

## Safety, Health and Environment Leadership Team (SHELT)

27 July 2014

10am

Estates Meeting Room 1, Sherfield Building  
South Kensington

### Minutes

**Present:** Michael Lytrides – Director of Estates Projects  
Denis Murphy – Estates Projects Construction Safety Manager  
Danny Brittin – Longcross  
Mike Graystone – Skanska  
Danny Hine - ISG  
Mike Morrison – SPIE  
Richard Wilson - Lowe Build  
Carlos Griffiths – Bouygues UK  
David Hughes – Facilities Manager  
Scott Davies – 8Build  
Carl Raison – 8Build  
Phil Winsor – Quest  
Stephen Hurt – WDI  
Gren – CBH  
Cheryl – CBH  
Richard Wilson – Lowe Build

**Apologies:** Kevin Sheridan – Balfour Beatty  
Stephen Hughes – Head of Safety – Estates Facilities  
Sara Muir - Head of Energy and Environment  
Bob Barnett – Russell Cawberry  
Richard Byrne - Laing O'Rourke  
Brendan Kelly – Graham Construction  
Dominic Glyde – Morgan Sindall  
James Winsor - Quest

### Agenda Item

### Action

#### 1. **Item 1 – Attendance and apologies**

(a) Michael Lytrides (ML) and Denis Murphy (DM) welcomed everyone to SHELT's seventh meeting.

(b) Apologies were noted as above.

#### 2. **Item 2 - Agree minutes from last meeting**

The minutes of SHELT's sixth meeting held on 27 June 2014 were agreed as a correct record.

3. **Item 3 - Actions arising from last meeting**

- (a) DM informed SHELТ members an Occupational Health Scheme for construction workers was still ongoing. A business case is required for presentation to the Chief Operating Officer (COO) and is in progress.

DM stated that there were three companies that had formed a group and collaboratively worked on structuring a Behavioural Based Safety Training (BBS) statement. Those involved were: Lowe Build, Quest and Russell Cawberry.

ML conveyed that the collaboration of organisations working together is exactly why SHELТ was formed. The key being that Safety of workers should transcend competition with each other. SHELТ members, as leaders, need to take a broader view, learn and share experiences. ML expressed he is keen to see the output produced.

DM expressed his concern and disappointment that on many instances on site behaviour was not reflective of the BBS philosophy, adding that this system needs to be a dynamic activity requiring drive and encouragement from management.

DM expressed the usefulness in having a report back from everyone, in terms of current status, thoughts and outcomes of implementation. ALL

- (b) The production of an ICL safety induction video for construction work is ongoing. Due to the current busy period due and the large number of current summer projects, work on this project has been delayed.

- (c) DM stated that the College Environmental Policy (CEP) for SHELТ is being worked on in partnership with Sara Muir and a positive meeting was held recently regarding this matter. DM/SH

It was noted that this would be a best practise tool and needed to be developed over time. The CEP is a broader policy and would be used to set the parameters of the construction policy, within the overall context of the College's vision.

DM invited members to bring any other environmental matters to the table, so that the policy could be revised over time.

The CEP would be a live document and offered as a foundation for a 1<sup>st</sup> draft.

Deadline for all comments to be returned is prior to the next meeting (Friday 26 September) ALL

ML added that this was a good opportunity to view other common standards that need to be looked at or refreshed.

DM added that he would like to nominate individuals and groups to look at best practises regarding the areas noted below in time for the new year, in order to start implementing on sites:

- a) Noise
- b) Dust and
- c) Vibration

- (d) DM informed SHELТ members that Occupational Health is a very important issue and there needed to be a starting point in order to move forward. The Constructing Better Health (CBH) programme is a not for profit UK national scheme and this would appear to be a good platform.

It was noted that the final segment of the meeting would be an

opportunity for members to raise concerns directly with representatives from the Construction Clients Group (CCG) and a representative from CBH.

- (e) It was noted that the Terms of Reference (ToR) have not been received by all and it is of high priority that these are returned. SHELТ members all agreed that this would happen by September.

