



Welcome to UK News 12 August 2015  
your weekly update from around CEMEX UK

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## BEING THE BEST FOR FAMILIES

### Step In With The Latest Training



On 2<sup>nd</sup> September the latest health and safety training is starting and will be running during the rest of this year and into 2016. It's going to be organised in small groups, up to 40 colleagues, to allow more interaction with the trainers.

The first sessions are taking place in the South West and Wales on 2, 3, 8, 9, 10, 15, 16, 22, 23 and 24<sup>th</sup> September at Eastwood Park, Falfield, Wotton-Under-Edge, Gloucestershire GL12 8DA.

If you are in the South West and Wales region book now - check with your Line Manager, and you can either email Claire Hills directly or ask your Line Manager to contact her. As well as yourself do you know any contractors, drivers, suppliers or customers who would like to join us? Staying safe and Stepping In isn't confined to CEMEX.

The next training days will be held in October in the North East.

### "Handy" Tool Box Kit



There has been a worrying increase in the number of hand injuries, in particular when using tools such as knives, hammers and spanners. To try and address this trend we have produced a tool box talk on 'Safe Use of Hand Tools' which can be found in the download section of the UK News website.

Ensure that all colleagues using hand tools receive this briefing as soon as possible.

Always **STOP** and **THINK** then **STEP IN IF YOU NEED TO**.

All health and safety information and resources can be found at:  
[http://cdm2.cemex.com/sites/UK\\_Health\\_Safety/default.aspx](http://cdm2.cemex.com/sites/UK_Health_Safety/default.aspx)



## The New CEMEX Healthy Lifestyle Group



After the indulgencies of Christmas and New Year a number of staff at Stockton were planning to lose weight or make an effort to be healthier. It was suggested rather than going it alone it would be beneficial to support each other. The CEMEX Healthy Lifestyle Group was formed.

Everyone is encouraged to share tips, menus and exercise ideas and as well as talking about them at weekly meetings the group have books and recipes available to all and have created a WhatsApp that includes everyone.

Weigh day is every Thursday and everyone pays £1. It was decided by the group that 70% of the money would be donated to charity and 30% will be awarded to the monthly highest loser and run until June 2015. At the end of June the total weight loss was 11st 7Lbs and £338.60 was raised for Charity.

The overall winner, **Cathy Foster** from HR Admin, donated to a local charity - Muscles for Mitchell. Cathy commented: "It's a great charity. Mitchell is a little 6 year old boy who has recently been diagnosed with Muscular Dystrophy. The charity has been set up by his mum who is raising money to find a cure for the disease."

Due to the success and encouragement of the group they have decided to continue to the end of the year.

## The Readymix Operations Supervisor Programme Or ROSP For Short!



ROSP has been designed to help Readymix Operations Supervisors and Team Leaders, so that they can effectively manage the day to day challenges and to successfully lead a Team of people. ROSP was first launched in 2012 and since then 2 cohorts have successfully completed the 18 month programme.

A third group of Supervisors and Team leaders will start in September 2015. For those involved it is a challenging and varied programme, including familiarisation sessions and project work. Mentors will help support and guide the colleagues involved. Good luck to everyone involved!

This year's delegates and mentors are:

Delegate Name	Job Title	Mentor	Mentor Job Title
Steve Jefferies	Readymix Operations Team Leader	Adam Smith	Mortar and Screed Manager
Dave Kendrick	Readymix Operations Team Leader	Tracey Carden	Readymix Technical Manager
Gordon Renshaw	Readymix Operations Team Leader	Garry Webster	Sales Manager
Darren Yakinthou	Operations Supervisor	Kevin Dodsworth	Regional Fleet & Maintenance manager
Scott Beadle	Operations Supervisor	Rob Sims	Cluster Manager (CL20)



Graham Lewis	Operations Supervisor	Richard Kershaw	National Technical Manager (Readymix)
Kye Willey	Team Leader	Al Laverty	Cluster Manager (CL16)
Andy Lawrence	Operations Team Leader	Terri Charles	Cluster Manager (CL12)
Paul Smith	Upgrade Implementation Engineer	Nigel Bateman	National Operations Director
Timothy Jennings	Operations Team Leader	Roger Taylor	Operations Supervisor
Daniel Bateman	FORS Senior Auditor	Nigel Tozer	Cluster Manager
Gary Coleman	Operations Supervisor	Nick Vivian	Cluster Manager

## Rugby Plant..... Family Fun Day



Employees, contractors and their families enjoyed a fun packed afternoon/evening on Friday 31 July as Rugby cement plant held their first Health & Safety Family Fun event.

