

**VO Script for ALSTOM Site Safety DVD:**

19 May 2009

## **Safe On Site**

- Putting People to Work Safely.

**Introduction** – (attached to DVD menu as option not in main video)

Welcome to the ALSTOM Power Service UK annual induction.

When you have completed this induction you will be issued with

an ID card that will be valid for 12months. The information on the card will include:

Your name, ... today's date .. and the cards expiry date, along with a passport type photograph of yourself. The reverse will list your relevant training information.

It is important that you take good care of this Induction card as you will need to produce it in order to work for ALSTOM Power throughout the year.

There will also be several forms to complete regarding your attendance, fitness, training and the work time regulations.

This presentation will provide the main body of your safety induction and will be supported by further **Site Specific Induction** before you can start work at any of the various sites around the country.

So look out for each other and remember: **Nothing is worth getting hurt for!**

## **PUTTING PEOPLE TO WORK SAFELY:**

This is a key process for ALSTOM and requires your active involvement to ensure that it is implemented. During your period on site ALSTOM will plan all work activities to ensure that they have Task Risk Assessments and Method Statements as appropriate. It is essential that only suitably qualified and experienced personnel are put to work by ALSTOM, so ... if you have not already done so, you will be asked to provide evidence of your qualifications and experience.

This can be by several means: ranging from apprenticeship papers, NVQs and training certificates to references and C.Vs. If you have any queries on this issue or if you have concerns regarding your ability to carry out a task ... please speak to your supervisor.

All work activities will be “Task Risk Assessed” as a minimum, by the relevant supervisor;

... this might not necessarily be a written one ... if the Supervisor knows the area and the task at hand; and that the access and egress are adequate; and that you are competent and have the correct equipment then a Point of Work Safety Assessment ( or POWSA) could be a sufficient check before starting work.

If however they can see additional hazards or risks associated with the activity then they are required to carry out a suitable and sufficient written Task Risk Assessment.

ALSTOM Power have a library of **Durable Risk Assessments** available for all of the common activities carried out on site, they identify the hazards involved, who is at risk, the potential outcome with regard to injury or damage and the control measures that are in place to reduce these risks to an acceptable level.

The Supervisor will use these to assist in formulating his site specific written task risk assessments, identifying any additional risks and controls to be put in place. This is signed and dated and becomes a legally binding document, which is entered into the site safety file, available for inspection at any reasonable time.

Task Risk Assessments and Method Statements have been carried out for all on site activities; these will be communicated to you during the pre job brief, (a short formal recorded talk that your supervisor must carry out to ensure that the scope of work and all safety aspects are fully understood by you & anyone else in your working party).

When you read a method statement or task risk assessment remember that these are carried out by Supervisors relying on their personal knowledge and experience and if you can think of a better or safer way of carrying out the activity then **speak up** as these method statements are reviewed on a regular basis & any input is welcomed.

Never be reluctant to question anything that you feel is not right or could be improved upon.

As well as the pre job brief you will be issued with a

**POINT OF WORK SAFETY ASSESSMENT BOOKLET.**

This booklet must be filled in by you or a member of your working party and signed before work commences, not in the cabin but at the work-face ...

and you must ensure you have correctly identified the item of plant or apparatus before starting work on it, making sure that this information corresponds with any identification given in the safety documents, as well as any instructions or advice from the Pre Job Brief.

Your work area will be inspected daily by your supervisor who will sign the booklet to verify that your assessment is correct and that the working party can continue with the task in hand.

If during your work activities circumstances change then use the POWSA booklet in conjunction with **STAR** – STOP, THINK, ACT, and REVIEW, to resolve the issues. However if you have any doubts about your actions ASK YOUR SUPERVISOR

### **Near Miss Reporting**

On the reverse side of the POWSA booklet there is a report slip, where any observed near miss, hazardous situation or unsafe act can be submitted to your supervisor.

This information can then be used to assist ALSTOM to carry out investigations into any accident or incident that is reportable or has the potential to become reportable, and to try to determine exactly what the root cause of the incident was and what can be done to prevent a reoccurrence. This investigation is not intended to point the finger of blame at anyone - it is to help prevent further occurrences and to allow ALSTOM to inform other sites of issues arising by way of **Service Notifications**.

