



## Issue 53 – December 2017

<http://snip.bt.com/safety>

**Issue 53** And as it's heading towards the end of year, all the seasonal favourites you'd expect are inside and although we aren't talking about the North Pole, poles do feature. And cables – are you up to date on how to transport and store them safely?

**In pole position** – or rather **"What's that on my pole"** and more importantly, is it hiding anything? So do you know what's allowed to be fixed to a pole? It can be complicated so here are a few pointers. **Golden Rule:** Any sign fitted to our poles mustn't obscure labels or markings, promote decay, impede testing, ladder erection or climbing – so no inferring with pole step access.

**What can be fitted?** – broadly speaking, BT approves "signs that contribute to the community as long as they do not interfere with condition, access, maintenance or the safety of the pole." So that's why bus stop signs, post boxes, safety mirrors, road signs, fire hydrant signs, neighbourhood watch signs or notices of local, community or charitable events flourish on our poles. There are size limits to the signs (so no billboards!) and no sharp edges. Permanent signs may be fitted with a metal band or screwed to the pole. And it's OK for the local community to use drawing pins on temporary signs for an event, but they are meant to be *temporary* and taken down afterwards.

**So what's not allowed?** - signs can't have an electrical feed on our poles other than those fitted under the existing joint user agreements between the Distribution Network Operators and ourselves. Business advertising isn't allowed, and neither is political advertising. The overriding thing is that signs mustn't cover up anything that helps **us** to work safely. There's a great example on [Wired](#) demonstrating this – cheers Miles Knight (BVJ223)

*"Secondly lookout for illegal attachments that cover pole marking/damage this one for the circus covered up an old GPO marking for 1964 which means the pole would have been sterile in January 2018 if not check within 6 years. it could have been a D."*  
Remember that GPO initials marking can be the 3m mark so very important for correct depth assessment

### What do I do if I want to report an attachment to a pole?

If you find an illegal attachment or need you should contact the National Notice Handling Centre on 0121 232 7228 or email [nnhc@openreach.co.uk](mailto:nnhc@openreach.co.uk). Have a look at [EPT/OAM/F070](#) for more info.

**0330 678 0488** - it's a number that matters as it's the number to ring to trigger the **Pole Top Emergency Rescue (PTER)** process. It's a dedicated number through to the RTFW CS Controls and it's **only** for PTER. Don't use **0330 678 0488** for any other reason as you could put your colleagues in danger if you do. Store it in your phone or write it in your notebook as PTERs are rare occurrences, but they **do** happen so you need to know that number **PS** if you think "but I don't climb, this doesn't relate to me" – no, but you may be the person that can start the process to get a colleague back to safety. Stick the number in your phone, it's just one number but it can make a big difference.



**PTER 0330 678 0488**

**ICYMI:** One new **Red Alert** since **Issue 52** "[Safety – Storm Caroline](#)". New Toolbox Talks available cover "[Working in Customer Premises](#)" and "[Transporting cables in vehicles](#)". For all other briefings or old copies of Safe and Well, you'll find them at the [Briefing Hub](#).

**Don't let batteries cause bother #1** – You may have seen the recent Loop Article concerning LR6 (AA) batteries following two Near Misses where the batteries (i/c 192315) in oscillators became overheated. Supply Chain have investigated and our batteries are safe to use. And as with any bit of kit, it's worth visually checking it's still OK to use. If there are any signs of overheating/melting in the battery compartment, and if it does feel hot, take care when opening and wear eye protection and suitable gloves. **A bit of battery best practice** - handle them correctly:

- Ensure your hands are dry
- Ensure that the batteries are correctly fitted ensuring that the negative & positive ends of the battery match those of the battery holder
- Dispose of used batteries correctly



**Don't let batteries cause bother #2** So where do you stick dead batteries then... well unless they are Ni-Cd type (shown below), they don't go in to Hazardous Waste Minis. And you can only stick in 5 of the Ni-Cds. So why can't you put normal batteries in the red box – it's because they could cause a fire risk when mixed with hazardous waste so they need to go into battery disposal boxes at your nearest Stores Hub.

