

Safety Briefing

December 2015



Resourcing
Solutions



Welcome to Resourcing Solutions' December 2015 safety briefing

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- Access Gates Locations
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Action required

After reading this briefing, you are required to respond. Please see details of how to do this at the end of the briefing.





Our Lifesaving Rules

Safe behaviour is a requirement of working for Network Rail.
These Rules are in place to keep us safe and must never be broken.
We will all personally intervene if we feel a situation or behaviour might be unsafe.

Working responsibly



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Always use equipment that is fit for its intended purpose.



Never undertake any job unless you have been trained and assessed as competent.



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

Working with electricity



Always test before applying earths or straps.



Never assume equipment is isolated – always test before touch.

Driving



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always obey the speed limit and wear a seat belt.

Working at height



Always use a safety harness when working at height, unless other protection is in place.

Working with moving equipment



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



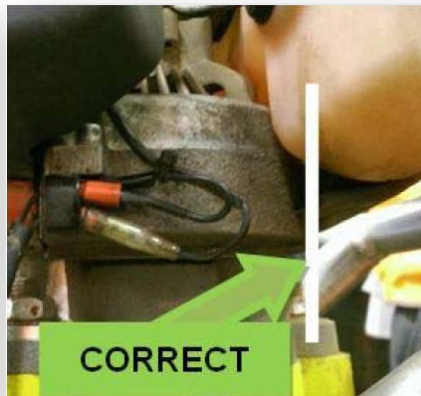
Robel Orbital Hand Tamper Failure - Remedial Action

Overview

Following the suspension of the Robel 62.05 and 62.05HY orbital tampers on the 12 November 2015 further investigation has revealed that some engine driven Robel tampers have been fitted with incorrect fan housings during maintenance/repair.

The **incorrect** fan housing can be identified by its sloping diagonal sides located on the base of the fan housing. This equipment must be removed from service, quarantined and returned to Torrent or Robel, dependent upon who owns the product.

The **correct** fan housing can be identified by its vertical side extending to the base of the fan housing. Some of these variants are also manufactured in polished aluminium. These units may be returned to service and used in accordance with standard operational procedures and pre-use inspections.



Immediate action required

- All 62.05 machines fitted with the incorrect fan housing, identified by its sloping diagonal sides located on the base of the fan housing, must not be used and must be removed from service, quarantined and returned to Torrent or Robel for rectification.
- All 62.05 machines fitted with the correct housing and all 62.05HY variants may return to service when used in accordance with standard operating procedures.
- If you are in doubt about whether the equipment is safe to use do not use it
- and seek assistance as below.
- For assistance please contact one of the following representatives:
- Torrent Trackage Limited
- Robel UK
- (Tim.stafford@Plasser.co.uk)
- Your Route Rail Plant Support Engineer



Access Gates Locations

RELIEFS & GOODS

ACTON MAIN LINE STATION – RELIEFS – W3 0BP
ACTON YARD – GOODS – W3 0BP
DAWLEY ROAD - RELIEFS – RRAP – UB3 1EH
EALING BROADWAY STATION – ALL – W5 2NU
HANWELL STATION – RELIEFS – W7 3EB
HAYES STATION - RELIEFS – ALL – UB3 4BX
HAYES TARMAC – HAYES GOODS LOOP – RRAP – UB3 3LZ
IRON BRIDGE – RELIEFS – UB1 3EG
KENSAL WASH – CARRAIGE LINE 1 – NW10 5JD
LONGFIELD AVENUE – RELIEFS – W5 2AE
MARCON BUS DEPOT – SIDINGS- W11 1AB
NOEL ROAD – ACTON YARD – W3 OJP
OLD OAK COMMON SOUTH – NW10 6ED
OLD OAK COMMON NORTH – OLD OAK COMMON DEPOT – NW10 6ED
PIGGERIES - RELIEFS – RRAP – UB7 8HY
PLASSERS LEVEL CROSSING – GREENFORDS – RRAP - W13 QJT
SOUTHALL STATION – ALL – UB2 4AA
SOUTHALL CAR PARK – RELIEFS – UB3 3AD UB1 9BQ
ST LEONARDS ROAD BRIDGE – RELIEFS – W5 2TU
SWALLOWFEILD WAY - RELIEFS – RRAP – UB3 1RQ
WEST EALING STATION – ALL – W13 0NL
WESTERN AVENUE – POPS – W3 6TY
WESTBOURNE PARK OLE DEPOT – SIDINGS – NW10 5NT

