



## Director's Message

Welcome to our new look *GHASP*, which showcases our new Galloway logo and will help to reinforce our Core Values. As you may recall, our first Core Value is **Safety and Wellbeing**; this is our top priority and underpins everything we do.

I am pleased to see that no major amendments or actions were required following the review of the Dundee Fire Plan; however, if it is some time since you have read the Plan, please take time to remind yourself of its content.

In addition, the Continuous Improvement Process is proving valuable to the OH&S Committee.

For those working in the factory or on-site, please remember your Take 5 card and be sure to follow it at all times.

We are currently undertaking an Employee Health & Safety Questionnaire within the factory, which will provide us with important information. We will report on this in the next edition of *GHASP*. In the meantime, I'd like to thank everyone taking part.

Finally, I would ask everyone to ensure that Safety and Wellbeing continues to underpin everything you do as we work towards our goal of ZERO accidents.

*Teresa C Thomson*

## Statistics



The last quarterly Accident Statistics have seen:

**1** Reportable and **1** Recordable

Our aim is for **ZERO** accidents

## Congratulations



Congratulations go to **James Paton** for successfully renewing his PASMA Certificate of Competence.

## Dundee Fire Plan Updated

Following a full Risk Assessment carried out by our external Health and Safety advisers, Croner Consulting, the Dundee Factory and Offices Fire Plan has been updated. We are pleased to advise that no major amendments or actions were required following the review although there are some additional references to the external buildings and the Plan has been updated to reflect recent Board changes.



The Plan is available to view on notice boards throughout the factory and offices.

The key to everyone's safety in case of fire is for all employees to know and follow the drill and emergency procedures.

The Dewsbury Fire Plan was written and put in place for the opening of the new offices and will be reviewed annually.

## OH&S Committee

The OH&S Committee with the addition of two new members, **Craig Campbell** and **Craig Anderson**, are continuing to work on the Continuous Improvement Process with a number of improvements now in place. These include:

- rectifying maintenance issues on factory items,
- ensuring procedures in place are being followed such as monitoring of vibration,
- investigation and corrective action of a number of minor injuries and
- raising concerns and issues on behalf of all employees.

If you have any concerns or issues you wish to raise, please contact either your line manager or a member of the OH&S Committee.

***When walkways freeze - walk safely please***

# Working at Height



**"In 2013/14 39 fatal injuries to workers involved falls from height. Falls from height were the most common cause of fatalities, accounting for 29% of fatal injuries to workers." (RIDDOR)**

Galloway have put a number of practices and procedures in place to ensure the safety of all employees including Risk Assessments, Method Statements and various Tool Box Talks. A new **Permit to Work at Height** system has also been introduced in the factory and all factory and site workers should always carry and refer to their Take 5 card regularly. It is essential that these are followed.



All Work at Height tasks will have a Risk Assessment and/or Method Statement in place. This **MUST** be adhered to. In the factory, make sure you have a signed **Permit to Work at Height**. It is your duty to ensure you do not endanger your own or anybody else's life.

The HSE sets out a number of Do's and Don'ts for anyone working at height:

## Do....

- As much work as possible from the ground
- Ensure workers can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Consider emergency evacuation and rescue procedures

## Don't...

- Overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- Overreach on ladders or stepladders
- Rest a ladder against weak upper surfaces, eg glazing or plastic gutters
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

**REMEMBER:** Falls do not have to be from great heights to cause serious injury. Make sure you always use adequate and appropriate equipment for the job.



# Electrical

Following the publication of the 17th edition of BS 7671:2008, Requirements for Electrical



Installations, there has been on-going training and we are delighted that all of our team are now Test and Inspection trained for the new regulation.

In addition, all Method Statements and Risk assessments have been updated in line with the new standard.

Further training also gets underway this week for Galloway Electrical Supervisors who will be undertaking the SELECT 2 day Site Supervision course.

# Health & Safety Survey

Over the next few weeks we will be repeating the Health & Safety Survey which was introduced in 2011. Keep an eye out for the next GHASP!! for the results.