Up to 5 Ni-Cd **OK**Loads of standard batteries **Not OK**

**What can go in your Hazardous Waste Mini?**

**Click to download guide**

The hazardous waste items are tracked. Hazardous waste items are for use by BT employees only. Contractors must not dispose of their waste at BT facilities.

**Delivering more**

As Gary Jacobs (BVH72) pointed out:

*"Our USRs are reporting this sort of thing on a regular basis. In the past I have removed batteries, Openreach line jacks, dac's units and even left over lunch stuff like Costa coffee cups and Subway wrappers – the idea of the red boxes is sound, as long as people don't use it as a dumping ground"*

And what about **Winter waste**? Your empty screen wash containers, de-icer aerosols (unless **totally empty**) or containers including empty silicon tubes need to go in a securely sealed bag and then into the great red crate. [good shout out from Duncan Thomson \(BJE2\)](#) on Wired on this.

**Top Tip:** Not sure about other types of engineering waste? Well there's a handy guide for that as well <http://snip.bt.com/WastedG>

**And are you transporting hazardous waste without realising it?** It really matters that we don't transport hazardous waste between BT premises or from customer's premises. Did you know there are **14** stores items (including resins, silicone, screen wash, duct seal, sealants and oil) that **only** become hazardous waste when the decision is made to throw it away; so you **must** check your van stock whilst at a BT premises with a hazardous waste disposal facilities (aka the red hazardous waste mini Box) and dispose of any of these items that have reached the end of their useful life **before** leaving site, rather than driving around with it (and thereby transporting hazardous waste). Stuff like aerosols is only classed as hazardous waste if the can isn't **totally** empty; so by using all the product means the empty can is fine to go in a general waste bin.

Need to know more about what goes in (and more importantly **what doesn't**) the super red crates, then have a look at the step by step guide over at [Hazardous Waste Minis website](#). If you need more info, get in touch with the Yard Marshall team via [yard.marshalls@openreach.co.uk](mailto:yard.marshalls@openreach.co.uk).

Winter wellbeing  
Make time for yourself

Whether it's latest news on flu vaccinations, catching up on winter wellbeing tips (a video montage this month), then the [Winter Wellbeing 2017 site](#) is the place for you. And the [Winter Resources page](#) has new content including driving in winter and avoiding slips, trips and falls

**Snow...how does a penguin keep you safe?**



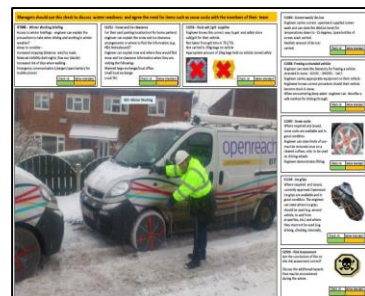




**Seasonal 'elf and safety** - it wouldn't be December if we didn't include the seasonal basics. Whether you are a well-weathered winter warrior or a First Froster, it's worth taking a moment to check that you aren't heading for any nasty surprises when it comes to Winter safety.

You may/may not be facing the white stuff yet but you've probably gone through an [AMS803 checks](#). **But what about actual driving** as there's a lot more to winter driving than knowing when to use [snow socks](#). You need to factor in fog, low sun light, high winds, rain, more rain and even flooding. Have a look at the info our road safety partners produced – covering [all you need to know](#) about conditions you might face during winter months. Or the same day.

**And don't be idling** – however tempting it is to leave your keys in the ignition with the engine running whilst you nip away to do stuff, it's not worth the security risk – and could also earn you a fine in some areas.



### Had a few and plan on being on the road bright and early the next morning?

Consider this then if you [stop drinking around midnight](#) (links to The Morning After external website)

- **Five bottles of 330ml 5% lager** and you'll not alcohol free for at least 11 hours (so 11am next day)
- **Bottle of 15% wine (or three 250ml glasses)** or four pints of lager and it's 13 hours to be alcohol free - 1pm next day
- Four 70ml doubles and again, 13 hours til you are alcohol free.



