

BIFFF

Becoming an Incident & Injury Free Family

Issue 1 – August 2007



Welcome to this, the first edition of **BIFFF** (*Becoming an Incident & Injury Free Family*). BIFFF is the Global Alliance's (Bovis Lend Lease) newsletter promoting safety in the family wherever they are, whatever they are doing.

Over the past few years Bovis Lend Lease has developed its own behavioural change program called 'Incident & Injury Free' (IIF) and this program has been adopted across all their build and maintenance projects. IIF encourages all employees to act in a manner to ensure they – and their colleagues go home safely at the end of every day.

The safety culture engrained in Bovis Lend Lease combined with the Incident and Injury Free journey embarked upon has produced an environment where no injury is acceptable.

However, IIF is not just about the workplace to truly embrace an Incident and Injury Free culture, it is equally important to take your IIF behaviours home with you at the end of the day. To focus on IIF at home with your family we have decided to introduce you to BIFFF - a newsletter to promote safety at home in a fun and informative way. It will have competitions, cartoons, prizes and hopefully, most importantly of all - *your input*.

We have some great prizes to give away that have been kindly donated by our contractors. This includes a week in Luxury Villa in Southern Spain donated by Torex Retail.

We hope you enjoy this first issue of BIFFF. Spread the word about safety at home by

passing this newsletter on to all your family and friends.

Andy Kennedy, Project Manager, Global Alliance UK



BIFFF

Meet BIFFF.....

I'd like to introduce you to BIFFF. You will get to know BIFFF in this and future issues. You will also spot all his mistakes. You see, BIFFF knows how things *should* be done but likes to take short cuts. For instance he doesn't wear his safety equipment at work, and he doesn't use the right equipment at home.

Don't be like BIFFF, keep yourselves safe by Becoming an Incident and Injury Free Family.

We're all going on a summer holiday....

Planning a holiday? Some things to think about before and during your trip...

Summer is here (apparently!) so we thought we'd offer some seasonal tips for you and your home. Although our summer has been a washout a number of people have died in as a result of the extreme heat in Southern Europe. So if you are heading for the sunshine don't let your guard down when the sun's out!



How much do you really know about Sunbathing?

- What is the difference between UVA, UVB and UVC (components of UV light)?
- How often and when do I need to re-apply sun tan lotion?
- Does how much of a sun cream I apply, make any difference?

A useful website to find the answers to these and more sunbathing questions is www.safesunbather.com They also have a kids page for some fun.

Do's and don'ts of safe tanning

Do's	Don'ts
Expose yourself to the sun gradually until a good base tan is developed	Don't expose pale skin without a sunscreen of at least SPF15
Sunbathe for a maximum of 30 minutes on the first day, adding 5 or 10 minutes each day	If you've got sunburn, don't expose your skin further until it has healed
Use an after-sun lotion. This moisturises the skin and helps keep your tan for longer	Don't use butter or petroleum-based suntan lotions - they encourage sunburn
Wear clothes that cover your arms and legs after sunbathing to prevent further exposure	Don't go out in the sun without sunglasses that give UVA and UVB protection, or you risk developing cataracts
Inspect moles and freckles monthly, noting any changes. If you notice any, inform your GP	Don't expose babies under the age of six months to any amount of UV rays. Babies' skin is more sensitive to the sun

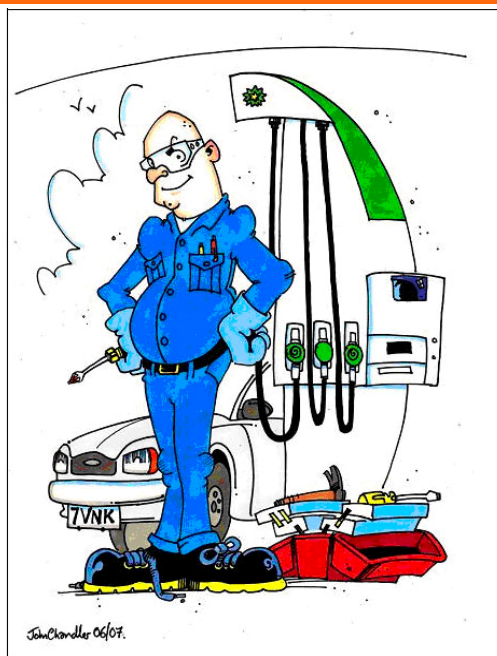
& before you leave... Tips to keep your home safe

