



January & February 2014

Safety Briefing

Welcome to Resourcing Solutions' January & February 2014 Briefing

Within this briefing there are updates from Network Rail and specific clients. Also included within this briefing are life saving rules, our on call management system, PPE and work safe (refusal to work).

Please ensure that you read this briefing and understand the content. Once you are confident with the content can you please [respond](#) that you have read this briefing.

If you have any comments or questions please email them in to compliance@resourcing-solutions.com.

On Call Management System

Resourcing Solutions operates a fully functional on call management service. The on call management service is run by a team of fully trained and experienced On Call Managers. The core purpose of the on call management service is to measure and manage candidate performance through diligent, proactive investigating.

The secondary purpose of the on call management service is to help achieve our legal and moral obligation to report all accidents and incidents occurring within the workplace. The service also provides a live mechanism to deal with all external forces and worker complaints, which help promotes continuous improvement.

You must report the following to the On Call Manager:

- If you will not be attending work (absenteeism) or will be late attending site
- If you will be leaving site early
- If you are required by the client to exceed your planned hours (risk assessment required)
- If you have an accident or incident (accident, incident, first aid and RIDDOR)
- If you experience an environmental accident or incident
- If your health, safety and welfare has been compromised (work-safe policy)
- If you are expected to work alone (work alone procedure)
- If you have taken any medication (prescribed or non-prescribed)
- If you think a worker is under the influence of alcohol or drugs
- If you have concerns regarding fellow workers' quality or performance on site

The On Call Manager's number is: 07786 265531

Please Note:

If at any time you are unable to attend site you must call the number above. Please do not substitute with another worker without contacting Resourcing Solutions (RSL). Any worker turning up to site that has not been sent by RSL will be turned away.



Work Safe

Any worker may refuse to work on the grounds of health and safety if they feel the health, safety and welfare of themselves, others, including the public has been compromised to such an extent that the risk of performing the task is too high. If your health, safety and welfare has been compromised, you must:

- Stop work immediately
- Ensure all precautions are taken to prevent injury, ill-health or damage to property
- Escalate the issue to an appropriate client representative (person in charge)
- Escalate the issue to the On Call Manager

All workers who use the work safe procedure will not be subject to disciplinary action, unless it is deemed to have been used incorrectly. If the worker is uncomfortable escalating their concern to a client representative, then the On Call Manager must be informed. The worker may remain anonymous throughout the entire process if they wish. If the worker is uncomfortable escalating their concern to the On Call Manager, then CIRAS (Confidential Incident Reporting and Analysis Systems for the UK Rail Industry) may be contacted. CIRAS is an alternative way to report safety concerns that you feel unable to report through company safety channels.

Personal Protective Equipment

Resourcing Solutions operates a Personal Protective Equipment policy. When or near Network Rail's controlled infrastructure you must wear basic PPE which consists of:

- Head protection (hard hat)
- Goggles
- Foot protection
- Hand protection
- High visibility clothing (Vest, Jacket & Trousers)

Additional PPE will be issued subject to client requirements or by a risk assessment.

Each contractor must:

- Wear PPE as required by legislation or the client
- Inform the On Call Manager of a lack of PPE or damaged/deteriorated PPE
- Exercise the work-safe policy if PPE is non-existent, does not fit or is considered inadequate
- Use, clean and store PPE effectively and in-line with all health and safety information
- Report all PPE that is ill fitting
- Not modify, interfere or misuse PPE
- Co-operate with PPE audits performed by Resourcing Solutions' representatives

Exemptions

- Male members of the Sikh religion from wearing a safety helmet, providing that a turban is worn.
- Personnel driving or operating machines from within a covered cab will be exempt from wearing their safety helmet.
- Any persons working in water, mud or snow will be exempt from wearing standard footwear with ankle support and will be provided with wellington boots with steel toe-caps and mid-sole protection.



Life Saving Rules

Driving



Always wear a seat belt while in a moving vehicle and always obey the speed limit.



