

## Saving energy

We are committed to reducing the energy we use.

You can help:

- Report any defects eg poorly serviced equipment.
- Turn off engines, laptops and lights when not in use.
- Driving just 5mph slower will save money and fuel and reduce our CO2 footprint.



Our energy management system is registered to ISO 50001.

If you can think of any way we can reduce our fuel, energy or waste, please contact the HSQE team on 01895 671 890.

## Stay safe - festive celebrations

Over the festive period you may enjoy socialising.

Remember that all of our sites have a zero tolerance for consuming or being under the influence of alcohol or drugs at work.

You are subject to random D&As on arrival at site or during the course of your work, so make sure you're fit to work. Declare immediately anything such as over-the-counter medication which might affect your ability to work safely.

## Is your log book updated?

It is your responsibility to ensure that your log books are kept up to date.

Do not leave it until just before your review or test.



## See it, share it



Thank you and congratulations to Robert **Tabalaru** for winning the monthly 'See it, share it' prize draw.

Robert identified unsafe driving on site and the driver was briefed on the site rules.



Remember to send us good practice, close calls, near misses and ways to improve.

- Text 07876 448 119
- Email [BeSafe@vgcgroup.co.uk](mailto:BeSafe@vgcgroup.co.uk)

## Winter working

We have seen an increase in slip, trip and fall accidents recently. This could be due to the changing weather conditions. Please ensure that **you're still working safely.**

- Risk assess before any task. If the environment changes, stop work and reassess the task.
- PPE – ensure you wear enough warm clothing. Your high visibility clothing must be clean and in good order.
- Vehicles – Ensure lights are clean. Keep screen wash topped up with antifreeze. Make sure your tyres are in good working condition.
- Access/egress – take care walking around site as there could be slippery surfaces. Be aware of your environment and hidden hazards.
- Lighting – As it gets darker earlier it is important to ensure you have adequate lighting.

If you notice something is not right - report it to your supervisor.

## Accident / incident trends

Recent trends show continued risks around manual handling, slips, being too close to moving plant/vehicle, and around buried services.

Check your:

Task - have you been briefed, have you a valid permit?



Individual- are you trained?

Load – is it secure, safe to move?

Environment – can weather changes affect?

Always ensure you have the correct PPE for the job

If the answer to any of these is no, stop and advise your supervisor.

**Remember: complete your observation close call cards, positive interventions or improvement opportunity cards to help us target areas before accident occur.**

## Your health matters

We recognise that our workforce is our most valuable asset. We are committed to improving the health of our people.

Keep fit and well this winter.

- Get your 5 a day. Ensure that you still keep your diet healthy. Include five portions of fruit and veg a day.
- Be active. Even a little regular activity can cut the risk of developing major chronic diseases by up to 50%.
- Improve sleep. Most healthy adults sleep for seven to nine hours a night.
- Quit smoking. Immunity will improve just 30 days after quitting smoking.
- Wash your hands thoroughly and regularly.
- Sneeze and cough into tissues; throw away used tissues immediately and wash your hands.



**Remember - Before you start work in a safety critical role be sure to check all over-the-counter medications with the HR team on 01895 671 800.**

## Christmas pay 2016

**VGC's offices will close for Christmas in the evening of Friday 23 Dec and reopen on Tues 3 Jan 2017.**

If you have leave booked over Christmas:

- We will pay holiday pay into your bank account on Friday 16 December.
- **For most projects we will pay up to 10 days' holiday pay.**
- **If you are working on Sellafield, we can only give you up to seven days' holiday pay.**
- If you have accrued (built up) less holiday pay than above, we will pay you the full amount that you have accrued.

Week 38 (the week ending 18 Dec): processed on Wed 21 Dec and the money will be in your bank account on Fri 23 Dec.

Week 39 (the week ending 25 Dec): processed on Thurs 5 Jan 2017; the money will be in your bank account on Mon 9 Jan.

Week 40 (the week ending 1 January 2017): processed Fri 6 Jan; credited on Tues 10 Jan.

Week 41 (the week ending 8 January 2017): processed as usual on Wed 11 Jan; credited Fri 13 Jan.