



**Safety and
Sustainability**



Central Safety & Sustainability Brief

January 2022



HAVE YOU COMPLETED YOURS?

Outstanding Staff Numbers			
WorkRite Course	HQ	Rail Services	Infrastructure
AssessRite 3.0 Course	0	0	19
FeelRite	1	12	53
FireRite	2	3	25
OHSA	1	3	24
Working At height	3	4	26

Please log in and complete the outstanding courses you have on your profile.

Remember: you can start and stop as you go, the system will save your progress.



Carl & Safety





ARABIC LANGUAGE ADDITION

1. English
2. French
3. Spanish
4. Italian
5. German
6. Polish
7. Dutch
8. Czech
9. Serbian
10. Romanian
- 11. Arabic**

Carl now supports 11 languages in total, we have launched the addition of Arabic on the mobile and Web UI, it's our first right to left language.

Carl Version - 3.5.3 (iOS) / 3532 (Android)





COMING TO CARL SAFETY BRIEFING

Addition of Face to Face Briefing Toggle

Look out for the new field coming to the Safety Brief feature on Carl.

The upcoming 'Face to Face' briefing toggle (Yes/No) will allow the monthly capture of our KPI's figures and allow the differentiation between a face to face or email briefing recorded on Carl.





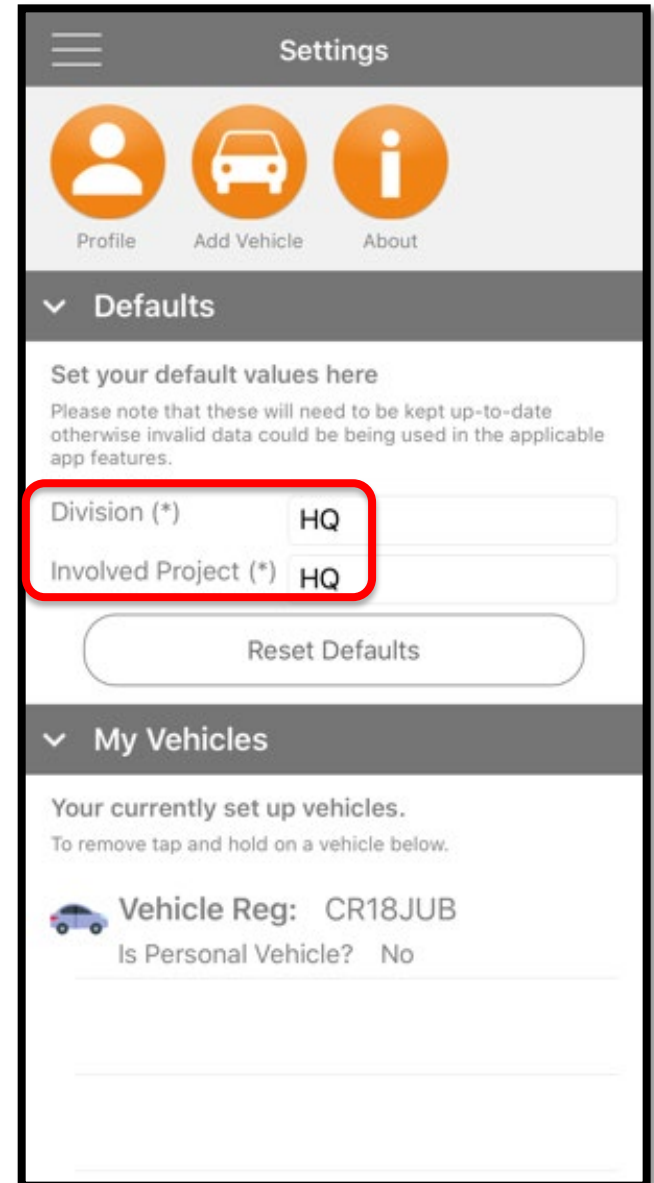
Safety and Sustainability



CARL

Remember: You can pre define your 'Division' and 'Project' on the Carl app under the 'Settings' section.

This will then auto populate when you complete any of the features on the app. If you do need to change this when submitting one of the features, you are able to pick another division or project, if necessary.





What type of questions do you ask yourself...

When do I short cut a procedure or safety instruction and why?



