

UBU ENVIRONMENTAL LTD & T J MURPHY LTD



UBU Environmental Ltd & T J Murphy Ltd Moss Lane, Off Sharp Street,
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Newsletter — Easter 2010

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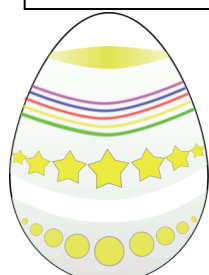
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Wishing All Staff A Happy Easter

Bank holidays over Easter are on Friday 2nd of April and Monday the 5th of April. We wish all staff a happy Easter.

Any staff wishing to take Holidays during this period should hand their Holiday request forms in to Eddie as soon as possible. Easter treats will be given out on Thursday 1st of April from the Hire Desk.

Please note that as Friday 2nd of April is a Bank holiday, Wages will be paid on the Thursday 1st of April.



Help Us Improve Relations With Local Businesses And Residents

REMINDER ABOUT DRIVER PRACTICES IN AND AROUND THE WORKPLACE

As part of our commitment to maintain good relationships with local residents and businesses, we remind all employees to stick to the 30 miles per hour limit on Sharp street and 5 miles per hour around the yard. The introduction of the speed check on Sharp street highlights vehicle speed to all other road users, so we remind drivers to drive safely and



responsibly. To reduce our effect on neighbouring businesses several measures are being introduced:

- **When vehicles are idling at the entrance to the yard excess noise is produced.**
- **Drivers are asked to turn off their engines when queuing while returning to the yard to reduce this effect and help reduce our environmental impact by saving fuel.**
- **Drivers are asked to stay in their vehicle during this process for their safety and the efficiency of the process.**
- **We remind all staff that the use of Mobile Phones whilst driving is illegal and any staff involved in such practise will be seriously breaching company regulations.**
- **High Visibility Jackets are to be worn at all times in the yard for your safety.**

We expect full Co-operation with the measures.



**Mobile phones
must not be used
whilst driving**

Health and Safety Notices

Since our last newsletter an incident took place which required a full independent health and safety investigation along with post incident recommendations.

The incident involved a driver dropping part of a standpipe key into a hydrant whilst trying to access water. The driver was injured trying to remove the tool from the hydrant when he submerged his hand into the water and felt a sharp prick in his hand. When he withdrew his hand from the water he realized a discarded needle had penetrated through his gloves.

As a result of the investigation the following recommendations were made by our Health and Safety advisor.

Recommendations

- **Never reach into any gulley's or hydrants where visibility is obscured by anything including water, dirt, leaves etc.**
- **Contact the Hire Desk before trying to retrieve any items to ensure health and safety procedures are followed.**
- **Always follow the Accident Reporting Procedure as either directed by UBU/ TJM or by the procedure set out by the hiring in company if the incident occurs on site.**

Road Traffic Accidents

Road Traffic Accidents are on the increase and it is vital that the number of accidents is reduced. Drivers must take extra care when operating a vehicle, especially when reversing. If you are unsure what is behind you, get out and check carefully.

To ensure that the company is able to survive, greater care must be taken to ensure that more unforeseen costs aren't generated as a result of further preventable accidents.

To help reduce the number of accidents ensure the vehicle safety checks are carried out thoroughly before setting off in the morning and when the vehicle returns.

Dangerous Instructions Given By Contractors



Employees are always required to do a self risk assessment about the dangers of their working environment and never agree to any tasks which may cause damage to your vehicle, other vehicles or property, or any people in the area.

If any request appears unsafe, always contact the Hire Desk before proceeding.

Using Safety Equipment

All Employees are required to wear high visibility clothing when walking around on site and they must follow the yellow lined footpath provided.



**Mobile phones
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A Reminder About Our Mobile Phone Policy

All employees should be aware that it is **ILLEGAL** to use mobile phones whilst driving.

Employees can not use a mobile phone when driving, stopped at traffic lights or in a traffic jam. This includes calling and text messaging. Automatic answering Bluetooth headsets are allowed as long as they are not held at any time whilst driving.