The remainder of this induction will make you aware of the potential hazards that you may be exposed to within your working environment and identify the durable controls in place that support the putting to work process.

## **SAFETY ...Permit to work system**

Only competent trained persons are able to be issued with or accept permits to work, and ALSTOM will ensure that sufficient personnel are trained for this purpose.

All work on site is controlled by the clients Permit to Work System which will comply with their safety rules.

## **LEGISLATION:**

The **Health and Safety at Work Act 1974** is the framework around which safety laws in the UK are built, so it's important that we take a look at the main points because they affect us all.

There is a duty on all employers to provide, within reason, a safe workplace with safe equipment along with training and information on how to use it properly.

And it's not a one way street. (It works both ways!) Under the same laws we as employees have duties to co-operate with our employers in Health and Safety matters.

We must also take reasonable care for our own safety, and the safety of other people who may be affected by what we do or don't do at work.

**So it's important to always work safely and not to take short cuts.**

We **ALL** have a duty not to misuse or interfere with anything that is provided for our Health, Safety and Welfare.

## **DRUGS & ALCOHOL:**

The laws on drugs and alcohol in the UK obviously apply in the workplace. By turning up for work under the influence of drugs or alcohol you are not only at risk of losing your job but you are putting yourself and your workmates in danger due to de-hydration, slower reactions than normal, lack of awareness and tiredness.

These can all play their part in causing an accident.

So let's have a common sense approach to socializing and turn up fit for work.

If you are suffering from any kind of illness or disability such as Diabetes or Asthma that may have an effect on you carrying out your work activities safely, please highlight this on your [Health Screening Form](#), or inform your relevant supervisor so that assessments can be carried out to help you carry out your work safely.

## CoSHH Assessments: Control of Substances Hazardous to Health

Any substances classified as hazardous to health arriving on site should be accompanied by the manufacturers' hazard data sheets. These data sheets will have been used by ALSTOM Head Office to carry out an assessment prior to being issued for use on site.

In all cases, where practical, exposure will be reduced by using a less hazardous substance or a different process. The amounts ordered, stored and used will be deliberately kept to a minimum.

Any residual amounts and empty containers will be placed in suitably labelled skips fitted with secure lockable lids and disposed of as **hazardous waste** as appropriate.

Where prevention or control is insufficient on its own, then Personal Protective Equipment will be provided and worn. If this is the case then information and instruction and, where required, training ... relating to that particular Personal Protective Equipment will be provided.

All hazardous substances will be stored in a controlled manner, preferably in locked containers - under the control of the storekeeper - who will keep records of use by way of employee's signatures.



The Site Manager is responsible for ensuring that all substances intended for use on site have an accompanying safety data sheet and a COSHH assessment, held on file in the site stores, and that his personnel are aware of the precautions necessary. He is also responsible for ensuring that all storage and disposal requirements are implemented.

### **First Aid and Accident Reporting**

ALSTOM are legally obliged to report some work-related accidents, illnesses and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 this is known as "RIDDOR".

ALSTOM will supply suitably qualified first aid personnel and first aid boxes in accordance with relevant legislation. Each site has a uniquely numbered accident book which is archived at the end of the contract for further reference if required.

All accidents and Incidents **must be reported** and recorded in the Accident Book this information is then sent to the head office where statistics from all sites are collated to enable ALSTOM to work with you in putting preventative measures and controls in place to prevent a re-occurrence, bringing the goal of ***zero accidents and zero incidents*** ever nearer.

## Housekeeping

On all sites a high priority must be given to the standard of housekeeping, both on site and within the site accommodation. - So let's take ownership.

The majority of minor accidents are slips trips and falls, things that can be directly linked to poor housekeeping; accidents that we can prevent by keeping the work place neat and tidy. So remember, don't rely on others to tidy up after you. Stack things away neatly and tidily and return damaged tools & equipment to the stores or quarantine areas, do not leave them lying around to create tripping hazards.