The activities were planned to not only entertain but also to educate. Darrell Collins from Rugby showed everyone the cement tanker and children and parents were encouraged to sit in the cab to appreciate the driver's view of the road.

The 'Helping to Build a Greater Britain' liveried tanker was one of 3 vehicles parked at the event. A Readymix truck found a very popular new use as a basketball net! and who knew a dump truck wheel would prove to be the perfect picture frame?

Safety harnesses are a real life saver and the children who braved the climbing wall found their confidence growing as they put their trust in the equipment.



Safe driving skills were taught to all on the Go Karts – having completed a driving test around cones, speed limits were observed, seat belts worn and courtesy was shown to other drivers by all going around the track.

The lucky winners of the Health & Safety quiz were Heidi-Lee Marriott (pictured below with her mum) and Sophie Evans, both receiving a Samsung Galaxy Tablet. All the children received a goodie bag with bicycle lights, reflectors, toys and sweets.



Rugby Plant Director, Phil Baynes-Clarke, commented: "The weather was very kind to us and it was great to see so many colleagues with their families enjoying this event. Also, thank you to members of Rugby Cement Plant's Health & Safety Committee who worked tirelessly organising all the activities - their efforts helped deliver a very successful Family Fun Day."



## MPA Awards



This year's Mineral Products Association Health and Safety Awards are being presented on 12th November. Let's keep our fingers crossed, we've been shortlisted for:

- Rugby Cement Plant in the Engineering Sector for the Bucket Elevator
- Logistics in Transport Sector for Blind Spot Reduction
- Logistics in Transport Sector for Rollover Campaign
- Marine in Contractor Safety Sector for Partnership for Success
- Readymix in Reducing Occupational Road Risk Sector for IHC Training Film
- CEMEX Rail Solutions in Engineering Initiatives Sector for Strand Coil Turning Device

## BEING THE BEST FOR CUSTOMERS

### Valuemix Reaches A New Milestone



Great news from Sales Manager Readymix, Daniel Roberts, Valuemix has produced a record 1,100m<sup>3</sup> + volume in July, the first time since starting the business in March 2014.

Some great tactics have helped achieve excellent selling prices and additional services:

1. Regular calls with the Sales Reps to maximise quick wins and a plan of attack to target the right customers.
2. Gaining more market knowledge and knowing their

competitors.

3. Having a motivated Team who get to know their customers and offer exceptional service which is key to this business.

As a result, they have great repeat business both on account and cash sales. So much so that the Manchester City Council and Trafford Council Building Inspectors are recommending Valuemix to local builders, making Valuemix the very best for customers!

### New Record For Tilbury



Tilbury have set a new record in sales and production for July. Over the month they produced 74,875.8 m<sup>3</sup>/t and sold 74,707.9m<sup>3</sup>/t.

Well done Tilbury!!

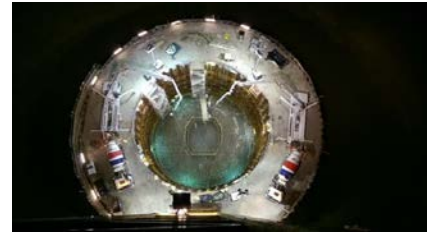




## Going Up .... The Pylons For Mersey Gateway



Congratulations to the many CEMEX colleagues who helped make the 2 major continuous pours at Mersey Gateway a success. Each pour lasted over 24 hours and the concrete was used in the base of the south and north pylons. The Mersey Gateway, being delivered by the Merseylink consortium,



will be a new six lane toll bridge over the Mersey and will have 3 pylons erected out of the river bed.

The first pour for the north pylon took place at the end of last week and took 25 hours with 1,200 cu metres delivered in 175 loads, and the second for the south pylon has just been completed in 24 hours and 45 mins. 1,398 cu metres were poured and delivered in 200 loads. The concrete is being used in the bases of the pylons. 120,000 cu metres of technically complex concretes will be supplied over 29 months for the construction of the new bridge. Dedicated Liebherr concrete plants, on each side of the River Mersey, had been built - the south plant in Runcorn erected in December 2014 and the north plant in Widnes erected at the beginning of 2015.

Craig Williamson, Regional Director, Northern & Scotland comments: "The pours were a challenge and we are delighted they were successful. 65 CEMEX colleagues were involved directly in the pours with input from additional colleagues from other areas of the business to ensure all the materials were available at the plants for batching the concrete."

## UK Readymix Customer Services Update....



**Southern Region successful first two weeks!** It's been a smooth and steady stabilization in Week 2, well most days! Cash Sales in particular have been very busy especially as they were one man down. Darren Bland has agreed to oversee the Team on a temporary basis.

