

#9

March 23



Highways passport

Inside Lane



Coming Up...

SKANSKA

Liz Brathwaite, Sector Health and Safety Manager for Skanska, provides her take on Passport Messaging and its uses..



Ben Feltham and Donna Mooney from McCann Highways spoke with us about everything from virtual cards to what the future holds for McCann and Passport.



Passport and Asset Delivery Contracts

Teresa Moss, National Highways' Passport Lead, shares her best practice recommendations on using Passport on Asset Delivery contracts.

Welcome to the Spring 2023 Edition of Inside Lane.

Passport has become the way we do things as an industry, and our workforce is safer and more competent because of it. In 2023, our focus is on helping you and the contractors you work with get the most from Passport. In this issue, we'll celebrate Passport success stories, recognise Gold and Silver awards and introduce you to the recently-launched Job Roles functionality.

Silver and Gold Update

Two new silver awards were presented on the second of February. The recipients were **NC & JC Construction Ltd** and **HW Martin Safety Fencing Ltd**.

Teresa Moss had this to say of the winners, 'Both organisations are thoroughly deserving of the award and should be incredibly proud.'

Highways passport Silver

- Galliford Try
- WJ North
- MWay Comms
- CR Civil Engineering
- Carnell
- Kier Highways
- Skanska
- Telent
- Jet Plant Hire
- DDC
- Joe Roocroft & Sons Ltd
- Costain
- Highways Care
- Morgan Sindall
- Ringway
- NC & JC Construction Ltd
- HW Martin Safety Fencing Ltd

Highways passport Gold

- **A47 Guyhirn Junction** - Galliford Try
- **SVD M1** - The SMP Alliance
- **CHC Highways Area 14 M&R** - Costain and Jacobs Joint Venture
- **CWF Area 4** - Costain
- **M6 Toll** - Mway Comms
- **Area 4 M&R** - Kier Highways
- **Area 3 M&R** - Kier Highways
- **Northamptonshire Highways Maintenance Contract** - Kier Highways
- **M3 J9-14** - SMP Alliance
- **M6 J21a-26** - SMP Alliance
- **M40/M42** - SMP Alliance

[Apply for Passport Silver](#)

[Apply for Passport Gold](#)

Asset Delivery and Passport

Teresa Moss

More and more of the best usage of Passport is coming from Asset Delivery contracts like the Scheme Delivery Framework. In fact, SDF contracts state "It is required that you are registered to the Highways Passport scheme."

What follows are our best practice recommendations for using Passport across Asset Delivery. This advice is flexible so that your organisation can use Passport in the way best suited to your context; it's also simple. Using Passport in asset delivery is no more complex than using it on major projects.

Step 1: Make Sure Your Projects Are Set up in Passport

Contact Reference Point to confirm which contract(s) you are Principal Contractor for so we can ensure it is all set up correctly in Passport.

If you would like to discuss how to set up your first project, please email:

jack.boon@referencepoint.co.uk

For any other query and for all other support, please contact the Mitie helpdesk:

Email: he.validate@mitie.com

Telephone: 0330 726 0225.

Step 2: Decide How You Will Implement Passport on Your Project(s)

