

Safety, Health & Environment Newsletter

BT Technology

September 2018 issue 53

Welcome to the September edition of the Safety, Health & Environment Newsletter. In this month's issue we have articles on the following:-

- 1000v tool kit – product alert
- Contractors behaving badly
- Working at Height
- World mental health day
- Greater focus on health and safety for BT's suppliers
- Near miss of the month candidates
- Near Miss Reporting
- No smoke without fire
- New fire alarm panels
- NISM stickers – fire risk
- Steps 1A update
- And finally -

Tool 1000v kit 731a – product alert

A near miss has been reported on a screwdriver in the Tool 1000v kit 731a set where the insulation has split on one of the screwdrivers exposing the metal underneath.

We have checked with the manufacturer and this does not appear to be a widespread issue (this is the only one reported).

We have emailed everyone who has ordered these to ask them to carry out a thorough visual inspection on all items in the set and report any issues immediately to

technology.healthsafety@bt.com

If you are in possession of this item and have not received the email please carry out a thorough inspection and remember do not use any items that fail your visual inspection.

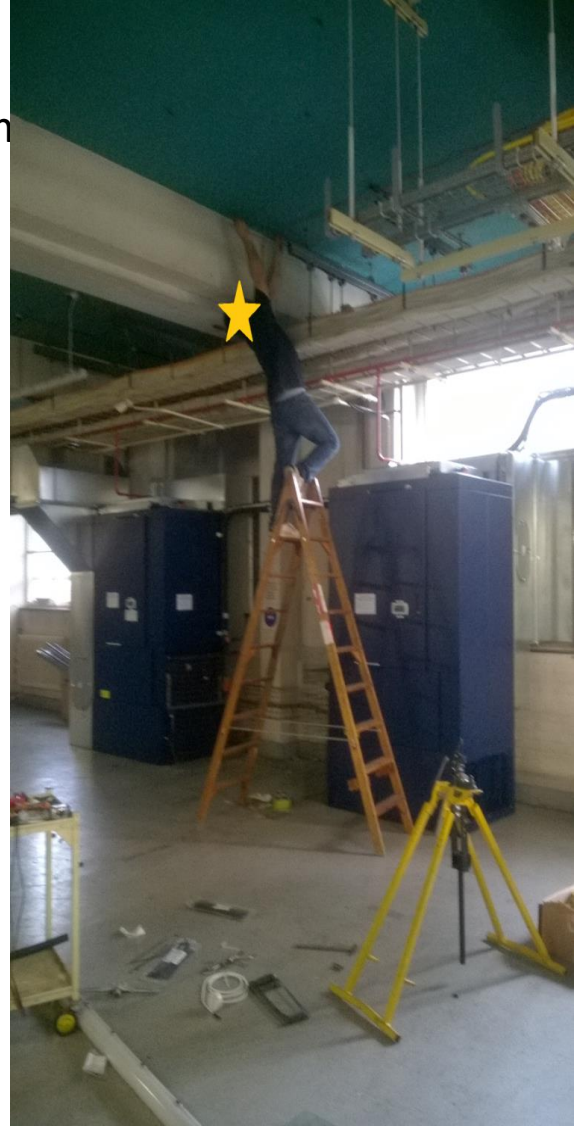
Hand any faulty items to your local PEM.



Contractors behaving badly

This was observed by an ES engineer at Huntingdon TE who reported it to a local planner. The planner stopped them immediately and it was then taken up by the safety team. There has been a thorough investigation by the contractors and this person has been removed from all work in BT sites.

Client Reps should be observing the contractors on site and ensuring they comply with safe working practices as part of their role, but even if you are *not* a Client Rep (Clerk of Works in 'old money') you should feel empowered to challenge any unsafe working practices which you see. All ES engineers can help us improve safety by reporting bad behaviours such as this.



We all have a responsibility to challenge unsafe working in our buildings. If you see people working like this please let the safety team know at technology.healthsafety@bt.com so we can take it up with their employers and ensure correct action is taken.

Thank you.

Work at height – the hierarchy of control...

Well, you are probably all chomping at the bit to understand the “hierarchy of control” – you just can’t wait...

It’s just a fancy way to say, don’t just work at height without thinking through the alternatives first.

In our exchanges, there is frequently no choice but to get a set of step-ladders, or platform steps, to gain access to the top of racks, ironwork or cable containment.

So, do you know the difference between step ladders and platform step ladders?

These images are taken from our access systems catalogue, available [here](#)



Step ladder
(Steps
Swingback
5 Tread)



5 Tread
Lightweight
Platform (GRP)

Work at height – the hierarchy of control continued...

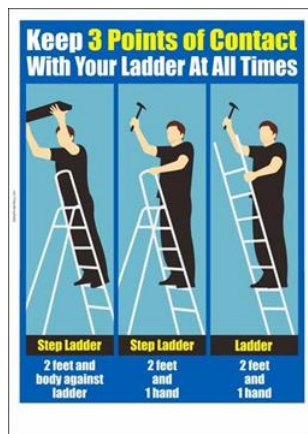
How we select our access ladders, and how we set them up, and how we use them, all help to reduce the chances of something unexpected happening...



