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We would like to  
wish all our  
Customers & Contractors  
A Very Merry Christmas  
and  
A Happy, Safe and  
Prosperous 2021.



### HAVE YOUR SAY

Do you have any feedback on this issue?

Do you have something you would like us to feature in our next Newsletter?

If so please email  
[ami@mpi.ltd.uk](mailto:ami@mpi.ltd.uk)



## MPI PHOTO COMPETITION

Following on from our Photo Competition we ran in Issue 40 of our Newsletter, we are pleased to announce this quarters winner was Pat McLoughlin.

Pat took this photo when undertaking LAH surveys for Alstom on the F2P project in Hampshire and Surrey, where 17 sites were visited over the week and supported by NR Construction team and MPI Safety Staff. Pat was really pleased to find out he had won and chose to have the £25.00 donation sent to Clock Tower Sanctuary, [www.thechts.org.uk](http://www.thechts.org.uk), a Local Brighton charity who helps the homeless.



We will be running the competition again in our January-March edition which will be published in March. We are looking to capture a snapshot on the Railways, either out on Track, In the Workshop or the Office. Obviously, caution must be taken when taking photos that you are in a safe place to do so and that you have permission for what/who you are taking photos of.

All entries should be emailed to [Rail@mpi.ltd.uk](mailto:Rail@mpi.ltd.uk) with some background details on the photo. The best will be published in the next newsletter and will win a prize of a £25.00 donation to a charity of their choice. All entries must be received by 10th March 2021 to be considered.

## WINTER DRIVING TIPS

Winter driving is very different from driving during the rest of the year. The onset of darker evenings and mornings and adverse weather all contribute to hazardous driving conditions. We need to think about this and adapt our driving both in and out of working hours.

Check local weather forecasts and bulletins regularly as conditions can change quickly. If conditions are very bad and the services are recommending not to travel, decide whether to make the journey or find alternative transport.

Make sure you use your lights in dull weather or if visibility is reduced. Use your fog lights in dense fog but remember to turn them off once you have normal visibility.

Avoid harsh braking, acceleration or steering, especially in wet and icy conditions, take extra care.

Reduce your speed and make sure you leave a bigger gap between you and the vehicle in front. If you need to brake suddenly you may need up to ten times the normal distance in snow and ice.

Aquaplaning is caused by driving too fast in surface water. The tread of the tyre cannot channel the water away and the tyres lose contact with the road surface. If your car becomes unresponsive ease off the accelerator and brakes until your speed drops enough for your tyres to make contact with the road again.

For more tips on winter driving visit the below websites for advise:  
<https://www.rac.co.uk/drive/advice/winter-driving/>  
<https://www.theaa.com/driving-advice/seasonal/winter>



### Basic Checks To Do On Your Vehicles

- Lights are clean & working
- Battery is fully charged
- Wiper blades and screen wash bottle full.
- Tread Depth & Pressure of Tyres
- Check Brakes
- Oil & Anti Freeze are topped up

## IS YOUR PPE WINTER READY?

Low temperatures, minimal sunlight and adverse weather conditions can provide a serious threat to safety in the winter months. Make sure you are adequately protected by the PPE you are wearing:

**Footwear** – Preventing slips and trips is especially critical in the winter months. Fallen leaves and extreme weather conditions create a new set of challenges. Boots should be waterproof with a high level of slip resistance, good ankle support, composite toe caps and midsoles and to the required standard (BS EN ISO 20345: 2011 with Ankle Support, Mid-Sole Protection, and Toe Protection). Please ensure your boots are tied up tightly at all times to ensure the foot/ankle is fully protected and that you have a suitable amount of grip left on the sole. We all know it's hard to part with boots that have been nicely worn in but proper grip levels are essential to prevent accidents.

**Head** – In winter months, seek extra protection in the form of approved balaclavas (which can be worn under hard hats), thermal gloves and jackets with high collars (ensuing visibility and hearing are not impaired). Please note you MUST not wear woolly hats under your hard hats or clothing with a hood.

**Layering** – Adding layers under your PPE and/or layers of PPE is recommended in cold and harsh conditions. This allows the wearer to make changes based on activity, comfort and sudden temperature changes. Ensure the inner layer provides insulation and the outer layer has water repellent properties.

