

# Safety Briefing

August 2015



Resourcing  
Solutions

## Welcome to Resourcing Solutions's August 2015 safety briefing

In this edition:

- Life Saving Rules
- Important updates from Network Rail and clients

### 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.

# Site Access is coming soon...

*Protect yourself and your colleagues from danger.*

*Safety is the number one priority.*

*For further information please look out for future updates,  
speak to your line manager or look on our website  
[www.railsentinel.co.uk](http://www.railsentinel.co.uk).*



**Sentinel**  
safer smarter simpler

**NetworkRail**

## Rail Plant: Machine/Crane Control

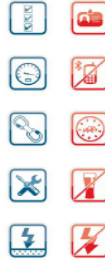
1

### Rail Plant: Machine/Crane Controller

#### Competence arrangements

##### Who does this affect?

- All machine controllers, crane controllers for on track plant and on track machine
- Sponsors of currently competent machine controllers, crane controllers for on track plant and on track machine
- Planners, administrators, and coordinators, planning training events and administering the training assessment notification process for both on track plant and on track machine on Sentinel
- All industry providers of trainers and assessors currently approved to assess machine controllers, crane controllers for on track plant and on track machine
- All responsible and line managers/sponsors of competent machine controllers, crane controllers for on track plant and on track machine



##### Reason for communication/what is changing?

Following a review of the implementation of the On Track Plant (OTP) competence framework and recent feedback from industry stakeholders, it has been identified that the competence for some machine controller and crane controllers for on track plant and on track machines are due to expire on the 25 September 2015.

Investigations established that old National Competence Control Agency (NCCA) Sentinel competence management system records cannot be relied upon to give a true and accurate reflection of initial training or expiry dates.

**Risk:** Individuals' competencies have exceeded the mandated validity (re-assessment) period.

As a result of these findings, Network Rail Head of Plant, Plant Competence Development Group (CDG), and Professional Development and Training (PD&T) have agreed a 12 month extension for those individuals whose competencies will expire on the 25 September 2015.

Network Rail has extended the 8 week maximum time restriction for re-assessment prior to competence expiry. The renewal assessment can now be completed before the expiry date without restriction.

Note: There are no changes to the competence framework or training material supporting the machine and crane controller competencies, and all other competency/assessment requirements remain unaffected by this change.

All assessors shall be aware that the assessment materials are available on the Training Toolkit for the re-assessment of machine controller and crane controller competencies. This includes knowledge assessment, mandatory common question and site surveillance where applicable.

This is to re-emphasise that an Annual Capability Conversation (ACC) must take place every 12 months in order to manage duration of competence and provide assurance mechanisms between the period of initial training/assessment and competence renewal; primary sponsors can

1

### Rail Plant: Machine/Crane Controller

#### Competence arrangements

develop a form to manage the process and guidance will be made available on Safety Central.

This communication also ensures that we are in line with the Lifesaving Rule "Working Responsibly".

##### When will this happen?

The 12 month extension for those individuals whose competences will expire on the 25 September 2015 will be effective from 11 September 2015.

##### What action is required?

- Individuals whose competencies expire on the 25 September 2015 will be required to go through re-assessment
- Primary sponsors shall use a risk based approach using their own competence management systems to prioritise individual's assessments.
- Individuals whom have not been re-assessed the longest must be considered first
- As part of Network Rail assurance process, individual sponsors must demonstrate at a minimum the following percentage of re-assessment within this timeline below:
  - Between 11 September 2015 and 10 December 2015 -25%
  - Between 11 December 2015 and 10 March 2016 - 50%
  - Between 11 March 2016 and 10 June 2016 -75%
  - Between 11 June 2016 and 10 September 2016 -100%

Note: Quarterly reports will be generated to monitor progress of each primary sponsor.

##### Where can I get further information?

###### Key Contacts

For general queries on this update, please contact:

Peter Ellis  
Chair, Rail Plant CDG  
Tel: 07720 513814  
Email: peter.ellis2@networkrail.co.uk

David McCallum  
Training delivery specialist  
Tel: 07917 782973  
Email: david.mccallum@networkrail.co.uk

David Adekitan  
Learning and development specialist  
Tel: 07711 602499  
Email: david.adekitan@networkrail.co.uk

## MEWP Collison

On Sunday the 19<sup>th</sup> July 2015, two MEWPS were being operated in a worksite undertaking OLE adjustment works. On the completion of the works, the two machines were dispatched back to the access point 50 mtrs apart.