MAINS

ARCHIE CLOSE – MAINS – RRAP – UB7 9GE
BARLBY ROAD – MAINS – NW10 5LN
BRENT ROAD – MAINS – UB2 5FD
CHURCH ROAD – MAINS -
FRIARY ROAD – MAINS – W3 9EH
GRAND UNION CANAL – MAINS -
HANGER LANE – MAINS – W5 2ED
HAYES DOWN SIDE – MAINS – UB3 4FN
HAYES FEEDER – DOWN AIRPORT – RRAP – UB3 4PU
HORN LANE – MAINS – RRAP - W3 0BP
JACOBS LADDER – MAINS RRAP – W13 0NL
NOEL ROAD – MAINS – W3 9QF
PADDINGTON PLATFORM 1A – MAINS - PADDINGTON STATION – W2 6HU
PERRY AVENUE – MAINS – W3 6YH
RANLEIGH CAR PARK - ROYAL OAK SIDINGS, PADDINGTON – W2 6HU
SOUTHALL DOWN SIDE – SOUTHALL SIDINGS – UB2 4AU
SOUTHALL WEST – SOUTHALL SIDINGS – UB2 5AT
SUBWAY JUNCTION – MAINS – W2 5EB
ST ERVANS – MAINS – W10 5QA
WEST EALING WAITROSE CAR PARK – MAINS – W13 0NL

KEY – WITI OOCA



Hazardous Substances

During excavation works in the WEA ATS compound, a Livis workgroup (Balfour Beatty) uncovered several unmarked glass bottles. An Operative handled one of the bottles resulting in burns to his safety gloves and trousers due to the bottles being covered in a corrosive substance. Full PPE was being worn and no burns were sustained to his skin.



Be careful out there and ALWAYS wear your PPE.



Saxilby - Three Years On

Overview

It is three years since our colleague, Scott Dobson, died at Saxilby. The lessons learnt in an organisation following a serious accident can fade after time so we asking you to reflect again on the accident. We would like you to challenge yourself, your team and your manager on how well you have learned from the underlying causes of Scott's death. A near miss report last year near Liverpool indicated the inadequate safe systems of work are sometimes still used. Scott was the COSS for a workgroup 'snagging' at the site of newly installed track at an underbridge. The workgroup drove to the access point at the underbridge, where Scott briefed them on the safe system of work (SSoW) for the first work activity.

The Track Quality Supervisor then identified remedial works that were required around the timber sleepers voiding on the Down Gainsborough line.

Working within a Line Blockage of the Down line, they initially worked on the cess rail before moving across to work with vibrating hammers and shovels on the six foot rail, with Scott acting as Site Warden. The SSoW did not protect this part of the work. During the course of this work Scott was struck by a train on the adjacent Up line.

Underlying causes

A SSoW had not been implemented for the task that was being undertaken at the time of the accident and Scott was standing in an unsafe position as the train approached. None of the staff challenged the absence of a SSoW or each other's actions of working within an unsafe area. The supervisor did not challenge Scott on the lack of briefing prior to the second work item commencing and the absence of a SSoW. There was a lack of possession strategy with no integrated line blockage plan between the various contractors working on the project. Scott had been involved in two other incidents in the two months preceding the accident, but there had been no effective action taken by his Sentinel sponsor in response to this. Scott's Sentinel sponsor had no effective performance review regime for managing the competence of people it hired for work on Network Rail infrastructure.

