

Safety Briefing

July 2015



**Resourcing
Solutions**

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Welcome to Resourcing Solutions's July 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.

Giant Hogweed

Giant Hogweed is growing at this time of year and is prevalent in woodland and parks as well as riverside and trackside. The photographs below are of a little girl who was out on a fishing trip with her dad. Whilst he was fishing, she broke a couple of Giant Hogweed plant stems and the sap went onto her hands. The medics expect the little girl to make a full recovery, but she's already spent a couple of days in hospital.



Giant hogweed is a phototoxic plant. Its sap can cause phytophotodermatitis (severe skin inflammations) when the skin is exposed to sunlight or to ultraviolet rays. Initially, the skin colours red and starts itching. Then blisters form as it burns within 48 hours. They form black or purplish scars that can last several years. Hospitalisation may be necessary. Presence of minute amounts of sap in the eyes can lead to temporary or even permanent blindness.

The Wildlife and Countryside Act 1981 makes it an offence to plant or cause giant hogweed to grow in the wild.

Penstock Chambers

Please be aware there are nesting birds and other wildlife at 776A Hockers lane and at 755A Boarly oast penstock chambers.

Please keep away from these areas unless you are required to for work related reasons.



News Bulletin – Monitoring Equipment between 57.697 and 57.720 on the Down (Country end of NDT)

Track monitoring equipment has been fitted to the track between 57.697 and 57.720 on the Down, cabling connects this equipment to a data logger sited on the Up. There is also a solar panel and battery, both the logger and battery are in grey protective plastic boxes. A road cone marks the location.

Please be careful of the cabling if you need to access this area. The equipment will be on site for approximately 4 months.



There are 13 sensors attached to both the Cess and 6 foot bearer ends between 57.697 and 57.720 on the down, cables run back to the data logger on the Up Cess.

News Bulletin – Task Supervisor results of Questions and Answers Session

On the 11th June 2015 a 'questions and answers' session was carried out with regards to the Task Supervisor (TS) competency. The following details the questions raised and the responses.

1. **Does the PICOG have to brief the group if the TS has already given a brief? (DZ)**

If the TS briefing includes everything that the PICOG (Person in Charge of Group) would brief, it has been signed and a copy given to the PICOG then an additional briefing from the PICOG would not be necessary. However, additional site conditions may require additions / alterations to be made. It remains the PICOG's responsibility to ensure a full and thorough briefing has been delivered and each member of the group has understood its content.

2. **What should the TS brief to the PICOG?**

The TS must complete the appropriate documentation and brief the PICOG on its content. The only thing the TS will not be required to brief the PICOG on is the specific elements of the work task that PICOG's group is undertaking. This will be briefed by the PICOG to his/her work group.

3. **Could the TS provide a briefing over the phone instead of face-to-face?**

Currently your training dictates that you must consider the briefee's fitness for duty and collect a signature. This is not practical over the phone and it is considered best practice to do this face-to-face. This topic is currently being discussed at the Infrastructure Rules Working Group. If you would like to raise your opinion please talk to your representative listed at the end of this bulletin.

News Bulletin – Task Supervisor results of Questions and Answers Session

4. Does the PICOG need to be a STS if you are working in a possession with OTP?

If the PICOG is in charge of the vehicle then he/she would be an STS and responsible for the protection. If the PICOG is in charge of a group working within the STS worksite without a vehicle (OTP) then there is no requirement for the PICOG to be a Senior Task Vehicle.

5. Do you need to be a TS to place Worksite marker boards?

Module T7 currently states you must be a competent TS in order to access the Danger Zone unaccompanied (except operational incidents where a PROD 5 can be taken). You must therefore be a TS or under the immediate supervision of a TS in order to be able to place worksite marker boards and complete the local protection arrangements form.

This process is under review by the Infrastructure Rules Working Group.

6. Are you a PICOG whilst you are putting out worksite marker boards?

If you are working alone within another TS's worksite you are considered a PICOG as you are the group. You must therefore be briefed by the TS and make yourself aware of the task and any additional hazards in the area.

News Bulletin – Task Supervisor results of Questions and Answers Session

Additional Questions posed and responded to by S&T...

2.5.7 You must give the Site Access Control Centre (SACC) your name and contact details before entering the operational railway. You must tell the SACC when leaving the operational railway. If there is more than one person, this advice is to be given by the person in charge of the group, together with the number of people in the group.

2.5.8 If you are working alone you must contact the SACC at hourly intervals.

2.5.9 You must obey notices and warning signs.

2.5.10 If a train approaches, you must stand still until the train has passed completely.

2.5.11 You must acknowledge any audible warnings given by the driver of an approaching train by raising one arm above your head.

