

From: Services

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To: All Trades <all.trades@mcsence.co.uk>; Colin McArthur <colin.mcarthur@mcsence.co.uk>; Lisa Smith <lisa.smith@mcsence.co.uk>; Martha Convie <martha.convie@mcsence.co.uk>; Sarah Coutts <sarah.coutts1@mcsence.co.uk>; Samantha Wilson <Samantha.Wilson@mcsence.co.uk>; Services services@mcsence.co.uk

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Accident Prevention, Near Miss & Reporting Accidents - To Cleaning & Property Services Colleagues

Good Morning,

Hope you are well and reason you have received this email is to increase your awareness of Health & Safety.

Purpose / objectives: This virtual toolbox talk is to increase colleagues' awareness of Health & Safety focusing on preventing accidents, near misses and reporting accidents or incidents with the steps you need to take protect yourself and others.

Company Policy: Please click on this link for details of the company policy for Health & Safety and Accident Incident Reporting:

[Microsoft Word - Health & Safety Policy \(mcsence.co.uk\)](#)
[accident-incident-policy.pdf \(mcsence.co.uk\)](#)

Health & Safety - Accident Prevention

Why run an Accident Prevention Virtual Toolbox Talk?

- It's too late to plan for prevention once an accident has occurred.
- People cause accidents; not equipment or other hazards such as chemicals.
- The personal costs of accidents to you or others

What is accident prevention?

Accident prevention includes but not limited to the measures taken in an effort to save lives, reduce or escape from injury, lessen the degrees of injury, avoid damage to property, reduce treatment and compensation costs, and prevent the loss of productive time and morale.

Causes of Accidents in The Workplace

- People who are under the influence of alcohol and drugs
- People not following instructions.
- People not following the training that they have been given.
- People doing tasks that they are not trained to do e.g., operate plant machinery.
- Unsafe manual handling, loading, stacking, and storing.
- Overloading of workplaces, scaffolding, hoists etc.
- Use of faulty equipment
- Incorrect handling or transportation of chemicals
- Failure to use personal protective equipment PPE.
- Ignoring safety signs, signals, and warning signs
- Illegal removing of guards and barriers from machinery and tools
- Directing compressed air at yourself and others
- Workplace complacency
- Keep your work area clear.
- Don't leave tools, equipment and debris laying around.

Accident Prevention in The Workplace

- Do not remove guards or barriers.
- Follow instructions.
- Follow your training.
- Do not do any tasks you are not trained for.

- Don't be under the influence of drugs and alcohol.
- Use your PPE and wear it correctly.
- Do not use faulty equipment.
- Don't get complacent.
- Do not overload scaffolding, workplaces, storage, hoists etc.
- Manual handling should be done correctly and safely.
- Don't direct compressed air at yourself or others.
- Keep your work area clear and clean.
- Do not do any tasks that you're not trained to do.
- Do not handle and transport chemicals if you're not trained to handle them.
- Obey all warning signals and signs.

Personal Costs of Accidents to You or Others

- Unable to do your job and your hobbies.
- Reduced personal satisfaction, life balance.
- Loss of earnings - leading to potential financial struggles
- Extra expenses due to permanent disability

Key takeaways:

- *Your actions can have significant consequences.*
- *Do not get complacent at work.*
- *Do not do any tasks you are not trained to do.*
- *Always follow training and instructions*
- *Don't be under the influence of alcohol and drugs*

Near Misses

Why run a Virtual Near Misses Toolbox Talk?

- **Raise awareness for workers to look out for hazards and to report these.**
- **Assist with understanding of legislative aspects and standards.**
- **Fewer injuries means higher productivity.**

What is a near miss?

A near miss is when an accident or incident that nearly happens, it's an unplanned event that caused no injury, illness or damage but had the potential to do so. When a near miss happens, it's easy to feel relieved that nothing serious happened and then just forget about it. However, another person or even the same person is very likely to be injured by that same hazard moments later or on another day. Have you ever thought to yourself, "whew, that was a close call" when something has happened in the workplace? That is an indication of a near miss, and you should report it!