Key message

The investigation has led to a number of improved controls including new Sentinel and the supporting scheme rules and Safe Work Leader. Please discuss how confident are you that the controls implemented for any work you are involved in address the underlying causes above. In this accident work was undertaken on the six foot rail that was unplanned and not undertaken with both lines blocked. Are there circumstances where work you are involved in is similarly unprotected?

What could you do to check that work you are involved with is planned and undertaken safely? Are safety conversations and inspections planned and undertaken for your activities? Where there are alleged breaches of the Sentinel Scheme Rules are you managing temporary take downs of competence or suspensions in accordance with the revised rules? The RAIB investigation report into the accident is available on their website.



OLE Safety Alert – New Wire runs on the Relief Line/Points 8210/Up Airport

Carillion's OLE team are running new Catenary wires weekends 39/40.

Wire Run **O** will have the following limits:

Down Relief from Structure J17/34 London Side of Dawley Road Bridge to J19/06 Country side of Eastern Flyover

Wire Run **L** will have the following limits:

Down Relief from Structure J18/37 to J18/57 on the Up Airport

Wire Run **S** will have the following limits:

Down Relief from Structure J18/52 to J18/66 on the Up Airport

Post Installation of these Wires,
further Pre-planned OLE construction activities will be taking place on these wires.

These & only works that have been approved by Network Rail may continue outside of possessions unless pre-agreed by the Network Rail Project Team.



Access Gates

During the few days we have experienced a significant increase in the number of Access Gates that have been found open / unlocked. Everyone is required to close and lock access gates after accessing / egressing site. This rule also applies to locations where there are two sets of gates, i.e. Outer Gates into a compound, and Inner Gates onto the Tracks.

Except when staff / machines etc. are accessing / egressing, ALL Gates (Inner and Outer) must be closed and locked. In addition to providing security, the Inner Gates also provide an ALO barrier. The pictures below were taken at Middlegreen Road yesterday.



Work Groups should not leave a Compound until ALL Gates have been secured.

FAILURE TO CLOSE AND LOCK ACCESS GATES WILL LEAD TO ACTION BEING TAKEN AGAINST THE INDIVIDUAL, OR INDIVIDUALS CONCERNED. IT IS A CRIMINAL OFFENCE TO LEAVE AN ACCESS GATE OPEN and / or UNLOCKED.



Uncontrolled discharge of pressurised systems

Overview

On 6 May 2015 at Didcot, a telecommunications facility gaseous fire suppression system was inadvertently activated during replacement of the fire alarm panel. ORR served an Improvement Notice on Network Rail for non-compliance with the Health & Safety at Work etc. Act 1974 and the Pressure Systems Safety Regulations 2000 (PSSR 2000). As a result of the incident an Operational Property National Action Plan has been created to ensure compliance with PSSR 2000.

The regulations apply to a wide range of systems and this risk was highlighted recently when Sainsbury's were prosecuted after a coffee machine exploded in a store injuring seven people. We need your support in identifying equipment so that we can gain compliance to the regulations, in particular in locations such as station premises and office canteens where items such as gas canisters attached to pipework through to coffee machines need to be identified.



Sainsbury's coffee machine injures 7 people



Drilling & Clothing Entanglement

An operative has had their hand amputated above the wrist after his clothing became entangled on the rotating parts of the drill he was using. The drill had been mounted on a stand to drill a small 18mm diameter hole -110mm deep)

- The machine is possibly too big for the task; but if such a machine had to be used then shorter 'bits' are available which reduce the oscillation of the bit.
- There is no guard fitted – the manufacturer (Hilti - a DD 200) state that it does not have a guard as the principle is that the equipment should be set up in an isolated state & operated from a standing position.
- The controls are on the top. However, there is no emergency stop fitted.

