

# Q~EST Newsletter



December 2009



## Front Page Employee News

The purpose of this newsletter is to provide information in relation to company Safety, Training, Quality and Environmental news.



### Inside This Issue

- Ray's View
- Contracts Recently Awarded
- CIRAS - Reporting of safety concerns
- Noise Policy
- Help to Sell a house!
- Safety Action Group
- Driver Safety
- Quality & Environmental
- Walker Training
- Safety

### Ray's View

I am writing this from our new area office in Buckinghamshire which opened in September. Darryl Harvey and his team are making full use of their new office and we are building on an encouraging start to our training programme.

Despite these difficult times we have managed to maintain a reasonable workload throughout the year and the early signs for 2010 are encouraging, particularly in the Rail Division where several new contracts are being negotiated.

As winter again approaches I would remind you all to ensure that you are wearing the correct personal protective equipment and ensure that all sites are correctly signed and guarded. My biggest cause for concern is the safety of our staff and the general public. We have a clear duty to ensure sites are as safe as possible and we must use every endeavour to meet this requirement.

Wishing you all a Merry Christmas and prosperous New Year.

Regards  
Ray Walker



We will not be issuing an Employee Handbook for this coming year as there are only minor amendments upon review - we have decided to issue a Company Policy Document as a reminder to you of our policies.



### Recently Awarded Contracts

#### Minley External Works

Carillion National Building  
Value: £273,656  
Divisional Director  
Pete Maddox

**Hothfield Play Area**  
Ashford Borough Council  
Value: £71,312  
Contracts Manager  
Martin Watts

**Northolt Washdown Facility**  
Interserve (Defence) Ltd  
Value: £100,000  
Contracts Manager  
Darryl Harvey

**St Albans Station**  
Network Rail  
Value: £100,000  
Site Agent  
Andy New

**Armour Plate Shop**  
Chatham Historic Dockyard  
Value: £450,205  
Contracts Manager  
Alan Leigh

**Victoria Road, DISS**  
Kier Rail  
Value: £225,149  
Senior Site Agent  
Andy Cheeseman

**Wigmore Park & Ride**  
Medway Council  
Value: £195,255  
Site Agent  
Gary Bexon

**Mulgrave Road**  
B & M McHugh Limited  
Value: £ 54,897  
Site Agent  
Dave Otter

**Leagrave Station**  
Network Rail  
Value: £ 47,995  
Contracts Manager  
Danny Marshall

**CIRAS**

the rail industry's confidential reporting system

For those of you who work on the railway CIRAS is an alternative way to report safety concerns that you feel unable to report through company safety channels. It is a completely independent and confidential way to report safety concerns without fear of recrimination.

You can now contact CIRAS from anywhere in the UK by calling Freephone 0800 4101 101, writing to Freepost CIRAS or texting 07507 285887 (standard text rates apply)



Please note that the number has changed!

**Noise Policy**

This policy supplements the Health & Safety Policy Statement and describes how we discharge our duties under the Control of Noise at Work Regulations 2005.

Excessive noise levels can cause permanent damage to hearing. Therefore, it is our policy to ensure individuals are not exposed to noise levels exceeding legal limits.

We will achieve this by:-

- ♪ Reducing noise levels at source, by using quieter plant and work processes.
- ♪ Identifying residual sources of excessive workplace noise (greater than 80dBA).
- ♪ Advising staff when noise levels are likely to exceed 80dBA / 85dBA.
- ♪ Undertaking risk assessments and identifying practical noise reducing measures.
- ♪ Providing staff with hearing protection, as well as information, instruction and training.
- ♪ Limiting the time staff are exposed to excessive noise levels.

If it is not reasonably practicable to reduce noise levels below 85dBA then staff must wear the hearing protection provided. Staff are issued with personal hearing protection as part of their P.P.E. packs, provided when joining the company.

Site Agents are responsible for providing suitable hearing protection and ensuring that replacements are readily available.

It is the responsibility of each member of staff to:-

- ♪ Co-operate with this policy.
- ♪ Take good care of any hearing protection issued to them.
- ♪ To wear hearing protection when required.
- ♪ Request replacement hearing protection when required.



Failure to comply with this policy without good cause may result in disciplinary action.

**Do you know anyone who wants to buy a house?**

If you know of anybody who is looking to buy a house - please contact Trevor McLellan at Head Office or on 077100-77700. If you help us to get a sale you will be given £200.00 in vouchers of your choice.