**Central Team Leader Carl has completed his 1<sup>st</sup> month with CEMEX.** After 4 weeks in Operations, new Team Leader, Carl, (pictured right) has returned to Rugby knowing a lot more about Readymix. For the next 4 weeks he moves to process and systems training before he's let loose on the real thing!



**Scottish colleagues:** Sales Representatives Tom Hunter and Edith Heggie were welcomed to the CSC. Apparently a translator was required for a little while and then it all became clear!



## BEING THE BEST FOR SHAREHOLDERS

### Rugby Works ISO 14001 Recertification Audit



Rugby Plant has successfully completed their ISO14001 recertification audit with SGS, a specialist global company. At the start of the audit there were a number of observations and non-conformances but these were soon dealt with. Plant Director, Phil Baynes-Clarke, thanked and congratulated all those involved saying: "As you know this audit is very important and the successful recertification to ISO14001 recognises the efforts that go in daily to achieve consistent high environmental standards by you and your Teams. Well done!!"

### Caught In The Act.....



Recently our routine security analysis identified that an investigation was required at a Central Readymix plant. We also received a call from a member of staff reporting that 'something didn't feel right' on the site as the investigation commenced.

Various surveillance techniques were deployed and it soon became apparent that some materials were leaving site outside of normal CEMEX business processes. In addition, a quantity of scrap metal was observed to be collected, again outside of our normal procedures.

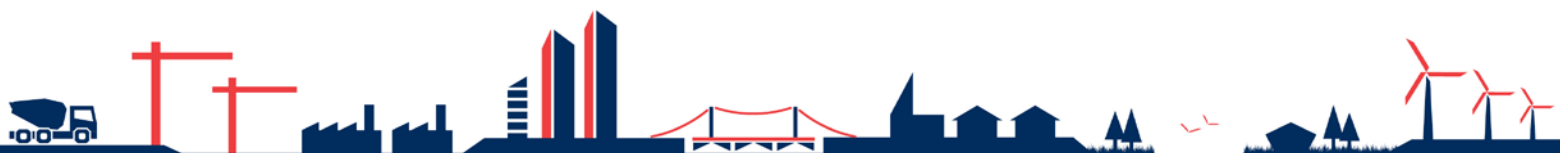
Two employees were interviewed, shown evidence and admitted that materials had been sold for cash.

Fraud and theft of CEMEX materials and property of this nature affects all employees. It affects business performance, including OCF and CVA results which link to bonus payments. It can even affect decisions on the viability of sites to remain open.

For the individuals concerned this has resulted in the loss of their livelihood. The matter has also been reported to the Police which is a normal CEMEX Policy. Consequently, the individuals are likely to gain a criminal record, possibly even a custodial sentence, reducing the likelihood of future employment and affecting their ability to support their homes and families.

Chris Leese comments: "Fortunately cases like this are relatively infrequent as I know that the vast majority of Readymixers are honest and play for the Team, not for themselves. Theft of company property is, in fact, theft from everyone who works for the company because in the end our salary and bonus payments are based upon the ability of the company to make profit. It makes me very sad that some people are prepared to steal from all of us and I give you all my commitment that we will continue to work very hard to ensure that this type of behaviour is always tracked down and dealt with. If anyone has any concerns please don't hesitate to raise them."

The Security Department has a range of techniques available to detect all types of criminal and fraudulent activity. If such activities are occurring it will be detected with potentially devastating consequences for those involved.



Please report anything suspicious to a member of the Security Team in full confidence. Contact numbers are on the yellow posters on site and office noticeboards, or feel free to call the Team at Rugby on 01788 517320.

## BEING THE BEST FOR COMMUNITIES

### South Ferriby Logistics Team Lend-A-Hand At Winteringham Nature Reserve



Sean Page was joined by South Ferriby drivers George Threadgold-Barker and Richard Goodliffe to refurbish some benches in the Winteringham Nature Reserve. This area is very popular with the locals which attracts birds and other wildlife to the pond.



This was their second visit to the site as earlier in the year they reduced the height of some trees and did some work on the boundary. The latest visit saw the Team replace some planks on one of benches and refurbished the second bench, varnishing both as well as trimming overhanging branches.

### Southern Region Help Oliver



Jason Bourner and Phil Egan took time out on 4 August to help Oliver who lives in Warsash.

Oliver is 8 years old and loves music, dancing and Postman Pat! He loves life and Taylor Swift in equal measures!