Which behaviour of mine is not a role model for others?

Would I be able to accurately explain and check the limits of the possession?

Will I challenge unsafe behaviour in a colleague or the client?

I am a safety critical worker – do I completely understand the SSOW pack and exactly where the live running lines are?



Slips, Trips & Falls

Accident Data

- 3 RIDDOR, 8 Lost Time,
- Approx. 20% of close calls in 2021 – 2nd highest category

Controls

- Planning – ensure all walking and access routes are suitable planned and fit for purpose
- Take 5 – before start of shift and regularly during the day check to ensure the walking routes are still safe to use and free from obstruction – record on CARL
- Engage - Engage through safety conversations the risks associated with walking routes – record on CARL
- Working – remember Walking is a task so when you are asked to assess something (eg looking at a train or Overhead line) you walk to a possession of safety then assess that area then walk then work, don't try and assess (look up) whilst working.

Note- Quarter 1 2022 global safety initiative is on Slips, Trips & Falls



Safe Use of tools / Incidents whilst maintaining and using tools

Accident Data

- 3 RIDDOR, 5 Lost Time,
- 22% of all close call types raised in 2021 (5.3k) highest close call category
- 2nd highest life saving rule breach (top is PPE)

Controls

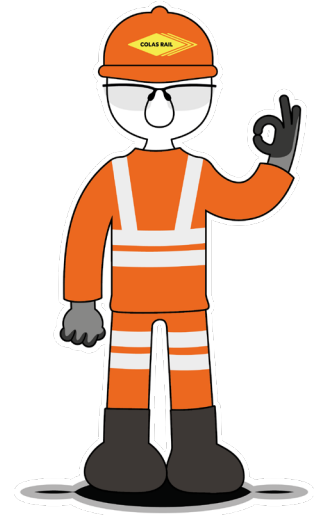
- Planning – ensure you have the correct tools for the job with you and they are fit for purpose
- Are you competent to use the equipment and is it safe to use and free from damage.
- Take 5 – before start of shift and regularly during the day check to ensure the tools and method of using them for you and others is safe – Record on CARL
- Engage - Engage through safety conversations the risks associated with using tools – Record on CARL (safety conversations and close calls)



Safety



Managing Road Risk





Safety



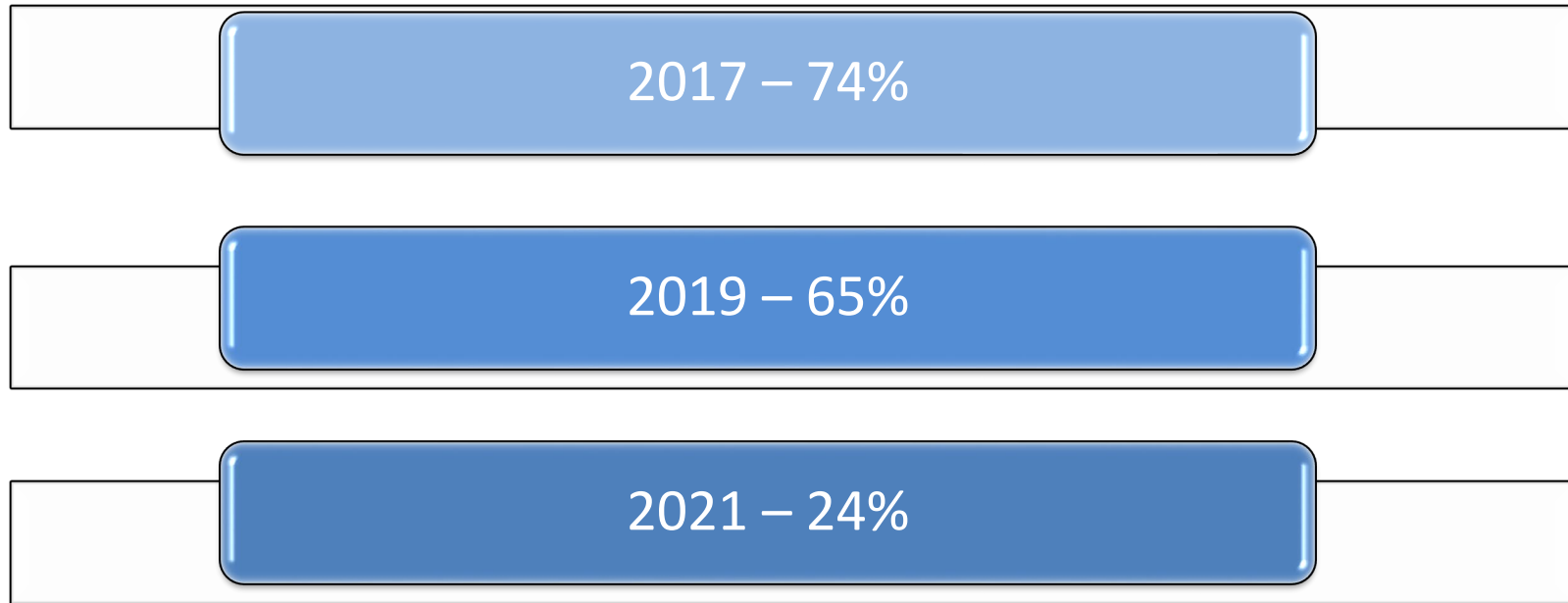
Did You Know?

