will have a renewed awareness of how your actions and decisions whilst driving are crucial to protecting yourself and others from what can be devastating and sometimes life-changing consequences.

Designed to be memorable, these presentations, under normal circumstances outside of the current pandemic, would have been given in person by the DWFRS team of specialists and presenters.

Hills is proud to also support them in their work to deliver similar presentations, free of charge, to every secondary school pupil in Wiltshire. Sharing these important messages with the wider community supports Hills' core values of family ethos and commitment. Hills cares deeply about employees' health, safety and wellbeing and about the communities that we work and live in.

If you have any questions on the 'Safe Drive, Stay Alive' campaign please speak to your line manager.



After watching the presentation, some colleagues said:

**"I wasn't expecting that, it really bought it home"**

**"I will now be keeping my phone in the boot of my car when I am driving, I want to see my son grow up and get married."**

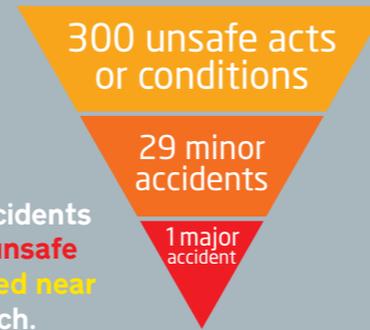
**"I will keep calm as a driver, and I won't be letting someone who is driving when I am in the car use a mobile phone."**



# 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.



**Incident**

Bale fell when placed on top of an interlocked stack due to smaller bales on previous layer. This was not visible to driver when stacking.

**Reported by Michael Jones**  
MRF Supervisor,  
Municipal Collections



**Action taken**

Made the stack safe and reported the incident.



**Incident**

Vehicle reversing round a left hand bend without a reversing assistant / banks person.

**Reported by Jon Bucksey**  
Finance Director -  
Waste Solutions



**Action taken**

Reported to Municipal Collections' transport team.



**Incident**

A driver of a Hills vehicle failed to wear a hard hat or a high viz vest on site when required to do so.

**Reported by Gavin Walton**  
Commercial Business  
Manager - Quarry Products



**Action taken**

Reminded the driver to wear required PPE and reported incident to Transport Manager.



**Incident**

Employees not using the pedestrian walkways at a site.

**Reported by Nicola Towell**  
Collection Contract Manager,  
Municipal Collections



**Action taken**

Reminded colleagues of their responsibility. May need to consider more fencing or barriers to direct people to pedestrian crossing points.



**Incident**

Flood water is building up due to a pump not working and causing a slip hazard.

**Reported by Peter Robinson**  
Concrete Plant Manager -  
Quarry Products



**Action taken**

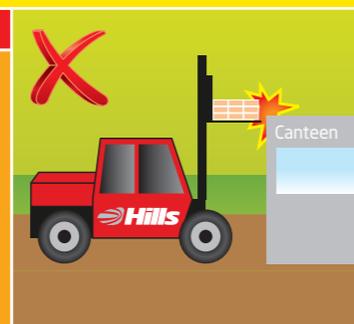
Tried to sweep water away and reported to line manager. A new pump has since been installed.



**Incident**

Whilst moving a stack of roofing batten with the forklift, the operator caught the end of the battens on the corner of the canteen displacing the load.

**Reported by Nigel Dear**  
Site Manager - Homes



**Action taken**

Reminded the operator to have a banks person when repeating this type of manoeuvre.



**Incident**

Hosepipe was trailing on pedestrian walkway as holding bracket had snapped.

**Reported by Anthony Booth**  
Concrete Plant Manager -  
Quarry Products



**Action taken**

Rolled up the hosepipe to store safely and a hook bracket is now in place.

# Reversing

Nearly a quarter of all deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but cause costly damage to vehicles, equipment and premises.

**Most of these accidents can be avoided by taking simple precautions:**

- Check visually for any obstructions, pedestrians/site operatives and other vehicle movements before reversing
- Lone drivers must assess the



area before reversing - use all aids available to you such as mirrors and cameras

- Ensure you keep checking your mirrors and continue visual checks
- The reversing manoeuvre must be carried out slowly and carefully.

**The reversing vehicle must stop immediately if:**

- You lose sight of the reversing assistant or banks person
- You are unsure of the signal being given
- The reversing assistant signals you to stop
- The reversing assistant, banks person or the driver becomes aware of a hazard.

