

MATCHTECH 



# HSQE Briefing

April 2021

WORKING TOGETHER TO PROVIDE THE BEST RAIL TALENT IN THE UK



# Monthly topics

- Worksafe Procedure
- Take 5
- Swipe into Sentinel
  
- COVID 19 Link
- 24 hour on-call details
- CIRAS details

# Worksafe



*Worksafe: If it's not safe, the work stops.*



SEE SOMETHING.



STOP.



SAY SOMETHING.



WE WILL LISTEN.



AGREE ACTION.

## If it is not safe then do not do it

The rail industry doesn't expect any employee to work in an unsafe manner to achieve results

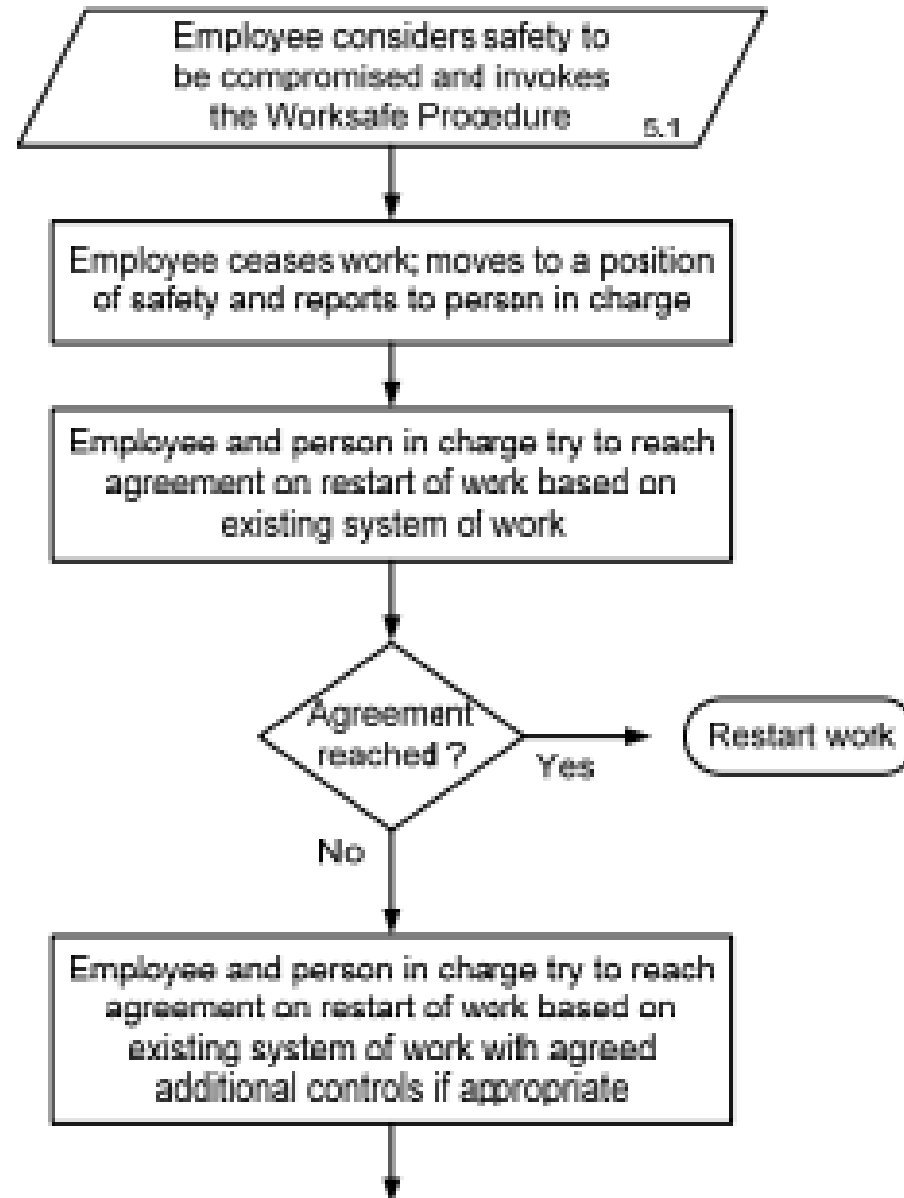
If you think something is unsafe, then stop work. You should never feel that you have to do something if you believe it's unsafe, Wherever you work, whether you're trackside, in an office or visiting a site; if you have concerns about safety the Worksafe procedure has existed since 2009 giving you the right to stop work and have the situation assessed in a fair way.