7. Are PICOGs now liable to sign in/out with SACC for their workgroup?

This can be the individual, TS or PICOG but it should be discussed and agreed as we have always done.

8. Do these forms have to be returned to the issuing TS on completion?

Yes. PICOG signs TSs F034 at start and then briefs his team with F021. On completion of works he returns F021 to TS and signs TSs F034 as work complete with or without restrictions. T3 and F034 extract below.

News Bulletin – Task Supervisor results of Questions and Answers Session continued

5.5 Multiple groups working in the Danger Zone in the same worksite

5.5.1 When more than one workgroup is working in the same worksite a person in charge of the group must be appointed to each workgroup. This person must be competent to carry out the duties of a Task Supervisor.

5.5.2 Before you allow work to start, the TS responsible for protecting the Worksite:

- brief the person(s) in charge of group(s) and record the details on the Multiple Workgroup Briefing Form, **and**
- make sure that the person(s) in charge of group(s) knows:
 - the Safe System of Work to be used, **and**
 - which line(s) are included in the Worksite, **and**
 - which line(s) remain open to train movements, **and**
 - details of any line(s) which has a temporary speed restriction imposed specially, **and**
 - the limits of the safe working area and how these are identified, **and**
 - if required, who will act as a Site Warden and the method of warning they will use, **and**
 - details of any works trains/OTM/OTP working within the Worksite **and**
 - where it is safe to work.

person in charge of group

5.5.3 Before starting work you must receive a multiple workgroup briefing from the TS in charge of the worksite and sign the Multiple Workgroup Briefing Form.

5.5.4 You must make sure everybody in your group:


- is authorised to be on the operational railway, **and**
- holds a valid certificate of competence to access the operational railway, **or**
- holds a HS1 (CTRL) access dispensation certificate authorised by the appropriate departmental manager, **and**
- knows:
 - the Safe System of Work to be used, **and**
 - which line(s) are included in the Worksite, **and**
 - which line(s) remain open to train movements, **and**
 - details of any line(s) which has a temporary speed restriction imposed specially, **and**
 - the limits of the safe working area and how these are identified, **and**
 - if required, who will act as a Site Warden and the method of warning they will use, **and**
 - details of any works trains/OTM/OTP working within the Worksite **and**
 - where it is safe to work.

You must not allow anyone to start work until:

- the arrangements for setting up a Safe System of Work are completed, **and**
- you have given the group a complete briefing about the arrangements.

News Bulletin – Task Supervisor results of Questions and Answers Session continued

Message No. (WPP ref/WS ref/group): _____



MULTIPLE WORKGROUP BRIEFING FORM

TS Name: _____ Date: _____ WPP No.: _____

Briefing to include, but not be limited to:

Limits of the worksite	<input type="checkbox"/>	Any hazards within worksite	<input type="checkbox"/>
Status of AC/DC	<input type="checkbox"/>	Means of communication in an emergency	<input type="checkbox"/>
NB: If OCS isolation is in place, each team leader must obtain Form OLPE from the NPOS. If a DC isolation is in place, Form D must be obtained from the Authorised Person.			
Nature of work	<input type="checkbox"/>	Applicable Method Statements available	<input type="checkbox"/>
Check all staff certificates	<input type="checkbox"/>	OTP Movements	<input type="checkbox"/>
Site Warden requirements	<input type="checkbox"/>	Specific site hazards	<input type="checkbox"/>

I, the undersigned have received and fully UNDERSTOOD the brief given by the TS and accept this as written authority to commence work within the TS's worksite.
 I confirm that there is sufficient competency within my group to undertake the task concerned.
 I will communicate this to my team via the pre-start briefing form (FO21).

No.	NAME	SIGNATURE

9. Also, who is liable for checking that all staff within the worksite have correct, Licenses/permits, correct PPE etc if audited?

PICOG as above when appointed, otherwise the TS.

10. Will the daily notice format be altered too?

Discussions are underway.

News Bulletin – Task Supervisor results of Questions and Answers Session continued

11. At present the Daily Notice usually only names one Task Supervisor (TS) for the worksite; will this continue?

The TS is responsible for setting up the Worksite. The PICOG will be in charge of the workgroup working in that Worksite.

If you would like any of these questions to be reviewed please speak to your Rules Working Group representative.

News Bulletin – Rail Safety Leader results of Questions and Answers Session

On the 11th June 2015 a 'questions and answers' session was carried out with regards the Rail Safety Leader (RSL) personal track safety competency. The following details the questions raised and the responses.

