



Welcome to UK News 15<sup>th</sup> October 2020  
your weekly update from around CEMEX UK

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## BEING THE BEST FOR FAMILIES

### UK Safety Alert



A Driver puts himself at risk whilst working alone. Please be aware of this Safety Alert and share with your teams:

Returning to site from a vehicle maintenance workshop repair, a Readymix truck mixer Driver heard noises coming from inside the mixer drum. Working alone on site, he reversed the vehicle into the wash out bay to discharge the object causing the noise. He then proceeded to investigate further by attempting to access the drum via the fixed ladder platform, above the handrail and without wearing

any protective clothing or equipment.

Thankfully he wasn't injured, however, due to his risk taking behaviour, he is no longer working on behalf of the business.

Please look at the Safety Alerts at the end of this document or they can be downloaded here: <http://cemexuknews.co.uk/downloads> and share with your teams.

### UK Safety Alert 2



There was another Safety UK Alert recently. Please read it and share with colleagues. Here are the details:

A Plant Operator on an Aggregates processing plant observed that the flow of material through the plant was too high. When investigating at the feeder he believed material was caught behind a weighted swinging gate used to regulate the flow. The Operative placed his hand on the gate to pull and release suspected material, when he released pressure, the gate swung shut trapping his index finger. The Operative attended hospital where three stitches were applied.

Please look at the Safety Alerts at the end of this document or they can be downloaded here: <http://cemexuknews.co.uk/downloads> and share with your teams.



## Impressive LTI Free Congratulations to...



Alan Smith and the East Leake quarry team for reaching 18 years LTI free. This is an amazing achievement, congratulations to you all for keeping yourselves and each other safe since 2002 – when Tony Blair was Prime Minister and Kelly Clarkson was number one with A Moment Like This!

Thank you for the great COVID safe photos!



## LTI Free Asphalt



Congratulations to the UK Asphalt team who have achieved a brilliant four years LTI free. This is testament and commitment by the whole team in putting health and safety first in everything they do.

Please keep the focus and continue to work hard as we know safety has no memory.

## Optimistic October....



**Life is far from perfect, but there are lots of reasons for optimism.**

Setting positive goals for the future gives our lives a sense of direction and purpose. And although we face many challenges there are also lots of reasons to stay hopeful. By consciously choosing our priorities we can overcome issues, make progress and focus on what really matters.

Action for happiness.org also has a new smartphone app you can download now to give you daily happiness reminders! The calendar can be downloaded here: <http://cemexuknews.co.uk> or found at the end of this document.

## Address your Stress.....



Dear Colleagues,

At CEMEX, the wellbeing of our people is our priority as an organisation and is the driving force behind everything we do.

I take the opportunity to reinforce this message in the context of the World Mental Health Day, on 10<sup>th</sup> October, which this year arrives at a time when our lives have significantly changed as a result of the COVID-19 pandemic. This



time, the UN calls for an investment in mental health initiatives as the need and relevance for this support increases.

Throughout this unprecedented year, mental health and wellbeing are being strained due to the many difficult circumstances we are facing; COVID-19, of course, but we also have colleagues living through wildfires, hurricanes, and other natural catastrophes. Many of us are experiencing anxiety due to increased risk of isolation due to social distancing, excess responsibilities from homeschooling, caring for our elderly family members, to name a few.

As recognised by the UN, our mental health requires acknowledgment and attention, and we can all do something about it for our teams, our families and ourselves. For example, mental health is improved by finding spaces through the day and through the year to reflect, relax, connect and disconnect. Working remotely has blurred the boundaries of home and office, and we must consciously create boundaries to ensure we practice the right to disconnect. Some ideas include:

Use your vacation time, even if it means a “stay-cation”, working in the garden or walking in the neighbourhood. Time off allows for decompression and supports family connections.

Set an end of the day alarm and pay attention to it. You, your family, and your team will appreciate it. A healthy mind lives in a healthy body; take time every day to exercise, meditate or just relax.