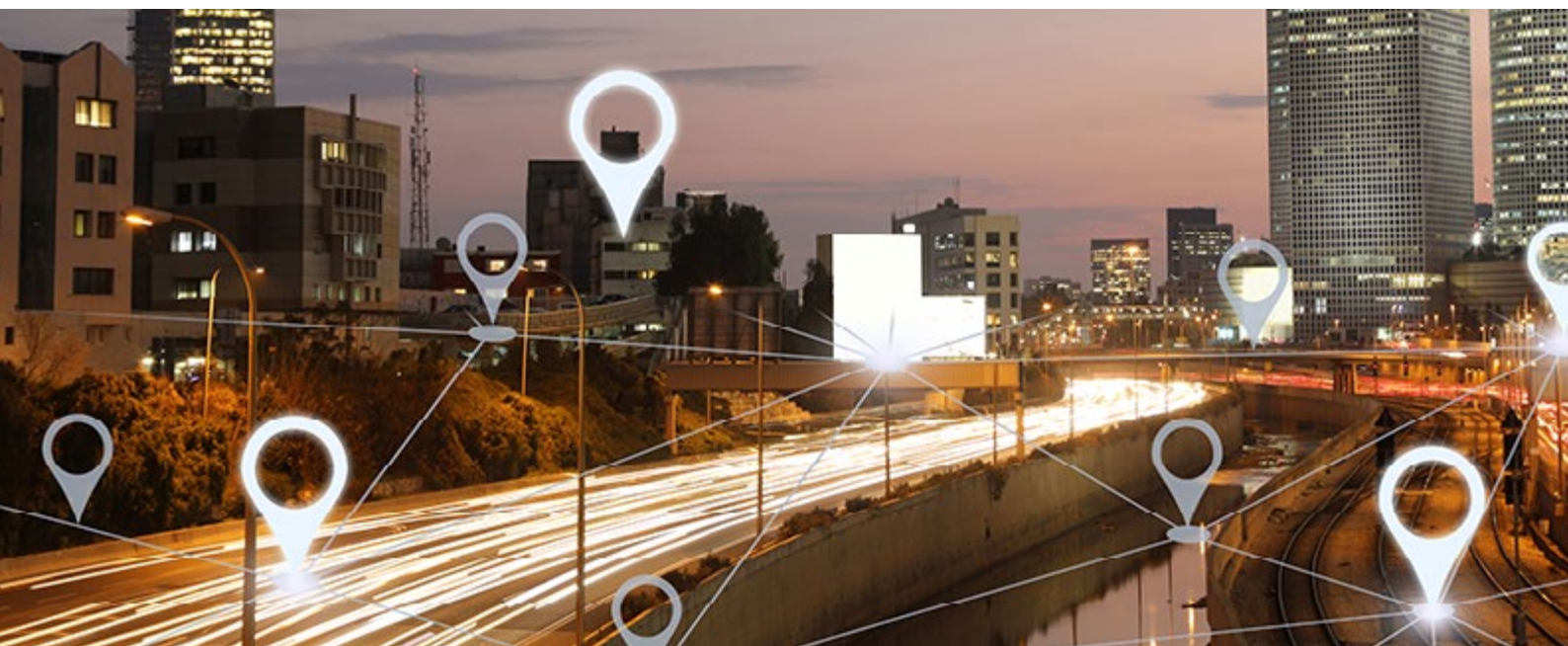
For Contracts With Depots

Swipe workers into the depot or spot check.

For Contracts Without Depots

Option 1: You can do random card spot checks.

Option 2: Use Passport's Association functionality to get advance visibility of your supply chain workforce to be confident about who is working for you.



This is covered in the Mitie Employer Admin training. Mitie's contact details are above.

The Mitie Employer Admin training will also show you how to put workers into crews and assign crews to a project so that the Project Manager can get advance visibility of the workers coming to their site.