**Make sure the reversing camera or monitor, and an audible alarm that engages when reverse gear is selected, are fully operational if fitted to your company LGV.**



# Free employee assistance apps available...

**Hills employees have access to one of two employee assistance programmes, Simplyhealth or Health Assured, which offer a wide range of services for our health and wellbeing, such as free counselling and advice.**

**Simplyhealth** [www.simplyhealth.co.uk](http://www.simplyhealth.co.uk)  
0800 9753347

**HealthAssured** (for Wiltshire Council and FCC transferred employees only):  
[www.healthassured.org](http://www.healthassured.org)  
0800 0305182

**Simplyhealth has three apps free to download:**



**SimplyPlan**

The app for claiming money back on your Simplyhealth plan, quickly and easily. Track your healthcare claims and view your benefit entitlements.



**SimplyConsult**

The app for video GP and physiotherapist assessments. Gives you access to book a consultation with doctors and physios too.



**SimplyMe**

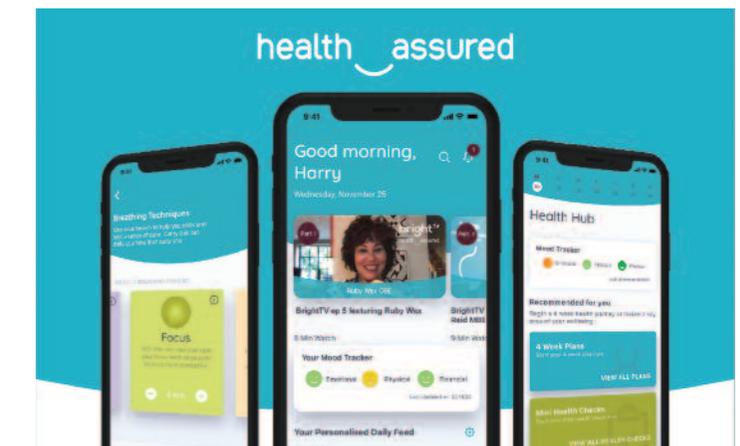
The app to track and understand your personal health and wellbeing. Helping you to monitor your mind, heart, sleep, weight and activity.

Engaging daily with the app and inputting details such as your mood, activity and other health information enables SimplyMe to provide you with gentle nudges in the right direction, so you can make the small steps that build lifelong healthy habits.

**HealthAssured App - My Healthy Advantage - once downloaded, use code: MHA095842.**

My Healthy Advantage app offers information on health, wellbeing, support, healthy eating and provides news topics, podcasts, videos, mini health checks, weekly mood trackers, four-week health plans, breathing techniques and more.

All the apps are free to download from the AppStore onto your Apple device or from Google Play onto your Android device.



# LOTOTO

LOCK-OUT • TAG-OUT • TRY-OUT

**Lock-out Tag-out Try-out (LOTOTO) ensures machines and energy sources are properly shut off and won't unexpectedly start up during maintenance or servicing work.**

## Step 1: Prepare

The responsible individual in charge should review the Work Order, give a briefing, then review machinery, equipment and process together with risk assessment and safe working practices. Associated paperwork to be completed.

## Step 2: Notify

People should be notified by all means necessary that equipment will be isolated and they should be advised to stay clear and not operate the machinery concerned.

## Step 3: Turn off / Shutdown

Equipment to be shut down and de-energised in a safe manner to avoid additional hazards.

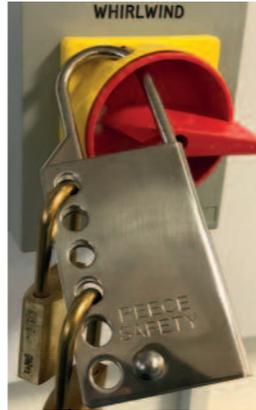
## Step 4: Isolation

Where safe, starting and running the equipment prior to isolation identifies if other electrical defects could compromise the isolation process. The machine or equipment must be isolated by using its energy isolating devices and not its operating controls. **DO NOT use the STOP button or EMERGENCY STOP for isolation.**

Physical barriers should be equipped with a locking device and other sources of energy eg hydraulic and pneumatic should be isolated. If panels allow the physical disconnect to be viewed, confirm the contactors have parted.

## Step 5: Isolation and Tags

**One Lock, One Person, One Energy Source.** Locks should be applied to each energy isolation device. A personal lock plus a tag must be fitted to each isolation point. Additional persons on the same equipment must apply their own lock and tag and locks must be checked for security.



If any energy source is unable to be locked out, an alternative method and information tag must be applied as a means of protection. For example:

- Pull fuses (lock them in a lock box for instance) or take air pipes off
- Blocking or controlling of a switch
- Bleeding lines, valves and tanks
- Securing valve handles
- Locking rooms
- Action plan raised to address issue
- Procedures for locking out and applying tags to non standard equipment must always be assessed and discussed with a supervisor
- Ensure distribution board is locked
- Tags must never be bypassed, ignored or defeated.