- Make sure all your doors and windows are securely locked.
- Stop any milk or paper deliveries while you are away.
- Try not to arrange any orders that may be delivered while you are away.
- Ask a neighbour to take in any items left at your door.
- Put some lamps on in various rooms with timers. This will help make the house look lived in. (try to use low energy bulbs)
- If you have a friendly neighbour, ask them to keep an eye on the house.
- Ensure you have unplugged any unused electrical appliances and turned off the heating.
- Turn off the water mains.
- Do not put a message on your answer machine that you are away.
- Remember to set your alarm if you have one.



Further information on home security can be found at www.crimereduction.gov.uk/yp/ypgcp01.htm

Something for the younger (and young at heart!) reader... Spot the Difference & Sam's Diary



BIFFF Spot the Difference

See if you can spot the 10 differences between these two pictures...

The answers are on the last page

Sam's Diary..... Sam is BIFF's son and the more sensible of the two...



15th August 07 - The Trouble with BIFF

WHOOSH, GURGLE, SPLASH.....
"Dad!... Not again!" I shouted.
"Sorry Sam", dad replied.

Well that's the toilet out of action for another half an hour, it's 5am and I'm wide awake, after a sleepless night listening to the toilet flush.

My name's Sam and that nuisance of a parent is my dad BIFF. He's a great dad

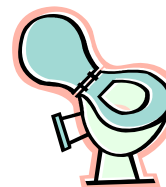
really but he can be a bit dim at times and it gets him into trouble. Take today for example, if Dad had listened to me things would have been so different. It all started yesterday teatime. Mum was working late and it was Dad's turn to get tea ready. I was playing on my latest game in my room - Aliens 2, Sam 150. After lots of banging and crashes Dad shouted that dinner was ready.

"OK Aliens you'll have to wait. Super Sam will be back to finish you off later." I jumped down the stairs and went into the kitchen. Something smelt good, which made a change as Dad's a really bad cook. PING! The microwave stopped and Dad proudly produced tea. "Dad, where did this Pizza come from?" I asked rather sheepishly.

"It's what was left from last night's takeaway. I found it by the bin. I don't know why your mother was going to throw it out, it looks perfectly OK to me" he said.

"I don't think this is a good idea dad. It's not been in the fridge. It might be off," I replied. "Rubbish," said dad with a mouthful of pepperoni, "I'll eat yours if you don't want it and you can make yourself a sandwich."

That's my dad, sometimes you just can't tell him. So as result here I am wide awake listening to the after effects of dad's pizza. First a groan, then a moan and then a mad dash to the loo. Oh well I'd better go and Oh well I'd better go and check there's enough toilet roll left. See you later!



Competitions



Xmo Strata Poster Competition - Win a computer game of your choice

If you are 16 or under we would like you to design a superhero to protect families everywhere. This superhero can be male, female, animal, or even alien. Please also list 5 superpowers that your superhero holds.

Winning entries will receive a computer game of their choice for any major console or hand held.

Please post your entry on an A4 sheet of paper with your name address, contact number and e-mail address. Some of the best entries will be published in the next edition of BIIF.

Many thanks to Xmo Strata for donating this prize www.xmostrata.com

Win an IPOD MINI

Poetry competition or Rap lyrics

Gilbarco Veeder-Root has kindly offered to donate an IPOD mini to the winner of our safety poetry competition. All you have to do is send us a poem related in some way to health and or safety. The poem must be your own work. A selection of the best will be printed in the next issue of BIIF along with details of the competition winner. Many thanks to Gilbarco Veeder-Root for donating this prize. www.gilbarco.com



Future Issues - Torex Retail Villa Competition

We have committed to producing three issues of BIIF a year. The length of the production will depend on your feedback. What will really make BIIF interesting are your stories, pictures, articles and general input into family and home safety issues.