Never use a hand-held device or programme any hands-free device while you are driving a road vehicle.

Taking Responsibility



Never undertake an activity unless you have been trained, assessed as competent and have the right equipment.



Never drive or work while under the influence of drugs or alcohol.

Contact with Trains



Always have a valid safe system of work in place before going on or near the line.

Working with Electricity



Always have a valid permit to work where required.



Never assume equipment is isolated – always test before touch.



Always test before applying earths.

Working with Moving Equipment



Never enter the agreed exclusion zone, unless directed to by the person in charge.

Working at Height



Unless it is clear other protection is in place, never work at height without a safety harness.



Always use equipment for working at heights that is fit for purpose.



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COSS CRP Course and Briefing – Part 2

Briefing on the use of Seaward Live Line Tester and Proving Unit

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Who does this affect?

- All COSS CRP Training Providers
- Sponsors of COSS CRP holders



What is changing?

This briefing note is a follow up to the 'heads-up' briefing notes sent out on 10 December.

From 1 March 2014 the COSS CRP course will be amended to include material relating to the Seaward Live Line Tester and Proving Unit. This will be included in both initial and recert training materials.

In order to facilitate adherence to the 'Test before Touch' Life Saving Rule so far as it is applicable to dc conductor rails, there is a requirement to brief all existing COSS CRP competence holders to make sure they can use the Seaward LLT safely and effectively. To achieve this there will need to be an adequate number of designated briefers throughout the industry.

Network Rail will be delivering a programme of 'train the briefer' events at five of its Workforce Development Centres in January and February. On completion of the event, the designated briefer will be given authority to brief COSS CRP holders on testing the conductor rail using the Seaward Live Line Tester. The designated briefer will also be given the means to notify Sentinel of a completed briefing event in order for the COSS CRP holder(s) concerned to be awarded with an endorsement competence 'COSS CRP LLT'.

The 'train the briefer' events are required to be attended by a nominated briefer.

When is this happening?

The programme of 'train the briefer' events commences on the 6 January 2014 and will be taking place at the following Workforce Development Centres:

- Paddock Wood
- Woking
- Romford
- York
- Warrington

Every effort has been made to ensure that appropriate locations have been targeted to maximise access to these events to the industry. Each briefing session will be approximately 1 hour in duration.

A full list of venues, dates and times can be found towards the end of this briefing.

All applicable COSS CRP competence holders must have attended a brief by 30 September 2014.

8

Maximum number of delegates permitted on the course

1

Briefing duration (hours)



COSS CRP Course and Briefing – Part 2

Briefing on the use of Seaward Live Line Tester and Proving Unit

What action is required?

Sponsors/Training Providers

Sponsor/training providers should complete the Briefer Nominated Form (attached) for each nominee you require to attend one of the 'train the briefer' sessions. The criteria for becoming a designated briefer are set out on the form. Additionally, you will need to select a 'train the briefer' event for each of your nominees from the timetable provided in this briefing note. Please scan the Briefer Nomination Form and attach it to an email, providing details of the preferred venue, date and timeslot required to the designated point of contact for the selected venue.

Note: The original completed Briefer Nomination Form must be taken to the 'train the briefer' event by your nominee.

Briefers

The role out process to enable the implementation of the use of the Seaward Live Line Tester (LLT) has been designed to minimise the impact on the industry and to maximise opportunities for COSS CRP holders to receive the LLT briefing.

If you are nominated to become a briefer and meet the specified pre-requisites stated in this briefing note; once you have attended a 'train the briefer' event you will be registered as a designated briefer for LLT and will be permitted to onwardly brief colleagues who are required to obtain the briefing in accordance with their COSS CRP competence.

Any briefings you conduct should be arranged and managed locally.

Trainers

It is not a mandatory requirement for trainers to be designated briefers, however if you require a COSS CRP trainer to become a designated briefer with the authority to deliver the briefing to COSS CRP holders (including other trainers) they must attend one of the 'train the briefer' events.

