

Procedure – Rail

Subject: Procedures to be Adopted when Visiting / Working on Sites not under Matchtech Control

It is Matchtech policy that when visiting or working at sites which are not under our control, site specific rules, regulations and instructions must be observed and adhered to. This includes carrying the relevant competency cards i.e. Sentinel / London Underground (LU) Industry Common Induction (ICI) cards at all times.

This procedure is a reminder to all staff that when visiting sites for which Matchtech are not responsible for safety, they must sign in (e.g. at site office or Station Supervisor's office or Site Access Control -SAC) and request a briefing on local safety issues, including emergency and welfare arrangements, from the person responsible for site safety. Once the necessary safety briefing has been carried out, individuals must be sure they have understood all the details and site-specific hazards, etc. before commencing work. If you individuals are not clear about any issue then, immediate clarification must be sought.

If individuals are in any doubt about the safety arrangements or briefing, they should not start work and refer back to the office for further instructions. If issued with any form of visitors badge, pass or permit, these must be returned upon completion of the visit/works on site.

Task Briefs, Method statements and Risk Assessments must be available and understood before any work commences and adhered to at all times whilst on site.