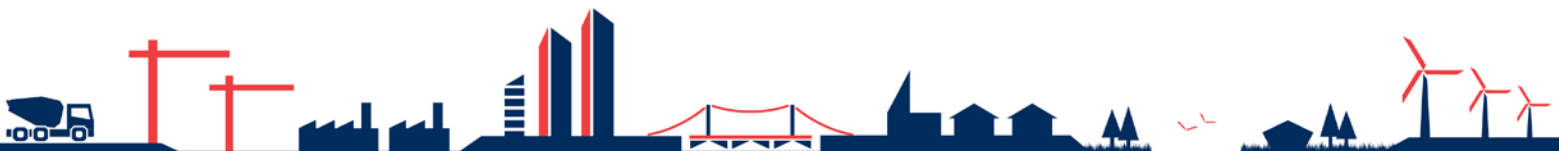
When Oliver was 5 days old he suffered a huge brain bleed resulting from a large clot in the centre of his brain. Consequently he was left with severe brain damage, later to be diagnosed with Cerebral Palsy, Hydrocephalus, severe developmental delay, Epilepsy and severe bowel and bladder disorders. He cannot walk or talk and is reliant on

adult assistance 24 hours a day.

Despite his daily battles and a gruelling regime of care, Oliver has the most tremendous spirit and almost always a smile on his face. He makes an impression on everyone he comes in to contact with and is a wonderful little boy.

Oliver had no access to outdoor space at his home and so Jason and Phil have worked hard to clear the garden, level it and began to create an area where ramps can be added for access and a shaded canopy area with raised flower and vegetable beds designed to keep Oliver cool when it's sunny.

Hopefully Oliver will soon be able to experience the great outdoors with his sister, Jasmine, aged 3.





## Bitten By The Bike Ride!!



Well done to Paul Brown, Relief Batcher in Cluster 3 North East, who, with a colleague, completed a coast to coast charity cycle ride to raise funds on behalf of the Sunshine Fund for disabled children. CEMEX gave matched funding and the Newcastle Metro Centre supplied the support vehicle.

The round trip from Tynemouth to Whitehaven covered over 250 miles with 18 hours in the saddle, going through the night. Not an easy task when the night before you have been bitten on the leg by a Staffordshire Bull Terrier, followed by a visit to hospital for treatment! Well done to Paul.

## If You Are Interested In Cycling - Ride London Was The Place To Be!



In glorious sunshine, the 3<sup>rd</sup> year of Ride London took place at the beginning of August. According to Boris Johnson it was 'a true celebration of the humble bicycle and everything our great city has to offer.' And of course, CEMEX was there.

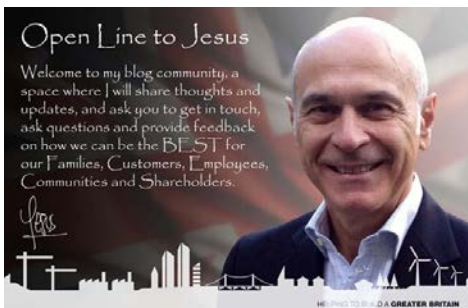
A CEMEX Aggregate tipper out of Angerstein was one of 3 vehicles used by the Met Police to highlight the dangers around large goods vehicle, in an Exchanging Places event. Nearly 1,200 people, many of whom were cyclists, got into the cab of one of the 3 vehicles. As always, many cyclists were amazed at what could and couldn't be seen from the cab.

The Saturday was a family day and cyclists could enjoy the freedom of riding around the 10-mile traffic-free route in central London, a perfect way to see some of our treasured landmarks. On Sunday more than 25,000 amateur cyclists took on the RideLondon - Surrey 100-mile challenge, cycling past Frensham Great Pond and Common, Boxhill, Thorpe Park, Watts Gallery and many other beautiful parts of Surrey.

It was a great event supported by celebrities such as Martin Johnson, Matt Dawson, Sally Gunnell, Sophie Raworth, Tim Foster, Sam Bailey and many others.

## BEING THE BEST FOR EMPLOYEES

### Have A Look At Jesus's Blog .....



Following our CEO Fernando A. González's Open Dialogue with employees recently, Jesus posted a blog on Shift in which he highlights some of the key points of this dialogue and what that means to us in CEMEX UK.

Most of Fernando's presentation was based around CEMEX's four global priorities: Health & Safety, Return to Investment Grade, Customer Focus, and Work as One CEMEX. The blog reviews these four priorities to read more, go to:





<http://shift.cemex.com/communities/service/html/communitystart?communityUuid=b3f79505-fbb5-4615-9ceb-5176ee956b34>

### David Achieves 25 Years Service



Congratulations to David Honnor for achieving 25 years service at Billingham.

Garry Gregory, Asphalt & Paving Solutions Director, passed on the following message: "This is a great achievement and demonstrates great loyalty and commitment on your behalf. Well done for reaching this milestone and thank you for the contribution you have made and the effort and hard work you continue to put in - it's much appreciated."