**Through our safety initiatives,
we are improving our road risks.**



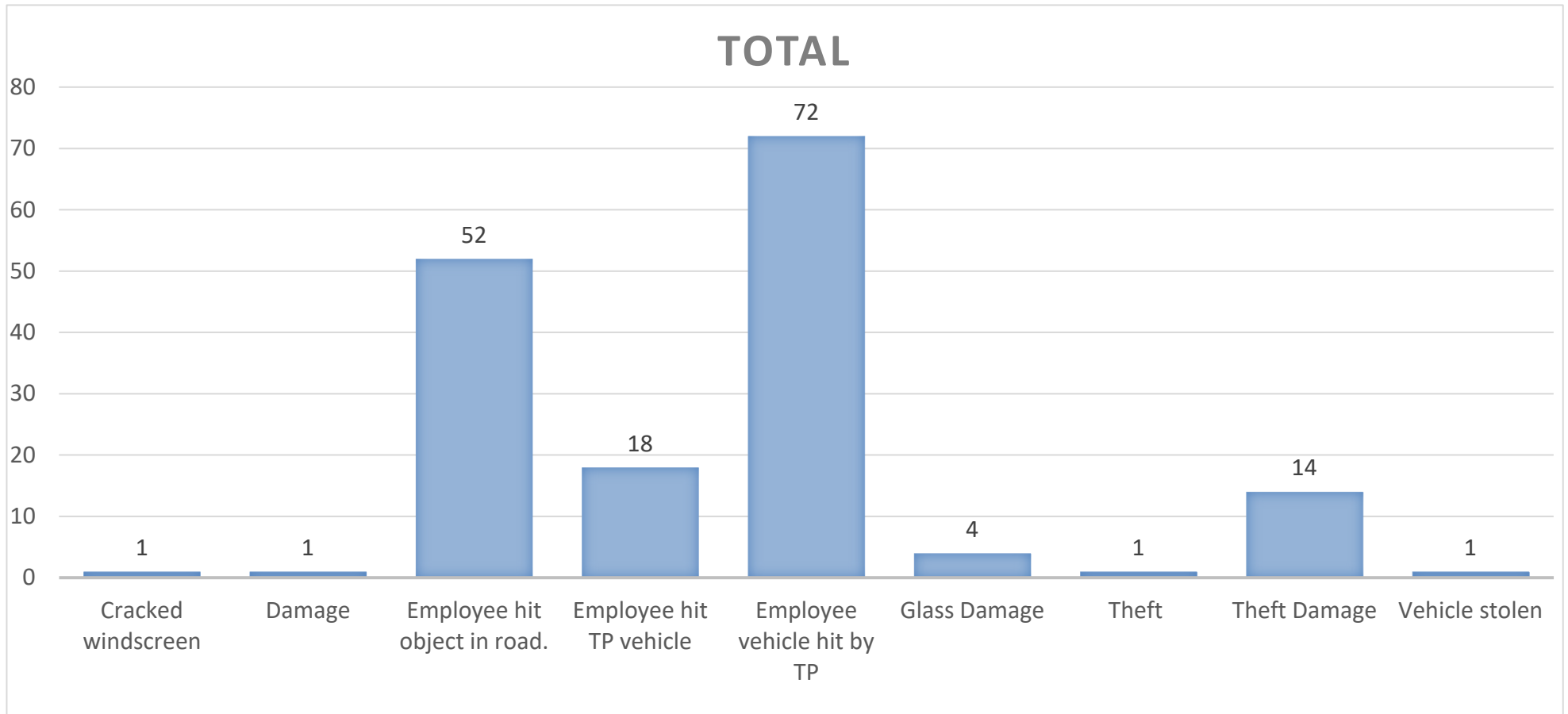
Road Risk

Improvements through safety initiatives



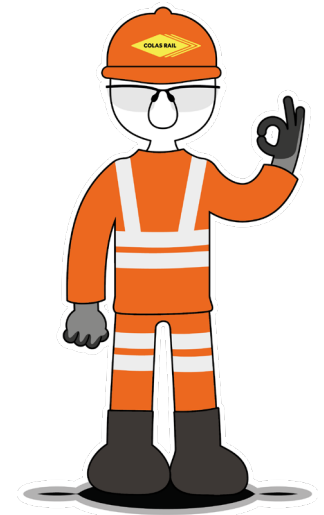


Road Risk





Sustainability & Environment





NEW REBATED (RED) DIESEL REQUIREMENTS **- EFFECTIVE FROM APRIL 1ST 2022**

- ✓ The only legal use for Colas Rail will be to fuel locos and OTMs (even the auxiliary equipment onboard is not allowed to use rebated fuel unless it runs from the main engine).
- ✓ Rebated fuel will no longer be able to be used for heating oil
- ✓ Storage tanks containing rebated diesel for activities that are no longer exempt will need to be empty prior to April 1st (see the link below for options if tanks still have rebated diesel in at the cut off date).
- ✓ <https://www.gov.uk/government/publications/changes-to-rebated-fuels-entitlement-from-1-april-2022/how-to-prepare-for-the-changes-to-rebated-fuel-if-youre-a-fuel-user#vehicles-used-for-both-allowed-and-non-allowed-purposes>



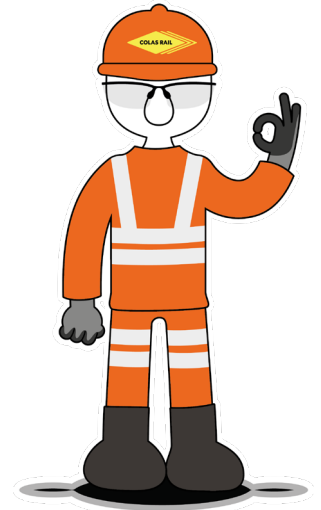
The Environment Act will deliver:

- Long-term targets to improve air quality, biodiversity, water, waste reduction & resource efficiency
- A target on ambient PM2.5 concentrations, the most harmful pollutant to human health
- A target to halt the decline of nature by 2030
- Environmental Improvement Plans, including interim targets
- A cycle of environmental monitoring and reporting
- Environmental Principles embedded in domestic policy making
- Office for Environmental Protection (OEP) to uphold environmental law

There are no specific actions for us to take at this time other than to be aware of the Act, the OEP and what is upcoming – policies are currently being produced for each of the target areas and any actions that arise from those that are applicable to Colas Rail will be briefed out as the information becomes available.



Assurance/Quality





Purchase of External Standards

Did you know?

The IHS online portal only provides access to Network Rail and RSSB Standards.

For ISO or BS EN Standards, these must be purchase directly by the divisions or the individuals.

Divisions must make provision for purchase of such Standards via their annual budget.



Divisional assurance plans focus on High Risks

SAFETY CONVERSATIONS

CLOSE CALLS

INSPECTIONS



VERIFICATIONS

AUDITS

Do your local Assurance & Monitoring Plan for 2022 focus on the high risk areas identified from 2021's incidents, close calls, inspections and audits findings?



Recording Non-conformances

Non-conformances should be recorded and tracked to close out on a non-conformance tracker.