I also suggest you visit CEMEX University for content on [Wellbeing & Resilience](#) and maybe go back to our [Working Remotely](#) pathway for ideas on how to best manage remote working.

Take good care of yourselves and your teams. You are this company’s most valued asset.

Saludos,  
Alberto

## BEING THE BEST FOR CUSTOMERS

### Out of Hours Performance



Another great month with Cement Out of Hour performance with over 1,000 deliveries made to our internal and external customers in September.

Thanks to all the Materials, Concrete Products and Cement Commercial teams for their support and collaboration in achieving this.

Let’s continue to sustain and build on this performance which helps health & safety, customer service and fleet efficiency.



## High Praise Indeed.....



The UK Paving team received some fantastic feedback from a motorist and customer for a job (A15/A46 Junction) being currently undertaken.

Thank you to Thomas Mason, Dave Wallinger and his team. Please keep up the good work.

Here is the feedback:

*Good afternoon,*

*I like to complain when things are wrong BUT I also like to say thank you when things are right.*

*I have 30+ years driving experience, watching dirty untidy roadworks, usually in chaos, with the stereotypical six leaning on their shovels whilst one worker does all the graft! So, driving through the A15/A46 roundabout works, before/during/after lockdown have changed that for me. Not once have I seen shovel leaning or stuff lying around, or equipment dumped, or lanes badly marked etc - so thank you for cracking on, doing the job and doing so efficiently!*

*The highlight for me was seeing a worker cycle around the roundabout, full hi viz, asserting himself on the carriageway correctly, signalling like a man possessed, but he was as clear as a 40ton lorry, just summed up the attitude - safety, responsibility and ownership. I hope you get to build more roads in England and show the MANY second and third rate civil engineers how it should be done.*

*Regards, Nick*

The Contractor, Breheny Civil Engineering, added the following:

*I would like to pass on my gratitude to you all as we have all contributed to the way the site is presented, and this is reflected in the feedback above. We are not able to achieve such high standards and accolades without your efforts to work together and your own diligence to deliver a first-class scheme. Thank you very much and please pass on to your operatives on the ground turning out such commendable works.*

## UK Cement Keeping Up Customer Service



In a quarter that presented more than its usual challenges Craig Williamson, Director of Cement Commercial, was delighted to announce that the UK Cement team: "Stepped up and continued to deliver excellent service to our customers. We have more to improve but an NPS score of +56 demonstrates we are moving forward. Congratulations to all involved."

Graeme Barton commented: "This is a fantastic score and reflects the real team effort both within the Commercial team of Mark, Dave, Ian, Gary and Glyn, along with the wider team of Customer Services and the Packing team."

Well done to everyone involved.





## 2020 Superior Customer Experience Awards Now Open



Continuously delivering a superior experience to our customers is hard work, and the COVID-19 pandemic hasn't made it any easier. However, we consistently strive to find the best way to meet our customers' expectations whether by embodying attributes, taking action to improve their experience, or inspiring others to do the same; and we believe that your extraordinary efforts are worth being acknowledged.

For the second year in a row, we launched the Superior Customer Experience Award in all regions to recognise locally and globally the efforts of business units on steps taken for becoming a customer-centric organisation. Once more, you will have the opportunity to receive recognition across three categories: Net Promoter Score best practices, CEMEX Go orders adoption, and Best Initiatives Implemented.

Click [here](#) to get to know last year's Global Award recipients.

Follow this link to find out how to submit your projects:

<https://cemex.sharepoint.com/sites/OurGlobalVoice/SitePages/Recognizing-Your-Efforts-in-the-2020-Superior-Customer-Experience-Award.aspx>

## CEMEX takes the Lead in “Green” Financing and Successfully extends Facilities Agreement



CEMEX announced this week that it has successfully closed the amendment process under its facilities agreement, dated as of 19<sup>th</sup> July 2017, as amended and restated from time to time (the “Facilities Agreement”), entered into with several financial institutions.