### Tracey Achieves 25 Years In Technical Services



Congratulations to Tracey Carden who achieves 25 years in Technical Services having started her career as a Technical Clerk. After a spell in Technical Systems, Tracey returned to Northern Region in 2008 as Technical Manager.

For Tracey life in the company really is a family affair, having been introduced to it by her dad during the school holidays. Later she met her husband in CEMEX and now has "two brilliant children".

### Steve Hits 25 Years



Steve Griffiths, Sales Representative for Cluster 7, achieved 25 years service. Steve's heritage takes him back 25 years when starting out as Castleford Plant Manager with RMC. He moved from production in to a technical roll, testing throughout West Yorkshire before moving in to a commercial function and has worked in most Yorkshire markets as Sales Representative.

Steve enjoys most sports and is, unfortunately, a keen Leeds United supporter. He also enjoys travelling around the world exploring new places.

### Brian Goldsmith Achieves An Amazing 40 Years Service



This month Brian celebrates 40 years service with the company and looks forward to the next 40!

Brian has certainly seen the CEMEX business - he joined as a shovel driver at Consett, followed by relief shovel driver for the area, batcher at Durham and relief batcher in the Northern area. He has also worked as



fitter, tub man, dry silo mortar maintenance and shovel driver at Jarrow Wharf for boat discharging. He trained to become the area NVQ trainer for static plant and loading shovels.

Brian is renowned for his mechanical knowledge and regularly put to good use by fitters and contractors in many areas of the business. He is currently working as the Operations Team Leader in Cluster 3.

Congratulations and thanks from all of us for all of your hard work over the years.

### A Fond Farewell To Dave Bingham – Cluster 3



After over 22 years service we bid farewell to David, plant operator at our Whitby depot. David, a great devotee to health and safety, has given a great contribution to the company over the years. His devotion to create a safe working environment for all has been second to none as we see him proudly standing with the safety sword. Not surprisingly he knew all of its historical background and even the type of original sword it was based upon.

We wish David all the best and a very, very happy retirement.

### Back To School.....



Three employees: Julie Turner Coates (Asphalt Sales NE), Gareth Powell (Trainee Quarry and Asphalt Manager Halkyn) and Brian Walkinshaw (Quarry and Asphalt Manager Cowieslinn) are going back to 'school' by attending Newcastle University for a week to take part in the Material and Flexible Pavements course, run in conjunction with the MPA (Mineral Products Association).

The course runs from 6<sup>th</sup> – 11<sup>th</sup> September and has been well attended in the past. The course has had lecturing contributions from CEMEX with both Ed Hobbs and Martin Ashfield lecturing for a session.

### UK Communications Forum – 7/8 September 2015



On the 7<sup>th</sup> and 8<sup>th</sup> September we will be holding the UK Communications Forum at Thorpe Office.

The agenda will cover a number of areas, including an overview of CEMEX UK from Jesús Gonzalez, presentations from the VPs of Readymix and Mortars, Aggregates and Asphalt, Cement Operations and Commercial Cement, Building Products and Logistics as well as Health and Safety, Customer Focus, Sustainability and Employee

Engagement and a Pensions update. There will also be time for an Open Forum where the employee representatives will have the opportunity to ask questions or raise issues from their constituents.

If you would like your representative to ask a question or raise an issue at the Forum please send them to your representative in advance of the Forum.

Following the Forum the presentations, questions and answers will be posted on CEMEX Shift.



The Employee Representatives are listed below:-

Name	Area	Position
Darrell Collins	Cement Logistics	Class 1 Driver
Ian Horstwood	Cement, South Ferriby	Process Team Operator
Dave Godfrey-Eaton	Cement, Rugby	Maintenance Team Leader
Mark Renshaw	Readymix & Mortars, Northern	Batcher
Tom Hunter	Readymix & Mortars, Scotland	Sales Representative
Hannah Hyslop	Readymix & Mortars, Southern	Sales Representative
Rob Conroy	Readymix & Mortars, Central	Operations Team Leader
David James	Aggregates, Asphalt & Logistics	Sales Representative
Paul Whyte	Aggregates, Asphalt & Logistics	Fitter
Alan Spencer	Paving Solutions	Coordinator
Graham Osman	Marine	Senior Negotiator
Diane Renshaw	Building Products	Production Administrator
Sonny Netto	Rail Solutions	Assistant Foreman
Lezlie Cavazos	UK Services	Senior Negotiator

### Organisational Changes To UK Legal Department



After a strategic review of the UK Legal Department the following changes have been made:

**Jason Smalley**, UK Legal Director, will be responsible for resolution of all Contentious (Litigation, Regulatory, Compliance) issues and completion of Property transactions.

