

Safe and Well

Issue 59 – June 2018

<http://snip.bt.com/safety>

June's Safe and Well has a few "alarming" items in it, together with a reminder of the best way to stay on track when it comes to railway working plus would you know which extinguisher to use – it may not be as obvious as you think. We're not neglecting health either as we are taking a look at diabetes (and there are some surprising facts around that). But first, something we've featured fairly frequently and it's getting to be a right reoccurring pain...

Fibre waste it's featured in Safe & Wells 48, 40, 38, 28, 27, 20, & 9... a montage of safety refreshes. There's a risk to others if fibre waste isn't dealt with in the correct manner. A TSO colleague recently suffered an injury from a fibre shard where it got embedded in his arm. So let's take a look at what we've said before. Same message, different formats. **You are responsible** for disposing of fibre waste in a safe and responsible manner. Nobody wants to spend time in A&E waiting to have glass splinters removed..

Do you remember when... we issued a brief about fibre-off cuts and the risk they pose to your (and other people's) health and what the right way to dispose of them is? It's becoming a bit of a regular feature..

Superfast "Hazardous Waste"



Did you know that fibre offcuts are classified as Hazardous Waste? That's because the glass shards can get into the skin in a similar way to a needle, but they're not easy to get back out.

If you're working with fibre, please don't discard waste on-site or around the equipment area. It creates a real hazard. Hazardous off cuts must be disposed of in a Sharps Bin (IC 007655 - Bios Optical Fibre Disposable). Please don't try using the sharps kit designed for needles, this is a one-time only unit and is not designed for this purpose.



Don't be a rat on waste - do it right

We've had issues raised from Service Enablement, TSO & BT's about people not following the right process for disposing of a variety of waste, including fibre offcuts put in with kitchen waste. Fibre waste shards should be treated as sharps and disposed of in the "Cin Bins" available from Stores: IC 007655. The plastic sheathing and Kevlar only can be bagged and put into external general waste skips.

Great care must be taken when handling offcuts of glass, due to the small size of the fibre core. Glass splinters can get into the body (e.g. via the fingertip) and contractions of the muscles can draw the fragments further into the body. As the fibre is virtually invisible, hospital treatment may then be required to find and remove the glass. It's a painful process. Shards can get transferred on clothes and then on to the next person you come into contact with. Not a good way to say hello to your nearest and dearest.

But there is still a need for a reminder so:

- Fibre off cuts are Hazardous Waste
- Don't use a sharps kit to dispose of them
- Do use a "Cin Bin" (i/c 007655)
- Glass splinters from offcuts are painful to remove and can be transferred on your clothes to the next person you are in contact with – (think about who that might be...)



Flipping fibre shards (again).. Fast becoming a regular feature as we're still getting requests from our colleagues in Openreach, TSO & Property and Facilities Services to do a "refresh" about fibre sharps and waste. So a reminder: clear up your waste when working with fibre – it's your responsibility. Our P&FS people don't always have access to areas of exchanges where waste gets left and they aren't equipped to deal with fibre shards. You already know that glass splinters are painful to remove and are easily transferred on to the next person you come into contact with, including if you're hugging the family hello.. And you really don't need that wait in A&E...

- Fibre Sharps must be treated as Clinical Waste and that's why the **ONLY** way they can be disposed of is using the CIN Bin (I/C 007655).
- Make sure you use the CIN BIN safely and correctly (previous Safe & Wells have covered that).
- It's **only the plastic sheathing and cotton like material** (Kevlar) surrounding the fibre that can be bagged before being disposed of in an external general waste bin or skip – not left in cardboard boxes, bins or on the floor of the exchange hoping that someone else will clear it up.

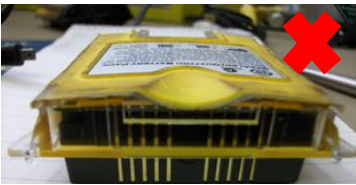
Be considerate to other site users, prevent an accident or injury and clear up properly when you have finished your work. Would be great if Issue 48 was the last time we had to say oh flipping fibre shards.



That's not an 'Armless practice Got a rebranded new hi-viz jacket, complete with new logo and not caked with layers of grime? Great, and you'll notice it has an essential safety component – a pair of sleeves attached. And that's how it should stay. Don't take the scissors to your sleeves. It's a requirement when [working on the highway for example](#) and also a safety protection measure. Don't take the P out of PPE.