So, please make sure you feel competent to use the equipment provided, and let your Line Manager know if you have any doubts – please make sure you have watched the videos located [here](#).

You should also be aware of the information available within your Health & Safety Handbook – [ladders and steps safe systems of work](#) and also information about [working in loft spaces](#).

Always maintain 3 points of contact – this could be 2 hands, 2 feet, or 2 feet, 1 hand or even 2 feet and your knee or body braced against the step-ladder



Remember, using steps ladders incorrectly can lead to life changing injuries – so, simply don't take the chance!

World mental health day

Young people and their mental health in a changing world

More than 79% of mental illness starts by the age of 18 according to MQ: Transforming Mental Health UK.

In recognition of this, the World Mental Health day theme this year is '**Young people and their mental health in a changing world**'.

BT is hosting a knowledge call on World Mental Health day, Wednesday **10th October at 2pm** (BST). The call is part of BT's support for this international event.

[Join us](#) to hear from Bruce Greenhalgh, Global Health and Wellbeing Clinical Lead, he'll be covering:

- How to recognise mental health problems in yourself and others
- What helps - both for helping yourself and helping others
- Where to get help
- Resources available in BT and outside
- Tips for young people / supporting young people

And the [Peer to Peer support network](#) will give an update on their work too.

Look out for more details on the BT's support of World Mental Health day over the coming weeks and in next month's HSW newsletter. In the meantime, [register here](#) for the knowledge call. And visit our [mental health pages](#) on the intranet.

Greater focus on health and safety for BT's suppliers

From 1 September 2018, all BT suppliers will need to comply with updated [health and safety requirements](#) as part of the [BT Supplier framework](#).



When appointing a new supplier, the BT project manager/business owner needs to:

- review the BT health and safety questionnaire completed by the supplier as part of onboarding with Procurement
- understand and approve the [health and safety risks](#) outlined by the supplier. If the supplier's risks are not sufficiently managed, then additional health and safety measures need to be taken before they can become a supplier to BT

What about existing suppliers?

BT's existing suppliers will be reviewed on renewal of their contracts.

Further information

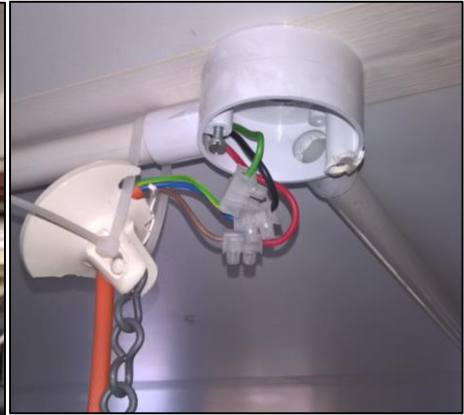
- visit the [BT Safety Consultancy](#)
- contact your [CFU Safety Lead](#) or the HSW CoE Advisors in your region

Near miss of the month candidates

Lighting Issues

- Cable ties
- Use of spring clips
- Tied up with flex
- Exposed wires

These are some of the issues that have been reported to us across the estate last month. Please keep an eye out for these poor practices and let us know about any you find.



Merylee ATE

This detector was found in the cable chamber as part of the FFGD routine. It has been reported to Security and efforts are underway to identify who is responsible. The detector was tested.

Batteries

Last month saw two cases of severely damaged batteries. One was caused by contractors (who have been banned from working on BT sites until further notice) the other cells were part of a UPS. The investigation is ongoing so we'll let you know what the findings are next month.

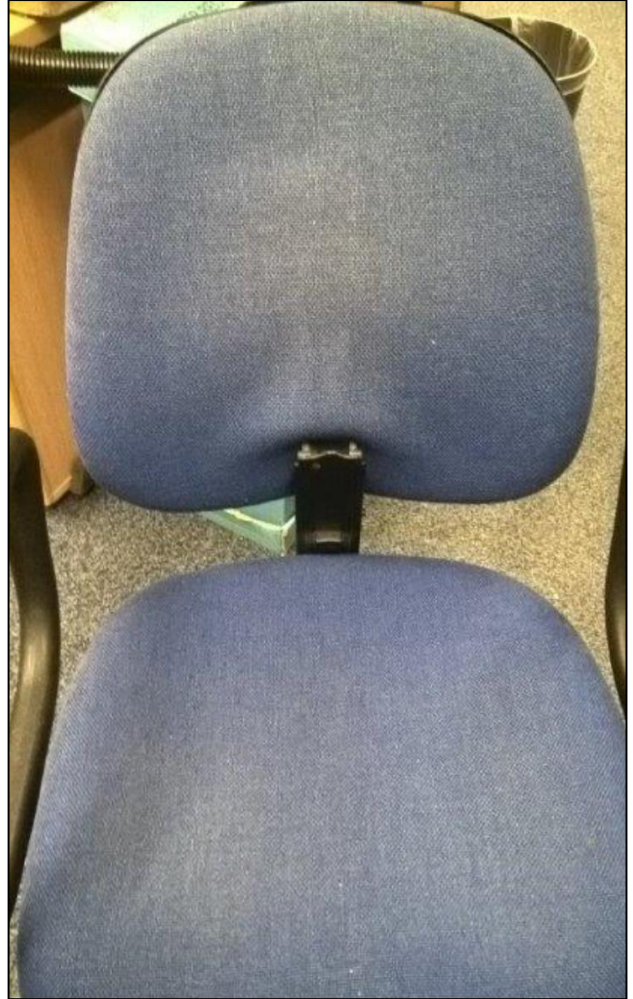


Near miss of the month candidates

Check before you sit.