In a possession work site do all of the staff need to be RSL?

No, the person in charge of a worksite must be a TS (Task Supervisor). Danger Zone Entry Permit Holders can access the Danger Zone in a worksite under the supervision of a competent Task Supervisor. RSL's hold a Danger Zone Entry and that is why they can enter the Danger Zone. The Danger Zone Entry Permit must be in date in order for any person to access the Danger Zone; this includes RSLs, TS, RPOS etc.

What is the difference between a RSL and a TS?

RSL's are in charge of a group in the Safe Zone and can access the Safe Zone unaccompanied (The same as a PTS holder). TSs are responsible for setting up worksites and the safety of the people working within the worksites in the Danger Zone.

When is a RSL briefing required, is it dependent on the size of the group and the competencies the group hold?

No, An RSL briefing is required whenever a group is to access the operational railway at a location or for a task. However, if there is multiple tasks at the same location or multiple locations for carrying out the same task one briefing is sufficient as long as each task / location is included in the original briefing and it is revisited at each change of circumstances.

News Bulletin – Rail Safety Leader results of Questions and Answers Session

Do you have to complete a briefing form if you are working by yourself? (Early courses did not brief this).

Yes, it is considered best practice to do so, as if you are working by yourself or leading group you required to follow the same process and identify the hazards and mitigations at each location. Writing the information down improves your personal understanding and provides an audit trail. However, you are not required to speak to yourself!

Can you use the same brief again if your party hasn't changed?

Please see question 3.

Can an RSL take a PROD 5?

RSLs are trained to take PROD 5s to provide personal protection in operating incidents.

Can a RSL be used to key switches on behalf of a TS?

RSLs can operate switches on behalf of the TS providing they are in the safe zone.

Should we record the distribution of Berne Keys / A1 keys and can we recall those that have been distributed?

The distribution of all keys is recorded. Keys will be recalled after the PTS competence has been withdrawn.

News Bulletin – Rail Safety Leader results of Questions and Answers Session continued...

What is the definition of the Operational Railway regarding Head House?

A Head House is not currently considered the operational railway nor is the intervention shaft. However, those accessing a Head House must sign in with EMMIS Controller as it is an alarmed building; the only way somebody can be given an A1 key is to hold the RSL competence. Those not holding an RSL competence will be accompanied.

Will a RSL licence indicate medical restrictions?

Licences and Permits will indicate medical restrictions.

Access Gate 761 Ashford East Signal Room

From access gate 761 (KP92.825) to Ashford East signal room there is an issue with a failed sewage pump, this has resulted in the area becoming contaminated.

The area affected will be cordoned off with cones and unless required do not exit the signal room via this door, until further notice use the door leading to gate 762 (KP92.850)



Network Rail Bulletins



25th June 2015

Bulletin 332

Importance
Identify importance (shade Box
with correct colour)

High
Medium
Low



News Bulletin – Crane working adjacent to HS1 at Sellindge Feeder Station KP 98.347

Starting on Tuesday 14th July 2015, a crane will be operating at Sellindge UKPNS Traction Feeder Station. This location is adjacent to the Down Line at kp98.347. The crane will be close to the Operational Railway and very visible to approaching train drivers. A Safe System of Work is in place which will protect operations on HS1. Works should be **completed by Thursday 16th July 2015.**

Initiated by: Paul Milgate, Outside Parties Engineer, Network Rail (High Speed) Ltd.

Please ensure that all those concerned are made aware of the above
Bob Terris, Site Safety Manager, Network Rail (High Speed) Ltd.

Produced by Safety & Assurance Department
Singlewell Infrastructure Maintenance Depot
Henhurst Road, Cobham, Gravesend
Kent, DA12 3AN

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Registered Office: 1 Eversholt Street London NW1 2DN
Registered in England and Wales No. 4434562



Safety Bulletin

A serious incident has taken place

Rail lifting beam failure

Issued to: All Network Rail line managers, safety professionals and Achilles registered contractors

Ref: NRB 15/11

Date of issue: 11/06/2015

Location: Borders Rail Project, Scotland

Contact: [Alan Morris](#), Rail Plant Support Engineer



A rail beam tilt rotator

Overview

On 14 May 2015 a rail beam, being used to lift a 60ft section of rail, failed when the bolts securing the hitch adaptor plate to the main beam were stripped of their thread.

Reports indicate that the operator of the road rail excavator crane was attempting to lift a section of rail from the end, rather than in the centre as required by the Infrastructure Plant Manual NR/PLANT/0200/module P517.

