



Issue 14  
June 2014

# GHASP!!

Galloway Health And Safety Periodical



There have been a number of changes at Galloway Group in recent months, but these have strengthened rather than distracted us from our focus on the Health & Safety of our employees.

## Director's Message

It is very pleasing for me to see a Company with such a positive attitude to communicating news and achievements regarding Occupational Health & Safety via this GHASP periodical. Keeping yourself and your colleagues safe at work should be everyone's first priority. Accidents are all preventable if we share honestly and openly issues or ideas that can highlight hazards in the workplace before anybody gets hurt.

To help this process along, I have started an OH&S CIP (Continuous Improvement Process) at the Dundee factory. Together with the OH&S Committee, I would urge all employees to embrace the principles of small improvements every day. The best ideas always come from those who 'do the job', and, despite challenging times at the moment, we should never take Health & Safety away from our first thoughts at all times.

I am sure, with a team attitude from everyone, we can make this year at Galloway the safest yet.

*Rob Coombes*

## Policy Manual Updated

In conjunction with our external Health and Safety advisers, the Board have concluded the annual review and update of the Company's Health & Safety Policy document. Supervisors/Line Managers or another suitable person will be going over the changes with you in the near future and employees are requested to read and familiarise themselves with the Policy.



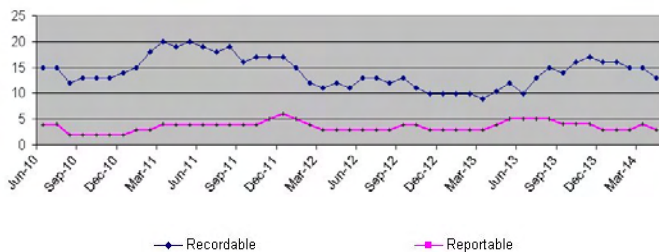
In the mean time, updated copies of the Policy are:

- Available to download from the Intranet,
- Posted on notice boards throughout our factory and offices for reference,
- Available on request from your Supervisor/Manager

Please ensure you are looking at the updated issue **Rev 28**.

## Statistics

### Historic Analysis of Accidents



The latest quarterly Accident Statistics have seen:  
**1** Reportable and **0** Recordable Incidents.

**OUR AIM IS FOR ZERO ACCIDENTS**

## OH&S Committee Revitalised

The Dundee Factory are bringing some new ideas and faces to the Occupational Health & Safety Committee.

It is anticipated that the new Committee will take a more active and leading role in the development of procedures and implementation of the new OH&S CIP (Continuous Improvement Process).

The first meeting of the new Committee was held on Tuesday 27<sup>th</sup> May. This was a successful meeting with a number of issues discussed ranging from the birds nesting in the Loading Bay to the suitability of Local Exhaust Ventilation in certain areas.

Anybody who wishes to make any suggestions or has any concerns can speak to one of the Committee Members:-

Rob Coombes  
Kevin McGuire  
Ian Haliburton  
Paul McGuinness

Tom Feeny  
Simon Di Marco  
Craig Munro  
Calum Sharpe

## Training Successes

Congratulations to **Andy Hamilton** and **Sean Burke** on successfully completing IPAF training.

Congratulations also go to **Anthony Lomax** for completing the Fire Safety Training Programme at the First Street, Manchester site.



**“Know safety – NO Accidents”**

## Occupational Health

The Occupational Health programme is ongoing with Skin Tests and Toolbox Talks being completed during May. All Factory employees were issued with the Galloway Group leaflet 'Preventing Contact Dermatitis at Work'



The annual vibration checks will continue in August.

The Lung Function programme is also ongoing.

# Continuous Improvement Process (CIP)



All this talk of continuous improvement and change can sound both exciting and daunting ... But what is a Continuous Improvement Process?

The principles of Continuous Improvement originate from Japanese Management ideas, but, when broken down and put in place, it is, like all the best ideas, straightforward and makes perfect sense. It is ultimately, a case of looking at what you are doing and identifying ways, no matter how small, to make it better. Small changes might seem insignificant on their own, but over time, those small changes soon add up to big improvements.

A Continuous Improvement Process (CIP) can be applied to any area of a business and involves **all employees**; after all, nobody knows your job better than you.

Everyone can and should be involved in the OH&S CIP.

## What you can do ...

We are all guilty of doing things without thinking simply because we do them every day and 'that's the way its always been done'. But that doesn't always mean it is the best way of doing things.

Take a moment to **think about what you are doing** and **ways in which it could be improved**.

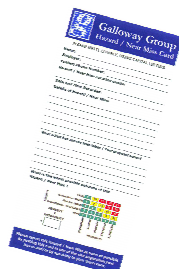
- \* **Is it safe?** **Could it be safer?**
- \* **Do you have the right equipment or tools?** **Are they close to hand and well maintained?**
- \* **Do you have the training you need?** **Are there any aspects you are not sure about?**
- \* **Do you have the right PPE?** **Is it in good condition and suitable for the job?**
- \* **Is your work area clean, tidy and well organised?** **Are there any unnecessary tools or items lying around?**
- \* **Have you completed the regular checks on the machine you are operating?** **Is the machine clean and well maintained?**

For Dundee Factory employees, slips are available in the Production Office for you to note down any suggestions and ideas.

Date	Job Title	REC No.	Name	IP	OP	IP
		(If Applicable)				
Notes/Other						

All other employees can use the Hazard/Near Miss card available at all sites and on notice boards throughout the offices.

**Remember** improvements do not have to be major changes, as long as they are changes for the better.



# Director's Initiatives

Occupational Health & Safety is the top priority of all at Galloway Group and recently our Directors have been looking closely at ideas to maintain and improve momentum. A number of ideas and initiative were identified and these will be undertaken on a regular basis.

Among the initiatives raised was a continued support for the GHASP!! which will continue to be produced and distributed to all employees along with selected key clients. It was also agreed to formalise our Health & Safety procedures through ISO 180001 Occupational Health & Safety Certification. This is an International standard, which Galloway Group aims to gain within the next 18-24 months.



There will be a number of other initiatives and improvements in the coming months so please remember to check notice boards regularly.

# Drugs and Alcohol

Galloway Group operates a Zero Tolerance policy with regard to employees in the workplace under the influence of Drugs or Alcohol. Not only do these substances affect the quality and standard of work, they also affect judgement and reaction times and therefore put both the user and their work colleagues in serious danger as a result.



Random testing on sites is now common practice and all Galloway Group employees and subcontractors are required to comply with these tests.

Random testing can also be carried out at any time within the Galloway factory and offices.

Testing may also be carried out following an accident or incident or if the company suspects an individual to be under the influence of drugs or alcohol, or if an individual's performance levels and behavior have become inexplicably erratic; this may also include instances of employees being absent from work on a frequent basis.

Positive testing for illegal substances will be reported to the police.

The company may offer assistance and support to any employee in overcoming a substance related problem, provided that he/she comes forward voluntarily and discloses the problem to the company.

You don't need to be dependent on drugs and alcohol to have a positive test result. **Don't be caught out!**

## REMEMBER

- Don't get drunk the night before and expect to work safely the next day. Alcohol takes time to work out of your system (1 pint of beer takes approx 2 hours).
- Some medical drugs prescribed by your doctor can also affect your ability to work. Check with your doctor and inform your Supervisor/Manager.

For more information on Galloway Group's Drug and Alcohol related policies please refer to the Company Handbook, which is available on request from your Department Manager.