Non-conformances should detail:

- ✓ Root Cause
- ✓ Corrective and Correction action taken

Auditors - Please use following online non-conformance trackers to record your non-conformances (click the link):

- HQ NC tracker
- Infrastructure NC tracker
- Rail Services NC tracker
- Urban NC tracker





Document Brief

The Document Brief is a monthly communication sent out to the business to update business on:

- New Policies, procedures, and risk assessments added to the DMS
- Update of existing Policies, Procedures, or risk assessments
- Withdrawal of any Policies, Procedures, or risk assessments
- Briefing of any External Standards that impact Colas Rail
- New SharePoint pages added to the Intranet / DMS
- New Userguides related to use of systems or apps

It is the responsibility of Department leads and Line Managers to brief their staff on any relevant policy and procedures included in the document brief.



Vehicle related Procedures and Risk assessments

All Drivers should be aware and be briefed on following Colas Rail (*FORS compliant*) documentation:

Colas Rail Vehicles Manual ([FL-A2-001](#))

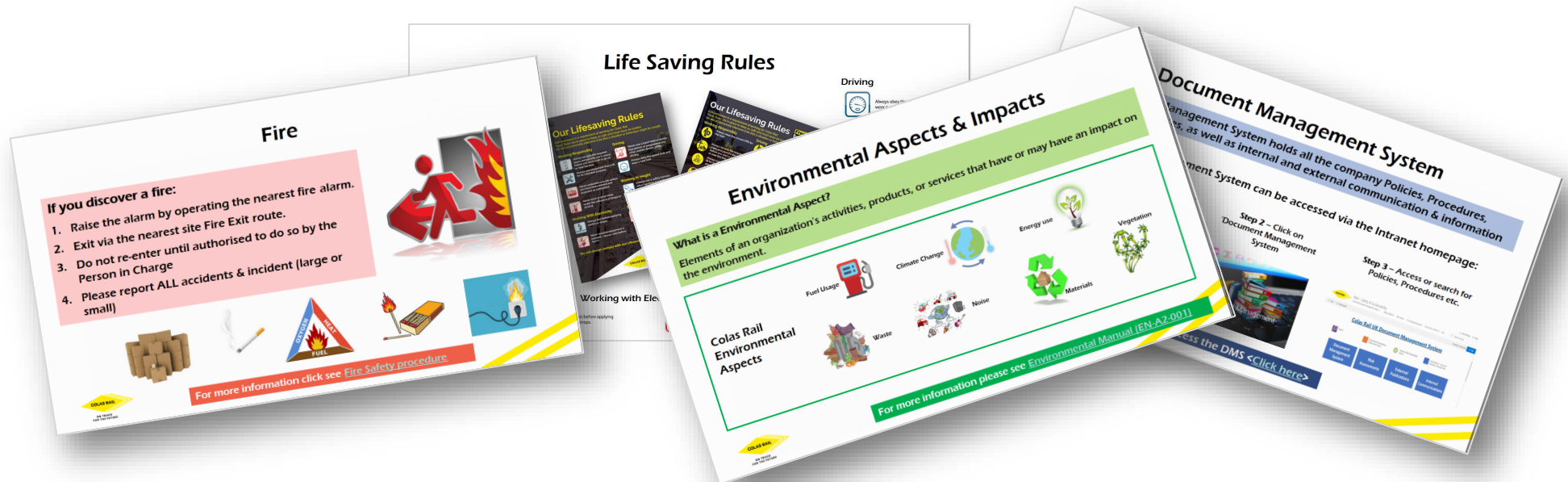
Risk Assessments:

- Company Vehicle Driving risk assessment ([RA-HS-005](#))
- Vehicle Manoeuvring risk assessment([RA-HS-044](#))
- Loading/Unloading Materials from Vehicles risk assessment ([RA-HS-025](#))
- Working around moving Vehicles risk assessment ([RA-HS-045](#))
- In-Cab Technology Risk Assessment ([RA-HS-048](#))
- Designated Routes Risk Assessment ([RA-HS-047](#))
- Operational Security – Driving Risk Assessment ([RA-HS-049](#))
- Lone Working/Driving Risk Assessment ([RA-HS-52](#))



Local QHSE Induction slides

The Corporate S&S Induction Pack is available on the DMS on the [Internal Communications Page](#)