As part of this amendment to the Facilities Agreement, CEMEX is extending approximately U.S.\$1.1 billion of term loan maturities by three years, from 2022 to 2025, and approximately U.S.\$1.1 billion of commitments under the revolving credit facility by one year from 2022 to 2023. In addition, CEMEX will prepay about U.S.\$530 million corresponding to the July 2021 amortisation under the Facilities Agreement to those institutions participating in the extension. This transaction improves CEMEX's debt profile resulting in no relevant debt maturities through July 2023. For more info visit: [www.cemex.com/pressreleases](http://www.cemex.com/pressreleases)

## BEING THE BEST FOR SHAREHOLDERS

### First Chinese Crusher Order is on its Way....



This week the first UK low cost countries Crusher order started its 5,693 mile journey from China to the UK.

The collaborative project between WEM Procurement and UK Operations includes:

- 12 UK Aggregate sites
- One China suppliers



- One UK supply source
- \$37.8K USD saving
- 199 pieces covering UK Aggregates
- Goods due November 2020

## BEING THE BEST FOR COMMUNITIES

### Wear it Pink....



We're just here to remind you that Wear It Pink is just over **ONE WEEK AWAY!**

We promised you a raffle... and here it is! It's 50p a ticket and will close on Saturday 24<sup>th</sup> October at 10am.

Follow this link to be taken to Raffall where you can buy a ticket or two and be in with the chance to win some **AMAZING** prizes:

<https://raffall.com/132229/enter-raffle-to-win-wear-it-pink-hosted-by-andlyn-white>

In case you need a reminder, the prizes are:

**First Prize:** an Amazon Echo

**Second Prize:** £40 Amazon voucher

**Third Prize:** £20 Amazon voucher

We also asked you to donate your commute (or more!) this year since we can't have our ever popular bake sale round the Rugby Office, so we've set up a JustGiving page for you to go on and do just that! Like we said, for those with a longer distance to travel, you can readjust to a sensible donation suited to you!

Follow the link here to make your donation: <https://www.justgiving.com/fundraising/2020wearitpink>

And as always, we want to see you in **PINK!** There's a £15 Amazon voucher up for grabs for the best dressed, and remember, we want to see **EVERYONE** in pink, including the pet rabbit!

Don't forget, we want to try and beat last year's target of **£2,254**, and since we've opened up the raffle and the donation page to the **EVERYONE** rather than just Rugby HQ, we're quietly pretty confident, so don't let us down!

Please feel free to share the donation page with friends and family, all money raised goes to Breast Cancer Now in the fight to beat cancer, and as always, is in memory of our very own Steph.

Now, get donating and raffling and best of luck to everyone!

Thank you as always,  
**The Pink Ladies** ♥



## Myton Hospice Thank You Evening – Video



Last week Andlyn White, our CSR Manager for the UK, attended a 'virtual thank you' meeting with the Myton Hospice. CEMEX UK supported the hospice during lockdown with donations of PPE, hand sanitiser and two web enabled tablets. The hospice commented that none of the care they have provided this year would have been possible without the local support.

They also mentioned that there are local opportunities for volunteering at their retail shops across Coventry and Warwickshire as lots of their usual volunteers have been unable to return.

Last night was their first virtual thank you evening. If you are interested in a volunteering role at Myton Hospice, please email: [volunteering@mytonhospice.org](mailto:volunteering@mytonhospice.org) and find out how you can get involved.

## CEMEX Granted the Corporate Conservation Leadership Award 2020



CEMEX announced recently that the Wildlife Habitat Council ("WHC") granted it the 2020 Corporate Conservation Leadership Award honouring the company's overall achievement in biodiversity conservation efforts.

The Corporate Conservation Leadership Award is the most prestigious recognition presented annually by WHC. It signifies an exemplary corporate commitment to biodiversity and conservation education and meaningful alignments with global conservation objectives.