It was possible to attempt the operation in this manner due to the beam being directly fitted to the tilt rotator, rather than the rotator being fitted to the dipper nose pin or via a flexible intermediate linkage onto an approved lifting point.

Lifting rail in this manner is not permitted as it will overload the lifting components and may cause complete failure as occurred in this instance.



High Speed Ltd. *Safety Bulletin*

14th June Bulletin 392
2015 (Amended)

Importance



Safety Bulletin – GSM-R Works on HS1

Note: Amendments to the bulletin are in red font.

Network Rail Telecoms is modifying the GSM-R network on HS1 in preparation for the use of the GSM-R network for Signaller to train driver communications.

On the nights listed below the configuration of the GSM-R network will be modified, and NRT GSM-R testers will be at various HS1 sites commissioning the changes.

Dates of GSM-R testing works (Nights):

11th – 18th June 2015
23rd & 24th June 2015
4th July 2015

During the works, calls to the EMMIS GSM-R terminal from GSM-R mobiles will function as normal.

To facilitate the testing of the GSM-R network during these works, the HS1 signallers GSM-R terminals will **not** be available.

During these works, to contact AFC from a GSM-R mobile, please use the following numbers:



High Speed Ltd. *Safety Bulletin*

	LANDLINE	GSM-R
EMMIS Controller:	01233 739450	74490003
Shift Manager:	01233 739420	Land Line Only 74200404
Signaller (Zone 1) 00.000-22.00KM:	01233 739410	Land Line Only 74200004
Signaller (Zone 2) 22.001-39.00KM:	01233 739411	Land Line Only 74200104
Signaller (Zone 3) 39.001-73.00KM:	01233 739430	Land Line Only 74200204
Signaller (Zone 4) 73.001-109.00KM:	01233 739431	Land Line Only 74200304

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High Speed Ltd. **Safety Bulletin**

24th June 2015 **Bulletin 394**

Importance



Safety Bulletin – Troughing at Lenham Loop on the Down.

Please be aware and keep clear of stored troughing lids that have the potential to cause injury on the Lenham loop on the Down.



Initiated by: Claire Herridge, Scheme Project manager, Network Rail (High Speed) Ltd.

Please ensure that all those concerned are made aware of the above

Bob Terris, Site Safety Manager, Network Rail (High Speed) Ltd.

Produced by Safety & Assurance Department
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High Speed Ltd. **Safety Bulletin**

24th June 2015 **Bulletin 395**

Importance



Safety Bulletin – London Bridge Accident.

Description of Accident

On Friday 19/06/15 a Section Manager rolled (twisted) his right ankle as he ran down the stairs in the MDU to catch a train. The pain got severe and the ankle was swollen the following day as shown in the image below which was taken 2 days later. Despite this being a No Lost Time Accident it has seriously restricted the individual's movement.



Cause(s) of the Accident

The individual running down the stairs instead of walking.

Action taken to prevent similar Accidents:

Remind staff to walk and NOT run on stairs and if you see someone running on stairs please challenge them

Produced by Safety & Assurance Department
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Henhurst Road, Cobham, Gravesend
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Stowaways Found on HS1 Train Services

On a daily basis crowds of migrants are risking their lives to illegally cross the channel to enter the UK. Last week, there were two separate cases of stowaways successfully entering the UK on international train services running on HS1.

In light of this development, we ask all persons receiving this bulletin to be extra vigilant and whenever possible visually inspect passing trains for stowaways who may holding on to outside or underside of international trains.

Likewise, you should continue to report any other train related dangers e.g. a door not closed properly, an insecure load, the driver sounding the Train Distress Signal (a continuous series of long blasts of the horn) or a vehicle on fire (see HS1 Rule Book, Module G, Section 4 for the full list of hazards).

If you do notice any signs of stowaways on HS1 train services, or spot anything that you consider to be suspicious, please contact the AFC SM on: 01233 739420 or in emergencies: 01233 739300.



Principal Contractor Crossrail West Outer

PC HSEQ Bulletin

Number 16

WAA18-HSA-PRO-BBA-000016_Rev 01

May 2015

Deliveries of Plant, Equipment & Materials

Despite numerous reminders during Safety Stand Downs etc., deliveries and collections of plant, equipment & materials etc. continue to take place without any Supervision. This Supervision is required to ensure that the operation is undertaken safely, and that the appropriate rules & procedures are being complied with.

Therefore, by agreement with Network Rail, the following revised arrangements are to be implemented by all Nominated Contractors with immediate effect.