Trainers who currently hold the capability to deliver COSS CRP training will need to complete one of the following options in order to maintain the capability to deliver COSS CRP training after the 1 March 2014.

1. Attend a 'train the briefer' session; OR
2. Receive a briefing from a colleague who has attended a 'train the briefer' session provided by Network Rail and who has been registered as a designated briefer.

The only COSS CRP trainers exempt from the above are those who currently hold one of the following competences:

- LB 3rd R St-I – Level B: Testing & Strapping
- LA 3rd R PA-I – Level A: Procedure A
- LA 3rd R PB-I – Level A: Procedure B
- LA 3rd R PB-IM – Level A: Procedure B Merseyrail

Trainers and briefers who have attended one of the Network Rail 'train the briefer' events will be registered with Sentinel and will hold the capability to onwardly brief COSS CRP holders and register them via Sentinel. Trainers will also hold the capability to include the delivery of LLT in conjunction with initial and re-certification training events from 1 March 2014.

Current COSS CRP Holders

Holders of a current COSS CRP competence must attend a briefing before 30 September 2014.

COSS CRP competence holders who also hold at least one of the following are exempt from the briefing:

- LB 3rd R St-I – Level B: Testing & Strapping
- LA 3rd R PA-I – Level A: Procedure A
- LA 3rd R PB-I – Level A: Procedure B
- LA 3rd R PB-IM – Level A: Procedure B Merseyrail



COSS CRP Course and Briefing – Part 2

Briefing on the use of Seaward Live Line Tester and Proving Unit

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COSS CRP LLT endorsement competence

Attendance of a LLT briefing will result in the award of COSS CRP LLT endorsement competence, aligned to the expiry date of their existing COSS CRP competence.

Anyone holding one of the 4 DC lines competencies (shown above) and COSS CRP will receive this endorsement on their sentinel record. This will be done automatically by Sentinel by 31 January 2014.

Anyone successfully completing COSS CRP Initial or recertification training from 1 March 2014 will be awarded COSS CRP LLT endorsement competence and NOT COSS CRP.

What happens if a COSS CRP holder fails to obtain a COSS CRP LLT briefing?

From 30 September 2014, COSS CRP will no longer exist as an endorsement competence to COSS and will be replaced by COSS CRP LLT.

Any individuals whose Sentinel profile shows COSS CRP will have this taken down and they will need to attend initial training on COSS CRP to obtain the COSS CRP LLT competence.





Working Near Ditches, Drains & Other Watercourses

Recently on the Reading Outer Relock & Immunise (RORI) Project, UTX works took place adjacent to a small watercourse. Due to space and access restrictions, spoil from the UTX excavation was placed in the watercourse, with the intention of removing it at a later date.

This action was a potential breach of legislation and showed poor planning of the task being undertaken. National legislation requires that all works in, over, under or within 8 meters of the top of bank of a 'main river' require a Flood Defence Consent from the Environment Agency, or if the watercourse is defined as an 'ordinary watercourse' consent should be sought from the Local Authority or Local Drainage Board.

The status of a watercourse or ditch is not always easy to classify. Some watercourses classified by the Environment Agency as 'main rivers' run dry for part of the year. Therefore it is vital to ensure that all works adjacent to watercourses, ditches and drains are planned in enough time and detail to allow the works to be carried out with minimal risk to the environment.

It is important to note that one of the most common sources of contamination from construction sites is silt solids and that even minimal amounts of silt – the equivalent of half a tablespoon of silt mixed into a bath full of water – is classed as pollution and can result in prosecution.

The watercourse on the RORI Project was located upstream of a fishery, and although no pollution or contamination was created by the activity, the potential for a serious environmental incident was evident.

ALL WATERCOURSES, REGARDLESS OF THEIR LOCATION AND CLASSIFICATION HAVE THE POTENTIAL TO ACT AS POLLUTION PATHWAYS



Location of watercourse, UTX and spoil



READING DELIVERY UNIT

Due to Flooding please beware of the added risks of Weil's disease, missing catch pit lids and missing cable route lids.