Put a cap on it! Batteries that have both positive and negative (+&-) terminals on one side (as shown) **MUST** be isolated by means of a cap or tape, and then put in a **returns bag i/c 237232** before disposal at your (FSL) Forward Stock Location. Do not stick them in the hazardous waste mini bins. These batteries aren't hazardous and mustn't be mixed with hazardous waste. The ends need to be taped to avoid a fire risk caused by accidental contact. **FSLs won't accept unisolated batteries.** See BT's Waste Guide [ISIS RAL/ENV/B011](#).



Battery from the back of a GDU



Ni-cad batteries disposal process change - the associated fire risk means these can no longer be disposed of in the hazardous waste mini bins. G & P have agreed they can be returned using the same process as lead acid batteries provided they've been taped to avoid accidental electrical contact.



Diabetes – be aware and take care of yourself. In addition to the focus [for Diabetes Week](#) in June, it was also the topic for this year's Men's Health Week. **Did you know:**














- Nearly 10% of men now have either type 1 or type 2 diabetes
- Men more likely to develop type 2 diabetes and to suffer from complications

TYPE 2 DIABETES
KNOW YOUR RISK
DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

Find out your own risk of diabetes at the [Diabetes UK Risk Assessor](#) (ext link) And there is a handy guide to understanding life with Diabetes as part of our own [Wellbeing guides](#).

Know your limits Do you know what the speed limit is for the type of commercial vehicle you drive? You must observe the speed limit in force at all times (remembering it's a maximum, not a target). The national speed limits are shown in the Highway Code and it depends on the type of road you are on as well. Vehicles which are required to be restricted, usually goods vehicles over 3,500kg, can't use the outside lane on a motorway with more than 2 lanes. Voluntarily speed restricted vehicles can use the outside lane of a motorway. However, drivers need to be aware of vehicles behind, particularly when limited below 70 mph.

What are the speed limits for my vehicle?

Type of Vehicle	Built up Areas	Single Carriageways	Dual Carriageways	Motorways
Cars including car derived vans up to 2 tonnes maximum laden weight	 (All speeds shown are in mph)			
Cars or car-derived vans towing trailers				
Goods vehicles not exceeding 7,500kg / 7.5 tonnes max laden weight e.g. panel van				
Goods vehicles exceeding 7,500kg / 7.5 tonnes max laden weight * In Scotland speed limits are S/C 40mph and D/C 50mph				



What about this sign ? It's the national speed limit sign and the speed limit varies depending on the type of road you are on and the category of vehicle you are driving.

There's more information at [National Speed Limits](#) @ Gov.UK (external link) as well as in "[On The Road](#)"

Help is only a call away

The Employee Assistance Programme provides a free confidential, service for 24/7.

0800 917 6767

Self-help resources



Support services

Please don't ignore the help that's available - things don't always go right and if you need support, there's plenty available. Whether it's advice on health problems, a bit of guidance on legal or practical financial matters or someone to talk to when things are getting too much, then it's worth knowing about the support services we have.

Employee Assistance Programme – free confidential help line available 24/7 365 days a year for personal or work related issues. **0800 917 6767**

Self Referral Physiotherapy – free advice and treatment for musculoskeletal problems **0333 222 0712**

Employee Assistance Management – free support service for managers dealing with complex issues in their teams. **0800 780 784**

<https://hr.bt.com/en-gb/safety-wellbeing/support-services>

That's alarming! Our colleagues in TSO flagged up a recent incident relating to Fire Alarm Call Out. As a reminder all fire alarm faults are TA1s so a four hour response. There should be a sticker on the panel with the **0800 055 6009** number on it as a reminder. Don't place an alarm on mute if there's a fault – report it!

"Was TA1 to Coleshill, and found the FFGD alarm had been activated from the detector above the MDF and the panel was in mute when I arrived. I'm guessing that someone has accidentally set it off perhaps while soldering and tried to reset the panel but placed it in mute. It was still extended to the PNOC but worryingly the alarm within the building was silenced when muted. I was carrying out the Adiabatic handover at Coventry which was cut short to attend here"

Getting it right on putting it out Remember your fire awareness training? Remember which extinguisher is the right one for the different types of fires? A building fire risk assessment should make sure the right type of extinguisher is located in the area based upon the specific building features. But that's not always the case, here, in an equipment area, there's two extinguishers available – so you'd need to make the right choice.

	Wood, Paper, Textiles Etc.	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
CO ₂	✗	✓	✗	✓	✗
AFFF (Foam)	✓	✓	✗	✗	✗
Water	✓	✗	✗	✗	✗
Dry Powder	✓	✓	✓	✗ Note 1	✗
Wet Chemical	✓	✗	✗	✗	✓

Note 1 – although safe to use on electrical equipment, it's not the first choice.

And you can find more on fire in the [Health and Safety Handbook](#).