The first MEWP came to a stop at the RRAP ready to exit the track. The second MEWP continued to travel and came within 15mtr of the stationary MEWP ad a speed of approximately 5mph.

The operator applied the brake but due to the wet weather, the MEWP continued to slide along the track and a slow speed collision occurred. There was no injury to any personnel and minor damage to the MEWP handrail.

### Learning Actions:

Safe distance between all OTP's when in transit to maintained. This includes maintaining 100m (two OLE structures) from a machine in advance.

When there is a requirement approach another machine i.e: at the site of work, then the MC must stop the machine as a distance of 100m, then approach at caution.

You must be aware of the importance of a change in the weather conditions, gradient, condition of the track, and the impact this has on stopping distances.



## Fatal accident involving a young person

Three teenagers accessed Wrenthorpe Sidings near Wakefield on 11 July 2015 resulting in one being electrocuted and the others requiring hospital treatment.

The facts remain subject to determination by the coroner however initial reports suggest that the teenagers gained access to the railway by climbing over the parapet of a railway underbridge and then under two fences. There was a well-trodden path for the route the teenagers appeared to have taken with a route under the fences having been dug out.

When lineside it is believed that one of the group climbed onto an empty coal wagon and came into contact with the live overhead line (OLE). He fell into the empty wagon and was pronounced dead at the scene. The coal wagons had been stabled in the sidings for five weeks.



Route dug under fencing

## Spare and redundant lineside materials

On Friday 31 July 2015 the Petersfield signaller reported multiple track circuit failures between Liphook and Liss on both main lines and that Liss CCTV level crossing had failed in the lowered position.

Response staff found one of the location cabinets on fire. They removed the fuses and extinguished the fire.

Initial investigation found that a 400 yard length of redundant conductor rail in the cess had moved and come into contact with the live conductor rail at one end and the hand rail of a location case at the other.

The hand rail and location case were earthed together and the current travelled into the signalling supply system.

The redundant conductor rail had not been secured to prevent movement in hot weather conditions.





## OLEC Competences

OLEC Competencies 1-3 are now being incorporated into Sentinel. This will become an authority to work which means from the 1<sup>st</sup> of August, anyone without the prescribed competence on their Sentinel record may be turned away from OLE construction sites.

---

### *The competences*

---

**OLEC 1:** Access OLE Construction Sites

**OLEC 2:** Undertake Basic OLE Construction Activities under Direction

**OLEC 3:** Construct, Renew, Enhance and Modify OLE in accordance with Design Drawings and Specifications

**OLEC 4:** Control and Supervise OLE Construction, Renewal, Enhancement and Modification Activities in line with Specifications

**OLEC 5:** Confirm the OLE is Safe for Operational Purposes between Construction Activities



## Key items of clarification included.....



### OLE Construction Site

Any site on Network Rail managed infrastructure where construction, renewal, enhancements or modifications to the OLE system are taking place. This may be a specific section of a larger construction site.



### OLEC 1 Access OLE Construction Sites

This module is aimed at training persons:

- whose work involves accessing an OLE construction site whilst supporting OLE activities (e.g. machine & crane controllers and others)
- having to accompany others without OLEC certification who are visiting site (not undertaking work) and are at risk from OLE construction or may import additional risk to OLE construction.

The aim of the module is to provide people with a basic knowledge of the OLE system, its components and the working methods associated with construction, renewal, enhancement or modification of OLE assets.

## What now?



### To verify that:

- All staff who work on your worksites are aware of the requirements of NR-L2-CTM-028
- All staff are trained and assessed to the required level of the standard and satisfy the requirements of NR/L2/INI/02009
- Sponsors have provided the competence records of all their practitioners to be uploaded onto Sentinel and will assure that competencies are current and valid for the tasks being undertaken
- Without a valid Sentinel competence, staff may not be permitted to work on a NR OLE construction site after **01 August 2015**



## Network Rail Health & Well Being Strategy

1

### Network Rail Employee Health and Wellbeing Strategy

# Executive Summary

Network Rail exists to generate outstanding value for taxpayers and users by continually improving the railway. Our role is to develop, maintain and operate rail infrastructure in partnership with our customers, suppliers and other stakeholders. Success means being a trusted leader in the railway industry, working with our partners and using our full potential to improve safety, reliability, capacity and value for customers and taxpayers.