To generate some interest Torex Retail has kindly offered to support BIIF by donating a week's use of a luxurious villa in Spain during 2008. This is a great prize and you can view the villa on line at www.lafranc.co.uk

We have decided that we will open this competition up to anybody who wants to donate news items for the next two issues. These items can be in the form of a personal safety story, picture of an unsafe act or generally anything related to health and safety outside the workplace. The best submissions will be included in the next two issues of BIIF and a winner chosen from each issue will go forward into the final.

I'm sure you will agree this is a very special prize so get busy looking for items to send and you could be sunning yourself in your own luxury villa next year, courtesy of BIIF and Torex Retail www.torexretail.com

All competition entries can be sent to BIIF (Andy Kennedy) via post or e-mail.

BIIF contact details can be found on the last page of this newsletter.



Imagine Create

Keeping Your Children Safe

Some Hints & Tips for Safety in and Outside of the Home...

Fun with Trampolines – A parent's guide to keeping children safe.

- Just say, "No!"
- Prohibit multiple jumpers.
- Avoid ladders that give access to young children.
- Ban flips and other stunts.
- Be sure there is adequate padding on all springs and exposed metal.
- Use a net around the mat.
- Keep the trampoline away from all other structures.
- Position on level ground with padding below.
- Have an adult present to enforce the rules.
- Never allow a child who is not your own to take a turn unless you have the permission of his or her parent.



Home Safety Checklist - In the Kitchen

- Are all sharp items and tools in a drawer with a childproof lock?
- Do you need to put a lock on the dishwasher; this often contains sharp knives etc?
- Can you fit covers over hob plates etc?
- Are all chairs and stools clear of cookers and worktops? Keep all pot handles turned towards the back of the cooker when in use.
- Try to use the back rings on the cooker if possible.
- Never leave the cooker unattended with children around.
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- Keep all appliances unplugged when not in use.
- Keep all matches in a locked cupboard
- Fit cupboard catches on all low level cupboards.
- Most people keep all the hazardous cleaning products under the sink. Is it locked?
- Even better move these hazardous products to a high level cupboard.
- Are all products kept in a clearly marked container? Never put other liquids into a drinks bottle for convenience.
- Keep fridge magnets out of the reach of children. They are very attractive, but good for choking on!

A fun site with a kitchen quiz for children can be visited at www.welltown.gov.uk



Back to School

Warning! Back Packs Can Seriously Damage Your Child's Health

Back to School



It may seem like a long way off at the moment – but “back to school” time is just around the corner.

“Oh my aching back” – not something you’d expect to hear from a child but have you ever thought about how heavy your child’s backpack is? According to spine specialists, half of all students who sling backpacks over their shoulders carry twice the recommended weight on their backs. Improperly used and overloaded backpacks can lead to painful neck and back problems that can last a lifetime.

Choosing a backpack...

Spine specialists recommend that children use a backpack on wheels. However, as most children will attest wheels just aren’t cool! So, if a child must carry a traditional style backpack, make sure it has two thick, padded straps along with a waist strap for added lumbar support. Students should never wear their backpacks slung over just one shoulder — no matter how “uncool” it seems to wear both straps. It’s important to make sure the backpack feels comfortable to the child and that the straps can be adjusted for a tight fit.

Whatever backpack style you agree on, it’s important to remember it’s what’s inside that really counts! Overloading the pack is the number one way that children and teens improperly use their backpacks. The size of the pack should be proportionate to the child, not to the size of the items he will be carrying. The smaller the volume of the pack the less it can be overloaded.

Wearing and using a backpack...

Spine specialists urge parents to impart these tips to their children:

Pack only what you need! The pack should weigh no more than 10-15 percent of the child’s body weight. As a general rule, backpacks should weigh approximately five to 10 pounds for elementary students. For older children, they should weigh no more than 15 pounds.

Be Organized. Organize the pack so all the heavy items are closest to your back. Use the smaller compartments to help store loose items and distribute the weight evenly.

Check Your Straps. Always use both straps and adjust them snug to your shoulders. Also readjust the straps every time it’s loaded to make sure the weight is properly supported.

Don’t Overload. Don’t carry more than you can handle. Make frequent stops to unload the pack. Encourage your child not to carry all the books they will need for the day and urge them to clean out their backpacks at night and remove unnecessary items.