**Manager focus**

Licence To 2018 goes live 28 June - and it's a sleeker look and feel this year. Yes there's still a sign off element for both the manager and their people, and there's the ongoing need to have actions in place to close any gaps **but what has changed** is how the information is presented to you (plus the inbuilt help will give you any guidance you need).

Have a look at the [Licence To 2018 website](#) to see what's new and take a look at the [Info Pack](#) if you want see what the screens will look like.

Licence To 2018 Go Live: 28 June 2018
Learning Home Sign Off 30 September 2018

There's plenty of guidance on the [website](#) but it's pretty intuitive this year.

Licence To 2018 (L218)

Screenshots of the L2M screens: Dashboard including pop outs on skills summary

openreach

The screenshot displays the 'Licence to Manage' dashboard. It includes a search bar at the top right. Below the search bar, there are several summary tables: 'My Management Training', 'My Team's Skills Summary', and 'My Team's Safety Check Summary'. The 'My Team's Skills Summary' table shows columns for Skill, Status, and Count. The 'My Team's Safety Check Summary' table shows columns for Skill, Status, and Count. There is also a 'Skills - More info' section at the bottom left of the dashboard.

Licence To 2018

Less gas required - With fewer customer sites requiring tag frame soldering, the need for a gas powered soldering iron has reduced. So to mirror the demand and to allow us to spend our tools budget on new and better tools, the retestable, reusable gas powered soldering irons are no longer being supplied. If your role still requires such an item, you can place an order with your manager's sign off for a **disposable version** - item code **127287**.



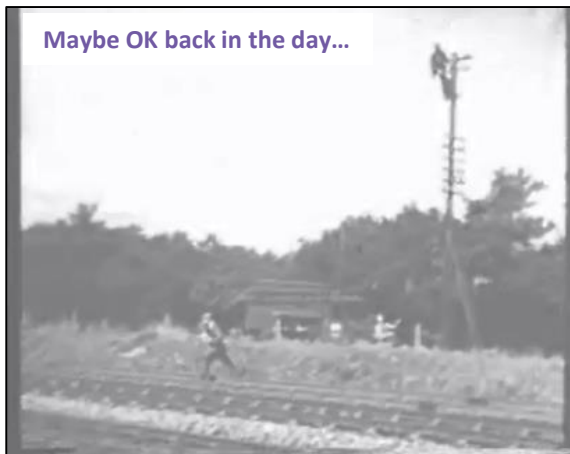
But as it **won't be tested** by our mobile test team, it can't be used after a year. If you've an original version, it can be retained and reused and these soldering irons continue to require annual testing

Tracking your permissions - Got a task working on or near the railway? Don't forget you need to ask for permission first from Network Rail. This includes for things like **running dropwires** over the railway. **Please don't attempt** any job without this, unauthorised access to the railway is highly dangerous. Plus Network Rail can prosecute you.

Are you permitted to be there? If you're being escorted trackside as part of a railway job, it's likely you'll need to fill in some details as part of what's called a "**Track Visitor Permit**".

It's a mandatory form we need to fill in when working on or near the railway. The permit, submitted to Network Rail, asks some basic questions needed to verify your identity and also check for adequate fitness levels – this is due to the **trackside environment being high risk**. If a task requires this information then it should be stated up front in the job notes, letting you know in advance of turning up on-site. Keep on track with Railway Safety [Health and safety handbook](#), [railway working](#)

Maybe OK back in the day...



Keeping Safe and Secure – a plug for the work of our colleagues in the Security Team. Did you know that we've just launched a new series of security posters covering hot topics that can keep you, our customers and our business safe and secure? If you would like to order some for your work place, then you can order them via the [formwize](#)

Totally wired – as reminder (and a chance to reuse a Wildlife Corner photo) that something the public tend to notice negatively is wire clippings on the pavement around cabs.

Other than providing nesting material for wildlife, left over engineering waste outside cabinets isn't popular with the public. So take those clippings with you and dispose of it in the right manner.

You'd be surprised what can affect both our brand and environmental reputation.

Tidy up inside and outside the cabinet and reduce the frequency of "communications confetti" on the streets.



Did you know? You flagged up almost 500 Near Misses in 2017-18. That's almost 500 times someone called out the potential for harm and stopped an accident in its tracks. Thanks for that. Near misses come in all shapes and sizes and they **all** matter. Whether you use your phone app, [online Formwize](#), HR system or via **0800 671345**, report any "close calls".

#nearmiss500

I want more! More Safety info? Then head over to [Safety Direct](#) to see what else is there. And remember to catch [Group's HSW newsletter](#) as well. Want to have something featured in Safe & Well then [drop us a line](#).