If employees need to make a call or retrieve and reply to text messages they must be safely parked at the side of the road with the hand break on and the engine switched off. If employees need to make an emergency 999 call they can only do this if there is no safe or practical place to stop and do so.

The individual and the company can be prosecuted under current legislation and face unlimited fines and jail sentences. Any breach of this policy will be treated as a serious breach of company rules and will become a disciplinary matter. Any drivers caught by the Police using a mobile phone will face points on their licence, a fine and possibly a ban from driving.

Dangerous Car Parking Must be Stopped!



A number of vehicles are regularly blocking the footpaths around the yard. This makes it unsafe for pedestrians and is against our health and safety policy. Its important that drivers park their cars in the space provided. Any cars parked obstructing the entrance or on the yellow lines will be in breach of our health and safety policy, and fire safety regulations.

End of Year P60 Tax Forms

As the end of the Tax year is coming, P60 end of year tax forms will be issued. This form is proof of all the year's earnings from the company. The form is vital for any tax or benefit processes. There is only one copy of this available so employees must take good care of it.

General HR, Driving Licence and Payroll Information

Please check that your NI number, Address and Postcode are correct on your wage slip.

Ensure that you inform us of any changes to other personal details such as next of kin or contact information.

Any penalties, endorsements or fines relating to your driving license must also be reported to the Hire Desk as they may affect your insurance with the company.

If you are paying emergency tax, please complete a P46 so that we can try and get the correct tax code.

Appraisals

As part of our commitment to train and develop all employees, as well as receiving feedback on your role in the company, we introduced our annual appraisal scheme. **A pre-appraisal form will be attached to the back of the newsletter and should be completed by all employees.**

We hope that we will be able to speak to each employee individually and have a informal chat regarding your appraisals. I would be very grateful if you could take a few moments to complete the pre-appraisal form attached.

I will be writing to each employee and requesting that you bring the completed pre-appraisal form with you, so please take care of it. Spare blank copies are available from the Hire Desk Reception.

Please remember that appraisals are a very informal process and are simply a review of your performance and training and development needs.

Sickness Procedure

All employees are required to follow the standard sickness procedure when they are ill and can not come into work.

- **All employees must ring 0161 703 7777 at least 1 hour before work**
- **Employees are require to state the reason why they can not come into work,**
- **When you are likely to be able to return to work,**
- **If are due to start before opening hours, there is an answering machine service which will take all your information.**
- **You must call in for everyday you are sick**

Payroll Charitable Giving

Payroll Giving is a way for employees to make regular payments to charity directly from their pay.

Payments that employees make through a Payroll Giving Scheme are deducted from their pay before tax is deducted. Employees are given tax relief on their donation immediately and at their highest rate of tax.

Charities include Barnardo's, save the children, cancer research etc.

Any employees wishing to give a percentage of their income contact

Rebecca@ubusweepers.co.uk

Announcements

Congratulations to Marcin Dobrowolski and his wife Sylwia Dobrowolska for the birth of their daughter Amelia in October 2009.



Congratulations to Vicky Blears on her Engagement.



Congratulations to John Watson on his Retirement. John has been working in the accounts department of T J Murphy Ltd since 1st June 2005. We wish him all the best in the future. He is looking forward to time to pursue his interests in

Music and Steam Trains.



Another Congratulations goes to Michael Murphy for his long service to the company. Michael is the current director of both T J Murphy Ltd and UBU Environmental Ltd and has been working for the company for 40 years.



The UBU Environmental Ltd Website “www.ubuenvironmental.com” is now up and running.

We have now signed up with ELAS

ELAS is the Employment Law Advisory Service. They will be conducting contract analysis over the coming months and will be in contact with all staff. In the 1st instance, always contact your line manager with any personal issues.

Company Progress and Objectives

During the recession, we have tried to maintain growth by cutting down costs and developing our existing employees. During 2010 we aim to be in better condition than our competitors and be the industry leader in quality services. We still need everyone to help reducing our costs by cutting down accidents and other preventable costs.