The WHC explained that CEMEX had received Conservation Certification status for 12 programs within this past certification cycle with a combined total of 15 qualifying projects. Projects within these programs are aligned with a corporate commitment to biodiversity conservation themes such as awareness and engagement, formal learning, landscaping, and wetlands, and large-scale initiatives.

CEMEX currently has 30 programs certified by the WHC, located in 8 U.S. states, Mexico, the Dominican Republic, Panama, Poland, Costa Rica, and Colombia.

WHC certified programs include the California State Wildlife Action Plan, the Friends of Verde River Cooperative Invasive Plant Management Plan, BirdLife International, and a multi-agency research initiative for the Georgia black bear population. The Strategy for the Conservation of Chihuahuan Desert Grasslands, Program of Action for the Conservation of mammals in El Carmen Nature Reserve, the Annual Plan of the National Ramsar Committee of the Dominican Republic, and Panama's Alliance for a Million Hectares.

To find out more go to: <https://www.cemex.com/press-releases-2020>



## Sustainability Best Practices



Know any great sustainability practices in CEMEX UK?

If so, share them with the rest of CEMEX through the new sustainability



mobilisation group on Yammer:

<https://web.yammer.com/main/groups/eyJfdHlwZSI6IkdYb3VwliwiaWQqOilzNTQ2NTk5NDI0MCJ9/all>

If you don't have access to Yammer then email them to:

[gbcommunicationsandpublicaffairs@cemex.com](mailto:gbcommunicationsandpublicaffairs@cemex.com) and we will pass them onto the relevant people.

The team are gathering ideas until 30<sup>th</sup> October. Winning ideas will be given support for their replication in other countries or sites and globally recognised in CEMEX.

## BEING THE BEST FOR EMPLOYEES

### Join a Virtual Team Talk

## 2020 the year so far...



**You are invited to a virtual CEMEX UK Team Talk.**

As we can't meet up, this year's Team Talks are on Zoom.

All CEMEX UK employees are welcome to join. Find out how this challenging year has been and how the business is set for the rest of the year and beyond.

The business leaders are hosting sessions on the 14th, 15th and 16th of October. Please pick a time and host to suit you and simply log in via the zoom link on the day.

There will be time for questions, so either submit them via this email address if you'd like to stay anonymous: [gbcommunicationsandpublicaffairs@cemex.com](mailto:gbcommunicationsandpublicaffairs@cemex.com) or ask them on the day.

It would be great to see you there.

### TEAM TALK 2020 SCHEDULE - ZOOM MEETINGS

	11:00 AM	2:00 PM	7:00 PM
Wednesday 14th October	<b>Lex Russell:</b> <a href="https://cemex.zoom.us/j/81491244170?pwd=ck9TOXIHL3pITk1qaWE1dFVXelJrQT09">https://cemex.zoom.us/j/81491244170?pwd=ck9TOXIHL3pITk1qaWE1dFVXelJrQT09</a> Passcode: 089455	<b>Carl Platt:</b> <a href="https://cemex.zoom.us/j/83017927256?pwd=ZXAlUFRUUpUdZzNS3ZwYmRCOTZ4QT09">https://cemex.zoom.us/j/83017927256?pwd=ZXAlUFRUUpUdZzNS3ZwYmRCOTZ4QT09</a> Passcode: 955982	
Thursday 15th October	<b>Laurence Dagley:</b> <a href="https://cemex.zoom.us/j/87195063079?pwd=TKRlRlUHFUSUJWk2JmFhYVJlZWZkd0Z09">https://cemex.zoom.us/j/87195063079?pwd=TKRlRlUHFUSUJWk2JmFhYVJlZWZkd0Z09</a> Passcode: 133364	<b>Phil Baynes-Clarke and Craig Williamson:</b> <a href="https://cemex.zoom.us/j/85021344507?pwd=UJSTZ1k6S9LkUjZmNOS3ZVZVNXZ09">https://cemex.zoom.us/j/85021344507?pwd=UJSTZ1k6S9LkUjZmNOS3ZVZVNXZ09</a> Passcode: 092448	<b>Dave Hart &amp; Phil Baynes-Clarke:</b> <a href="https://cemex.zoom.us/j/84959618467?pwd=sB4VJ2JSTkx2ZWVibjZkd0Z09">https://cemex.zoom.us/j/84959618467?pwd=sB4VJ2JSTkx2ZWVibjZkd0Z09</a> Passcode: 208991
Friday 16th October	<b>Carl Platt:</b> <a href="https://cemex.zoom.us/j/81860550104?pwd=aFBkck1kVStqYys3Q3pWJlZzdBUT09">https://cemex.zoom.us/j/81860550104?pwd=aFBkck1kVStqYys3Q3pWJlZzdBUT09</a> Passcode: 576072	<b>Lex Russell:</b> <a href="https://cemex.zoom.us/j/85321385030?pwd=ZHZQdXJLZG45ZnlpPaFY5MDBoVXNyUT09">https://cemex.zoom.us/j/85321385030?pwd=ZHZQdXJLZG45ZnlpPaFY5MDBoVXNyUT09</a> Passcode: 030910	