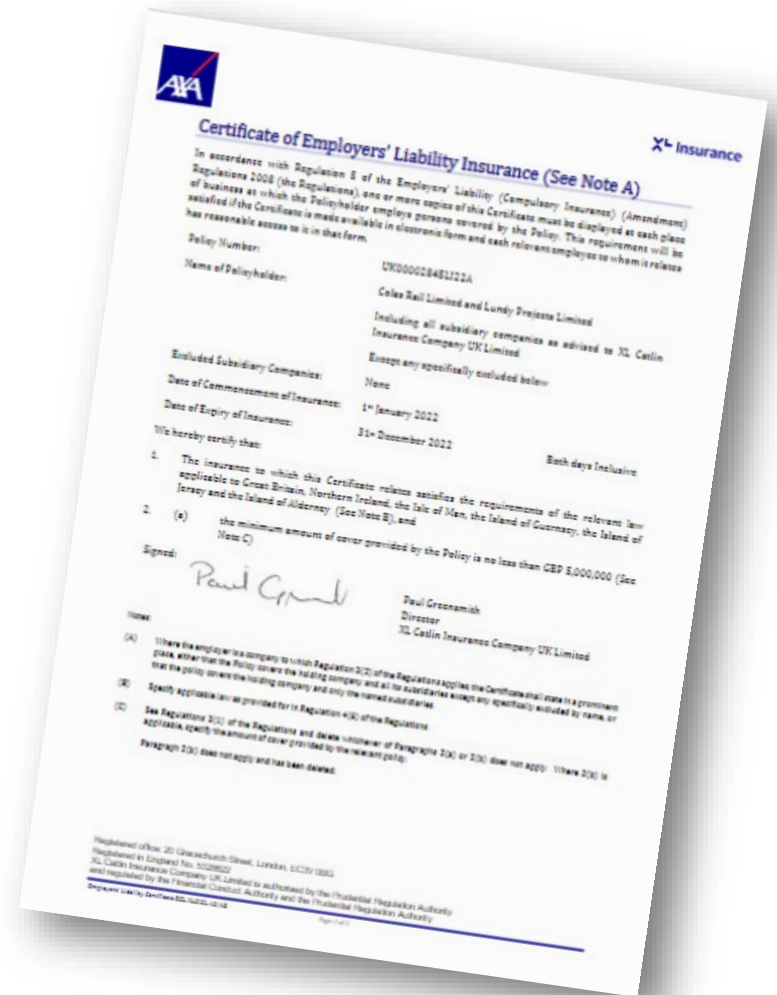
Business divisions can use slides from this pack to deliver divisional or local level inductions



Insurance Certificate

The new [Employers Liability Insurance certificate](#) is available on the Intranet via the Certificates page.

For any queries regarding Insurance certificates please contact the Legal team (Jennifer Simms or Ksenia Andrews).





Health and
Well-being



Health & Wellbeing





Health and Well-being



February's events will focus **on insomnia & sleep issues**. Sleep is one of those things we take for granted until it becomes a problem – 40% of the population suffer with sleep issues.

Wellbeing Wednesdays on February 2nd at 11.00 will be hosting Joseph Pannel, a sleep coach at The Sleep charity. He overcame 20 years of insomnia with CBT and decided to study in order to help others. If you would like some CBT tips to use then this is a great opportunity to improve your sleep quality.

FEBRUARY EVENTS

5 Minute Wellbeing

As part of the February focus you can hear Joseph offer his tips for a good night's sleep in this short video.

These are free to access so visit
[Wellbeing Wednesdays - Rail Wellbeing Live](#)
to access – sign up if you haven't already to access all videos



Looking after your health and wellbeing is important and Health and Wellbeing Manager, Jenny Mullett has been facilitating a series of talks to raise awareness. Here are a selection which you may find useful; you can watch them via the QR codes.

Prostate Cancer Awareness

Alan Fowler from Prostate Cancer UK and Simon Dickinson, MMA Project Controls Manager share their experiences.