Do not leave material or tools in walkways or escape routes and remove any scrap to the correct receptacles as soon as practical - don't let it build up.

Leave the area as you would like to find it, then everyone is happy.

Finally look after the mess cabins, treat the facilities as you would at home.

Use the changing cabins provided for overalls, boots and other items - when not in use.

## Personal Protective Equipment

During your work on site you will be expected to comply with all requirements for the wearing of P.P.E. (personal protective equipment).

Because of the nature of our work we operate a cover up policy at all times.

Consequently company overalls will be provided and worn correctly during all work activities. Safety Helmets must be worn at all times unless previously agreed in writing following the completion of a comprehensive written task risk assessment.

Safety Footwear must be in good condition and worn at all times during your work activities. Light eye protection and hearing protection must be worn as dictated by the relevant task risk assessments, CoSHH Assessments or mandatory signs.

Hand protection must be appropriate for the task involved.

The requirement of any additional PPE such as fall arrest equipment or respirators will also be determined by the relevant Method Statements, CoSHH Assessments and Task Risk Assessments relating to a particular work activity.

## Notices / Signs / & / Barriers

### Notices:

Notice Boards will be strategically positioned, both on site and within the mess-cabins. As well as displaying statutory notices such as Health and Safety Law, these will also be used to provide ALSTOM personnel and others in the vicinity of their work with relevant information relating to risks of the day, service notifications and any other necessary information.

### Signs:

All signage used on sites will be in compliance with The Health and Safety (Safety Signs and Signals) Regulations 1996. Those most commonly used are prohibition signs; these have a red circle using a black logo and text such as no entry or no smoking.

Warning Signs have a yellow triangle with a black logo and text such as: men working overhead ... or tripping hazards.

Alt: such as ... "men working overhead."

Mandatory Signs are blue with a white logo and text. These are the ones that must be obeyed by Law and include the wearing of hearing protection

and safety helmets. Safe condition signs are normally green with a white logo and text and refer to safe access and egress, fire escapes and first aid.

### **Barriers:**

When barriers are erected they will be adequate for the job in hand, if they are to exclude employees from significant hazards then they must be substantial enough to prevent persons from walking through them in the event of lighting failure, especially if there is a night shift on.

All barriers will have a notice on them informing everyone of the reason for the barrier and who to contact for further information. (Including Radio Channel or Telephone Number).

### **Created Openings**

Prior to any openings being created, you must get permission from your Supervisor who will in turn ensure that the Client is in agreement.

If the opening you are creating exposes you to a significant hazard you need to erect hard barriers with notices posted around the area.

Before you have exposed the hazard you need to have fall arrest equipment on and secure it to a suitable anchor point.

This applies to anyone else entering the barriered area.

Have a predetermined storage area for any sections of grating or flooring that you are removing and as soon as practical take any removed sections there and tie them back to prevent them from falling and becoming trip hazards. Replace the removed sections of flooring as soon as is practical and once you are satisfied that everything is correctly secured get your supervisor to inspect the area prior to the permit being signed off.

## **Working at Height**

**AVOID** the risk by not working at height

**PREVENT** falls where it is not reasonably practicable to avoid work at height.

**MITIGATE** the consequences of a fall.

Take steps to minimise the risk of people and objects falling.

In all cases measures such as guard rails should be used in preference to personal protective equipment such as safety harnesses.

Mobile Elevated Work Platforms should only be operated by those trained to do so; they must be well maintained and inspected by the operator before use.

The ground should be level, the work area barriered off and overhead power cables avoided.

## Scaffolding

Only a qualified scaffolder can erect, modify or dismantle scaffolding.

Remember, when intending to work on scaffold always check the SCAFTAG

at the point of access: - If it is **RED**, do not use that scaffold. If it is **GREEN**, but has not been inspected within the previous 7 days, remove the tag and report it immediately to your supervisor. Also report any defects or damage immediately.

## Noise at Work

Noise at work is governed by the Control of Noise at Work Regulations.

Exposure to loud noise can cause permanent hearing damage.