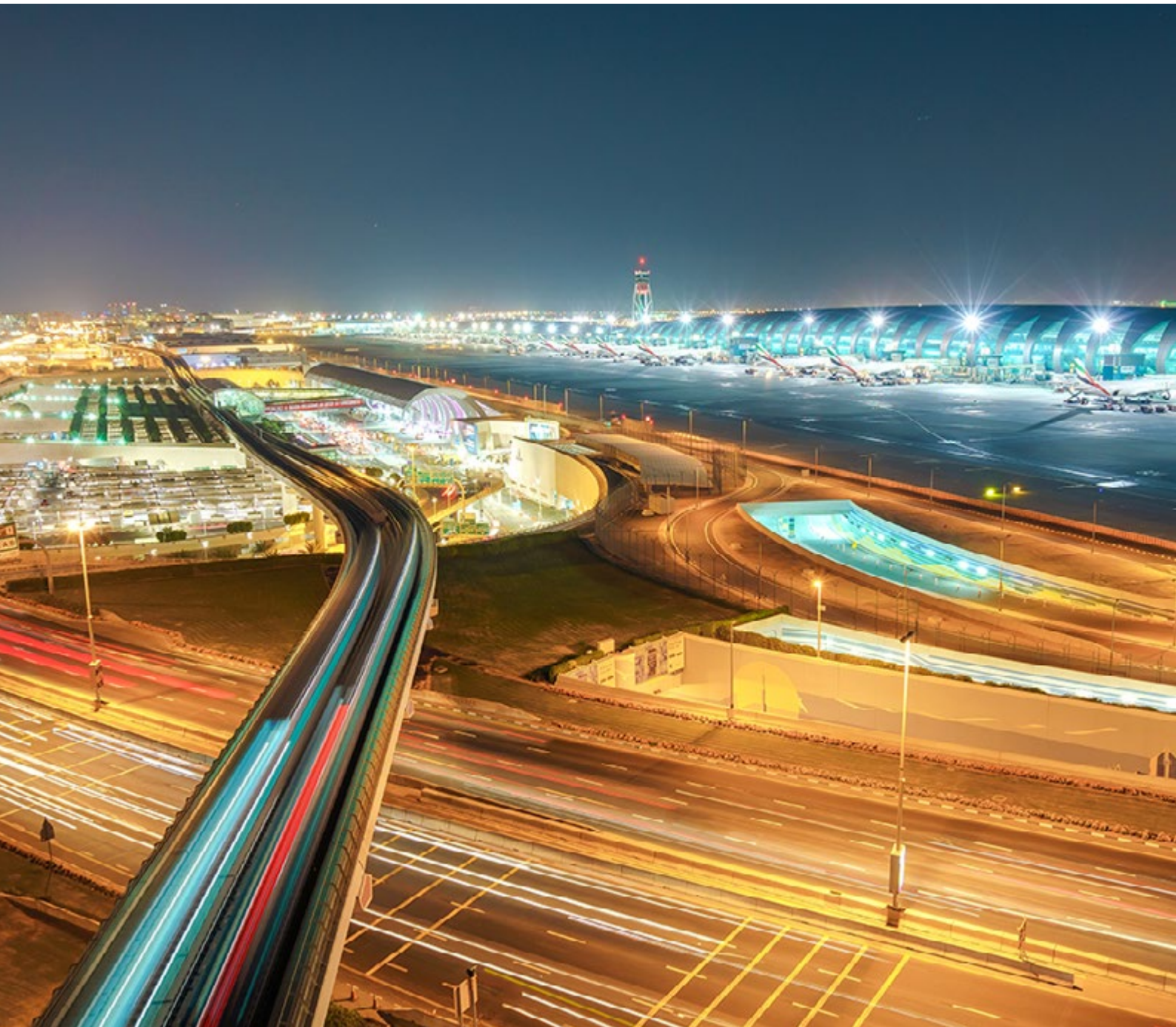
Option 3: Allow key workers to self-swipe (you can still monitor this). The Mitie Employer Admin Training will explain how to give a worker permission to self-swipe.

Step 3: Communicate with Your Supply Chain

Email your supply chain companies to make sure their highways workers are all on the Highways Passport system and to notify them of key dates.

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These simple steps should help you implement Passport on your Asset Delivery contracts quickly and easily.



McCann and Passport



"It's a big step forward for the highways industry. It's one that's been badly lacking."

McCann is a leading civil and electrical engineering construction company that operates throughout the UK. In Highways, they have 250 workers operating across Major Projects, Maintenance, Local Authority and the SDF. We spoke with Ben Feltham and Donna Mooney to learn what they had to share about Passport.

Ben Feltham is the head of compliance for McCann and has been with them for over ten years, overseeing HSEQW delivery.

Donna Mooney has been with McCann for 15 years and is responsible for keeping training up to date.

Could you tell us about McCann and your history with Passport?

Ben: We do a lot of work for National Highways, they are one of our biggest clients. Working for them through the channels of the Smart Motorway Alliance (SMA), the Regional Delivery Partnership (RDP) and Scheme Delivery Framework (SDF) we were keen to adopt the Passport scheme early.



We now have 100% coverage with Passport and are almost there with the HCI. We don't send anyone to a National Highways scheme without the passport, and we're now working on getting everyone a virtual card.

What do you think about virtual cards?

Donna: They're popular with the operatives. A virtual card is just so much easier, isn't it? It's instant. It's always with you because it's on your phone, and you always have your phone.

Ben: I've often thought I had my physical card, only to arrive on site and realise I don't – but I always have my phone with me.

My favourite story with that, was when one of the operatives was out on site, and he was measuring how far a foundation went, and his cards just slipped out of his pocket and into the hole; it was so deep they just had to build right on top of it.