Action Required:

Contracts must look for any operations where similar equipment is being used & satisfy themselves that appropriate controls are in place to mitigate risk. Controls may include;

- Using hand-held drills where release of the control stops the machine (although this then has implications for control of HAVS)
- Guarding (although there may be none available)
- Remote operation with strict control/supervision to ensure that nobody approaches the machine while it is in operation.



Note –
Whilst a Hilti Drill is shown in the picture
this risk can be associated with many
types and brands of equipment



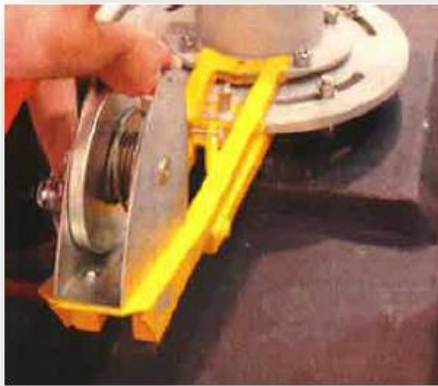
Dorman Lightweight Signal Winch

Overview

Whilst lowering a Dorman Integrated Lightweight (Hinged) Signal (that weighed approximately 125Kg) the Dorman Winch (Network Rail product approval number PA05/O5571) failed which resulted in the Signal to fall.

All SSL projects that use the Dorman Winch are required to forward the number of quantities held in stores; their location, details of the next intended usage and details of a point of contact within the project to David Tyson, Operations Tools and Calibration Manager (david.tyson@signallingsolutions.com) to enable David to update the SSL Asset register accordingly.

The Installation teams are to ensure that the winches are used in accordance with the installation manual, all operatives must be trained in use of the winch, the risks and limitations involved in using the winch e.g. maximum wind speed, trapping points etc. Installation, lifting winch technical information must be available to all users of the winch including Sub- Contracts where appropriate. Prior to winching all personnel must be excluded from the exclusion zone which should be greater than the collapse zone of the signal in question. Control measures such as these should be identified within the associated site specific Risk Assessments and Task Briefing Sheets.





iLS Lifting Winch Operation

This safety pause has been issued to improve awareness of the Unipart Dorman iLS Lifting Winch operation. Misuse of the Winch may cause serious injury to persons during its operation in the field. Unipart Dorman have been made aware of an incident experienced by our Customer Siemens, during the operation of our iLS Winch.. Following the incident, Siemens issued a Safety Alert (ref:127 / Nov 2015 and Network Rail subsequently issued an additional alert highlighting the operational requirements. Unipart Dorman are investigating the root cause of the incident in line with Network Rails approach, this safety pause is intended to reiterate elements of the operation however; it is imperative that the Winch is operated according to the Unipart Dorman ‘Installation Winch Technical Information Instructions’.

We have listed a series of points below to be followed.

- Equipment must be thoroughly examined and certified by a competent / approved lifting equipment engineer at six monthly intervals – do not use unless certification is available.
- Prior to use the winch and frame assembly should be inspected to check it is free from corrosion. Particular attention should be paid to the winch rope. The winch rope must be in good condition and show no signs of kinks, fraying, and wear, splaying or flattening, and free from dirt and corrosion. To maintain the correct rope lay tension on a stored winch’s drum, its hook should be attached to the tie rod attachment pin on the frame as shown in figure 1. If for any reason the rope lay tension is incorrect as shown in figure 3, the rope must be unwound from the winch drum and re-wound so as the rope lays correctly prior to use as shown in figure 2.
- Users must be trained in its use, risks and limitations e.g. max wind speed safe lowering angle, trapping points etc.
- When required the Trunnion / Trunnion and Signal can be lowered to the horizontal position which is defined as not greater than 90° between the bottom of the moveable portion of the Trunnion and the fixed baseplate as shown in figure 4. The angle of 90° must never be exceeded as this may result in a catastrophic failure of the winching system. Unipart Dorman strongly recommends that the lifting winch is not operated in an environmental condition with wind speeds in excess of 26mph. Any operation of the winch outside of these conditions could lead to catastrophic failure of the winch.
- Installation Lifting winch technical information must be available to all users.
- It is the reader’s responsibility to ensure they have the correct version of the Winch Technical Information Document Reference C64.65161 Issue 3 Jan 2014. If in doubt, please contact Unipart Dorman to verify the current issue status. The manufacturer’s instructions for the winch are located by following the link below; http://www.haacon.de/media/betriebsanleitungen/094297_e_gb_hseilw_s.pdf and responsibility for the up to date issue of this publication is outside the control of Unipart Dorman. It remains the sole responsibility of the end user to ensure they are using the latest version of these instructions by visiting the website