Factors that contribute to hearing damage are noise level and exposure time.

Consequently hearing protection must be worn at any time you are exposed to excessive noise.

On most sites you will find the mandatory signs located at the entrance to noisy areas, but even if there are no signs and you feel that a particular area is noisy speak to your supervisor and he will get the relevant information for you.

If you feel the need to wear hearing protection then do so.

Also remember that if you wear disposable hearing protection such as ear plugs please dispose of them responsibly.

## Fire

On site there are normally four types of Fire Extinguisher used.

**Red:** These are water filled extinguishers for use on organic material such as Wood, Paper & Cloth.

But remember because they are water filled they must not be used on electrical fires.

**Cream:** Foam Filled extinguishers for use on Petrol, Oil & Grease.

As the foam is water based it **must not** be used on electrical fires.

There is also the possibility of re-ignition as the foam does not cool down the burning material.

**Blue:** Dry powder filled extinguishers are for use on all types of fire.

When being used on gas type fires the supply must be isolated first.

The reason being - if you put out the fire with this type of extinguisher you will not remove the heat and if gas continues to escape then you could create an explosive atmosphere that could re-ignite.

**Black:** Carbon Dioxide – or Co2 filled extinguishers are for use on all types of fire but they should not be used in confined spaces because they will reduce the oxygen levels and may lead to breathing problems.



Extra caution must be taken when using extinguishers on liquid fires to avoid splashes.

Do not attempt to extinguish a fire if you have not been instructed in the use of the extinguishers or you are not completely confident that you can cope with it.

Always report the fire prior to attempting to extinguish it.

### **Confined Space Work**

Never enter a confined space unless you are authorised and have received the necessary training required to carry out the work.

All confined space work will be governed by an entry permit as well as any other permits required for the work you are going to carry out.

ALSTOM has in place safety procedures governing any work carried out by you in designated confined spaces. Make sure that you have had all of the relevant documentation shown and explained to you and that you understand and are happy to comply with them. Do not hesitate to raise any concerns with your Supervisor at this or any other time. Once you are carrying out work in a confined space then the correct procedures must be adhered to at all times.

When leaving a confined space for any length of time make sure that the entrance is barriered and notices posted informing people that there is no unauthorised entry and who to contact for further information.

Remember if you have any doubts at all **DO NOT ENTER!**

### **Welding, Burning and Grinding**

All hot work must be carefully planned and safely executed, with fire extinguishers present and, if required, a hot work permit in place. The correct personal protective equipment must be worn and consideration must be given to other activities around or below the area that could be affected by the work. If there are any combustible materials in the vicinity which cannot be removed to another area then there should be an assessment made of what controls should be in place in case of a fire; for example, a stand by man or fire watcher should be present during all welding & burning activities.

If the work to be carried out is in any designated gas zones then gas monitors must be provided and employees instructed in their use.

Full time grinders will be trained and issued with air fed masks and anti-cut gloves which will be sent for medical surveillance twice per year.

These employees will also be given additional instruction to enable them to recognise symptoms and problems relating to HAV (or White finger) such as tingling, blanching and reduced grip. (Hand Arm Vibration)

Gas cylinders, bottles and other equipment must be correctly segregated and stored and transported in proper bottle barrows or carriers, not rolled or dragged into position and all sets of burning gear must have flash back arrestors fitted at all times.

Only trained and authorized personnel are allowed to use gas equipment and they must carry out periodic equipment checks throughout the work to ensure that it has not been damaged or interfered with since being installed ...

and when leaving a set of burning gear for any length of time the bottles must be turned off and the hoses vented. It is also good practice to attach a cylinder key to the burning gear.

ALSTOM have an acetylene minimisation programme in place  
– wherever possible acetylene is to be replaced with propane.

### **110 Volt Electrical Equipment**

All portable electrical equipment will be PAT (or portable appliance tested) prior to being used for the first time on site and then, unless previously determined by a specific task risk assessment, every 3 months after that.

Prior to using any electrical equipment on site, you must visually inspect it.

Check that the plug, cable and casing of the equipment are free from any physical damage.