## Step 6: Zero Energy State and Tryout

A zero energy state means all hazardous energy has been relieved, and rendered safe. If stored energy (including kinetic, gravitational, hydraulic) still presents a hazard, additional procedures shall be developed and tested to dissipate or restrain the energy (eg chains) and that it can not reaccumulate in the case of air systems. **Remember - conveyors can roll back if no backstop is fitted.**

## Step 7: Try out

Attempt to operate the equipment by its usual operating controls (either from the control room or from the local start), to **ensure the correct equipment or process has been de-energised and will not operate.** If equipment can be started from more than one source confirm try start process with electrical support if in doubt.

## Step 8: Perform task

Complete maintenance as per the risk assessment and safe working practices. If at any point it is suspected that stored or other energy has not been isolated or rendered safe, immediately:

- Stop the task
- Withdraw all personnel
- Implement control measures
- Report a Near Miss and investigate.

## Step 9: Inspect and restore

Inspect the area and ensure guarding is in place and secure. Notify all affected individuals that



power will be restored and ensure everyone is clear of the equipment. Remove lock-out devices and tags but **never remove another individual's personal locks or tags.**

- Restore all devices to the operating position and verify it is operating properly then notify all concerned that the equipment is back in service.
- Complete associated paperwork including Isolation Registers, and permits where required
- Have a procedure for test running
- Transfer ownership back to production
- Re-fix locks if it doesn't restart.

# Complete the crossword

Win one of three £30 Tesco vouchers



From the clues provided can you find the words which are included in this issue of **Safer For All?** All completed crosswords will go in to a blind draw to win one of three £30 Tesco vouchers so don't delay.

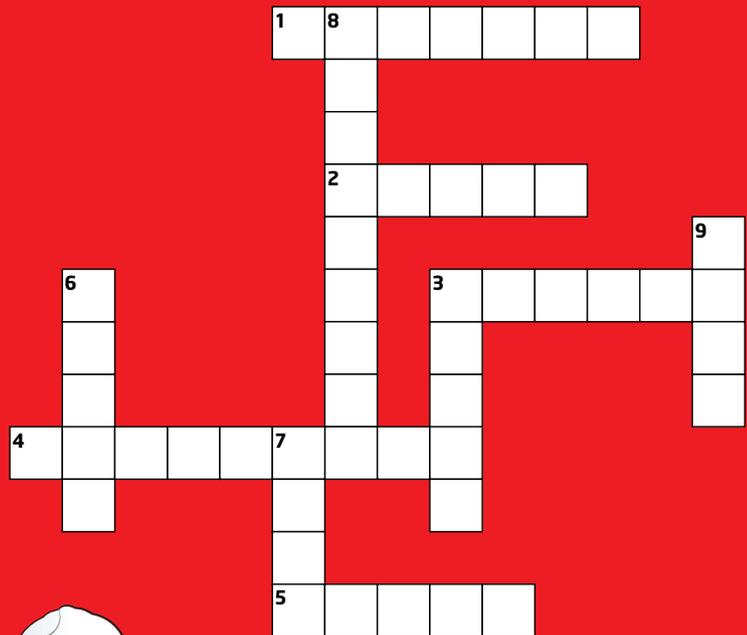
Add your name and site location, then either cut off this back page and hand it to your line manager; send it via the internal post to the Communications department at County Park, Swindon or scan and email to [info@hills-group.co.uk](mailto:info@hills-group.co.uk). Your entry must be received by **Friday 10 December**. Good luck!

## Across

- 1 You may need up to 10 times the normal ----- distance in snowy and icy conditions (page 7)
- 2 What your tank should not be before setting off on a journey (page 7)
- 3 Lock Out, Tag Out, --- --- (pages 14-15)
- 4 You must always have a ----- present if you need to use a ladder to work at height (pages 4-5)
- 5 The number of near misses in this issue (pages 10-11)

## Down

- 3 The number of contact points required (page 6)
- 6 Heinrich's Accident Triangle theory predicts that for every 300 near miss incidents there will be 29 minor and one ----- accident (page 10)
- 7 What are free to download from our Employee Assistance Programmes?
- 8 Make sure the ----- camera or monitor, and an audible alarm that engages when reverse gear is selected, are fully operational if fitted to your company LGV (page 12)
- 9 Safe Drive ---- Alive (pages 8-9)



Name:

Location:

