

Safety Briefing

December 2014



Resourcing
Solutions

Welcome to Resourcing Solutions's December 2014 safety briefing

In this edition:

- Information about our on call management system
- Worksafe (refusal to work) procedures
- PPE
- 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.



On Call Management Service

What is it?

Resourcing Solutions operates a 24 hour on call management service. Our team of on call managers record contractor performance, take reports of all accidents and incidents on site, and deal with enquiries and complaints.

What should be reported?

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 (Worksafe 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

24 hour On Call Manager: 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.

Our Lifesaving Rules **NetworkRail**

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.

Worksafe (refusal to work) procedures

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 Worksafe 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.

Report safety concerns to:

On Call Manager on 07786 265531 or CIRAS Freephone-0800 4 101 101

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.

Exemptions

- Male members of the Sikh religion are exempt 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
- Anyone 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

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 Worksafe procedure 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's representatives

NetworkRail

High Speed News Bulletin

11th December 2014 Bulletin 309

News Bulletin – Crane working adjacent to HS1 at Kp98.347

Starting on Tuesday 16th December 2014, a crane will be operating at Sellindge UKPN 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 18th December 2014.



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

Please ensure that all those concerned are made aware of the above
Martin Jobling, Safety Systems Manager (Infrastructure), Network Rail (High Speed) Ltd

Produced by Safety & Assurance Department
Singlewell Infrastructure Maintenance Depot
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Network Rail (High Speed) Limited
Registered Office: Kings Place, 90 York Way, London N1 5AG. Registered in England and Wales No. 4434562



NetworkRail

High Speed Safety Bulletin

27th November 2014 Bulletin 375

Importance



Safety Bulletin –Cross Passage Doors C4 London Tunnel 1, Up Line

The fault with Cross Passage doors C4 on the Up line in London Tunnel 1 has now been rectified.

Safety Bulletin No. 371 is therefore rescinded.



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

Initiated by: Andrew Franks, M&E Section Manager, Network Rail (High Speed) Ltd

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

Andy Rees, Workforce HSEA, Network Rail (High Speed) Ltd.

Produced by Safety & Assurance Department
Singlewell Infrastructure Maintenance Depot



To: Resourcing Solutions

Date: 14th December 2014

Reference: 025 – RSSB Rulebook and Module Changes (Issue 27)

What do I need to know?

RSSB has made changes to some Modules and Handbooks. They have published a Rulebook Briefing leaflet (GERT8000-RBBL-issue 27) on 6th December 2014.

The majority of the changes have been made to reflect the introduction of the role of a Safe Work Leader (SWL). Other changes are applicable to single line working.

The following **Modules** have changed:

- Module: OTM, P1, SS, SS2, T3, T10, TS1, TS4, TS7 & TW7.

The following **Handbooks** have changed:

- Handbooks: 1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19 & RS/521.

Two new **Handbooks** have been introduced: 20 & 21.

What action do I need to take?

Please review the Rulebook Briefing leaflet (GERT8000-RBBL-issue 27) supporting this Memo and identify who the changes are applicable to in your organisation. (It will reference the Module and Handbook codes above): Secure copies of the relevant Modules and Handbooks and issue them, along with the Rulebook Briefing leaflet to the appropriate people. You can purchase the hardcopies from Wilson Printers and download softcopies from RSSB website.

Tip: Maintain a record of the issue, acknowledgement and understanding of the applicable Modules and Handbooks.

You must review your external document register and ensure it reflects the most current Modules and Handbooks. Do not forget to add the two new Handbooks (numbers 20 and 21).

You may wish to review any part of your employee/candidate registration process to ensure the new Modules and Handbooks are identified on them.



High Speed Safety Bulletin

2nd December 2014 Bulletin 376

Importance



Safety Bulletin – GSM-R coverage in Stratford Box

GSM-R coverage of Stratford Box is provided by a number of HS1 cells. Due to a frequency clash between one of these cells and the GSM-R cell covering Stratford (Domestic) station there is a likelihood (particularly in the area between the station and Stratford West Portal) that a GSM-R handset will not work. It may show a good signal level but will be unable to make or receive calls. This situation will occur if the handset has selected the frequency channel which clashes. There is no way for the user to identify which frequency channel the handset is using.

If you enter LT1 or LT2, once you are clear of the portal the GSM-R handsets will work correctly.

Whilst in Stratford Box staff should ensure that they have alternative means of communication and inform the AFC of alternative contact numbers. Below is a list of all the fixed line telephones in Stratford Box.

