



Issue 11
January 2013

G H A S P !!

GALLOWAY HEALTH AND SAFETY PERIODICAL



Issue 11 starts 2013 with more news of awards and achievements.

We also take a closer look at the different aspects of the Group and the Health & Safety challenges facing them, starting with a *Focus on Dundee Factory*.

Director's Message

In this competitive and pressurised environment I often think back to a recommendation given by one of our customers following completion of a difficult and demanding project -

'Despite delays from our client to issue revised drawings, an issue that was out of Galloway's hands, they were still committed to hitting our original completion date. This was due to their efficient on-site team that took it upon themselves to work 7-day weeks to complete. The team, despite the inherent pressure to finish, were commended on numerous times by the main contractor and the client for their continued awareness to health and safety for both themselves and others working along side them on this project.'

This goes to show that we can achieve deadlines without having to succumb to Health and Safety infringements no matter how trivial these may seem.

It only takes a moment of madness to change a life forever. Don't let it happen to you or anyone else and on this basis Zero accidents is the only target we can aim for.

Thank you to all those in our Company who strive to achieve this every day. We very much appreciate all your efforts.

Occupational Health

Hearing is just one of a number of health issues which needs careful consideration. Other risks include lung disease from welding fumes, painful and irritating skin problems such as dermatitis from chemicals and steel fragments and HAVS (white finger), which is a result of excessive vibration from the likes of hand tools such as drills.



Over the last few years a rigorous Occupational Health Programme has been put in place to help protect employees at risk from such issues. The long-term health of employees is as important as their day-to-day safety. The Health surveillance programme includes regular monitoring and tests by qualified doctors and nurses to identify early any problems which might arise. However, prevention is always better than cure and one of the key means of preventing health and safety problems is by following the procedures as set out in the Risk Assessments and Method Statements.

Contractor-of-the-Month

Congratulations to the Team at Furness Academy who were named Contractor of the Month in November by main contractor Kier.



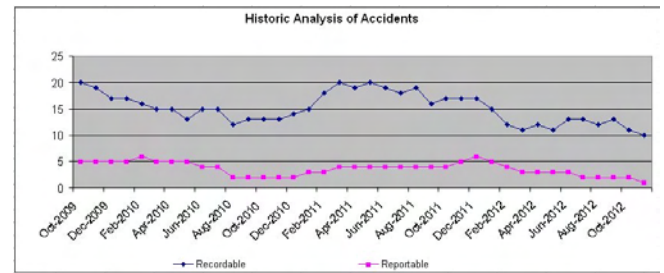
Congratulations also go to the Isle of Sheppey Team who were Site Safety League winners in May 2012.

**"Don't learn safety
by accident"**

Electrical Awards

The Electrical Division are pleased to announce that two developments that we have been working on have been awarded NHBC Health & Safety awards. The developers for both thanked all sub-contractors for their efforts and conscientious approach to safety. The first was for the Montgomerie Brook development for David Wilson Homes in Irvine. The operative on this development was Brian Wilson. The second was for the West One development for Stewart Milne Homes in Kingswells. The operative on this development was Marc Walker, who recently celebrated his wedding.

Statistics



The latest quarterly Accident Statistics have seen:
1 Reportable and 1 Recordable Incidents.

These results do show an improvement, but there is no room for complacency and the continued full support from all Employees is needed to reach our ultimate aim.

OUR AIM IS FOR ZERO ACCIDENTS

Winter Safety

It may have been a mild Christmas, but we are not through winter yet. **REMEMBER ...**

- ✓ keep the lights, windows and mirrors clean and free from ice and snow
- ✓ add anti-freeze to the radiator and winter additive to the windscreen washer bottle
- ✓ make sure wipers and lights are in good working order
- ✓ check that tyres have plenty of tread depth and are maintained at the correct pressure.



Accredited

Galloway Group are delighted to have achieved Building Confidence accreditation again following a rigorous audit of policies, procedures and practices recently undertaken by Achilles.



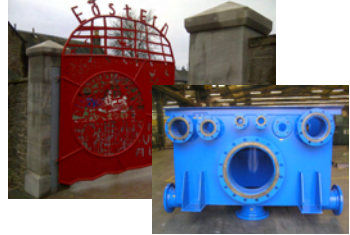
CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME
Accredited Contractor
www.chas.gov.uk

We are also very pleased to confirm the recent renewal of our CHAS Accreditation.