Our people's health and wellbeing helps us to unlock this potential. As a vital enabler to innovation, productivity and engagement, health and wellbeing are also key to achieving our safety and sustainability goals.

This strategy sets out a series of principles and measures that, when implemented, will help us to harness our potential by significantly improving management of employee health and wellbeing, both for us and our industry partners.

We aim to radically change our health and wellbeing status and will invest the time over this and future Control Periods to see that it is achieved.



*A railway fit for the future needs a workforce fit for the future.*

Employee Health and Wellbeing

2

## Where We Will Focus Our Efforts

Our strategic approach to health and wellbeing within Network Rail:



● Network Rail commitments ● Individual responsibilities ● Organisational benefits

(adapted with permission from the BITC WorkWell Model)

Our Vision and Strategy: Everyone Fit for the Future 2013 - 2024

3

# Our commitments

To deliver our vision, the commitments point the strategic direction for health and wellbeing.

### Managing a Healthy Workplace

- We will reinforce the role of leaders in managing the health and wellbeing of their people
- We will review our biggest occupational health risks and, working in collaboration with wider industry, implement new technology and smarter working practices to better identify, assess, monitor, reduce and, where possible, eliminate exposure to occupational health hazards for our people and those working on our infrastructure
- We will improve our absence management systems and processes so that our people are supported to stay in work longer and return to work earlier when absence does occur
- We will develop a targeted, risk-based approach to fitness-to-work capabilities and occupational health surveillance programmes so that we are better able to manage safety, identify those at risk and monitor the impact of work on their health
- We will consider the impact of organisational factors, such as workloads, work relationships, resources, job conditions and management of organisational change, on the wellbeing of our people

### Providing Opportunities to Promote Wellbeing

- We will use meaningful data to invest in targeted, long-term and effective initiatives to address the key health issues facing our people, including physical inactivity, obesity, musculoskeletal disorders, work-related stress and the effects of the ageing process, involving our people's families in the solution where possible

- We will provide our people with more opportunities to engage in health and wellbeing activities, encouraging participation and providing motivation to adopt sustained behaviours for good health and wellbeing

### Developing a Supportive Culture of Wellbeing

- We will build on our existing fair culture initiatives so that our wellbeing cultural aims are achieved
- We will increase the recognition and acceptance of personal responsibility for health and wellbeing
- We will regularly report on health and wellbeing in a transparent, accurate and meaningful way

### Providing Guidance, Competencies, Policies and Processes

- We will develop our people's skills so they can manage their own wellbeing, whilst also developing the skills of line managers to support their teams' resilience and wellbeing
- We will have clear, practical and effective policies and processes relating to health and wellbeing
- We will have the necessary health knowledge and skills within our business to achieve our strategic aims
- We will have the necessary systems to identify health trends, monitor occupational health management and show the impact of interventions, as well as providing people managers with appropriate information to better manage the health of their people

Employee Health and Wellbeing

4

# Measures of success

## By 2024, we aim to achieve the following in employee health and wellbeing:

- 99% of our people in safety critical roles will be deemed 'fit to work' within a more rigorous fitness-for-work testing procedure
- There will be no incidences of newly diagnosed or worsening occupational health conditions due to Network Rail working practises
- None of our people will exceed the identified exposure thresholds for occupational health hazards
- We will have 100% compliance with occupational health surveillance programmes
- The proportion of our workforce meeting the recommended physical activity guidelines will be at least 10% better than that of the general working population
- The proportion of our workforce identified as having a low risk of cardiovascular disease will be at least 10% better than that of the general working population
- The proportion of our people reporting a high level of positive mental wellbeing will be 10% better than that of the general working population
- 90% of our people will report not being troubled by their work environment, utilising measurement tools such as the Health and Safety Executive (HSE) Management Standards
- The number of suicides that occur within our workforce will be lower than the comparable national average
- Our sickness absence will be 10% lower than that of comparable organisations assessed by the Chartered Institute of Personnel and Development (CIPD)

For further details, please contact: [healthandwellness@networkrail.co.uk](mailto:healthandwellness@networkrail.co.uk)

Our Vision and Strategy: Everyone Fit for the Future 2013 - 2024

## Site Leader Safety update

### M3 fatal injury briefing

All work involving remotely controlled vacuum excavators must be stopped and not restarted until points below are fully addressed. On the morning of 27<sup>th</sup> of July 2015 a balfour Beatty contractor, working for a subcontractor on the M3 project in Surrey, was killed whilst operating a vacuum excavator (*an example vacuum excavator is pictured below*). Our thoughts and sympathies are with his family and colleagues.