If you have any concerns then return it to be quarantined for repair or removal from site.

Any cables to be used shall ideally be hung up above head height but if this is not practical then they must be positioned away from walkways and escape routes or anywhere they can create a tripping hazard.

Any electrical repairs can only be carried out by a qualified electrician.

### **Compressed Air and Driven Tools**

Tools must be regularly maintained and serviced with the, correct matching connections used. Whip restraints must be fitted across all joints including the one from the compressor.

You must ensure that all hoses are clear of moisture & dirt, and guards are in the correct position before coupling and starting work.

Before disconnecting any air tool, turn off the main compressed air supply to the air line onto which the tool is connected and exhaust the air at the tool end.

All operators must wear the correct PPE at all times when using air driven tools, including adequate hearing and eye protection. (\* visuals re visor)

Regular and frequent exposure to high levels of vibration can lead to permanent injury due to “hand–arm vibration” which is transmitted from work processes into the workers’ hands and arms.

### **Abrasive Wheels**

Only persons trained and appointed in writing by the company are allowed to change an abrasive wheel.

This does not prevent you from grinding, provided you have been trained to do so.

The type of training carried out in house consists of Classes 8 and 9 and will include:

- Hazards arising from use and precautions to be taken.
- Methods of marking, as to type and speed.
- Methods of storing, handling and transport.
- Methods of inspecting, testing and checking for damage.
- And the functions of all components

including correct and incorrect methods of assembly.

## Manual Handling

Remember everyone is different. Incorrect technique when lifting, lowering, pushing and pulling can cause accidents, injury and lost time.

Your personal physique, age, fitness and experience - and the nature of the load - all have to be taken into consideration before attempting to physically move anything.

Before starting to lift consider:

- What has to be moved?
- How far has it to be moved?
- Where to and where from?
- Is the access & egress clear?
- Can it be safely handled by one person?
- Will assistance be required?

In other words take time to ***plan the lift.***

By using the correct lifting technique and considering the load, the task and the environment, as well as your own physical ability, prior to attempting any manual handling, you can reduce the risk of potential injury.

So remember: if it looks too heavy it probably is. Plan your route, maintain good housekeeping standards, protect your hands at all times and seek help from others ... or use mechanical means where ever possible.

## Lifting Operations

Before you commence any lifting operation you must be adequately trained and competent to undertake the task, and the definition of a competent person is an individual who is recognised by ALSTOM as having sufficient training, knowledge and experience to complete the task(s) safely and efficiently.

Some of the lifting will be of a complex nature, where unusual or dangerous loads are lifted in difficult or hazardous environments, or where the lift is performed in unusual circumstances requiring more than one lifting appliance or which uses special lifting equipment.

Such operations call for a greater degree of planning. The extent of the measures will depend on the complexity and nature of the operation, and the equipment used.

For complex lifting operations, a written plan should always be prepared.

For non-complex lifts the **Point of Work lifting booklet** should be completed.

It is common for complex lifts to require more than one operative and all personnel involved in such an operation should be briefed, their individual duties and responsibilities defined, and the overall plan agreed and understood by all involved.

## Lifting Gear

# LIFTING OPERATIONS

## AND LIFTING EQUIPMENT REGULATIONS 1998

Or LOLER (LOLA) as it is commonly called, defines lifting equipment as work equipment for lifting and lowering loads and includes attachments that are used for anchoring, fixing or supporting it. The scope of LOLER is therefore very wide and includes a range of equipment from an eyebolt to a tower crane. So you must not use any other companies lifting gear unless it has been checked and before using any kind of lifting equipment make sure that it is in compliance and that copies of the relevant thorough inspection certificates are available.

Generally speaking, you must ensure that the equipment is sufficiently strong and stable for use, marked with the safe working loads and positioned and installed so that it prevents the risk of injuries. It must also be used safely, meaning the work must be planned, organised and performed by competent people. The lifting gear must also be regularly maintained and examined by a competent person, both before use and at regular intervals ...

and used so that it does not endanger other employees, customers and visitors



**SLINGS:**

Before using any sling check for kinks and frays or any physical signs of damage and make sure that the Safe Working Load is marked on it.