CHAS is one of the main Health and Safety Prequalification schemes and it is used by many clients to select which contractors are invited to tender for their work.

FOCUS ON

The Dundee factory is an impressive facility of around 68,000 sq ft, manufacturing a wide range of products including rectangular and spiral ductwork, bends, cowls etc, Ductmate corners, flange and access doors, aluminium diffuser plates for underfloor heating and acoustic products including silencers, louvers etc. In addition the Dundee factory also has a bespoke fabrication unit manufacturing metal products to clients designs. These range from handrails and trolleys to gates and now a growing amount of heavy-duty equipment for the oil and gas industry.



With around 140 factory workers and considering the size, versatility and nature of the work undertaken here, Health & Safety is obviously a top priority with strict controls and measures essential to the smooth running of the factory.

Equipment

The Dundee factory boasts an impressive amount of equipment and machinery including presses, folders, welding equipment, plasma cutters, guillotines, forklifts and cranes. When operated correctly this equipment ensures we can produce and deliver quality products and services to our clients. However, many of these machines are also capable of delivering catastrophic results in seconds. Training is therefore essential in maintaining the safety of our employees. Only fully trained operatives are allowed to operate the equipment and a list of those is displayed on each machine. If your name is not on the list you are not, under any circumstances, permitted to operate the machine.

Employee Notice

Hand and arm injuries are now the most common type of injury sustained whilst using sheet metal machinery, often caused by momentary distractions or lapse in concentration when operating these machines. It is therefore vitally important to follow training and stay focused on the job in hand. Remember, these machines are designed to cut and form steel. Flesh and bone DO NOT STAND A CHANCE.



With the centralization of Production to Dundee, the Company has recruited many new employees. It is therefore extremely important to be vigilant on training and supervision to ensure all are working safely. Most new employees will have either a Navy Blue or Red boiler suit.

	Green - First Aid Personnel
	Red - Apprentices & Under 18 - High Risk
	Blue - Standard Issue
	Orange - Fenland Paint Personnel
	Navy - Maintenance Personnel
	Navy - Temporary Agency Personnel

The Company requires all responsible employees to assist in training, supervision and generally making the new employees feel part of the **TEAM** (Together Everyone Achieves More).

PPE

PPE is issued to all employees for their own protection. A significant amount of time has gone into ensuring that the right equipment is available for each job. Glove specialists have assessed specific

tasks and areas within the factory to identify the best glove for the job. The results are displayed in a number of posters throughout the factory detailing the type of task and the most appropriate glove for the job.



Risk Assessments and Method Statements

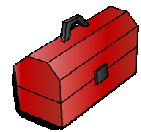
With so many different activities taking place, each with a number of significant risks attached, it would be easy to overlook things. To make sure that every aspect is covered and that everybody is working to the same standard and safety procedures, a formal system of Risk Assessments and Method Statements have been produced. These cover all tasks, machines and operations.

Training

Training plays an essential part in the safety of all employees. The equipment, tools and materials used in the factory can be dangerous not only to the person using them, but also to the people nearby. As well as training on the use of equipment, manufacturing procedures and skills such as welding or forklift operation, Galloway Group also has a range of Toolbox Talks covering various day to day topics including "Slips, Trips & Falls", "Vibration", "Manual Handling" and "Waste Management".

Noise

With all the machinery, the Dundee factory is inevitably a noisy place. Galloway Acoustics have measured noise levels throughout the factory and will continue to monitor this. Over time, exposure to this level of noise can have a detrimental effect on hearing. Unfortunately at present, there is no practical way of reducing the noise to safe levels within the factory and for this reason hearing protection within the factory is mandatory for all.



Health & Safety Committee

The Dundee Factory Health & Safety Committee works closely with senior management to make sure every aspect of Health and Safety is covered from both the Managers and the Workers point of view. Anybody with any concerns or questions about H&S can speak to one of the Committee Members who will raise any issues at the next meeting to be held on **13 Feb 2013**.

H&S Committee Members are:-
 C Sharpe C Robertson
 T Feeney M Robertson
 D Mitchell G Brady
 B Murdoch K McGuire



A full list of safety checks and instructions is also provided at the machine. If any of these are missing employees are asked to inform their supervisor/manager so they can be replaced immediately.



DUNDEE FACTORY

Any suggestions or comments for future issues, please send to:
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