Investigations are underway, and they are working with the authorities to understand what happened. Coming so soon after a death in Hong Kong and after our UK-wide stand-down for safety on Friday, this tragic accident must remind us all again very strongly that we cannot take safety for granted.

We will share learning from this tragic incident as soon as we are able to, but in the interim **all work involving remotely controlled vacuum excavators must be stopped and not restarted until the following points can be satisfactorily implemented in full:**

A full exclusion zone must be established around the operation which must include the operating radius of the boom as a minimum

If anyone has to enter the excavation for any reason, the boom must be moved to a safe position and the machine must be completely isolated

If the remote control is operated through an umbilical cord, this must extend to allow the operator to work



## Sentinel Support Summer Edition 2015



# Sentinel Support Summer Edition 2015

### Sentinel Operations Update

#### OVERHEAD LINE ELECTRIFICATION CONSTRUCTION (OLEC)

Letters have now been issued by the Railway Electrification Delivery Group (REDG) to all training providers and sponsors advising them of bulk upload work to add OLEC competences to card holders profiles faster.

#### COMPETENCE RENEWAL - 8 WEEK RULE REMINDER

You can recertify a competence at any point provided that:

- It isn't within the first 8 weeks of the competence validity i.e. from the start date.
- The first of any required assessments has been logged (Probationary and Interim) in order to take a competence into the recertification cycle and out of initial.

#### 8 weeks before

If you recertify before the competence expiry date, providing points a and b above are met, Sentinel will award a validity period to the competence that is the full recertification lifespan PLUS the number of additional days remaining on the current competency lifespan to a maximum of 56 days (8 weeks).

#### 8 weeks after

You have a grace period of 56 days (8 weeks) past a competence expiry date in which to log a recertification of that competence. The competence will show as expired and is not valid to use, however Sentinel will still accept the training recertification notification against this expired competence. This will then award the full recertification lifespan with a start date from the date that it was logged and not the old expiry date i.e. you will not lose any days from the validity lifespan by using the grace period option.

### Table of contents

Page 1: Operations News  
Page 2: Projects News

#### IMPROVED REPORTING

Sentinel introduced a new quarterly billing process in April which also provides a detailed report on the individuals sponsored by you during that period. This is really beneficial as it means you can reconcile your quarterly bills more easily and effectively. Your Sentinel administrator can find the report in the Sentinel system, called 'Billing Quarterly Sponsored Cardholders Report.'

#### COSS/IWA ALIGNMENT

COSS and IWA are now two separate competences with their own separate re-certification cycle containing a 9-15 month assessment. Guidelines are currently being written to increase support to administrators on how to avoid the need for a data fix. These will be issued directly in due course.

#### CONTROLLER OF SITE SAFETY CONDUCTOR RAIL PERMIT LIVE LINE TESTER (COSS CRP/LLT)

Investigations are currently underway on how to prevent the automatic award of probationary status within the system and will be communicated as soon as possible.

#### FUTURE PROCESS IMPROVEMENTS IN THE COMING QUARTER

- Authentication dashboards to replace current spreadsheets.
- Options for delivery charges for replacement cards.
- Improved helpdesk authorisation processes to speed up card holder experience.

FOR MORE INFORMATION ON ANY OF THESE HEADLINES PLEASE CONTACT THE SENTINEL HOTLINE ON 0330 726 2222

### Sentinel Projects Update

#### INDUSTRY COMMON INDUCTION (ICI)

Network Rail have reviewed ICI and will now mandated this across non-trackside work sites. The main benefits include consistency of control and safety measures across work sites and increased productivity. The mandate officially comes into force from 01 June 2016 to allow you time to train all employees. For more information please go to [www.safetycentral.co.uk](http://www.safetycentral.co.uk) and search for 'ICI'.

#### LONE WORKER MOBILE APP



As of 19 May 2015 the Lone Worker mobile application was approved and made available to all Network Rail staff - including both track-side and non-track side.