All drivers of vehicles who are either delivering or collecting plant, equipment or materials when arriving on site (and before any loading / unloading commences) are required to Book themselves in with the PCT Control Centre (via telephone on 01628 453881 or 07816 496126), providing the following information:

- Their name, their employers name, vehicle registration number, and Crossrail Driver Training Badge Number.
- The name of the Nominated Contractor they are delivering or collecting on behalf of.
- The name and contact details of person from the Nominated Contractor who will be meeting them, supervising them, and if necessary inducting them.

No loading or unloading is to commence until it has been confirmed that:

- A Supervisor from the Nominated Contractor involved is actually on site to oversee the operation.
- The driver has been suitably inducted (Visitors Induction or Site Specific Induction).
- All appropriate paperwork (e.g. Task Brief, Point of Work Risk Assessment, ALO Plan etc.) is in place and has been briefed to the driver.
- The Delivery Vehicle and Driver are fully compliant with the Crossrail Vehicle Safety and Driver Training requirements, and that the required checks have been recorded;

It will be the responsibility of the Nominated Contractors on site Supervisor to provide this confirmation to the PCT Control Centre.

Wherever possible all deliveries / collections must only take place between the hours of 08.00 and 16.00 Monday to Friday. Out of hours deliveries to Environmentally sensitive locations such as Coalman's Way will not be permitted.

All Nominated Contractors are required to pass on this Bulletin to the whole of their supply chain with instructions for it to be implemented and complied with immediate effect.

Author:	Tim Griffiths	PCT HSQE Manager
Authorised By:	Brent Morgan	Deputy PC Team Manager

Principal Contractor Crossrail West Outer

PC HSEQ Bulletin

Number 17

WAA18-HSA-PRO-BBA-000017_Rev 01

June 2015

Bogus Officials

During recent weeks the Balfour Beatty West Outer PC Team have been made aware of a number of Incidents involving individuals claiming to be someone that they were not.

At one worksite in Scotland a COSS waiting to for a Possession to commence received a phone call from someone who claimed that they were the Engineering Supervisor (ES), and gave the COSS permission to start work as the Possession Worksite had been taken. Fortunately, the COSS was suspicious about the authenticity of the call and did not act on the information given by the caller. He instead checked his paperwork and found that the number given for the ES was not the number that had called him. On checking with the actual ES, it was confirmed that the call received by the COSS was not from him.

The consequences of this event if the COSS had not questioned the authenticity of the call are obvious, and the project concerned has referred the case to the British Transport Police, who are now investigating this as a crime.

Towards the end of May, an individual claiming to be a Drug & Alcohol tester arrived at Balfour Beatty's Abbey Wood Compound claiming they were there to carry out tests on 2 members of staff. The individual said that he was from Crossrail, and that "he knew where to go". The security guard was suspicious and challenged the individual, who did not have any details of whom he was supposed to meet and also refused to show the security guard any form of ID. The individual was refused access on to site, and checks undertaken which confirmed that no one from Crossrail had been requested to attend the Abbey Wood site. The British Transport Police are now also investigating this Incident.

There have also been other cases where lorries have arrived at site security allegedly to collect cables or other valuable equipment on behalf of Network Rail, but the actual intention was to steal the cable / equipment.

Discussion Points:

- Would all of our COSS's have taken the same (or similar) action?
- Are the systems we have in place for communications between COSS's and the ES such that a similar Incident could not occur on our project?
- Are the security arrangements at all our sites / compounds / offices sufficiently robust to prevent access to all unauthorised personnel?
- Are all individuals working on our project aware of the efforts some bogus officials and other criminals will go to in order to access our project areas for illegal / illicit purposes?

Author:	Tim Griffiths	PCT HSQE Manager
Authorised By:	Dave White	PCT Project Manager

Track Safety Training and Assessment Materials

Who does this affect?

- Industry training providers delivering Track Safety training
- Industry assessment providers delivering Track Safety assessments

What is changing?

Following the release the Track Safety training and assessment materials on the 06 June 2015, it has been brought to our attention that there are a number of errors, specifically with the issue numbers. When the courses were published to the Training Toolkit, a number of documents for each course were uploaded in error resulting in documents reverting back to old versions. We apologise for any inconvenience caused. To rectify this issue, we will be undertaking a full review of the Track Safety courses in relation to formatting and version control, and will be republishing entire course packs on the Training Toolkit.

When will this happen?

Publication of the Track Safety training materials will happen by close of play on 17 June 2015.

What is the impact of this change?

The issue numbers for each course will be increased to the next major number. Updated training and assessment material for affected courses will replace existing materials with immediate effect from 17 June 2015.

What action is required?

Training and assessment providers need to download the complete bundle of course materials as soon as they are available on the Training Toolkit.

We apologise for any inconvenience caused.

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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