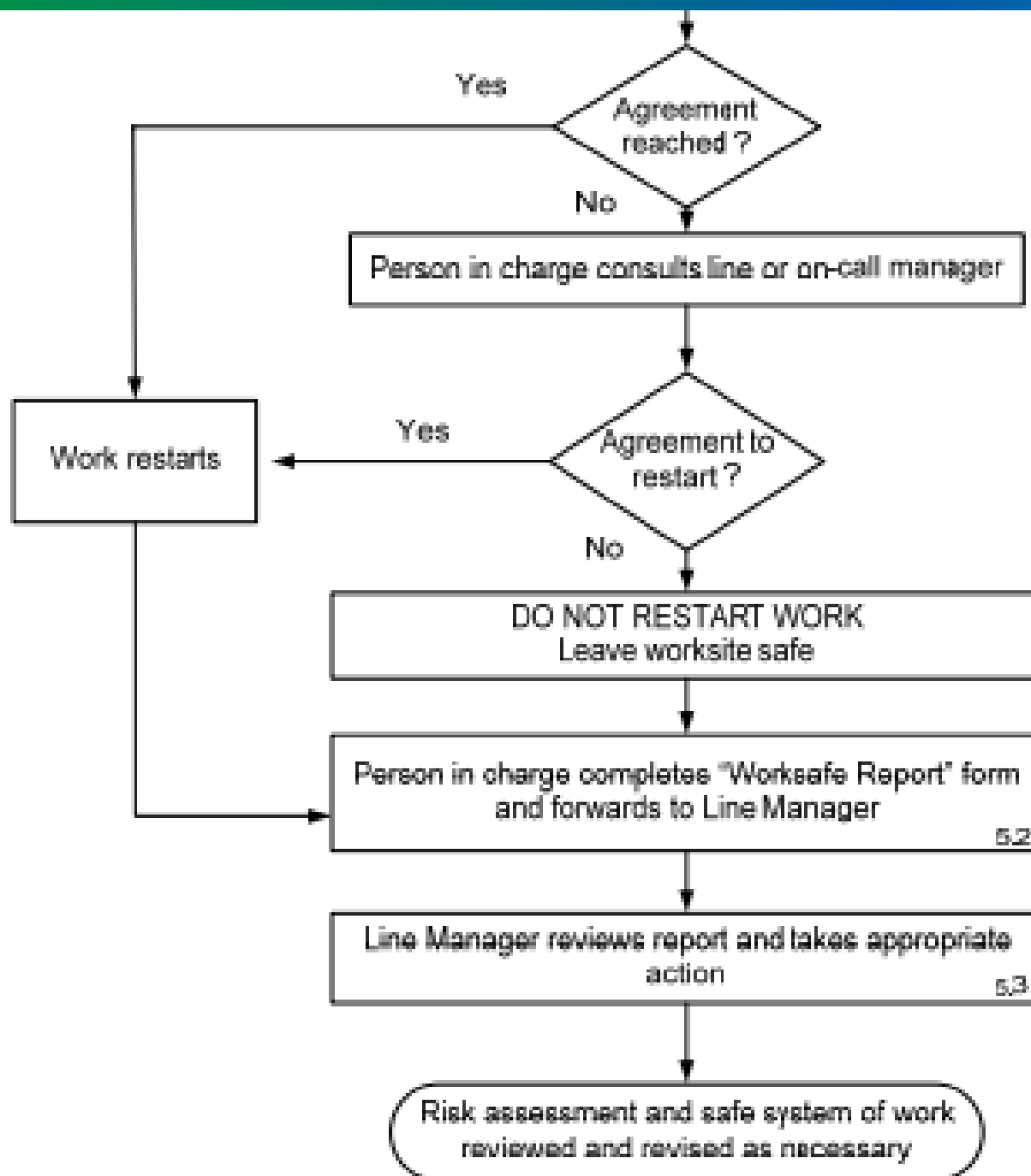
If you're asked to undertake a task without the required training, equipment or personal protective equipment, or if there is no safe system of work then you can invoke the Worksafe procedure and prevent a potential accident. You can expect support from your manager – to listen, evaluate and agree an action with you

# How Worksafe works

- Stop work, move to a position of safety, and immediately contact the person in charge, explaining that you have invoked the Worksafe procedure and explain why you have stopped work.
- The person in charge shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.
- An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.
- If no agreement can be reached, the work will not be restarted and the person in charge would consult their manager to agree when the work can be made safe, when staff can return and assign them to other work in the meantime.
- If you are working for Siemens Rail, and are being pressured to work unsafely then ask the supervisor to clarify the situation with Matt Kent, he would like to know about it.!!