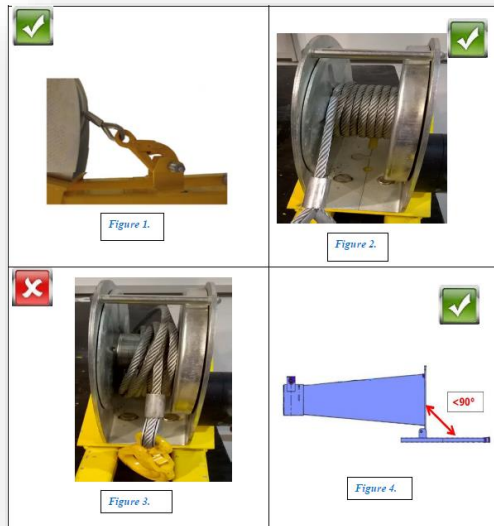


iLS Lifting Winch Operation continued...

Prior to winching all personnel must be excluded from an exclusion zone greater than the collapse zone of the signal in question - the exclusion zone must be enforced by a nominated lookout

Before commencing installation, any local safety requirements affecting the continued safe working environment of the signalling installation and/or the working railway - either directly or indirectly must be carried out. It is the user's responsibility to ensure all necessary risk assessments, permissions to work and preparatory safety activities are correctly completed, recorded as required and adhered to throughout the installation and subsequent life of the signal.

The winching operation must only be undertaken after first setting a safety exclusion zone which only the winch operator enters. The zone should be overseen by a lookout positioned in a place of safety. An assistant may enter the exclusion zone during the winching operation to help with the setting of Trunnion fasteners etc., Whilst in operation, when the signal is initially taken from the vertical position an assistant may be used to provide pressure to the signal to initiate its lowering however; the winch operator must take care to maintain the correct rope lay tension on the winch rope as shown in figure 2. This person must only take instructions from the winch operator and spend the minimum amount of time in the exclusion zone possible.



To reduce the risk of injury the Winching operation must only be undertaken once the above points have been considered. All activity on the iLS and associated Winch Kit must only be carried out by staff deemed competent in their fields by their employer. It is the user's sole responsibility to ensure that the signal and / or winch kit is operated and / or maintained by certificated and competent staff.



Hydraulic Steering Failure

A recent incident occurred (NOT a Carillion site) where the steering failed on a Thwaites 6t swivel dumper. Investigations by the hiring company and the manufacturer have concluded that the nut on top of the suction strainer T104522 had worked loose causing the strainer to fall into the tank and subsequently stop the flow of hydraulic oil to the powered steering. This potential fault could affect 6t, 9t and 10t forward tip and Powerswivel Thwaites dumpers with factory despatch dates from January to October 2014.

Action Required:

Projects should check to establish if any site plant falls within these dates and the suction strainer should be checked immediately. If you do discover a loose one, contact Thwaites or your supplier and a replacement will be issued to enable an effective repair to be carried out. Carillion Managed Plant have checked and taken all appropriate action with all potentially affected dumpers hired through them, but action must be taken to identify and check any other dumpers on site hired or owned by sub-contractors.