**Vishal Puri** has been promoted to UK Legal Director and is responsible for all Corporate, Commercial and Company Secretarial matters.

Both Jason and Vishal report to Derek O'Donnell, VP Legal and HR.

### Launch Of 2015 UK Driver Goods Vehicle Apprentices Programme



Following the success of the pilot Driver Apprentice programme last year, (pictured left) we are pleased to announce that the 2015 Driving Goods Vehicle Apprentices Programme is open for applications.

We are looking to recruit 18 apprentices to this year's programme, 12 of these will be in Aggregate Logistics at locations across the UK and for the first time we are extending the programme to 6 Cement Logistics roles, where the apprentices will be trained to drive our cement tankers.

Vacancies will be based at the following locations:-

6 x Cement Tanker Driver Apprentices: 1 x South Ferriby, 1 x Tilbury, 4 x Rugby



12 x Aggregate Tipper Driver Apprentices:

Northern Locations: 1 x Halkyn, 1 x Doveholes, 1 x Shap, 1 x Selby

Southern Locations: 1 x Westmill, 1 x Bradwell, 2 x Angerstien, 1 x Kingsmead, 1 x Lincoln, 2 x Wickwar

During the programme the apprentices will undertake training and pass skills assessments in a variety of areas including Certificate in Driving Goods Vehicles; Functional Skills (English & Maths); Employee Rights & Responsibilities; How to Protect the Load and Safe & Efficient Driving. Completion of the programme will lead to an LGV category C or C+E licence and the role of LGV Driver within CEMEX.

To qualify for an apprentice place candidates need to be between aged 18-23 and must hold a full UK car licence.

Attached at the end of this edition are our advertising posters (also in the Downloads section of the UK News website) which will provide more information. We would appreciate you and your Teams' support in placing these adverts on your site notices boards and inviting our employees to recommend our programme, and CEMEX, as an employer of choice, to their family and friends.

More information can be found via our vacancy advertised on the government apprentice website... <https://www.gov.uk/apply-apprenticeship> where interested individuals can register and apply.

The application process opens on Monday 3rd August 2015, closing on 28th August 2015.

If you have any questions then please feel free to contact Carl Milton or Paula Webb.





## Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
234-08-2015	Apprentice LGV Tipper Driver x 12	Logistics - Aggregates	Halkyn x 1 Shap x 1 Dove Holes x 1 Selby x 1 Westmill x 1 Bradwell x 1 Lincoln x 1 Wickwar x 2 Angerstein x 2 Kingsmead x 1	14/08/2015
235-08-2015	Apprentice LGC Tanker Driver x 6	Logistics - Cement	South Ferriby x 1 Rugby x 4 Tilbury x 1	28/08/2015
236-08-2015	Same Day Planner	Aggregates Northern	Preston Brook	18/08/2015
237-08-2015	Deputy Production Control Supervisor	Admixtures	Admixtures Factory Rugby	18/08/2015
239-08-2015	Rail Logistics Coordinator	Building Products	Washwood Heath	17/08/2015
240-08-2015	LGV Mixer Driver x 2	Readymix Northern	Mersey Gateway	24/08/2015
241-08-2015	Quarry Manager	Aggregates South West and Wales Area	Freemans Quarry	24/08/2015

For further details on other roles and a full listing of other vacancies, together with information on how to apply, please log on to CEMEX Shift > My Services > Internal Vacancies>New IVCs.

### **We would love to hear from you for the next edition**

To send us a story: either click on 'submit a story' on the UK News website or email [gb-communicationsandpublicaffairs@cemex.com](mailto:gb-communicationsandpublicaffairs@cemex.com) or call us on 01932 583 217/006

If you can, please include a photo too (taken in super fine landscape setting and saved as a jpeg.) Thank you.





# STOP AND THINK TALK



## HAND TOOL (Non Powered) SAFETY

An operator (not working on a CEMEX site) was using a hand held grease gun to lubricate various grease points on earth moving plant. The operator was attempting to remove the grease gun from a grease nipple after pumping several times and found it difficult. In gripping the hose and manoeuvring it, the hose ruptured, injecting grease into his little finger. The operator felt a sharp pain to his little finger and on inspection noticed a small hole on his finger approximately one teaspoon of grease was injected. N.B. – gloves were not being used at the time.



The injured person (IP) was cutting a piece of conveyor belting to make a skirt rubber for a conveyor. The IP took a piece of conveyor into the workshop and was cutting the belt on the floor using a Stanley Knife. Whilst making the cut along its length the IP utilised a steel straight edge and made the cut alongside his body position. He was then required to make a perpendicular cut, to do this the IP shuffled around and placed his body in line with the cut. As he cut the belt, the knife went through the belt much easier than he expected and the force caused the knife to slip and go into his leg just above the right knee.