Congratulations!

A big well done to Paul Millington who has won the 'Don't walk on by Award'. Paul was working on the Broadoak Rd Carillion Site in Ashton-under-lyne and assisted the Police and Bus service in cleaning up after an accident.



If Paul goes down to the site he can collect his £25 voucher and be part of the Carillion publication with his photo graph taken and the receiving of his certificate.

We at UBU are proud of Paul's work, setting a good example for our employees to follow.

We Need a Volunteer

We require an employee to volunteer for the position of Health and Safety

Representative. You will help make UBU a safer place for all your work colleagues and yourself, so it is well worth doing. This role involves working with our external Health and safety advisors, UBU managers and the Director towards the development and implementation of safety policies.

We see this as a great opportunity to develop your skills and a good addition to a CV. Anyone that is interested should call Rebecca or Eddie on 0161 703 7777.

New Employees

A Warm welcome to the following staff who have joined us since July 2009:

T J Murphy Ltd - Nick Thornley

UBU Environmental

Ian Clarke

Andras Schinkasek

Marius Borysiewicz

Linzi Paton

Danny Clough

Jason Bullen

Drivers

Paul Millington

Piotr Froehlich

Dave Ravenscroft

Barry Lancett

Piotr Sadza

Roy Council

Colin Brady

Junous Kulakowski

Marius Pietrzak

Tom Mierzwinski

Darren Firth

Garage

Matt Sutcliffe

Jacek Kolasinski

Lee Butterworth

Stanislan Osyra

Hire Desk

Matthew Drakeley

Accounts Office

Michael Crawford

David Swarbrick

General Office

Caroline Illidge

Training and Development

The following employees have successfully completed the following training and development courses since July 2009. Well done to all of you

Asbestos Awareness

Ian Kershaw

Confined Spaces Training

Nathan Lynch

Manual Handling training

Daniel Clough, Keith Smith, Andreas Schinkasek, Ian Clarke, Piotr Mrqz, Michael Keane, David Wood, Danny Hardy, Pavek Novak, John Coogan, Michael Crawford, Caroline Illidge, Matthew Drakeley, David Swarbrick

Manual Handling Refresher Training

Ian Minshull, Barry Lancett, Jacek Warda,
Paul Millinston, Alex Vorobjous, Mark Edwards

AAT Foundation

Vicky Blears

NVQ Level 2 in Driving Goods Vehicles

Marian Kokoszka, Pawel Nowak
Ian Minshull, Marcin Dobrowolski
Andrzej Golebski, Antony Ramsden
Darren Wright, Stanislaw Motyczka
Marian Mitura, Jarek Kowalski
Marek Choluj, Marek Izworski
Dominik Brzezinski, Aleksandrs Vorobjovs
Robert Nowosiezska

General Health and Safety

Marian Kokoszka, Pawel Nowak
Marcin Dobrowolski, Andrzej Golebski
Antony Ramsden, Darren Wright
Stanislaw Motyczka, Marian Mitura
Jarek Kowalski, Marek Choluj
Marek Izworski, Dominik Brzezinski
Aleksandrs Vorobjovs, Robert Nowosiezska

Equality and Diversity

Marian Kokoszka, Pawel Nowak, Marcin Dobrowolski, Andrzej Golebski, Antony Ramsden,
Darren Wright, Stanislaw Motyczka, Marian Mitura, Jarek Kowalski, Marek Choluj, Marek Izworski,
Dominik Brzezinski, Aleksandrs Vorobjovs, Robert Nowosiezska

If any Employees feel that they require more training to better fulfil their role, please contact your line manager.



Stop! Can that be Recycled?

UBU and TJ Murphy are committed to helping the environment and reducing our effect on the planet. We currently recycle glass and plastic bottles, paper, stamps, ink cartridges and mobile phones.

We encourage all employees to do their part and recycle wherever possible. If you have any suggestions about ways we can improve our recycling or waste management please contact Rebecca on 0161 703 7777 or Rebecca@ubusweepers.co.uk.