And what do you think of the system itself?

Donna: I really enjoy it. I just think the system's *brilliant*. It's so user-friendly, and it's so easy to use. Everything is explained – there are even booklets with step-by-step pictures on how to do everything.

The helpdesk are always brilliant – as soon as I contact them, they come straight back to me.

I just find it very easy and very user-friendly. I don't know how anyone could ever struggle with it.

For example, if I want to add a competency, there is a search bar. As I type, it brings up the competency I'm searching for, and it keeps it all uniform for me.

How did you do things before Passport?

Ben: Looking back to the bad old days before Passport, onboarding was a lot of work for Donna and the operatives.



The nature of our work is specialised, and operatives aren't in attendance on any one site for very long, which means they sit through practically the same half-day induction up to fifty times a year. That is over a month of duplicated time.

Passport is the industry's route out from this way of doing things without compromising on the health and safety knowledge of operatives.

You can see why we are so on board with the scheme!

What is so encouraging is that we're seeing benefits already. For example, on SDF, inductions are now shorter because of Passport.



And how are you using Passport?

Ben: We currently use it to swipe in on one of our projects. But, to align with National Highways' objectives, we are going to use it everywhere we can across major projects, local authority, maintenance and SDF.

For example, in SDF and maintenance, we have depots workers attend for start of shift briefings before they drive to an area on the network. This is perfect for swiping.

No additional tech is needed, we've all got company smartphones and we all do daily briefings. It fits into the way we already do things.

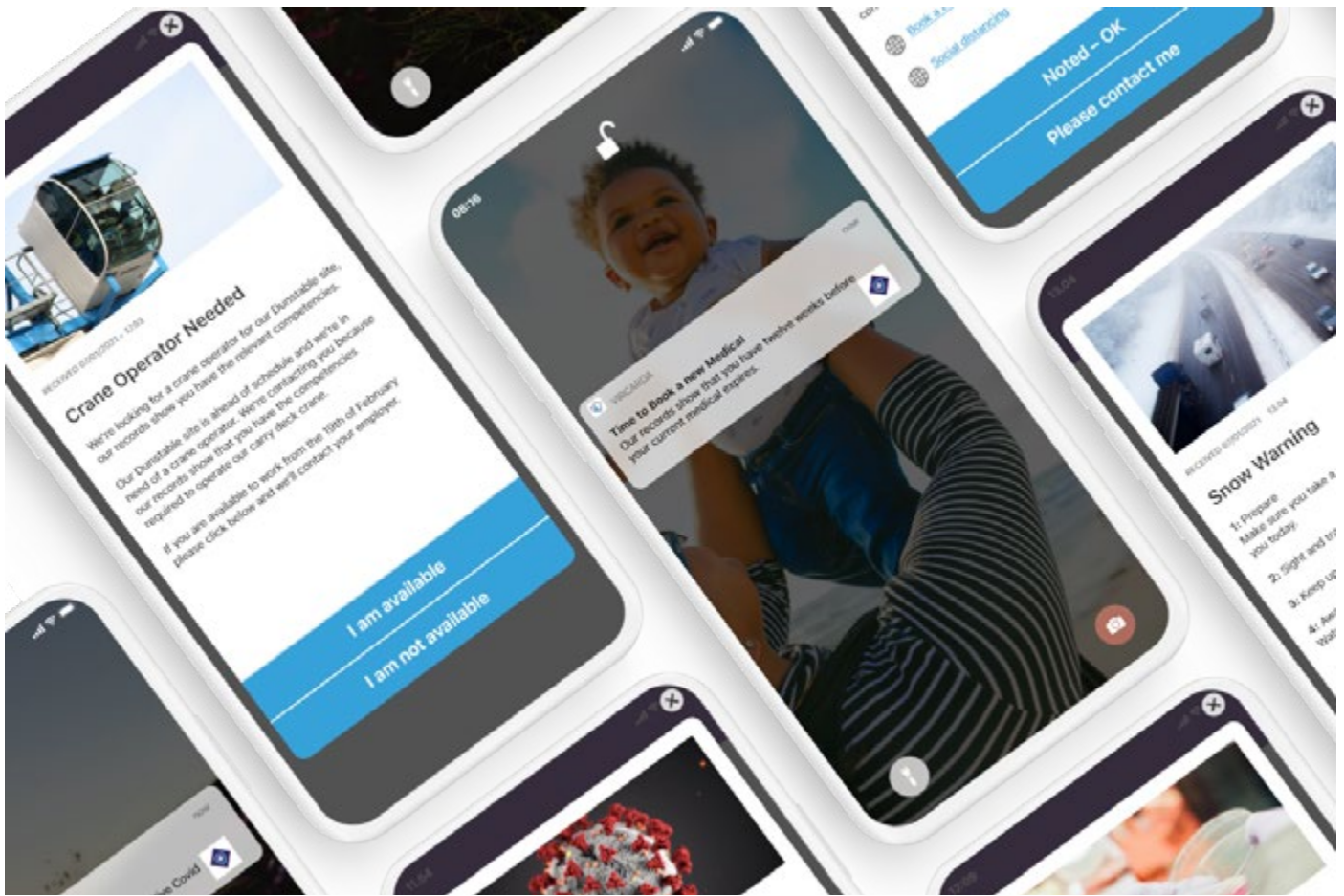
Donna: It is just such a good scheme.