Any problems accessing the meetings please email: [clint.yarwood@cemex.com](mailto:clint.yarwood@cemex.com) on the day.

Each session has a maximum of 300 attendees. Please try another call if the one you are joining is full.

A quick reminder to join a Team Talk this week if you can. Details are in the image.

Please log into a Zoom call and listen in to the Leadership Teams short talk about 2020 the year so far and the rest of the year into 2021.

There will be a chance to ask questions at the end.

We are looking forward to seeing you on the call – please join if you can.

Please email: [clint.yarwood@cemex.com](mailto:clint.yarwood@cemex.com) if you have any trouble accessing the meeting on the day.

Each Zoom meeting has to be accessed using the full http address and then the passcode put in.





## Thanks for Your Effort



Basically you are just awesome

Congratulations to August and July winners: Clint Yarwood, UK IT Support Leader, and Gavin Herrick, Assistant Quarry Manager, West Deeping, for going above and beyond your day jobs.

Clint won for his calm response helping a colleague fix his laptop three hours one evening before a vital meeting. Clint is always available to help and gives 110%. So many times Clint has come to the rescue when the GSC are unable to help, often during evenings and weekends. Clint has displayed this behaviour over a long and sustained period and really deserves this recognition.

Gavin Herrick organised the digging out of a large amount of soil on site when a mains water pipe burst on our site boundary. The pipe fed the local village and so it was vital it was fixed quickly. Gavin helped the Anglian Water engineers by digging on site and working until 9pm to ensure the work was carried out safely.

### REMEMBER YOU CAN NOMINATE A COLLEAGUE FOR THEIR EFFORTS TO SAY THANK YOU.

Please email: [gb-hrplanning@cemex.com](mailto:gb-hrplanning@cemex.com) for a nomination form or use the form on the UK News website: [www.cemexuknews.co.uk](http://www.cemexuknews.co.uk)

## Thanks for Your Effort Nominee



Thanks also go to Darren Hockley, Transport Planner/Shipper for the Home Counties. Darren has had to cope with an increased workload at the plants in Oxfordshire having gone from two plants to one and the workload having gone from circa. 200m3 to 500m3 per day. In addition to this, Darren has had to act as Office Manager whilst the team leader was on leave. There have been no signs of stress or any complaints from Darren over this time although there was massive pressure on him.

Thank you for your amazing efforts over the past few months. We think you are awesome. The coveted Thanks for Your Effort mug is on the way....

## Rising Star!



Lewis Coxon, Trainee Quarry Manager with us, was recognised 'officially' by the Institute of Quarrying's (IQ) website for being one of the winners of this years coveted Longcliffe Calcium Carbonates Awards of Excellence.

