



For any queries / comments please contact your local QHSE representative or email:

TFM.QHSE@mitie.com

**worksafe!
homesafe!**

All documents referenced can be obtained from the Mitie intranet (MiNet BMS) or on MiLife (milife.mitie.com)

COSHH

- ✓ **ONLY** use substances that have a **COSHH** risk assessment



- ✓ Wear personal protective equipment identified

MG(P)213 – Management of CoSHH

Lone Working

- ✓ When lone working is identified complete a point of work risk assessment
- ✓ If a task requires 2 or more employees for safe working, this **MUST** be applied irrespective of time or circumstance



Mitie TFM Lone Working System
0845 671 7860

MTFM(G)217 – Lone worker

Contractor Management

- ✓ **Request and validate paperwork before starting the work**
- ✓ Agree supervision level depending on activity risk level (contractor logbook)

Supplied by Tasker Printers
Litsa@taskerprint.co.uk
 01934 417 316 or
<http://www.taskerprint.co.uk/account/login>

MTFM(G)239 – Contractor management

Environment

- ✓ Complete aspect and impact register on each contract / site
- ✓ Implement identified actions to mitigate emission or prevent pollution



Refer to divisional register and seek QHSE advice

MG(P)263 – Environmental aspects & impacts

Waste

- ✓ **All Mitie TFM regions / contracts / sites / mobile engineers MUST have a waste disposal matrix**
- ✓ Consignment notes are required for special** waste (**Scotland) / hazardous waste
- ✓ Transfer notes are required for controlled waste



MG(P)262 – Waste disposal

One Code

- ✓ If it isn't safe don't do it, stop, report immediately and you will be supported by your manager
- ✗ Do not walk by an unsafe act or condition without raising the issue
- ✗ Do not apply pressure to your work colleagues to work unsafely
- ✓ **Do the right thing**
- ✓ Excel, challenge and inspire

MG(HB)203 – Code of conduct

worksafe! homesafe!

One lapse can last a lifetime

- ✓ Look out for others
- ✓ Get involved
- ✓ Think safety

Mitie TFM little pocket guide to great Health and Safety



Mitie TFM Board of Directors QHSE Vision:

- ✓ We are committed to delivering a great service to customers while safeguarding the health and safety of everyone
- ✓ We aspire to provide a sustainable nil accident environment



Peter Mosley,
Managing Director, TFM

Risk Assessment

- ✓ Review your model risk assessment before any activity
- ✓ Are there any extra hazards?
- ✓ If so complete a point of work risk assessment



MTFM(G)201 – Risk assessment

Training

- ✓ Employees are expected to attend training required to do their role, or requested to do so by their line manager, QHSE, or HR



- ✓ Ensure you are properly trained for the work you are doing

MTFM(P)520 – Training

Driving

DO NOT

- ✗ Use mobile phone
- ✗ Drive under the influence of drugs or alcohol
- ✗ Tailgate / lane hog



DO

- ✓ Supplied by Tasker Printers
Litsa@taskerprint.co.uk
01934 417 316
<http://www.taskerprint.co.uk/account/login>
- ✓ Notify any medical condition
- ✓ Report any accident or damage

MG(HB)740 – Your driver handbook

Working at Height

- ✓ All work at height is to be properly and appropriately planned, supervised and carried out in a safe manner



- ✓ Everyone involved in work at height activities must be competent

MTFM(G)206 – Working at height

Electricity

- ✗ No maintenance work is to be carried out on any live circuit
- ✓ LV training and level assessment
- ✓ Safe systems in place
- ✓ Lock out tag out
- ✓ Certification issued



All circuits should be assumed live until proven dead!

MTFM(P)244 – Low Voltage

Asbestos

- ✓ Present in building pre 2000
- ✓ Check building asbestos register covers your work before you start (R&D surveys are more detailed than management surveys)
- ✓ Get asbestos awareness training
- ✗ Do not disturb any asbestos material
- ✗ Mitie is not insured to manipulate asbestos (incl. transport of waste, survey, removal, etc.)



MG(P)205 – Asbestos management

Accident Reporting

Mitie Lifeline No.
0800 633 5115

Report any events so that actions can be taken. Easy to use so no excuse:

- ✓ Injury
- ✓ Illness
- ✓ Environmental
- ✓ Incident
- ✓ Near Miss & Hazards
- ✓ Dangerous Occurrence & Gas (RIDDOR)
- ✓ Claim
- ✓ Complaint and Compliment
- ✓ Restriction Notices
- ✓ Potential Crisis for BCP

MTFM(G)950 – Reportable Events