***Post meeting note:-ToRs received from ISG, 8Build, Bouygues UK, Quest Interiors, Russell Cawberry Ltd, Lowebuild Ltd, Willmott Dixon, Halsion, Longcross and LX Engineering.***

***All contractors on the approved list, who are actively seeking work with Imperial, should have their Director sign the ToR and return it to DM, as soon as possible. Companies failing to respond to this request may not be considered for inclusion on future tender lists.***

- (f) DM stated that Daily Activity Briefings (DAB) should be carried out by supervisors. DM clarified the meaning of the term 'Supervisor' and considered that the term should apply to all site staff who have a "hands on" site role that includes site inductions, Daily Activity Briefings, Tool-box talks, reviewing and agreeing RAMS and general supervision of day to day activities on site.

Both DM and ML stated that they viewed the DAB process to be of great importance in setting the scene for day to day activities and engaging with the workforce. Consequently ICL is willing to invest money into providing the necessary training, providing supervisors with the necessary communication skills and empowering them to intervene, wherever unsafe behaviour is taking place. The DAB process should assist in delivering both efficient and safe working conditions on site, as planning and preparation must be a necessary part of the process, for it to achieve success and justify the input required from the site team.

Concern was raised in regards to who would be delivering the training and the training delivered should not contradict what each companies were providing and should convey consistency in methods and systems. ML explained that the training would provide strategy for sites and implement company policies simultaneously. DM and ML further expressed that the training would be a tool providing the skills and confidence to deliver the safety message and engage the workforce in meaningful feedback. It was also explained that the end result was about leadership and motivating supervisors to act as safety champions.

DM felt it was important that all supervisors should be integrated into the Principal Contractor's safety management system, forming an effective safety management team on site.

ML confirmed that Park Health, who had delivered this type of training for the Olympic Delivery Authority, would deliver the supervisor training and that the content of the package was in discussion and would link into high risk acts and milestones. The training would ensure understanding and ultimate ownership of responsibility for safe working on site. ML simplified the meaning of 'ownership' to be accountability for the delivery of a project and expressed the hope that no one would ever have to visit the home of a victim of a site accident and explain why this person wasn't coming home again.

DM stated there was a potential to have a refresher course every 2 years.

DM requested nominations be made for those to participate in the course. DM stressed that it needs to be the 'right' people with a passion for safety. ALL

*Post meeting note:-Given the importance of this issue and the central role supervisors will play as part of the Principal Contractor's safety management team, DM and ML are extending an invitation to those M&E contractors currently undertaking work for ICL, to attend the meeting in September.*

SHELT members felt it would be beneficial to identify key supervisors from the approved suppliers list, such as scaffolding contractors.

ML and DM added it would be useful to have a selection of approved scaffolding contractors from the current Approved Suppliers List.

It was further discussed that BBS should be extended to M&E contractors.

DM stated he would invite M&E contractors to attend the SHELT meeting in September. It was agreed that key sub-contractors need to be part of the Principal Contractor's site safety management team.

#### 4. **Item 4 – Rent-a-Vent-Review of presentation**

Item not discussed

#### 5 **Item 5 - Constructing Better Health-what's the alternative?**

ATTACHED

Presentation by Cheryl Toms of Constructing Better Health, with an introduction by Gren Tipper (CBH) and the Constructing Excellence Group.

Issues raised during the presentation:

Q: What are the costs of the scheme?

A: The Annual Membership costs are based on the model and calculated on company turnover (not project by project). The costs of the health checks can vary and can be found on the company website and brochure  
Costs of membership of CBH is tax deductible.

Q: What does the registration fee cover?

A: This covers training and support software from the scheme; setting up of the Occupational Health and process; system set up

Q: Does the health statement come back as 'unfit for work'?

A: There are four categories:

- Fully fit
- Fit with recommendation
- Temporarily unfit and
- Unfit for task

ML added that the business case for what the college can offer contractors needs to dovetail into what CBH and the contractors own systems are currently offering employees and the supply chain.

DM advised that as this issue was not going to go away, SHELT members need to consider the way forward for the implementation of an

occupational health scheme that reaches out to everyone involved in construction on site.

6 **AOB**

N/A

7 **No meeting in August**

Next meeting will take place on **Friday 26<sup>th</sup> September** in meeting Room 1, Level 5 Sherfield Building, South Kensington Campus, SW7 2AZ.