**Did you know:** Nearly 20% of drink-drive offences in the UK are committed by people driving to work over the limit the morning after the night before. **Our [policy on being under the influence of alcohol clear](#).**

Have a look at the [Think! drink-driving campaign](#) (ext link) dealing with the idea of it's okay to have 'a couple' of drinks before driving. It shows the potential consequences of those decisions. And remember: **different legal limits** apply in different parts of the UK. **Well worth a watch, it's quite sobering** - though nothing actually sobers you up other than time. Coffee, showers, energy drinks? – nope, you'll just be a hyper-caffeinated, damp driver who is still over the limit.



### Don't get in a fog about winter driving!

It may seem obvious & common sense but how many times have you been dazzled by Full Beams or plagued by a tail-light tag-on. What may seem obvious seems not to be!

**Light and bright** - Dip 'em!  
Switch on **dipped headlights** in misty or foggy conditions. Less than 100m visibility (think football pitch), then use fog lights but **turn them off** once visibility improves.

**Freezing fog?** Only use washers if you have non-freezing washer fluid in it - else you'll suddenly be staring at an ice screen.

**Use more than your eyes** - at a junction with limited visibility, stop, wind down the window, and **listen for traffic**.

And know where your fog lights are - you'd be surprised how many other drivers seem not to!

Download our "[Have the foggiest](#)" guide

If you have to stop, whether it's waiting for help on a hard-shoulder or on a side-road, **you and your car should always be visible** to other road users.

Get the car's lights on, use your hazard and wear a high viz clothing to help other drivers see you. Make sure you are in a **place of safety**.

If you break down on a motorway, **don't** use a warning triangle. Setting it out creates a high risk plus it's likely to be blown over by passing traffic.

**Clean and clear** - Dirty windows mist quicker than clean ones, so keeping them clean helps keep them clear. Include wing mirrors in the clean & clear routine

**Thick and thin** - fog patches aren't always the same density - if it thins, it may thicken, so be ready to slow down again.

**Watch out for pedestrians and cyclists** - these can be harder to see in fog, add in darker winter clothing and visibility is further reduced.



If you aren't glowing, then you aren't showing!

**Think about visibility** – and we're talking both your vehicles (lights, beacons, reflective chevrons) and most importantly, yourself.

It isn't hi-vis if all you can see is the grime. It's worth checking just how visible that brightly coloured PPE really is. Most of it is washable or you can get [cleaning tokens](#).

You need to be visible in a range of conditions where light levels are an issue.

And chances are, you'll be out in most of them.

**Made to measure** – maybe one to add to the wish-list if you need to measure cable heights. The new ultrasonic cable height measuring tester offers the same functionality as the Suparule tester that our planners and overhead teams use.

It's available via ibuy at a cost of £148 + VAT, but **before** you head over to ibuy, you need to email [bstapleton@comtec-comms.com](mailto:bstapleton@comtec-comms.com) for a quotation as you'll have to include that as part of ibuy check out process.

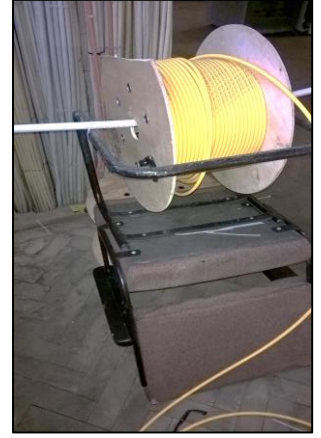
Other details you'll need are the Comtec contract code (8008634A) and the supplier item code is **810595**.



**Reeling it in** – TSO asked us to flag up a couple of cable concerns.

First up a slightly inventive way as an alternative to a cable drum stand.

There are various hazards to this approach, however much an ingenious engineering solution it may be.



And next was a concern about reels of external fibre cable being stored in a room TSO had cleared for works. The rationale given by the engineer was that this gave a safe way to store cables within the building to stop it going missing.

So why is this a problem? The reason is the fire rating on it is different to internal cable and if there was a fire, the fumes from these would be toxic – so external cables can't be stored inside buildings.

**Don't make wasted calls to the London Fire Brigade** – did you know that if you're working at any London Fire Brigade (LFB) site (which might be for a mobile phone/cell site operator) we'll normally need to provide a site specific risk assessment (SSRAMS) in advance.