What are some examples of a near miss?

- A worker trips over an extension cord that is lying across the middle of the floor, but grabs onto the side of a door to stop their fall.
- A workers loose clothing is caught in a machine, but it just tears their clothes and doesn't injure them.
- A leakage is left unattended, a worker slips and falls but doesn't injure themselves.
- Workers are carrying a long heavy object, then turn around and nearly hit a co-worker who has to duck out of the way.
- A tool is jammed, and a worker tries to fix it without switching the tool off.

How and why should a near miss be reported?

- Near misses should always be reported and recorded
- You have to provide a summary on what happened, where when and how it happened. This will help identify the risks and what risk needs to be dealt with first.
- A reported near miss can identify hazards and provide helpful details about work conditions, work procedures or worker actions that may cause serious harm in the future.
- When you record and investigate a near miss, you can learn from it, and avoid possible injury, incidents, and accidents by taking action.

Key takeaways:

- *Near miss reporting is important to identify and control hazards, which in turn will reduce risks and the potential for harm at the workplace.*
- *It's important a near miss is reported so you can deal with the hazard before anyone gets hurt!*
- *Don't take a near miss lightly!*
- *A reported near miss is the accident that doesn't happen!*

Accident Reporting

Why run a Virtual Accident Reporting Toolbox Talk?

- **Learn the importance of reporting all accidents that happen.**
- **Fewer injuries mean higher productivity.**

What is an accident?

- Accident is an unplanned or uncontrolled event that resulted in harm.
- Accidents are generally caused by unsafe acts, unsafe conditions, and failure to follow instructions; or a combination of all.

Why Report?

- Accident reports provide answers to the question of what, where, when, who, how.
- Reporting all workplace injuries is important, because what seems minor at the time can get worse and lead to long term injury or illness.
- Failure to report can also lead to other workers being exposed to the risk of a similar accident happening to them.
- Reporting allows investigations to take place to help identify causes and take actions to prevent recurrence.

Once reported, why investigate an accident?

- One of the most important reasons for investigating accidents is to ensure the safety of workers; because if you can identify the reasons why an accident occurred, you can put preventative actions in place to reduce the risk of the same or similar accident happening again.
- Investigating accidents also allow companies to identify potential hazards at the workplace.
- Trends which are noticed in accident causes can be identified, and prevention programmes established.

Key takeaways:

- *Everyone on site must report all accidents, no matter how small.*
- *Be familiar with your company's accident reporting procedure.*
- *Accidents can often be prevented by reporting and investigating their causes.*
- *The main objective of reporting is to learn from the accident and prevent it from happening again.*

HSE WEBSITE – see links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – Lifting Equipment at Work <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work –<http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Needlestick - [Sharps injuries - What you need to do \(hse.gov.uk\)](#)
- HSE – Painting & Coatings [Frequently asked questions – Paint and coatings \(hse.gov.uk\)](#)
- HSE – Slips, trips & Falls <http://www.hse.gov.uk/toolbox/slips.htm>
- HSE – Working at Height/Ladders <http://www.hse.gov.uk/pubns/indg455.pdf>

STAFF ZONE is our bespoke intranet for McSence colleagues with company information in one place where you if you click this link [McSence | Home | McSence](#) and enter passcode is [staffzone123](#) it will take you to the following company information as follows:

- Company Handbooks [McSence Handbooks | McSence](#)

- Company Policies: [McSence Policies | McSence](#)
- Health & Safety: [McSence Health & Safety Information | McSence](#)

Any feedback is most welcome and going forward we will be sharing more of this information a weekly or twice weekly basis.

Warmest regards,

Property & Cleaning Services | McSence Group
McSence Business Park | 32 Sycamore Road, Mayfield, Midlothian, EH22 5TA
T: 0131 454 1520 | 1513 | 1514 | 1507 – if urgent, please text 07981 664 526
Office Hours 7.30am to 4.00pm Monday to Friday



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