The IQ commented: "These were awarded to the Best Performing Mineral Extractives Foundation Degree Students in Year One and Two. Winners

also received a £200 prize. The first year of the Foundation Degree can be a challenge for many, due to time out from education, but Lewis Coxon, Trainee Quarry Manager, CEMEX UK Materials, had no such issues and excelled in all three modules with an unprecedented average of 94%. His tutors were



particularly impressed with how punctual his assignments were, with good information communicated in a logical, well laid out fashion.”

Well done again to Lewis and we look forward to seeing a photo of you being awarded your prize.

Find out more at: <https://www.quarrying.org/iq-news/rising-stars-of-the-industry-honored-with-2020-iq-student-awards>

## Organisational Changes



### Urbanisation Solutions - Area Asphalt Manager Appointment

We are pleased to announce that Scott Jones, currently Cement UK Logistics Manager, has been appointed as Area Asphalt Manager reporting to Carl Platt, Director Asphalt, Paving Solutions, Precast, Modular and Building Products Europe. Scott will also have interim responsibility for the UK Paving business.

### Supply Chain Organisational Changes

Following the appointment of Scott Jones as Area Asphalt Manager in Urbanisation Solutions, the following changes have been made to the Supply Chain Team

- Carl Milton will replace Scott Jones and is appointed Cement Logistics Manager
- Rob Wilkinson is appointed Logistics Manager Aggregates and Asphalt

Both Carl and Rob will continue to report to Dave Hart, Supply Chain Director UK and France (North).

These appointments are all effective from 1<sup>st</sup> November 2020, although handover arrangements will commence with immediate effect.

We congratulate Scott, Carl and Rob on their appointments and wish them every success with their new responsibilities.

## Don't Forget to Fill In the WE'X Survey



It is time to share our thoughts about our experience at CEMEX!

Listening to what we have to say about our company's culture and taking action based on feedback has always been important for CEMEX.

We welcome the 2020 EMEAA WE'X Survey. This is now an annual survey for our people to hear everyone's opinions about working at CEMEX and to transform our workforce experience.

The survey will take place: **19<sup>th</sup> October to 8<sup>th</sup> November 2020.**

Your participation is very important to help us better understand your needs to improve your day to day work at our company. We are counting on you!



## Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
129-10-2020	Planner	National Reserves	UK – South East - Midlands	27/10/2020
130-10-2020	Bid Coordinator	Materials UK	Rugby Office	23/10/2020
131-10-2020	Bulk Tanker Driver – Days x 2	Cement Operations UK - Logistics	Rugby Cement Plant	26/10/2020

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)

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



# UK SAFETY ALERT

UK SA10/2020 – 05.10.2020

Display Until:  
06.11.2020



## HIPO – DRIVER PUTS HIMSELF AT RISK WHILST WORKING ALONE

### DETAILS OF THE INCIDENT

Returning to site from a vehicle maintenance workshop repair, a RMX truck mixer driver heard noises coming from inside the mixer drum. Working alone on site, he reversed the vehicle into the wash out bay to discharge the object causing the noise.

He then proceeded to investigate further by attempting to access the drum via the fixed ladder platform, above the handrail and without wearing any protective clothing or equipment. Thankfully he wasn't injured; however, due to his risk taking behaviour, he is no longer working on behalf of the business.



### KEY FINDINGS

- Driver returned to site after production hours.
- Driver worked alone.
- Driver did not wear PPE.
- Driver put himself at risk by working at height, unsupervised & without appropriate access equipment.
- STOP & THINK behaviour not used.
- Driver Induction training completed including CEMEX Safety Essentials & MYSPACE elements.
- Driver not aware of Site Lone Working Procedure

### HOW COULD THIS HAVE BEEN AVOIDED?

- Use of STOP & THINK approach
- Follow CEMEX Safety Lone Working Process
- Report defects to line manager
- Follow risk assessment principles

### KEY REVIEW POINTS

- Review Lone Working procedures, ensuring they are communicated & understood by drivers.
- Never work at height without adequate fall protection.
- Communicate all relevant rules & procedures

### Look after yourself and each other

Don't let anyone act unsafely, always stop unsafe practices.