*A home you WANT to live in*

**Safety Action Group** (formerly known at the Safety Committee)

Listed below are the Safety committee members - these represent the workforce and are there to put forward any of your safety concerns or ideas for improvement

Chris Gadd ☎ 07867-552109 Lee Walker ☎ 07710-077735 Luke Kingsbury ☎ 07867-535284 Norman Hollamby ☎ 07860-543046 Paul McLean ☎ 07710-077736 Chris Arnott ☎ 07710-077741 Mick Tyrell ☎ 07710-077729 Jake Sparnon ☎ 07733-127226

## Driver Safety

### DRINK AND DRUG DRIVING



Two people are hurt or killed by drink and drug drivers every hour in the UK!

#### Effects on driving

The effects of alcohol on driving are widely documented. A cultural shift has been seen in the UK over the past 20 years, meaning that drink driving is no longer considered by most as acceptable behaviour. While the annual number of drink drive related crashes has reduced by approximately half since 1979, the number of people killed by drink driving each year has not reduced significantly since the early 1990's. Many people are not aware of the effect even a very small amount of alcohol in the blood stream has on their driving. Driving after just one drink, or in the morning after a night's drinking, presents a risk to road users, whether the driver is over the current legal limit or not. One survey showed that 51% of drivers have unintentionally drink driven the morning after. Tests carried out on drivers who have died have shown one in three of them to have alcohol in their system.

#### The law

If a driver kills someone through drink or drug driving they face up to 14 years in prison. Many people are still unclear about UK drug driving laws. Current law states that: "a person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs is guilty of an offence." The law is clear and the police can conduct definitive blood tests to identify drugs when a driver is in custody.



#### How long

It takes at least one hour for every half pint of beer, glass of wine or measure of spirits to get out of your system. You should count the hours from the time you finished your last drink. But it could take much longer - everyone's metabolism is different. Some illegal drugs can remain in your system for weeks.

#### Look out for others

Nobody wants to snitch on work colleagues. However, there is a difference between snitching on them and looking out for their safety and the safety of others. You might not feel it is your business if your colleague is driving after drinking or taking drugs, but how would you feel if their actions led to them, someone else or even yourself being seriously hurt or killed?

If you suspect a colleague is taking drugs or drinking and driving, inform a manager in confidence and ask for your identity to be protected. You could save your life or someone else's!

*Regards  
Andy Pilcher*

## Quality & Environmental

Just a short report to let everyone know that we now have two new Company approvals. Congratulations go to the Road Lining guys who now have been approved to the National Highways Sector Scheme 7 for Road Marking. Congratulations also to Ian and Barry in the Sign Shop who can now boast approval for the manufacture of Permanent and Temporary Road Signs to the National Highways Sector Scheme 9a.

We haven't finished yet, as an objective for 2010 we are aiming to gain approval to the NHSS 19a for Protective Coatings. Environmentally we are currently calculating our Carbon Footprint in order that we can monitor and improve the effect the Company has on the Environment.

Quality wise we are being asked to prepare more Quality Plans before work commences and clients are placing more importance on recording actual dimensions and measurements on site.

January sees our Annual Audit by NQA and they will expect to see site activities during their four days with us.

Good luck and Happy Christmas to you all.

*Regards  
Norman Hollamby*



Training is starting to pick up after a lull in September and October.

## Walker Training



We finally have a meeting with the External Verifier from City & Guilds on 08 December which should mean accreditation to deliver the Street Works courses and potentially Confined Spaces in both Folkestone and Verney Junction.

Verney Junction is very quiet with only a few courses being delivered, but hopefully with the City & Guilds accreditation and the CPCS Plant Training, it should pick up. Application for the CPCS accreditation is under way with the larger plant testing being conducted at Verney Junction.

VolkerFitzpatrick are currently based in Ramsgate to carry out a major contract of £60m+ over 3 years. They have booked a street works course with hopefully more in the offing once the project gets under way.



**Training – improve your knowledge and skills!**

Have a very merry Christmas and a Happy New Year.

Regards Amanda Griffith

## Safety

Please note that the following forms have been updated - See Chris for copies

### Construction Phase Plan (G34)

For use by Site Managers and WSS technical staff.

Updated to reflect the changes introduced when the CDM Regs were amended in 2007.

This will make it easier for CDMC's to assess our plans, which can only be in our best interest.

### Risk Assessment (G45)

For use by Site Managers and WSS technical staff.

Foremen & operatives should be briefed on the content.

Revised (simplified) to take into account comments received from users and reviewers.

### Vibration Record (G47)

For use by site managers and site operatives to record trigger time when using vibrating tools.

Various versions of a vibration record form currently exist. I think this combines the best bits of them. Let me know if you think otherwise.

Regards  
Chris Gadd



If there is anything you want to contribute to this quarterly newsletter please give the details to Sue Sharman - Either contact her by phone at Head Office Extn 249 or by email at [sue.sharman@walker-construction.co.uk](mailto:sue.sharman@walker-construction.co.uk)