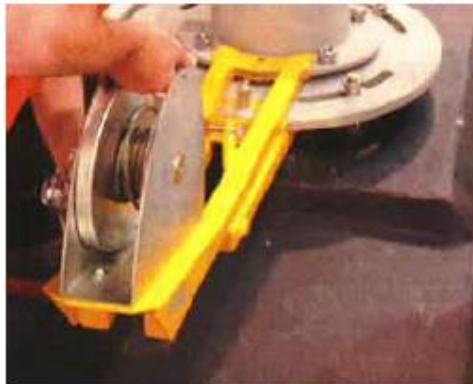




Dorman Lightweight Signal Winch

Whilst lowering a Dorman Integrated Lightweight (Hinged) Signal (that weighed approximately 125Kg) the Dorman Winch (Network Rail product approval number PA05/O5571) failed which resulted in the Signal to fall.

With immediate effect all use of the Dorman Integrated Lightweight (Hinged) Signal Winch is PROHIBITED until Dorman and the LOLER Certified provider have undertaken a thorough examination.



All projects that use the Dorman Winch are to forward quantities held (nil responses not required), their location, details of the next intended usage and a point of contact within the project to Trevor Senior (trevor.senior@siemens.com) by End of Business Wed 02 Dec 15.

A program (details to follow) will be agreed with Dorman and their supplier to have all winches thoroughly examined and a new LOLER certificate issued.

Project Managers are to support this program (details to follow) by ensuring the delivery and collection of winches to the Dorman LOLER Certified provider by the agreed date.

On collection of newly certified winches the Delivery teams are to ensure that the winches are used in accordance with the installation manual, the training required and any control measures identified within the suitable and sufficient site specific Risk Assessments and Task Briefing Sheets.



Think safe, act safe and be safe

Our Safety Vision:

Our vision of “preventing harm to all” is at the centre of our Safety Strategy and is synonymous with our commitment to resourcing and working safely.

We believe that our vision can be achieved if we all develop a safe mind-set, plan our tasks correctly and actively seek ways to prevent incidents. We also believe that behaving in a safe way will also lead to zero accidents. We have devised a set of rules that underpins our vision and are consistent with our mantra. Think safe, act safe and be safe.

Think Safe:

Never start work without the correct plans and permits. The purpose of plans and permits are to ensure that all aspects of the work have been considered and that safety precautions have been put in place. You must know and follow the precautions.

Always ensure you have received and understood a pre-work briefing. A pre-work briefing will tell you about significant hazards, rules and precautions. It will also give you important information, like what to do in an emergency.

Always comply with policies, procedure, instructions and signs. You should familiarise yourself with policies, procedures, instructions and signs. They are designed to give you information and in most instances, to keep you safe.

Always take responsibility of your own safety and that of others. You have a responsibility for yourself and others. It is everyone’s responsibility to prevent accidents, remove hazards or acting in a safe way.

Always check equipment and tools are fit for purpose. Equipment and tooling that is not right for the job or damaged can cause accidents. Ensure the equipment has not been tampered with or has been modified inappropriately. Only use equipment that you are competent to use. This includes protective equipment like harnesses and gas monitors.

Never work if you are unfit to do so. Being fatigued, ill or under the influence of alcohol and drugs (include medication) may impair your judgement and cause accidents. Working excessive hours will cause fatigue. Ensure you have good rest and never double-shift or work excessive hours.

Always plan your journeys. Getting to and from work can be risky, whether this is driving long distances or walking alone. Rushing to get somewhere can also cause accidents. Taking time to plan your journey will help keep you safe.

Never use substances without knowing the hazards. Some substances can be hazardous to health, in that they can cause death, burns and irritation to name a few. Substances should have a datasheet that tells you how it could affect you and ways to prevent harm. Sharps (needles) and dead animals pose a biological hazard, do not touch them. Report this to your Supervisor.



