

# Safety First!

## ZERO HARM COMMITMENT

*Linsco Ltd is committed to Zero Harm, this means achieving:*

- Zero Harm to our workforce, contractors and any person who could be affected by our actions / activities.
- Zero Harm to the environment and the reduction of our ecological footprint.
- Zero Harm to our client relationships and our reputations.

*We believe that Zero Harm is achieved through acting with integrity and honesty, developing our people and proactively engaging with our clients and communities that surround us.*

Mr M McGregor  
Managing Director

## Putting Safety First

I would like to introduce this brief but very important document and ask that all employees read and digest it. In a world where Health & Safety controls appear to be over the top it is difficult to find new ways of broadcasting safety messages. I would therefore like to keep this message very much to the point with no fancy acronyms or jargon but a simple plea to everyone at Linsco. **“Please do not do anything you consider unsafe, even if instructed to do so”.**

At Linsco we want to be the best at what we do and want to be the safest in doing it. I am using this communication to pass on the message that **“everyone at Linsco has my full and complete backing to refuse to do any task that, in their view, has a health or safety risk that is not appropriately controlled”.**

None of us come to work to end up injured or be responsible for injuring someone else. Every employee, the company and our clients, want and deserve to go home safely after a days work, so let's make certain we do!

*Matthew McGregor*

Construction  
Electrical  
Engineering  
Technical  
Commercial  
Call Centre  
Financial  
Marketing  
Industrial



Linsco Employee's  
Safety Newsletter  
Issue N°:  
Dated: Feb 2010

## Team up to Safety

Linsco strive to ensure that all employees adhere to the correct Health & Safety policies and procedures, we are proud to say that over the past few years adherence to these stringent guidelines has enabled us to minimise safety risks, resulting in Linsco's RIDDOR report containing no major accidents and eliminating employees having to take time off work.

When companies tender for work they are required to declare their RIDDOR reportable accidents. Organisations with high RIDDORs do not tend to win contracts, so as you can see accidents are not only damaging to those involved in terms of personal suffering, they are also damaging to the company, colleagues and their families.

As a company we do not want harm to occur, so we ask you to always be aware of what is going on around you. Discuss potential work place harms and dangers between yourselves and always look out for one another, this is what team up to safety is about, everybody looking out for one another, taking the time to look and think about what we are doing, how we are doing it and being aware and alert so that there are no surprises and no harm. We will be discussing and involving you all in team up to safety briefings in the coming months to make your work place safer.

## Weigh it up before you lift

All manual handling activities should be considered before being carried out. On every occasion thought should be given to designing the job so that you or your colleagues do not have to lift anything, have deliveries of materials placed where you need them and where possible use a trolley or one of the numerous lifting aids designed to reduce manual handling. If you do have to lift, assess the situation and your capabilities, test the load and get help if you need it.

If you are unsure about anything, ask! Discuss your concerns, weigh up your options and don't rush in.

## Job start routine

Before you start on any job take a few moments to look around and give thought to what you are about to do, consider the hazards associated with that job, who is around you and how you might affect them?

Check your tools, equipment and PPE, all of these checks should come as second nature, as natural as putting on your seatbelt when you get into a car! These are habits that will keep you from harm, protecting both you and your colleagues.



Directors  
J Elliott Chairman  
M McGregor MD  
C Lee MD



## CRITICAL RISKS

- Can my work affect my safety or the safety of others?
- Am I clear of moving plants & equipment?
- Do I need to isolate and lock out?
- Am I fit and trained for the task?
- Can I fall from heights?
- Can my breathing air be contaminated?
- Can I come into contact with energy or chemicals?
- Have I checked the MSDS?

## TRAFFIC MANAGEMENT

- Am I protected from mobile plant?
- Do I need to barricade the area?
- Is the speed of the vehicle too fast?
- Are line markings clear for pedestrians?

## MANUAL HANDLING

- Can I slip, trip or fall?
- Am I using correct lifting technique?
- Is the weight too heavy / shape too awkward?

## PPE

- Do I have all the appropriate PPE for the task? (Gloves, steel toe capped boots, glasses, hearing protection, high visibility clothing, etc)

## HOUSE KEEPING

- Is my work area tidy, clean and safe?
- Are there any obstacles?
- Can anything fall?
- Is the signage adequate & in good condition?