**Socks** – Opt for one pair of thick socks or two pairs (inner of 'wick' type plus thicker outer). To avoid compression the outer sock should be a size larger.

**Head Torches** – With the dark setting in earlier than usual and dark mornings, ensure headwear is equipped with a head torch and spare batteries.

As ever, if you require any PPE please call our **Compliance Team on 01992 501111**.

## BRIEFINGS

Please can we remind you all to log in and read and acknowledge the regular briefings that MPI send out via our Briefings website. These contain vital safety updates and notices for working on the railways.

Briefings can be accessed at:  
<https://www.mpirail.uk/safety-briefings.asp>

To sign in you will be asked for your MPI ID Number. Please note this is your own **sentinel number**.

If for any reason you still can't access the website then please contact **Leonie** on **01992 501111** or [LeonieJ@mpi.ltd.uk](mailto:LeonieJ@mpi.ltd.uk).

## Safety Briefings

Login | Help

Welcome to the MPI Safety Briefing area. This provides MPI Staff/Contractors with the latest Company and Industry briefings relevant to your work.

Please enter your MPI ID Number below to login and start viewing the latest briefings.

MPI ID Number

Submit >

## PAYMENT OF ANNUAL HOLIDAY FOR PAYE WORKERS

Please see the below notice from our Payroll department regards to Christmas Leave.

You will need to submit holiday forms, requesting the daily number of hours you would like paid for this period. A separate form must be submitted for each calendar week. Any leave not taken up to and including the 1st January 2021 will be cleared down in line with our calendar leave year.

Therefore, please do ensure your leave requests reach us in plenty of time for payment.

Your current holiday accrual is printed at the bottom of your payslip.

Please contact our **Payroll Department** on **01992 501111** if you have any queries.

## SAFETY AWARD WINNER

We are pleased to announce Ovidiu Aniculaesei as the latest winner of an MPI Safety Award.

We were contacted by the client regarding a good practice close call that Ovi raised during the surveying work he was undertaking with them. On one of the shifts Ovi overheard someone wanting to go to an area that was outside of what he had paperwork for. Ovi called his line manager to confirm that he did not have paperwork for the area and that it wasn't planned. The manager confirmed he was correct and to his credit Ovi let the person he was questioning know the situation in advance.

This is a great example of using the Four Steps to Zero Harm in practice. We were pleased to award Ovi with an MPI Safety Award and he chose to donate his prize of £50.00 to British Heart Foundation. Well done Ovi.

If you know of anyone deserving an MPI Safety Award please email details to [Rail@mpi.ltd.uk](mailto:Rail@mpi.ltd.uk).



## TIME SHEET DEADLINES FOR CHRISTMAS 2020

*The offices will close at 5pm on Thursday the 24<sup>th</sup> December and will re-open at 9am on Monday 4<sup>th</sup> January 2021.*

**Below are the details of our Time Sheet Deadlines for the Christmas Period. No exceptions to these deadlines can or will be made.**

### **Work completed for week ending 20.12.20**

Timesheets received by 11am on the 22.12.20 will be paid to your designated account on 24.12.20.

Timesheets received after 11am on the 22.12.20 but before 12pm on the 29.12.20 will credit on 31.12.20.

If you wish to be paid on 24.12.20, **YOU must ensure that we have your timesheet by 11am on 22.12.20.**

Please note that it is **YOUR** responsibility to ensure that your timesheet has reached us – **even if you hand it to a third party for submission.**

**For those whose monies are passed to a third party, every endeavour will be made to notify the third party in time for their deadlines. However, no guarantees can be made.**

### **Work completed for week ending 27.12.20**

Timesheets received by 12pm on 29.12.20 will reach your designated account on 31.12.20.

**Due to short processing times funds may credit later than normal on the 31st.**

Timesheets received after the above deadline will be paid on 08.01.21.

### **Work completed for week ending 03.01.21**

Normal deadlines apply, i.e. 12pm on the 06.01.21

### **PAYE Workers**

Please see article above on payment of annual holiday for PAYE Workers.