Think safe, act safe and be safe continued...

Always consider the impact of the weather. The weather can cause illnesses, such as flu and skin cancer. Ensure to protect yourself against the weather, like covering up, wearing sun cream, wearing appropriate clothing. Icy ground can cause slips.

Never work alone without appropriate controls. Working alone is not in itself against the law and it will often be safe to do so. Working alone should be treated like all other risks and be planned and include actions in the event of an emergency.

Always check for buried services before breaking the ground. Utilities like electricity, gas and water are commonly buried underground. Striking them can cause death. Breaking the ground often requires a permit. Check the ground by using plans and scanning (CAT scanner) the area.

Act Safe:

Always wear Personal Protective Equipment (PPE). PPE must be worn correctly, well maintained and stored appropriately. Ensure the PPE fits you and is compatible and comfortable. Always report any lost or defective PPE.

Only undertake work you are fit and competent to do. Doing work that you are not competent to do can cause accidents. You may be required to prove your competence.

Always check electricity is isolated before work. Electricity can kill or severely injure. Isolation of electricity should be secure, meaning that it cannot be turned back on accidentally. It is common for permit to work are used.

Never use a mobile phone or speed when driving. Driving requires a lot of attention. Being distracted by using a mobile phone or other devices can cause accidents. Speeding is breaking the law and may result in the death of you or other people. Always adhere to the road safety rules and signs (Highway code).

Always use fall protection. Falling from height can cause death. When working at height, be sure to use all precautions, like harnesses. Do not climb on edge protection or MEWP baskets. Take care not to drop things from height.

Never interfere or misuse anything provided to protect your safety. You are breaking the law if you interfere or misuse anything provided for your safety. If you do, it may not give the desired protection.



Think safe, act safe and be safe continued...

Never enter confined spaces, exclusion zones or excavations without authorisation. High risk areas often require a permit to work and very specific precautions. These places are high risk because they can cause death. Work in these areas must be well planned and controlled.

Never break surfaces before checking what is underneath. Many old buildings may contain asbestos or anthrax. These substances can cause death. Always ensure the location of such substances are known and controls in place.

Always practice good housekeeping and keep the workplace clean and tidy. An untidy workplace can cause accidents and ill health. There are many things that will contribute to an unsafe workplace from poor lighting to inadequate ventilation. An unhygienic workplace can attract vermin that carry diseases. Simple actions (housekeeping) can help keep the workplace safe, this may include moving tripping hazards from walkways, cleaning windows, putting unsafe equipment in quarantine.

Always report accidents, incidents and close calls. Reporting accidents are important, it will often trigger an investigation. The purpose of the investigation is to understand the causes of the accident and in turn learn how to prevent the accident from happening again. Some accidents must be reported to the Enforcing Authorities.

Always follow safety signs and safe walking routes. Staying in safe zones or walking routes will separate you from vehicles, plant and trains. Being hit by a vehicle, plant or train can cause death.

Always maintain good hygiene standards. Having dirty hands can contaminate food and drinks, which could cause illnesses. Cuts and scratches can get infected if you do not keep them clean and covered up. Vermin that carry diseases, which can cause illnesses.

Always use a ladder appropriately. Falling from a ladder can cause serious injuries and even death. You must ensure the ladder is in good condition and on good footing, never over-reach on a ladder and ensure to have three points of contact with the ladder at all times.

Never pick up and carry something that is too heavy. It is not always easy to judge the weight of something. Moving heavy things can cause injuries. Try and use mechanical lifting aids where possible.

Always check your safety is not compromised. If you feel unsafe doing something, you must stop. Report your concerns to your Supervisor. There is a Policy you can use to help in this situation. It is called the Worksafe Policy.

Action required

Once you are confident with the content of this briefing, please respond that you have read it by emailing compliance@resourcing-solutions.com
Thank you.

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