Make sure that you wash your hands before eating or smoking.

If you have to go into flood water be sure of your underfoot conditions and where you are going to step.

Remember if it's not safe don't do it.



Network Rail

READING DELIVERY UNIT

Urgent Safety Alert

Due to Flooding between Twyford - Taplow there is a risk of electrocution from the 650v supply.



Hazard

Do not go into or stand in any flood water or touch any location cabinet between Twyford – Taplow.

Unless you have permission from:

Jamie Heaton 07825 969260 or

Corin Singh 07713301547

This safety alert is in force until further notice.



**This Letter is for the attention of:
Network Rail Staff, Principal Contractors and
Contractors who deploy OTP / Construction plant for
lifting duties**
December 2013

RE: Planning of Lifting Operations

Dear Colleagues

This Communication supersedes all other communications relating to the Lift Planning TNC (13389) that is currently in place. (13390)

In April 2013 Network Rail issued an industry wide Temporary Non-compliance (TNC 13389) against the current competence for Lift Planning. The purpose of the TNC was to help transition the Industry to the New Sentinel Lift Planning Competence. This Sentinel competence has been designed to bring us into complete alignment with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

We are now approaching the TNC expiry date of 01 January 2014 and it has been identified that some parts of the Industry (including parts of Network Rail) will not be ready for the TNC closure. This communication is intended to clarify the position of Network Rail and provide guidance on actions the Industry is required to take to address any risks.

However, if you **will** have sufficient Sentinel Competent Lift Planners to fulfil your work bank, you are not required to take any further action.

TNC Expiry Notification

Following the expiry of the Lift Planning TNC on 01 January 2014, there **will not** be any further National TNC Extensions and anyone who holds the Old (pre-sentinel) Lift Planning Competence **will not** be allowed to create or amend Lift Plans.

Any parts of the Industry that will not have achieved the minimum number of Lift Planners to fulfil their work bank requirements by 01 January 2014 may wish to submit an individual TNC application to the Professional Head of Plant & TR+S. If the TNC is granted, this will allow Lifting Operations to continue under the following concession.

This concession will be limited to a period from 01 January 2014 to 31 March 2014.

Concessions granted under an individual TNC (if approved)

Individuals who have completed the new Sentinel Lift Planner Training Course and are at the Mentoring Stage, will be allowed to create and amend Lift Plans from 01 Jan 2014 to 31 March 2014.

Please note:

Individuals who have not undergone the new Sentinel Lift Planner Training and hold the Old (pre-Sentinel) Lift Planning Competence, will no longer be able to create or amend Lift Plans as of 01 Jan 2014.

Crane Controllers will no longer be able to create or amend Lift Plans as of 01 Jan 2014 if they do not hold the new Sentinel Lift Planner Competence. Therefore, adequate on-call arrangements should be put in place.



Network Rail Safety Bulletin

NR310 Extreme Weather Conditions

For the attention of: All railway industry staff.

We have all seen the recent extreme weather conditions, with the worst storms and flooding in recent memory causing damage across the country.

These extreme winter conditions bring with them extra risks to railway workers.

Action required:

Please take time to consider those risks and any special precautions you might need:

- **Flood or coastal water - Deep, fast flowing, hidden objects or holes?**
 - Check the depth
 - Use buoyancy equipment
- **Flood water - Health risks from contamination by sewage?**
 - Wash exposed skin before eating, drinking or smoking
 - Cover cuts and broken skin
 - Use PPE, and regularly launder it
- **High wind speeds – Could this force you into an unsafe position?**
 - Check your safe system of work
- **Flying debris and branches - Can you work safely?**
 - Stand down if it is unsafe to work

Remember, getting everyone home safe every day means we must always work safely, especially in extreme conditions. Never undertake a task unless you have the correct training and equipment. Keep checking for emerging risks.

Report close calls and if in doubt use the Worksafe Procedure.

Your health and safety is vital as we work to protect and restore the network.



