



January 2003

Issue 2

## Let's make 2004 even Safer!

Let me start by saying that in 2003 we performed safely. However, there is never room for complacency in Health and Safety and *always* room for improvement.

During 2003 the organisation had only 1 'over 3 day' injury, which occurred during manual handling duties.

Overall manual handling and slips, trips and falls accounted for most incidents with 61% of all incidents occurring in the Engineering department, due to the nature of the work and the number of employees, and 23% involving third parties.

To help identify root causes and secure remedial actions the organisation re-energised its

incident investigation procedures in late summer and all personnel authorised to carry out investigations received investigators training



If you see an unsafe act or condition within the harbour report it!

Aberdeen Harbour Board recently introduced a Near Miss and Safety Concern reporting system designed to identify and prevent future incidents occurring.

The procedure should be used by employees and contractors to report Near Misses or Safety Concerns and used by line supervisors or managers to find a resolution.

In the first 2 months of the system we have had several reports, which have all led to action being taken to enhance and improve Health and Safety performance.

Reporting forms can be found on notice boards and on the intranet. It's your system so please use it!

Lets work together to make 2004 even safer.

Stephen Wilson  
Health and Safety Assistant

### Annual Permit-to-Work Renewals

We are now entering our third year of the Annual Permit-to-Work system, which has seen great improvement in the safety management of our regular contractors both in terms of control and facilitating as smooth an interface as possible.

We are now in the process of renewing permits for existing holders and will be writing to our contractors over the next few weeks.

Contractors are reminded that the system can only be a success with their commitment and cooperation



Port Safety Liaison Group  
To commence soon

After a period of consultation with attendees at the recent Safer Ports Initiative Event We are now in a position to form our own Port Safety Liaison Group to deal with Health and Safety issues around the port. Invites are being sent out this month with a view to holding our first meeting in March.

## A Question of Ergonomics



Ergonomics is the study of adapting equipment, procedures and surroundings to people.

The application of ergonomics in the workplace helps to prevent injuries and improve efficiency. It involves analysing the Task, the Individual and the Environment and helps make your jobs safer and easier.

Ergonomics can help in tasks that involve:

- Manual handling, such as construction and labouring.
- Data entry, typing and computer work.
- Twisting and squeezing, using hand tools, such as in electrical work or joinery.
- Sitting and standing, for example crane operations or drawing work.
- Follow your work procedures and risk assessments.
- Take an active part in assessment carried out in your workplace.
- Make suggestions through our Safety Concern Reporting System.
- Use safety devices.

You can help prevent injury by putting ergonomics to work for you!

- Report all injuries and illnesses right away, even when they don't seem serious.

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## STRESS RECOGNISE IT AND BEAT IT.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them.

From a safety perspective Stress can cause a person to be distracted from their job and reduce alertness. This compromises your safety and the safety of others.

Stress can also lead to increased health problems such as heart disease, skin disorders and anxiety and depression.



Staff will receive Stress management handbooks through internal mail soon.

### What can we do:

- Stressed:** Stop, Take action
- Think:** What are your Stressors?
- Offload:** Delegate work. Leave work at work
- Prioritise:** Only tackle one Stressor at a time

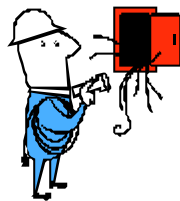
If you feel that you may be suffering from work related stress speak to your line supervisor. Recognise it and beat it.

## Don't be shocked!



It powers lights, machinery, and other equipment; it heats and cools workplaces; and it runs our computers. But, electricity can be dangerous if it's not used correctly or when proper precautions are not taken.

It's up to each of us to make electricity an important part of the job every day.



Water can turn wood and equipment into conductors. To avoid danger, don't use electrical equipment near water.

Take steps to protect yourself:

### DO:

- Use only plugs that fit the outlet.
- Make sure electrical connections are tight.
- Check that wire insulation is in good condition.
- Use extension leads only when necessary.
- Use waterproof leads outdoors.
- Keep machines and tools properly lubricated.
- Leave electrical repairs to skilled maintenance personnel.
- Keep the work area clean.

### Don't:

- Overload outlets or motors
- Run leads near heat or water.
- Touch anything electric with wet hands.
- Put foreign objects into electric outlets.
- Use temporary wiring in place of permanent wiring.
- Use equipment that isn't earthed.

In case of shock—don't touch the victim. If possible, turn off the power and immediately call for medical help.

## Safe Driving

### What's expected of me?

Driving is an integral part of business for many of us, but just what is expected of us when we drive a company vehicle?



Report all accidents to your line supervisor immediately.



Don't use mobile communications, such as phones or VHF radios whilst driving.



Don't carry passengers where there is no safe area, for example on forklift trucks or in the rear of transit vans.



Keep a safe distance of at least 2 metres from the quay edge.



Stick to the harbour speed limit of 15mph and keep to the left.



Don't smoke in company vehicles.

## Safe Walkways

All around our harbour at strategic points you will find walkways and pavements which have been designed for staff and port users to traverse the quaysides safely.

Unfortunately all too often these routes are being ignored.

### REMEMBER WALKWAYS ARE THERE TO KEEP YOU SAFE!