**CHAINS:**

Before using any chains check for physical damage, make sure they are not kinked or twisted. Don't expose chains to acids or corrosive substances as these could seriously weaken them.

**SHACKLES:**

Don't use shackles that are not marked up with the Safe Working Load. Make sure that you use the right type of shackle for the job in hand.

**HOOKS:**

Make sure that the Swivel rotates freely and the safety catch operates correctly. Always make a visual check and return faulty equipment to the stores for quarantine and inform your supervisor.

## **Transport and Fork Lift Trucks**

All drivers must have a current driving license relating to the vehicle being driven.

Speed limits on sites must be strictly adhered to at all times.

Passengers must only be carried on vehicles designed for the purpose.

**All vehicles must only be operated by nominated persons whose licenses have been produced and copies taken and entered into the safety files.**

## **TRAINING**

**Training** will take place by way of the Annual Induction, the Site Specific Induction, Toolbox Talks and more specific training events for some activities.

The Site Specific Induction will be held on the site where you are working and follow the clients Induction. It will last around 15 minutes and will give you the relevant information you need such as First Aid, Mess Facilities and the names of the ALSTOM management and supervisory team on the site.

The Site Specific Induction will be supported with a series of Toolbox Talks that can be delivered by Managers, Safety Officers, Site Supervisors, Safety Reps or Employees. They will take place on a weekly basis as routine and will cover many areas. Additional Toolbox Talks may be given at short notice relating to recent issues and events that have happened on the plants to keep us all focused on safety.

Also, service notifications will be posted in mess rooms for sharing wider information and learning from other sites around the country.

Specific training for activities such as grinding wheels, confined space work and mask fit testing will be given along with other important areas such as ALIMAC operation and the use of HILTI Guns, as and when required.

We have invested in our long term future with apprentice training and if the more experienced guys (*alt. personnel*) feel unsure about anything, your supervisor may arrange training and information relating to your job.

Training is an important tool in not only keeping us safe but also in winning work, by demonstrating to the client that we are competent in what we do.

Our accreditation to the Occupational Health and Safety Management Systems standard, **OHSAS 18001**, means that we take the need to meet our health and safety obligations seriously.

## **The Environment**     *alt:* **Environment**

The prevention of environmental pollution is regarded as a fundamental objective, and we are committed to the establishment and maintenance of an Environmental Management System that meets the requirements of **ISO 140001**. (the ISO standard)

We have looked at all of the aspects of our work that can interact with the environment.

By doing this we are able to identify the impacts resulting from our works

and put controls in place to reduce them to an acceptable level by:

- Segregating all waste
- Ensuring the correct storage and disposal of hazardous waste
- Avoiding waste spills and cleaning up any spills immediately
- Avoiding any discharge to local water course
- Avoiding unnecessary heating loss
- Minimising air leakage
- Minimising water losses
- Avoiding discharges to the atmosphere

And remember you must report any incident or near miss to a manager or supervisor

... immediately.

**Always remember – Nothing ... is worth getting hurt for!** (Several takes please)

**ALSTOM: Safe on Site**

## **ADDITIONAL ALTS to record...**

*As individuals ... and as a team we all have the opportunity to improve our safety performance. Our successful safety record to date looks good on paper but we don't work on paper, we work on Power Stations.*

*Safe systems of work such as Permits, Task Risk Assessments and Method Statements are all in place; but it's people like us that make the workplace safe and people like us that make the real difference... - **People Like You ...***

Alt:

In a heavy industry such as ours there are many hazards; although we have systems such as Permits, Task Risk Assessments and Method Statements in place we still need to support these controls... by looking out for each other.

At ALSTOM we want to **PUT PEOPLE TO WORK SAFELY**

**Always remember – Nothing ... is worth getting hurt for!** (Several takes please)

**ALSTOM: Safe on Site -**

**(Please) Help us to achieve our goal of “Zero Accidents & Zero Incidents.”**

Andrew Daykin – Producer: AXICO