On Track Plant - Lift Planning

What is the Problem?:

Whenever a lifting operation is to be undertaken the requirements of LOLER (Lifting Operation & Lifting Equipment Regulation 1998) needs to be met.



One aspect that must be met is that every operation needs to be planned properly by a competent person. In the wider Construction Industry, a competent person for Lift Planning is an Appointed Person.

On Network Rail, any lift that is to be carried out by OTP needs to be planned by a person with “Sentinel Lift Planning Competence”.

Crane Controllers and persons with old pre-Sentinel Lift Planning Competence cannot create or amend Lift Plans if they do not have the new Sentinel Lift Planner Competence

Competence for OTP Lift Planning

From 1st Jan 2014 persons who do not hold new Sentinel Lift Planning Competence cannot create or amend plans.

Activity	Competence when working on Network Rail managed infrastructure	Equivalent competence / terminology used in:	
		LOLER	Construction Industry - BS7121
Produces and authorises lift plan	Lift Planner	Competent Person	Appointed Person
Amends and authorises lift plan on site	Lift Planner	Competent Person	Appointed Person
Safe control of lifting operations	Crane Controller	'Appropriately Supervised'	Crane Supervisor
Attaches/removes an accessory for lifting	Crane Controller or Slinger	Load Handler	Slinger/Signaller
Relays crane controller commands	Slinger	No equivalent term specified	Slinger/Signaller
Provides guidance for the movement of vehicles off track when manoeuvring	Banksman <i>Does not include lifting operations</i>	No equivalent term specified	Banksman <i>Does not include lifting operations</i>



The Industry Temporary Non Compliance (TNC13389) has now expired and no longer applies from 1st Jan 2014. This allowed a transition period for the industry to train lift planners in the new sentinel competence.

What is considered when planning a lifting operation?

Infrastructure Plant Manual P503 – Planning for lifting operations

Identify all potential site hazards (see also [NR/PLANT/0200/module P502](#)) including overhead obstructions such as 3rd party power lines crossing the railway;

- Make sure that lifting equipment will be fitted with a load limiting device or a rated capacity indicator (RCI) as appropriate;

Select suitable lifting equipment and accessories for the lifts to be undertaken;

NOTE All hydraulic lifting accessories should be fitted with burst hose protection, and all accessories for lifting should comply with the requirements of [RIS-1701-PLT](#).

- Include the weight of any lifting accessory as part of the load to be lifted;
 - Make sure that lifting equipment will not be loaded beyond its safe working load (SWL). Consider for example:
 - the radius, cant and/or gradient on which lifting equipment will be placed or will travel;
 - the weight and balance of the load(s) to be lifted;
 - any potential adhesion between the load and the ground when first lifting;
 - Consider the height to which a load and jib (boom) will be raised with regard to ground or overhead obstructions;
 - Assess any over-sailing of other parts of the infrastructure or third party property and identify appropriate controls to protect persons and property;
- Apply the requirements of [NR/PLANT/0200/module P508](#) if using a MEWP;
- Provide appropriate protection or working clearance to adjacent open lines in accordance with [NR/PLANT/0200/module P501](#).
- Give adequate consideration to the suitability of ground conditions (e.g. drains or culverts) and the need for lifting or carrying of loads whilst on structures (e.g. platforms and bridges);
- Identify a crane controller or competent person to supervise the lifting operation in accordance with [Section 2 of NR/Plant/0200/module P503](#)
- Make sure lifting equipment will be confirmed as being in date when the work is due to be done;
 - Undertake a thorough risk assessment to establish the ground bearing capabilities when using plant with outriggers.

If a Crane Controller cannot undertake the lift on site according to the requirements of the Lift Plan and needs the plan amended, unless they have the new Lift Planner Competence, they cannot make changes to the plan.

Adequate on call arrangements to a Competent Sentinel Lift Planner may need to be put in place to address amendments required.



Network Rail Safety Bulletin

NRS 311 - Staff injury near Cardiff, 17th February 2014



3-tonne trailer dropped from crane



Failed lifting strop

A rail plant haulage contractor collecting rail trailers and other plant from an access point at Lisvane on the Cardiff/Rhymney Line was seriously injured when a lifting accessory failed.

