

THEME OF THE MONTH - TOP SHEQ IMPROVE ITS

From: Central SHEQ Team

Date: February 2020

Following analysis and trending of 2019 data the following Top SHEQ Improve IT's and NCO Root Causes have been identified. The SHEQ team have recognised actions that can be taken on site to mitigate the issues:

Your Health and Safety

Our Environment

Quality Requirements

1. Slips, Trips and Falls

Walkways

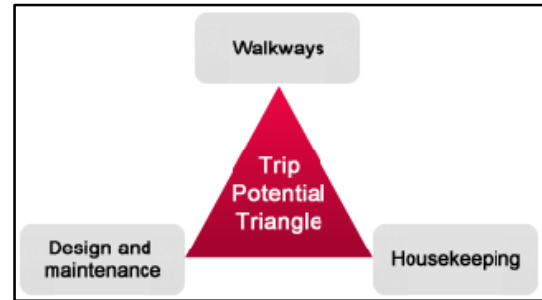
- Check for a suitable pedestrian walkway. Are they in the right place, are they being used, are they available for use?
- What tasks are taking place on the walkway, is the task preventing the operatives from seeing where they are going?

Housekeeping

It is not just good enough to have a walkway, it must be kept clear, no trailing wires, no obstructions. Employees and cleaners need to have 'a see it, sort it and Report IT' attitude to ensure these and other work areas are kept clear. Is the cleaning regime effective? Are there enough bins, storage facilities etc.

Design and maintenance

Is the floor suitable for the environment, fitted correctly and properly maintained? Are the walkways wide enough & level? Are stairs suitable, are risers consistent, are nosings highlighted where necessary, are usable handrails available? Environmental factors also fall into this category, is the lighting good enough for employees and operatives to see hazards? What about distractions that might prevent them from seeing where they are going.



2. Moving Vehicle Plant

People's safety

Ensure that all drivers and operators understand company policy and procedure on:

- Health and safety,
- Training and competence,
- Use of drugs and alcohol,
- The penalties for failing to follow safe working practices.

Site safety

- Every traffic route must have a driving surface that is suitable for its purpose.
- The surface of any traffic route must not be so uneven, potholed, sloped or slippery that any person could slip, trip or fall.
- Limit and enforce the speed that vehicles move around our projects
- As far as possible avoid reversing. But when this is unavoidable make sure you have effective systems in place to control it e.g. certified banksman.
- Try and schedule vehicle movements to prevent overcrowding, of site and surrounding roads.



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3. Waste Storage

- Store all waste in a suitable skip, bin or bag to prevent it escaping or leaching to ground. Store light wastes in an enclosed skip. Some heavier/bulkier wastes may be better loaded directly into a grab wagon for removal.
- Skips/Bins should be stored on hardstanding where possible, at least 10m from a watercourse or drain, and 50m from a borehole.
- Always label or sign Skips/Bins to state what waste the skip/bin is intended for.
- Never dispose of hazardous waste/COSHH items with inert and/or non-hazardous wastes.



4. Use of Plant Nappies/Enviropads

- Plant nappies should always be used with liners inserted and upon saturation the liners should be disposed of as hazardous waste.
- Enviropads should also be disposed of as hazardous waste once fully saturated.
- Plant Nappies/Enviropads should be used when undertaking refuelling, sited beneath the connection being made or broken, or underneath the jerry can be filled.
- Plant Nappies/Enviropads should be placed under small plant and tools and anything with an engine sump to capture any leaks or drips during operation and storage.



5. Small Fuel / Oil Spills

- Ensure Spill Kits are located within 120 seconds of spillage risks from working areas, storage areas and refuelling areas, and are suitable spill kit type (i.e. Universal, Maintenance or Oil Only for fuel/oil spills).
- Keep spill kits replenished at all times.
- In the event of a spill follow the “**STOP – CONTAIN – NOTIFY**” process to prevent the spilt substances entering drains, watercourses or other sensitive areas, and clean up the spillage using the contents of the spill kits on site. If you/site team are unable to manage the spill safely on-site external assistance may be required (see Env Poster 04-02 Environmental Emergency Call Out, displayed on site).
- Ensure all spills and/or leaks are reported as Improve Its. If a spill has entered a surface water drain or watercourse speak to your Environmental Advisor **ASAP**.



2. Training

- A new SHEQ Training Matrix has been launched and the SHEQ central team are now organising any mandatory training. Please ensure you respond to any request for training promptly, attend organised training and return any training certificates to SHEQSkills@mwhtreatment.com.
- New online e-learning modules are to be launched on our new system DevelopmentHub, keep an eye out for any invites and complete the training within the required timescales.