

PARKERAY ANNUAL HEALTH AND SAFETY REVIEW CONTRACTORS LETTER FOR 2018

Hello all,

You are probably aware that during 2018 I assumed the responsibility of becoming Parkeray's Senior Health and Safety Manager (having previously worked as a Health & Safety Manager and Project Manager). Part of my role is to review health and safety performance across all of our projects annually and to inform all interested parties of my findings, hence this letter to you all.

I believe most of you do know me by now, but for those of you to whom this letter is an introduction, I look forward to the opportunity of meeting you in 2019.

Those of you who do know me will know just how important good health and safety management is to me, I'm committed and passionate in my approach to ensuring that Parkeray delivers at all times the highest levels of safety across all that we do.

As part of this continued commitment to health and safety, our team has grown and we now have a full-time Health and Safety Manager. Paul Clark brings a wealth of experience to Parkeray including asbestos expertise. He is also passionate about Health and Safety and has already proved to be a valuable asset, no doubt you will all get to meet him soon if you haven't already.

By and large, our health and safety approach and record are very good and positive, and your part in this is very much appreciated. Never one to stand still, I am always looking at how we do things and what we can do better. My take on this is set out in the review below.

Thank you for the continued support and commitment you have shown over the past 12 months. I look forward to building upon this in 2019 and beyond.

HEALTH & SAFETY FINDINGS 2017

PARKERAY RAMS TEMPLATE:

In 2016 Parkeray introduced a Risk and Method Statement (RAMS) template. All of our contractors are required to use this template when submitting RAMS for the work they are carrying out on Parkeray sites. A lot of work has gone into producing this template and it has undergone a number of reviews and amendments. It's now an easy to use, workable document and when completed correctly, it covers everything that a set of RAMS should cover.

Your RAMS must be submitted using our template when working on a Parkeray site. Our Project Managers will send you the template at the start of the project to ensure you have the latest version.

RAMS:

Your site supervisors must ensure that your company RAMS are fully explained to your operatives. They must also sign the document to show they accept and agree to abide by the RAMS. Only after this has been done can our project teams carry out a "SITE" induction. This has often not been the case in the past. When reporting for site inductions operatives have openly stated to our project teams they haven't seen or read the RAMS. This is unacceptable and will not be allowed to continue. Please ensure that this situation is addressed with immediate effect.

SITE SUPERVISORS AND FOREMAN:

Operatives working on Parkeray sites must be supervised by an SSSTS or SMSTS qualified supervisor. Generally speaking this is the case, however, there were a number of incidents in 2018 where this didn't happen. Operatives were expected to work unsupervised or with a supervisor who was not suitably qualified. Please ensure going forward that operatives working on Parkeray sites have a nominated site-based supervisor who can take responsibility for all of the work being carried out by your company. They must have the required SSSTS (minimum) or SMSTS qualification. Where supervisors are managing teams of four or more operatives, they must have an SMSTS as a minimum requirement.

PPE - EYE PROTECTION:

We made eye protection mandatory as part of our PPE requirements on all Parkeray projects as of the 3rd April 2013. The mandatory part stated glasses had to be carried by operatives, supervisors and visitors at all times when working or walking around site and worn in accordance with the work process undertaken.

If your operatives are using high impact equipment (nail guns, grinders) they will be required to wear Class1 impact eyewear protection, not safety spectacles as these do not meet the requirements for eye protection.

Carrying and wearing eye protection is not always happening and this is an area the site safety audits will be targeting during 2019.

HI-VIZ:

PPE standards amongst operatives have generally improved on all projects, however, there is a “trend” for operatives to “tie up” or cut the bottom section off their Hi-Vis, this needs to stop with immediate effect. Please ensure that this is relayed to your site supervisors so they can address it as and when it happens. There has also been a lot of cases with operatives wearing incorrectly branded PPE. The only branding allowed is your own company branding. If this is not possible PPE must be plain/blank. Covering over other company names on PPE is not acceptable on Parkeray sites.

PPE - GLOVES:

Cut rated 3 gloves on Parkeray sites are a minimum requirement. We are still finding operatives either not wearing gloves or wearing gloves that do not have a “cut rating” displayed on them (as with some DeWalt gloves shown below).

TO CLARIFY THE SITUATION REGARDING WEARING GLOVES ON OUR SITES:

All working operatives, visitors and professional team members must wear cut rated 3 gloves on Parkeray sites. There are no exceptions to this rule. If the task requires it, cut rated 5 or specialist gloves must be worn i.e. carrying glass or working with sharp edges. Non-working visitors i.e. managers and professional teams must wear cut rated 3 gloves for visits, even when marking up drawings etc.

Cut rated gloves can be purchased with 3 fingertips / digits removed for dexterity, ***your operatives and staff must not cut the digits off the gloves themselves***, the gloves must be manufactured with only 3 finger tips removed, see picture below for information.