One of our managers had a lucky escape here. If he'd sat down he could have hurt his back on the sharp metal sticking out.

Remember to check before you sit and report any defective chairs to P & FS on 0800 223388



Near Miss Reporting

Don't forget you have an easy way of reporting near misses

You can find it here [BT Technology Near Miss Reporting](#) just add it to your internet favourites on your smart phone.

A reminder: If you have an accident or incident it must be reported within 24 hours.

Tel: 0800 671345

No smoke without fire

A reminder that no one should ever enter a smoke filled room.
Just two breaths in a smoke filled room can be fatal.

We have sourced an [external video](#) to show you what can happen.

New fire alarm panels and testing

You may have spotted some new fire panels appearing at some of our larger sites.

The smoke test on these is different to other panels due to the level of intelligence of the system.

One of our engineers Miles Pauling has put together an easy guide that can be found in the ISIS [BES/FFG/C001](#)



NISM stickers – fire risk

On the subject of fire it appears that when we send rectifiers back for repair the stickers used are almost impossible to get off.

Please take care not to put these on the vents, which will of course restrict the air flow and could cause overheating and potentially could catch fire.

Please check rectifiers before use and do not put into service with such labels attached



Steps 1A – an update on collections

The first tranche of collections is approaching completion. These are the steps 1A which are in ground floor locations. BT Supply Chain report that they have two areas left to complete - Manchester and Lancs which will begin next week and south wales/cardiff/Plymouth areas which are in progress. Both of these final areas have a target date for completion by the end of October

Once all the ground floor steps are collected the more challenging task of clearing those steps mobile on the 1st floor and above will begin, once the supply chain safety team has agreed the best way to do this. The steps weigh 50kg and need 2-3 people to remove them safely from upper floors so the next stage will involve more people and possibly the use of cutting tools. We have identified a suitable hydraulic cutter which will prevent problems with dust/sparks etc in equipment rooms.

If you find any steps 1A which are no longer taped up and labelled 'do not use' please replace the warning notice and hazard tape as we must not allow these items to fall back into use. They WILL be recovered in time but our supply chain partners who have been contracted to do this are responsible for managing the way they carry this out. Until they are collected ES patch managers must ensure they are labelled as not to be used.

And finally...internal vertical ladders

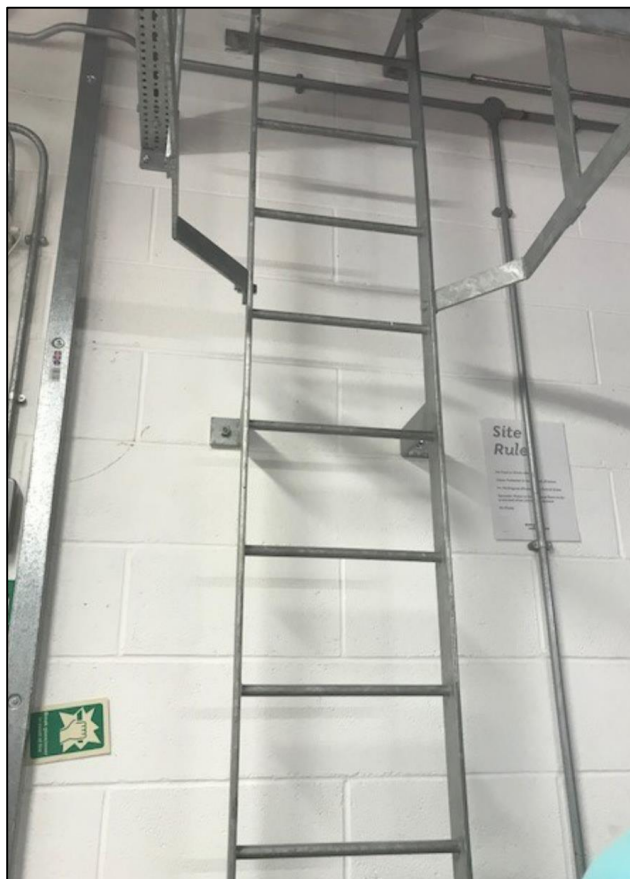
We have communicated the need for continual attachment in previous issues.

This is now a mandatory requirement.

If you need to access any vertical ladder over 3.5m you will need to have been trained and wear the appropriate PPE.

All training must be recorded by your trainer on Learning Home.

If you require this please speak to your line manager and/or the training lead for your area



Back dated newsletters can be found here :-
[newsletters](#)

Safety Brief/Alerts:

[Safety Briefs- Alerts](#)

Any feedback, suggest a Story?

Please let us know

technology.healthsafety@bt.com