A Fitter was tensioning a conveyor using a 36mm open ended spanner. The lighting in the area was dim and to ensure that the spanner was fully located on the nut the fitter held the spanner with his left hand underneath it. He was wearing Latex type gloves but normally rigger type gloves would be worn for this type of activity. The Fitter applied his body weight in a downwards manner onto the spanner and it slipped off the nut and trapped the finger nail on his ring finger against the conveyor structure. His nail embedded itself in his nail bed and after he had received first aid he received treatment at the hospital where they removed the nail from his finger. The Fitter returned to work the next day and resumed work on restricted duties.



The IP was torquing (tightening) the wheel nuts on a Komatsu 405 Rigid Dump truck using a ratchet connected to a Torque Multiplier. When the correct torque is reached (nut fully tightened) the pressure has to be released from the Torque Multiplier by pushing a switch and allowing the ratchet to turn anticlockwise for approximately one revolution in a controlled manner. The IP inadvertently released the ratchet whilst under pressure, allowing it to rotate and strike the rear of his left hand causing breaks to two metacarpal bones leading to his middle and index fingers. The IP received hospital treatment where his hand was set in a cast pending further surgical treatment when the bruising subsides.



### Tools and Equipment



Use the right, well maintained, tools/  
equipment for the job. Never make do.

## Hand Tool (Non Powered) Safety Rules

### Preparation

This Stop and Think Talk can be used individually or with a group of people. It could be delivered in the workplace, perhaps in a workshop where tools are used. Take care that the area is suitable for people to hear and see what you are doing if you are carrying out a practical demonstration. Participants should receive a copy of the talk for their CPD files as well as signing the training declaration.

### Introduction (After reading out the case studies)

There have been several incidents within the business and the wider industry resulting in serious injuries as a result of improper use of hand tools. Whilst each of these incidents had different contributory factors, they all had a common theme whereby people did not follow safe working practices designed to protect them and others. These events highlight the need for everyone to ensure that plant and tools are selected carefully, maintained in good order, and always used according to the manufacturers' guidelines.

**THE Talk:** Use the information below to discuss the general considerations required when using hand tools. It would be beneficial to talk through specific tasks involving hand tools, highlighting the necessary precautions. It is also worthwhile reviewing the work areas, such as workshops, and the available hand tools, discussing some of the specific guidance overleaf. Emphasise that we must Stop & Think before we pick up a tool and begin working, to ensure the required precautions have been considered and implemented.

### General Considerations:

- **Stop and Think:** Do you have the right tools for the job?
- **Always wear the correct PPE** for the job according to the risk assessment, including eye protection.
- Don't wear loose clothing, jewellery or dangling objects and tie back long hair.
- Don't work with OILY or GREASY hands.
- **Ensure you are authorised**, if you are unsure or untrained on how to safely operate a tool, don't use it.
- Handle sharp-edged and pointed tools with care, carry pointed tools by your side with the points and heavy ends down.
- Use tool belts / bags to prevent objects falling from height.
- Never carry tools in your pockets.
- Secure all small work & short work with a vice or clamp.
- **DON'T use defective tools.**
- **Storage:** Store tools securely and where possible vertically, with the points and heavy end down.
  - After using a tool – Clean it and return it to its proper storage place.
  - If anything breaks or malfunctions — remove it from service at once (inform your supervisor).
  - NEVER place tools & materials where they hang on the edge of a bench or in a raised area likely to fall onto someone below.
- **Use the correct size tool for the job**
  - Do not use tools that are worn, twisted or bent.
  - Do not use pliers on over tightened bolt heads.
  - Never link spanners to apply extra force.
  - Do not use improvised secondary levers.
  - Never expose any wrench to excessive heat.
- **Posture:** Wherever possible avoid awkward postures that strain the neck, shoulders, wrists, hands or back. Bending, stooping, twisting and reaching are examples of awkward postures.



### Tools and Equipment

Use the right, well maintained, tools/ equipment for the job. Never make do.