## ENVIRONMENT

- How will I guard against spills?
- Water is valuable, don't waste / contaminate!
- How will I reduce, reuse or re-cycle materials?
- Where are the waste bins, are they labelled?
- Are chemicals correctly stored and labelled?

## Keep your top on

A sunny day makes us all feel good but too much sunlight can be hard on your skin. When you are working outside in the sun, remember to cover up as much as possible. Don't try to get a tan, its not a healthy sign, it might look good but indicates that skin has already been damaged, apply sunscreen to exposed areas, preferably SPF 15 +.

## Talk to each other

Just because you have spotted a hazard or realised a potential danger exists, don't assume that others have. During the job start briefing mention these things and ask about what controls are going to be implemented for you and your colleague's protection.

## Talk to us

We can learn from our experiences on site if you see a close call or think something could have been done better tell us and we can use that information.

## Work safe procedure

Linsco have a work safe procedure, if you feel that any safety or health risk on site is not being managed properly you may use this process to raise your worries and concerns.

Raise any concerns with the supervisors on site if you feel you can, if not, use the number below and to raise the matter with Linsco. Alternatively you may raise your concerns or make any suggestions you may have by completing one of our hazard / near miss reporting cards which are upon request from Matt McGregor by calling 0115 9106666, these should be returned to Price House, 37 Stoney Street, Nottingham, NG1 1LS.

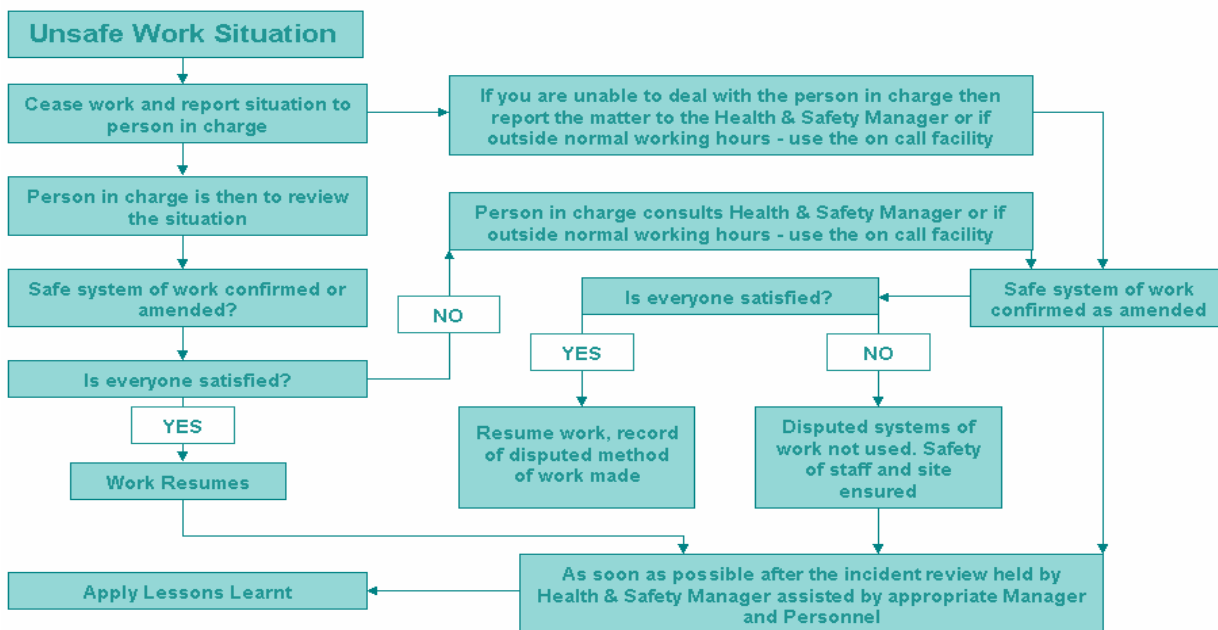
**Linsco Health & Safety Advisor - 0115 9106666**

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## Unsafe work situation reporting process



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