The lifting sling used to suspend the trailer from the lifting hook of the lorry crane failed catastrophically, dropping the load, which then fell towards the operative, striking his upper body and forcing him to the ground. He was working alone and was trapped. The driver of a passing train made an emergency call and stopped to help.

Immediate checks have found that inappropriate lifting accessories are in wider use. An Investigation is underway and learning that emerges will be shared promptly.

Immediate action required by all Principal Contractors, plant hire hauliers and Network Rail staff involved with loading:

Check that all lifting accessories have an in-date test certificate, or tag / label confirming an in date inspection

Quarantine any lifting accessories which do not have current certification or which appear damaged in any way

Plan and agree all lineside plant deliveries/collections in advance. All plans must take account of LOLER, adjacent open lines, working at height and lone worker risks

Principal Contractors should spot check plant haulage and loading as part of an effective assurance regime



Lessons Learnt: Local & Formal Investigations



Date: 7th January 2014
Issued By: Infrastructure Projects Southern S&SD,

Issue Number: Southern 001

Title: Gatwick 750v DC ETE cable flashover event 3rd December 2013

For further information contact Adam Parker, Head of Safety and Sustainable Development Southern.
Adam.Parker2@networkrail.co.uk



Description of event

In order to provide access to a sub-station 2 sections of Palisade fencing were removed and leant against the remaining compound fencing. The fence panels were not secured in any way to prevent them from falling or being moved.

At some point over the following weeks one section of fence was moved again; only this time it was left resting on a 750v DC ETE cable.

Later in the programme operatives running signal tail cables saw a flash and the above damage was discovered – one of the fence panels had pierced the insulation of the 750v DC ETE cable, resulting in arcing and burning and damage to the panel.

Examples of control measures:

Before storing equipment in the vicinity of surface cables ensure that they do not sit on top of the cables

Wherever possible carry out the work when the cables/ services are isolated or disconnected.

If possible move the cables temporarily **without damaging them** from the area where work is to be carried out when isolated.

Protect existing cables with inverted trough, supported timber sheets or use cable/hose protection ramps.

Lessons Learnt

Reinforce the life saving rules.

Always ensure that when storing fencing panels that they are secured and not stored on top of Power cables

Always treat cables as live until proved otherwise.

Undertake a site survey and risk assessment to identify all risks associated with work near to all cables/ services/obstructions

Never rely on insulation as being 100% safe

Raise a permit to work identifying where the cables/ services/ obstruction are in relation to the work.

Detail in the Task Briefing Sheet the risks and identify any control measures. Include accurate drawings/ photographs of the area.

Wherever possible the cables/ services are protected or the obstructions removed before work commences

Consider using temporary warning signage



Network Rail Safety Bulletin

High Visibility Coats and Jackets with Hoods

For the Attention of: All Network Rail Employees, Principal Contractors and Contractors who may go lineside.

Background:

It has come to our attention that new High Visibility coats and jackets are being supplied with hoods attached. This Safety Bulletin highlights the dangers of wearing a hood lineside.

A hood will reduce your ability to hear the sound of an approaching train or any other vehicle operating on the infrastructure. A hood will also impair your sight by limiting your peripheral vision. Anything that reduces your vision and/or hearing is likely to increase the time to respond to an approaching train and **must not** be worn on or near the line or lineside.

Immediate action required to all persons affected:

If you order a new High Visibility coat or jacket **the hood must be removed immediately** so that it is not worn on or near the line or lineside. The hoods being supplied are detachable by 'pop buttons', so it can be easily removed.

Key Message:

If you have to go lineside it is unsafe to wear a hood of any kind. Hoods impair or reduce your sighting and hearing of an approaching train. Please remove the hood immediately from any new High Visibility coat or jacket if, at any time, your duties require you to go on or near the line or lineside.

Pop button allows the hood to be detached from the coat or jacket.