Educate Your Kids. As children get older and the homework level increases, so does the weight of their backpacks. Make sure to educate your kids about the real risk of neck or spine injury.



Always use both shoulder straps

People Page

This Issue We Meet.... Anthony Norris of Gilbarco Veederroot

This page gives us the chance to meet a few people who work in our industry. In this issue we meet a self confessed Star Wars nut, Anthony Norris of Gilbarco Veeder-Root.



Who is in your Family?

My partner Michelle, 2 children/young adults, Luke is 19 and Emily is 16 going on 26! They all keep me busy. Luke loves his rave music, most weekends he is at a concert or music festival. Emily has just left school and is going on to college to further her dance studies; she is a Latin and Ballroom dancer. Michelle puts up with the long working hours I do and is always there when I need her. A happy home I would say.

What is your role?

BP Service Installation Manager. Predominately my role is based on the service delivery across the UK for BP, I also deal with all manner of project work and sales on the BP account.

What are your hobbies?

I like to go to the gym when I can. I have recently taken up Golf again, looking to get under a 100 through the summer, when the

summer finally arrives! I get down to Stamford Bridge when I can to support Chelsea, I started supporting the blues in the late 70's, my Uncle took me up to the Bridge and I have supported them ever since, so certainly not a glory hunter I love chilling out watching films, especially Star Wars! * Anorak alert *

Do you have any pets?

A dog (more like a cotton wool bud) called Alfie, he is a Bijon Frise. Although 10 years old, he is a total wimp with regards to walks, if it rains, he won't budge; we have to drag him out the door! But he is cute.

What was the last item you treated yourself to?

A 3d hologram picture of C3-P0 and R2 D2 at the celebration Europe exhibition for 30 years of Star Wars. It is a collectors item, only 500 made. Just need to convince Michelle to put it up on the computer room wall! Star Wars Anorak and proud!

What would it have been if money was no object?

A Storm trooper uniform from Shepperton Design Studio. You can get them on E bay for around £1000, but this design studio have the original designs from 1977, they are made to measure with the radio com link in the helmet to add effect! I just don't think I can get it past Michelle to have a mannequin in the Dining Room when I am not wearing it! Fancy dress parties would not be a problem though!

Is there some task you have done unsafely in the past that you have either changed or will do differently in the future?

I have to confess 2 years ago I had a fall. I was painting the wall of our computer room; there was one part I could not reach, in the interests of time I got on the chair. The chair had wheels, but I thought I would be OK; it was only for a minute! **Crash!!!** I leaned

over too far, the chair went one way, and I went the other way, landing on the computer room floor in a crumpled heap! Luckily, no damage other than my pride! A classic example of *not* applying the IIF culture at home.

Since that fall, any DIY or tasks around the home, safety is always considered, some times to the annoyance of my family, but I'd prefer a remark than a member of my family getting hurt any day.



Anthony at the weekend (?)

& Finally.....

Acknowledgements, Answers and BIIFF Contact Details

Thank you for your support

We would like to take this opportunity to thank the support of all the companies who have offered to donate prizes for this and the following issues of BIIFF. We would also like to thank the companies who have taken the time to get involved in this venture and commit to distributing the newsletter to their workforce's families. All the companies involved are showing their commitment to Incident and Injury Free by being part of this publication. Many other companies are also delivering this newsletter to their staff. If you want to receive future issues and be named below, let us know on our e-mail address.

Companies already committed to supporting the newsletter

AIB
BP Oil UK
County Maintenance
DBS
Dresser Wayne Pignone
Fairbanks Enviromental
Gilbarco Veeder-Root
Kleerex
Torex Retail
Tokheim
URS
Waterworks
Wilson Contract Services LTD
XMO Strata



Get in Touch with BIIFF

Via E-mail:

Family newsletter@eu.bovislendlease.com

Via post:

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Entries can be sent via post or e-mail.

The closing date for all competitions is

Monday the 1st of October 2007



Answers to BIIFF Spot the Difference.

Ten Differences:

1. Screwdriver in right hand
2. Car's Number plate
3. Shoelace
4. Bracket on Toolbox
5. Hammer
6. Pump handle
7. Middle Pump Button
8. Middle Pump top of hose
9. Pen in pocket
10. Glove on left hand

Imagine Create