# WORKSAFE PROCEDURE







# What is Take 5

- Take 5 is a simple and quick safety check that you can carry out at any stage of an activity. No matter what your role or where you work, it can help you to think about the hazards associated with your work and complete your activities safely.
- Far too many of our colleagues are injured while at work. Sometimes this can be down to what we do being so ingrained in our minds that we go on “autopilot” – leading to risks being incompletely assessed or even overlooked.
- Some of these incidents are preventable and taking 5, during and/or after a task can help us to spot a risk that we might otherwise have overlooked.

<https://safety.networkrail.co.uk/wp-content/uploads/2019/07/Take-5-For-Safety.mp4>



# Take 5



**TAKE 5 FOR SAFETY**

Before, during and after a task

# Take 5



## Before:

- Think through the steps of what you will be doing
- Identify any risks within your work area and make sure they are controlled before starting

## During:

- Ask yourself – do I feel safe doing this task?
- Are others around me working safely?

## After:

- Observe the work area
- Reflect on the task – can any better every day improvements be made?

Connect/Take5

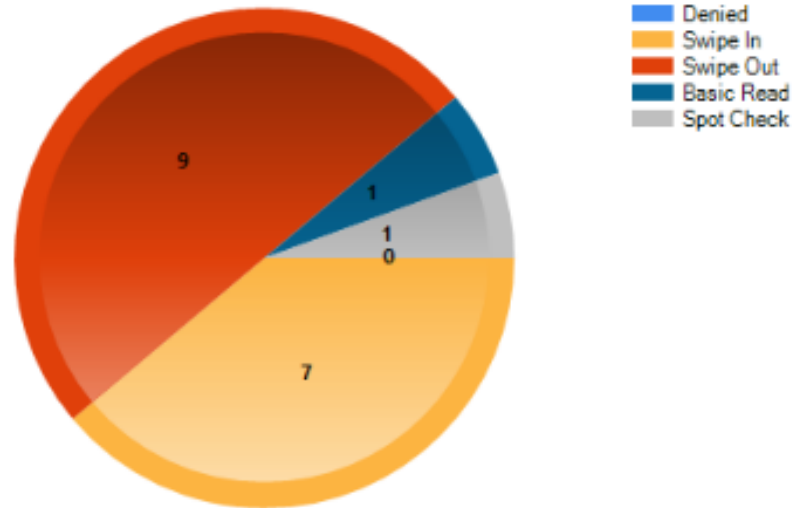


#Take5

# Sentinel Card - Swipe in and out of site



Swipe Statistics  
What's happening today



- Resourcing Solutions and Network Rail are able to log onto the Sentinel portal and identify every time that you are swiped in and out of site...
- Every COSS has a duty to swipe 100% of the Sentinel cards of the group that her is briefing.
- Every Rail worker must ensure that the COSS swipes their card in and out of the shift.

**Any COSS that does not swipe every group member into Sentinel, will be investigated as to why they are not following the Sentinel Scheme rules.**

**Network Rail and Tier 1 clients are making this a priority.**

# Safety briefing links

## Safety Central

- Network Rail share updates of recent incidents, accidents and best practice advice online. Please get into the habit of checking this website for the latest news;

<https://safety.networkrail.co.uk/tools-resources/safety-bulletins/>

## Southern Shield

- Southern Shield is a collaborative safety forum that consists of Network Rail Southern Capital Delivery and its principal contractors. On their website they have useful articles and explain the rules of the Southern Shield charter, which are mandatory on some southern sites.

<https://www.southernshield.co.uk/>

## Resourcing Solutions Monthly briefings

- Add this website address to your browser favourites to ensure that you always have access to the Network Rail Rulebook modules (Via RGS online, standards catalogue) as well as all previous monthly rail briefings.

<https://www.resourcing-solutions.com/health-and-safety-briefings>



# IMPORTANT INFORMATION

For the Latest COVID 19 guidelines follow this link below.

<https://www.gov.uk/coronavirus>



**Coronavirus (COVID-19)**      **STAY HOME** ▶ **PROTECT THE NHS** ▶ **SAVE LIVES**



MATCHTECH 

# Contact the Rail team

**24 hour on call - 07786 265531**

Use this on-call number if you need to contact someone from the company urgently, for example to report an accident / incident or if you are being pressured to do something that you are not comfortable with, such as being asked to exceed the working hours rules etc.

**Store this number in your phone in case of an emergency.**

This number is **not to be used** to query timesheets or to enquire about vacancies, it is an emergency contact number.

- If you would like to suggest a topic for future safety briefings, or need to talk to someone in confidence then email the Rail HSQE manager Joe Christopherson; [jchristopherson@resourcing-solutions.com](mailto:jchristopherson@resourcing-solutions.com)



Report hotline:  
0800 4 101 101

Report textline:  
07507 285 887

Freepost: CIRAS  
[www.ciras.org.uk](http://www.ciras.org.uk)