To reflect this, a new version of the Lone Worker video has been produced and is due for release by August with a new Lone Worker fact sheet. Both will be made available via [www.railsentinel.co.uk](http://www.railsentinel.co.uk)

#### TRANSPORT FOR LONDON (TfL)

The transition of TfL Rail Subsidiaries to Sentinel is making steady progress. The benefits of both main rail infrastructure organisations being on the same system have already started to materialise around double shifting, authority to work and fatigue management.

TfL are conducting a series of briefings for suppliers to explain more about the move to Sentinel. For further information, please email LUL at [sentinel@tfl.gov.uk](mailto:sentinel@tfl.gov.uk) or visit their website [www.tfl.gov.uk/info-for/suppliers-and-contractors/health-safety-and-environment/supplier-handbook](http://www.tfl.gov.uk/info-for/suppliers-and-contractors/health-safety-and-environment/supplier-handbook)

#### SITE ACCESS

Site Access is technical improvement to the existing Sentinel authentication process to improve workforce safety and will deliver the following upgrades:

1. Enables the workforce to swipe in and out of work to deter double-shifting.
2. Enforce a 12-hour rest rule risk assessment.
3. Record basic fatigue information and also record other key events such as Safety Briefs.

The above will enable the proactive risk reduction of excessive work practices and drive efficiencies to existing processes. The mobile app upgrades have been intuitively designed with effective team management in mind and fit neatly with workers day jobs.

Site Access will not use GPS technology to track or trace individuals, will not link to payment systems and will not replace individuals already responsible for team safety on track.

**SITE ACCESS WILL NOW LAUNCH IN EARLY 2016 TO HELP THE INDUSTRY FOCUS ON THE CHANGES ALREADY UNDERWAY. YOU WILL RECEIVE MORE INFORMATION ABOUT SITE ACCESS THROUGHOUT 2015.**

#### NEXT STEPS

Visit: [www.railsentinel.co.uk](http://www.railsentinel.co.uk)  
Email: [sentinel@networkrail.co.uk](mailto:sentinel@networkrail.co.uk)  
N.B. Please add the headline to the email subject field so we can direct your query to the right person, i.e. Lone Worker, Site Access, etc.

**Sentinel** safer smarter simpler

[www.railsentinel.co.uk](http://www.railsentinel.co.uk)

## SSOWP Paper Work

### The Challenge

It has been brought to our attention that Controllers of Site Safety (COSS) are failing to complete the paperwork in full prior to the work starting and return it.

### The Solution

It is the Controller of Site Safety's (COSS) responsibility to ensure the paperwork is completed in full and returned. Auditing will be taking place of SSOW packs and tool box talks or briefings with repeat offenders.

### The Benefit

The benefit of completing the paperwork will mean the project will be delivered on time the workers will be safe and the Controller of Site Safety (COSS) won't be stood down.





## Train Collision and derailment

On 1 August 2015 at approx. 11.15 a.m. an engineering train travelling at 28mph in a track renewals worksite collided with the rear of a stationary engineering train which was on the same line. This resulted in the locomotive and a further 18 wagons being derailed.

Several wagons and the locomotive sustained extensive damage. Fortunately, the driver of the train was not seriously hurt.

The line was blocked for two weeks while the extensive recovery took place. The incident is being investigated, both by the industry and the Rail Accident Investigation Branch, RAIB. RAIB has issued an Urgent Safety Advice.



## Safety Bulletin – GSM-R not to be used by TOCs and FOCs on HS1 infrastructure

This bulletin informs all Train Operating Companies and Freight Operating Companies that the use of GSM-R cab mobiles for all calls, including RECs, is prohibited on the HS1 infrastructure until further notice.

this restriction will be in place until 'Authority to put in Service' (APIS) is granted by the ORR. It is estimated that authority will be approved in October 2015; until this time Cab Secure Radio must be used as the normal means of communication between signallers and train drivers.

This bulletin does not affect the condition of usage on NRIL infrastructure or the use of maintenance hand portable radios.

# 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](mailto:compliance@resourcing-solutions.com)  
Thank you.

**Compliance Team**

Resourcing Solutions

Thames Valley Headquarters

Ruscombe Business Park

Reading

Berkshire

RG10 9JW

Tel: 0118 924 1639

Email: [compliance@resourcing-solutions.com](mailto:compliance@resourcing-solutions.com)

[www.resourcing-solutions.com](http://www.resourcing-solutions.com)