# STOP AND THINK TALK



## Knives:



- Use safety knives where possible
- Wear anti cut gloves
- Keep the blade sharp, but ensure blades are retracted or protected when not in use.
- Cut away from your body
- Do not use knife blades as screwdrivers
- Avoid working in the same area when a co-worker is using a knife
- Use tools that are the RIGHT SIZE & RIGHT TYPE for your job.
- Follow the correct procedure for using every tool

## Hammers and Chisels:



- Never use a hammer with a cracked shaft or loose head
- Ensure the striking face is flat and not rounded
- Use the correct hammer for the job
- Do not use a claw hammer as a "jemmy" bar
- KEEP your punches & chisels in good condition. Mushroomed heads can chip & cause injuries
- DON'T pry or hammer with a FILE. It may shatter.
- Cut away from yourself when you use chisels

## Screwdrivers:



- DON'T use screwdrivers as chisels or lever bars.
- When using screwdrivers place the object on a flat surface or in a vice
- Avoid holding it in your hand
- Use the correct size driver for the screw
- Do not use screwdrivers with chipped tips
- **DON'T FORCE** screws; make sure that the correct screw for the job is being used

## Spanners, Wrenches & Grips:



- Use the correct size tool for the job
- Do not use tools that are worn, twisted or bent
- Do not use pliers on over tightened bolt heads
- Never link spanners to apply extra force.
- Do not use improvised secondary levers
- Never expose any wrench to excessive heat
- Don't try to increase your leverage by using a "cheater", a second lever with a spanner / wrench
- Wrenches are designed at the right strength for their size and length

## Grease Guns:



- Use a good quality device with no defects or cuts, use a strengthened woven mesh high pressure type flexible attachment and check all fittings are tight and secure prior to use.

## Sledgehammers:



- Need to be checked before, during, and after use for signs of cracks on the handle, and tightness of the head
- Using a sledgehammer that is damaged or loose can potentially cause the head to fly off and injure those in the area
- Because of the change in weight distribution while using a sledgehammer, it can cause muscular back problems if not swung properly
- Sledgehammers should always be swung using two hands, lifting the weight of the head with the legs and core, not the back muscles



## Tools and Equipment



Use the right, well maintained, tools/equipment for the job. Never make do.

## Hand Tools (Non Powered) Safety Rules – Training Record

The people listed below have received instruction in [Hand Tools \(Non Powered\) Safety Rules](#) as detailed on the previous pages. By signing below they are confirming that they understand the safe systems of working discussed and will adhere to these in the workplace.

Date	Name	Signature	Instructed by

Copies of all training records shall be maintained by local management and LMS  
Records of all training should also be maintained by each employee in a CPD File.



### Tools and Equipment

Use the right, well maintained, tools/  
equipment for the job. Never make do.

## DRIVING APPRENTICESHIP SCHEME

### Aggregate Tipper Drivers

**Have you got what it takes to get on our Apprentice Training Programme?**

**Can you achieve what others only aspire to?**

**If you can, are aged between 18 and 23 and hold a full UK licence to drive a car, you could soon be joining us.**

If you're looking for the right start to a great future, CEMEX UK is the right place for you. We're one of the country's leading manufacturers of building products, and right now we have some of the most exciting offers around for School or College Leavers who want practical experience while they're training for an LGV Driving career.

Our Apprenticeship Programme is designed to give you all the skills you'll need to succeed. From day one you will learn what CEMEX and Logistics is all about, you will gain hands-on experience of driving an LGV vehicle, develop skills and extend your knowledge of customer service, health & safety, as well as gain a nationally recognised Level 2 (QCF) qualification in Driving Goods Vehicles and a category C licence to drive a rigid vehicle.

#### **What CEMEX asks of you...**

- to hold a category B driving licence, clean of penalty points
- to have a good level of Math's & English, preferably GCSE level A-C.
- be proficient in information technology
- and understand the importance of work placed Health & Safety and Customer Service.

Academic achievement isn't all were looking for – your commitment, enthusiasm and initiative are also important.

#### **...and what you can expect in return**

To keep our side of the bargain, we make sure our Apprentices receive a benefits package that's second to none; with a starting salary of £200 per week, – making time spent with CEMEX, time well spent.

It's certainly a challenge, but if you're ready to learn and can prove to us that you can work as effectively within a team as you can on your own, you're probably well on the way to an exciting opportunity with us.

**To find out more or apply, please go to...**

**<https://www.gov.uk/apply-apprenticeship>**



## DRIVING APPRENTICESHIP SCHEME

### Cement Tanker Drivers

**Have you got what it takes to get on our Apprentice Training Programme?**

**Can you achieve what others only aspire to?**

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If you're looking for the right start to a great future, CEMEX UK is the right place for you. We're one of the country's leading manufacturers of building products, and right now we have some of the most exciting offers around for School or College Leavers who want practical experience while they're training for an LGV Driving career.

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#### **What CEMEX asks of you...**

- to hold a category B driving licence, clean of penalty points
- to have a good level of Math's & English, preferably GCSE level A-C.
- be proficient in information technology
- and understand the importance of work placed Health & Safety and Customer Service.

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