LFB have a [specific template](#) which needs to be used for this, which is available on our usual [Method Statement SharePoint area](#). If you've any questions about this template, please contact [Adam Elsworth](#).

And if you need general information about how we work safely in Openreach to share with customers (you may be more used to calling that a generic method statement), that's there also. And the Health and Safety handbook has a specific section on "[Working with Customers](#)" that's worth bookmarking.

**Does your face fit?** If you are sending in a photo for your EUSR (safety passport) card, check your face fits the guidelines. Wrong sized photos cause delays in cards being processed by EUSR. So check your photo isn't more than 1mb in size and meets similar requirements to standard passport photos (in focus, full face, no tinted glasses or headwear)

The [external EUSR website](#) gives more guidance on card requirements. If you need to know more about getting a card or the training, check the [Safety Passports section](#) in the Health and Safety Handbook.





**Watch your pockets** - you might think that we are stating the obvious, but do you know what's in your pockets? And have you ever thought what it might feel like if you were on the receiving end of a hammer dropping on you from a significant height.

For one of our colleagues, that's exactly what happened in a recent incident. A hammer fell from an engineer's belts pocket while he was up a pole, hitting his colleague in the face. You can probably imagine the sort of injury that caused. Not pleasant.

So to stop tools dropping from height whilst you are up the pole, it's worth considering:

- As with any tool or piece of equipment, a visual check pays dividends. Check the condition of your belts pocket for any rips or tears and get it replaced if necessary. Have a look at the belt clips as well.
- Only take up enough tools needed to do the job – the less you carry up, the less there is to potentially fall down.
- Have the belts pocket on the side of your hip and not at the front of your body so that it doesn't get lifted horizontally as you climb and possibly tipping the contents out.
- Ensure all tools are fully in the belts pocket.
- Ideally put the hammer in head first and not handle first.
- Look and not just feel as you remove tools and equipment from it to ensure nothing is caught as you take out something else.
- Always think about who else can be harmed as part of your risk assessment. So guarding off the base of the pole to keep members of the public away from the worksite in case something does get dropped.

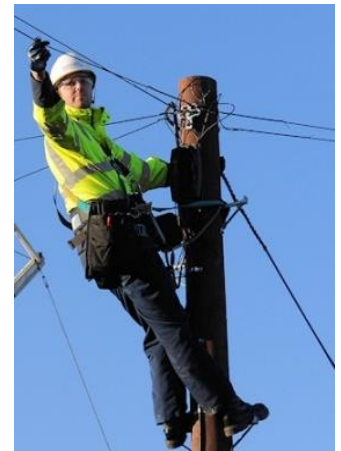


Photo of ripped belts pocket

Also remember if you find a fault *with any* of your tools or equipment, let your manager know and raise a product alert via [http://productalert.intra.bt.com/alert\\_menu\\_test.cfm](http://productalert.intra.bt.com/alert_menu_test.cfm).

### Getting the beat right on cable drums

We've just completed a review of how our medium and large engineering vans transport cable for smaller cabling activities; FVR, new cab tails, block renewals and short maintenance change overs. The new policy and mandatory practice tool box talk is on the Openreach safety briefing site <http://snip.bt.com/SAFE012>. This policy has been agreed with the BT fleet compliance team to make sure that when our van are carrying cable on drums we're doing it in a legal and safe way.



**Important: Cable drums of a wooden baton construction must not be considered for transport internally in Openreach vehicles.**

**Plywood reels** include any reel, regardless of construction, containing connectorised fibre cable **other** than the total prohibition above.

Larger plywood reels (those with spindle holes of 50mm or greater) can only be carried internally if:

- A cable drum trailer (CDT) can't be used:
- If there are no CDTs available or
- No suitable tow vehicle is available



**Where can I find..** more Safe and Wells, Toolbox Talks, Red Alerts, campaign videos or AMS check help? [Safety Direct](#) is the answer. [Drop us a line](#) if there's stuff you'd like to see. And also look at [Group's Health, Safety & Wellbeing newsletter](#) for non engineering topics.