### Personal Protective Equipment

Always wear the correct PPE.

### Safe Systems

Follow safe systems of work, site rules, signage and traffic signals.

### Working At Height

Use appropriate access equipment and fall protection.

### Incident/Hazard alerts

Report all incidents/hazards immediately.





# SAFETY ALERT

UK SA09/2020 – 05.10.2020

Display Until:  
06.11.2020



## PLANT OPERATOR TRAPS HAND IN WEIGHTED SWINGING GATE

### DETAILS OF THE INCIDENT

A Plant Operator on an aggregates processing plant observed that the flow of material through the plant was too high.

When investigating at the feeder, he believed material was caught behind a weighted swinging gate used to regulate the flow.

The Operative placed his hand on the gate to pull and release suspected material, when he released pressure, the gate swung shut trapping his index finger.

The Operative attended hospital where 3 stitches were applied.



### KEY FINDINGS

- There was no risk assessment or safe system of work for clearing the weighted swinging gate.
- There was no recognised method of clearing the gate.
- Although standard gloves were being worn, the Operator's hand was placed "in the line of fire".
- The Operator is a new starter (although experienced in the industry) and had not received training on operation of the feeder.
- The increased flow of material could have led to spillage downstream, which may have led to some haste.

### KEY REVIEW POINTS

- Ensure all employees, including new starters, receive sufficient training and are competent for the full range of tasks required.
- Ensure risk assessment and safe systems for tasks are in place and communicated to relevant persons.
- Ensure appropriate guarding of trapping points.
- Do not position yourself in the line of fire.

### Look after yourself and each other



Don't let anyone act unsafely, always stop unsafe practices.

### Safe Systems



Follow safe systems of work, site rules, signage and traffic signals.

### Personal Protective Equipment



Always wear the correct PPE.

### Tools and Equipment



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

### Manual Handling



Use mechanical aids or ask for help to reduce risks.





# ACTION CALENDAR: OPTIMISTIC OCTOBER 2020



## MONDAY

**"Choose to be optimistic.  
It feels better" - Dalai Lama**

## TUESDAY

## WEDNESDAY

## THURSDAY

## FRIDAY

## SATURDAY

## SUNDAY



**5** Start your day with the most important thing on your list

**6** Do something constructive to improve a difficult situation

**7** Remember that things can change for the better

**1** Write down your most important goals for this month

**2** Look for reasons to be hopeful even in difficult times

**3** Take the first step towards a goal that really matters to you

**4** Be a realistic optimist. See life as it is, but focus on what's good

**12** Look for the good intentions in people around you today

**13** Put down your To-Do list and let yourself be spontaneous

**14** Do something to overcome an obstacle you are facing

**15** Look out for positive news and reasons to be cheerful today

**16** Thank yourself for achieving the things you often take for granted

**17** Share your most important goals with people you trust

**18** Make a list of things that you are looking forward to

**19** Set hopeful but realistic goals for the week ahead

**20** Find the joy in completing a task you've put off for some time

**21** Let go of the expectations of others and focus on what matters

**22** Share an inspiring idea with a loved one or colleague

**23** Write down 3 specific things that have gone well recently

**24** Recognise that you have a choice about what to prioritise

**25** Plan a fun or exciting activity to look forward to

**26** Start the week by writing down your top priorities & plans

**27** Be kind to yourself today. Remember, progress takes time

**28** Ask yourself, will this still matter a year from now?

**29** Find a new perspective on a problem you face

**30** Set a goal that links to your sense of purpose in life

**31** Think of 3 things that give you hope for the future



**ACTION FOR HAPPINESS**



[www.actionforhappiness.org](http://www.actionforhappiness.org)

Learn more about this month's theme at [www.actionforhappiness.org/optimistic-october](http://www.actionforhappiness.org/optimistic-october)

**Keep Calm · Stay Wise · Be Kind**