Ben: It's a big step forward for the highways industry. It's one that's been badly lacking.

Donna: I wish it had been done years ago.

Want to feature your company or project in a future edition of Inside Lane? Get in touch at:

Highways.Passport@nationalhighways.co.uk



Skanska and Messaging

Liz Brathwaite

Skanska has been using the instant messaging feature on Highways Passport since the Summer of 2022. We used it for the first time in July to issue a warning and some information about how to work safely in hot weather.

It provides a quick, easy and highly accessible way to get information out to your whole site or specific groups of workers. You can easily add links to other resources, helplines and more. We have used it to communicate information on expected poor weather conditions and on key days, such as Blue Monday, we

have messaged information and links to helplines. So far, we have sent ten different targeted messages.

The message gets sent to people's virtual cards on their phones and appears instantly.

Our Passport Administrator can easily see how many people have opened the message and so can track how effective the communication has been.

It's a great feature which is easy to use and adds real value.

Job Roles Being Introduced in Passport

A Job Role is a combination of requirements grouped together to ensure that a worker has the set of training and competencies they need to safely and effectively do the job they are there for. Admins can add job roles to a worker's record through the People tab on the Passport system.

Three Advantages of Job Roles

1. Faster Onboarding

Supervisors can scan a worker's Passport, and if they hold a job role, they can swipe them in to do that job. It makes it much faster for supervisors to confirm that workers are competent for the job they're doing.

2. Plan for the future

Admins can run reports on job roles, as well as on how many workers hold the right qualifications to do a job role. This gives you important information about what skills you have available in your organisation.

3. Report on competence, not just qualification

Admins can also report on how often a job role has been used by a worker, giving you a clearer picture of their competence, not just their training.

The 19 Job Roles Currently Available

- 12A Traffic Management Foreman - TMF
- 12B Lead Traffic Management Operative - LTMO
- Level 1 Drainage Supervisor
- Level 1 Electrical Supervisor
- Level 1 Traffic Management Supervisor
- Level 1 VRS Supervisor
- Level 2 Drainage Supervisor
- Level 2 Electrical Supervisor
- Level 2 Traffic Management Supervisor
- Level 2 VRS Supervisor
- Level 3 Drainage Supervisor
- Level 3 Electrical Supervisor
- Level 3 Traffic Management Supervisor
- Level 3 VRS Supervisor
- TM Operative 12 A/B (TMO)
- Traffic Safety & Control Officer - TSCO
- Traffic Safety Supervisor - TSS
- Unregistered TM Operative (Trainee)
- Vegetation Management (Labourer - Green Card)



Passport Means:

- . Safer Sites
- . Greater Efficiency
- . Major Cost Savings
- . Reduced Risk
- . Improved Sustainability.

If You Want to Start Using Passport on Asset Management Contracts and Need Support, Get in Touch:

Jack.Boon@referencepoint.co.uk

Useful Links:

- <https://www.highwayssafetyhub.com/highways-passport.html>
- highwaysPassport.co.uk
- <https://highwaysPassport.co.uk/resources/frequently-asked-questions/>
- <https://highwaysPassport.co.uk/resources/how-to-use-Passport/>



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