Loneliness

Staying well and connected this season (its not always about being alone)



Beat the winter blues

We hope that you will also find these other links useful over the winter months, which are based on helping transform the way we feel;

Positive thinking and empowering podcasts by Dr Chatterjee. Find out more at:

<https://drchatterjee.com/podcast>



Coping skills ideas - A to Z strategies These coping skills are aimed at children but the suggestions can be tailored to fit our lifestyles to improve our mood, during the Christmas & winter period. <https://www.youtube.com/watch?v=5EXpkVw3fh0>



Sleep

Many of us struggle to maintain quality sleep. Try the tips in this video and keep a sleep diary to log which tips work best for you. <https://www.youtube.com/watch?v=ik-SwHhLLc>



Need more information or someone to talk to?

Construction Industry Helpline
Confidential 24/7 helpline available to the industry's workforce and their families
0345 605 1956
www.constructionindustryhelpline.com

TALK TO US
If things are getting to you
116 123 FREE
Samaritans

HOW DO YOU HANDLE LIFE'S UPS AND DOWNS?
MIND YOUR MIND
MIND



<https://www.nhs.uk/every-mind-matters/>

Wellbeing video and podcast selection

Jenny Mullett - Health and Wellbeing manager for MMA has pulled together some podcasts and videos for sharing across the business.

We also have a recording of our 8 Steps to Better Sleep webinar.





Health and Well-being

COLAS RAIL

5 Ways to Beat the Winter Blues

VITAMIN D:

Vitamin D3 deficiency is one of the primary causes of seasonal depression, due to our reduced exposure to sunlight. Supplementing with at least 400 IUs of D3 daily may support a healthy mood during the winter.



OMEGA-3 FATTY ACIDS:

Omega 3 fatty acids derived from oily fish like salmon and mackerel may also help relieve occasional seasonal depression. Omega 3 fatty acids help form cell membranes and keep them soft and flexible, which allows for better passage of serotonin.

AMINO ACIDS:

Choose foods that contain tryptophan (like turkey, fish, whole grains and spinach) which the body converts into serotonin, the neurotransmitter responsible for mood and sleep.



EXERCISE:

Exercise releases endorphins which help memory and brain function, and make you feel happy and satisfied!

IMMUNE SUPPORT:

Select medicinal mushrooms can effectively support immune function. **MycoPhyto® Complex** contains six potent medicinal mushrooms and additional beta-glucans to enhance immunity all winter long!



Visit www.econugenics.com to learn more!



We are a support group for men and their mental health.



‘We get together a couple of times a month and have a stroll around a country park whilst having a chat in a safe place without judgement! It gives us guys the opportunity to offload, get things off our chest and talk about how we are feeling rather than bottling it up and suffering in silence’.

If you're in crisis and need to talk right now, there are many helplines staffed by trained people ready to listen. They won't judge you, and could help you make sense of what you're feeling.

Samaritans

To talk about anything that is upsetting you, you can contact Samaritans 24 hours a day, 365 days a year. You can call 116 123 (free from any phone), email jo@samaritans.org or visit some branches in person. You can also call the Samaritans Welsh Language Line on 0808 164 0123 (7pm–11pm every day).

SANEline

If you're experiencing a mental health problem or supporting someone else, you can call SANEline on 0300 304 7000 (4.30pm–10.30pm every day).

National Suicide Prevention Helpline UK

Offers a supportive listening service to anyone with thoughts of suicide. You can call the National Suicide Prevention Helpline UK on 0800 689 5652 (open 24/7).

Campaign Against Living Miserably (CALM)

You can call the CALM on 0800 58 58 58 (5pm–midnight every day) if you are struggling and need to talk. Or if you prefer not to speak on the phone, you could try the CALM webchat service.

For more options, visit the Helplines Partnership website for a directory of UK helplines. You can also access Mind's Infoline via email: info@mind.org.uk or by calling 0300 123 3393, to find more services that can support you.

MENTAL HEALTH
& PRODUCTIVITY
PILOT

MHPP

Mental Health Crisis Helplines

Wellbeing Crisis Contacts

Poster and guide forwarded to Wellbeing champions and safety leads, to display on notice boards



Health and
Well-being



**Talking about mental health at work can
feel like a leap.**

**Bridge the gap,
start a chat**



"When I started sharing what I was going through it was amazing the amount of people who said they had gone through something similar or were going through it at the time. All of a sudden I didn't feel alone."

CS Labels
Craig



Lets Have a Chat