NO CUT RATING DISPLAYED ON THE GLOVE – NOT ACCEPTABLE



MANUFACTURED WITH 3 FINGERTIPS REMOVED FOR DEXTERITY CUT RATING IS ALSO DISPLAYED ON THE GLOVE



Some of you will no doubt be aware of the coming change to the cut ratings of gloves, and you may have realised that the new cut rated gloves are not available everywhere yet, so for now we will continue to accept gloves with the cut rating 3, and without the “letter” rating for straight blades.

I have included the table below to explain what we mean.

MARKINGS

The pictogram will not change, however, when a glove has been tested to the EN 388:2016 standard, you can understand the new markings as below:

Character	Test Name	Rating
4	Abrasion Resistance	1-4
5	Circular Blade Cut Resistance (Coup Test)	1-5
4	Tear Resistance	1-4
4	Puncture Resistance	1-4
E	Straight Blade Cut Resistance (ISO 13997 Test)	A-F
P	Impact Resistance	P

NOTE:
If tests are not performed or are not applicable, 'X' will be placed instead of a number/letter. (See pages 4 and 7)

0 may be shown if level 1 is not achieved.

ASBESTOS AWARENESS TRAINING – REMINDER:

Under 'The Control of Asbestos Regulations 2012 (CAR)' you have a duty as an employer to ensure your staff are aware of the danger asbestos poses. This should be carried out as a training course lasting typically 2-3 hours. Training should be carried out regularly (yearly at the minimum) by a suitably trained and competent person. Copies of all certificates for asbestos awareness training from operatives attending our projects must be issued to the project team the same time as your RAMS.

MECHANICAL HIGH-LEVEL ACCESS:

To reiterate all podium style access equipment and hop-ups are banned from Parkeray projects due to the unsafe working practices witnessed over the years. Despite this ban, some contractors are still attempting to bring this equipment to our sites. Please ensure that this is no longer happens.

MINIMUM QUALIFICATION'S REQUIRED TO WORK ON PARKERAY SITES:

Operatives working on Parkeray sites must possess a CSCS or equivalent qualification (i.e. Electrical JIB) as a minimum. It is your responsibility to ensure your operatives report to our sites with evidence of qualifications. Even if you subcontract your work, it is still your responsibility to ensure operatives are suitably qualified and have proof of their qualifications with them.

SUBCONTRACTORS RAMS:

If you use subcontractors to carry out work on your behalf, you must ensure (where possible) they use the Parkeray RAMS template. In all cases, you must approve the RAMS prior to sending them to Parkeray. When sending RAMS to Parkeray for assessment (prior to starting work) you are required to confirm in writing (email) that you have read, agreed and approved the RAMS. Our project teams will assess them in line with our established procedures.

DUST CONTROL

The HSE recently issued guidance on dust control stating they no longer want to see brooms or "Henry" type vacuums being used on site. We accept that this is almost impossible to achieve across the board, however, I want you to review how you control dust when sweeping/cleaning up on Parkeray sites.

Parkeray requires very stringent controls to be in place for all levels of dust created on our sites and control measures must be implemented. It is not acceptable to see dust control measures detailed in your RAMS, but not applied on site. There are now many relatively cheap forms of local exhaust ventilation and dust extraction on the market, that can be hired or bought. The market for this is expanding daily, so there is no excuse for bad or none existent dust control.

HOUSEKEEPING:

Bad housekeeping is one of the biggest factors that contribute to accidents and near misses on site. It is the cause of many slips, trips and falls and needs to be improved. It is your responsibility to ensure that your operatives clean and clear their work areas as they go. Bins etc. are provided by Parkeray, so please ask what the particular arrangements are for that site at the site induction and ensure they are adhered to.

WORKING AT HEIGHT:

Unsafe working at height has been a constant issue throughout 2018 and it needs to improve across the board. Unsafe working at height practices is not acceptable. Any operatives reprimanded for this will be removed from site and their directors informed. Please remember that working at height is a target area of the HSE.

WELDING FUMES:

For those of you who carry out welding, please be aware that the HSE has recently issued revised guidance around fume extraction. It is no longer acceptable that RPE is used on its own, fume extraction (suitable engineering controls) MUST be in place. For further information, please see HSE Bulletin Number STSU1-2019, which is available on their website.

Having said all of the above, we really do have an enviable health and safety record and this is in no small part down to you and how you control working practices on our projects. For this, you have our thanks and gratitude.

Once again, I thank you for your continued support and approach to health and safety and Paul and I look forward to working with you all again this year.

Please feel free to contact either me or Paul regarding any of the above issues, if you would like to discuss them further.

Yours sincerely



Terry Tracey | Parkeray Senior Health and Safety Manager