PABX Teleph one No	CIRCUIT Number or identity	Type	Location	Room	Chainage (km)	
39362	Stratford Box West Portal Level A C&C room	Admin Line	Stratford Box	West Portal Level A	C&C room	9.08
39748	Stratford Box West Portal Level A Sump control room	Admin Line	Stratford Box	West Portal Level A	Sump control room	9.08
39747	Stratford Box West Portal Level A Trackside electrical room	Admin Line	Stratford Box	West Portal Level A	Trackside electrical room	9.08
42200	Stratford Box UP portal	AFCSM	Stratford Box	UP portal		9.08

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High Speed Safety Bulletin

PABX Teleph one No	CIRCUIT Number or identity	Type	Location	Room	Chainage (km)	
42205	Stratford Box DOWN portal	AFCSM	Stratford Box	DOWN portal	9.08	
49106	Stratford Box West Portal / A Fire Lobby	AFCSM	Stratford Box	West Portal / A Fire Lobby	9.08	
39364	Stratford Box Signalling room (SR12) Signalling room	Admin Line	Stratford Box	Signalling room (SR12)	Signalling room (SR12)	9.135
39365	Stratford Box Signalling room (SR12) Engineering room	Admin Line	Stratford Box	Signalling room (SR12)	Engineering room	9.135
39754	Stratford Box Signalling room (SR12) LV Switchroom	Admin Line	Stratford Box	Signalling room (SR12)	LV Switchroom	9.135
64060	AF060	Signaller	AF060	Stratford Station	Up RDO.STR (Ramp)	9.382
64064	AF064	Signaller	AF064	Stratford Station	Down RDO.STR (Ramp)	9.385
64058	AF058	Signaller	AF058	Stratford Station	Up INT.STR (Ramp)	9.427
64066	AF066	Signaller	AF066	Stratford Station	Down INT.STR (Ramp)	9.43
40202	Stratford Station RDO Platform UP TRTS	Signaller	Stratford Station	RDO Platform UP	TRTS	9.538
40201	Stratford Station RDO Platform DOWN TRTS	Signaller	Stratford Station	RDO Platform DOWN	TRTS	9.541
40204	Stratford Station International Platform UP TRTS	Signaller	Stratford Station	International Platform UP	TRTS	9.56
40203	Stratford Station International Platform DOWN TRTS	Signaller	Stratford Station	International Platform DOWN	TRTS	9.563
39531	Stratford Box C&C room in the Station	Admin Line	Stratford Box		C&C room in the Station	9.57
64077	AF077	Signaller	AF077	Stratford Station	Up RDO.STR (Ramp)	9.686
64075	AF075	Signaller	AF075	Stratford Station	Down RDO.STR(Ramp)	9.689
64716	AF716	Signaller	AF716	Stratford Station	Up RDO	9.715
64816	AF816	Signaller	AF816	Stratford Station	Down RDO	9.718
64081	AF081	Signaller	AF081	Stratford Station	Up INT.STR (Ramp)	9.81
64071	AF071	Signaller	AF071	Stratford Station	Down INT.STR (Ramp)	9.825
39534	Stratford Box East Portal Level A C&C room	Admin Line	Stratford Box	East Portal Level A	C&C room	10.145



High Speed Safety Bulletin



PABX Teleph one No	CIRCUIT Number or identity	Type	Location	Room		Chainage (km)
39535	Stratford Box East Portal Level A Sump control room	Admin Line	Stratford Box	East Portal Level A	Sump control room	10.145
39536	Stratford Box East Portal Level A Trackside electrical room	Admin Line	Stratford Box	East Portal Level A	Trackside electrical room	10.145
42300	Stratford Station UP portal	AFCSM	Stratford Station	UP portal		10.15
42305	Stratford Station DOWN portal	AFCSM	Stratford Station	DOWN portal		10.15
49301	Stratford Station East Portal / A Fire Lobby	AFCSM	Stratford Station	East Portal / A	Fire Lobby	10.15

Initiated by: Duncan Robb, Telecoms & Control Systems Engineer, Network Rail (High Speed) Ltd

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

Martin Jobling, Safety Systems Manager (Infrastructure), Network Rail (High Speed) Ltd.



No: NRS 345

Network Rail
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27 November 2014

Network Rail Safety Bulletin

Use of Sleeper Spacers (Grabs, Lifters)

For the attention of: All staff involved in the planning, undertaking of lifting operations, site monitoring of works (POS) and maintenance of Sleeper Spacers (Grabs, Lifters)

Background:

On Tuesday 25 November a team of track workers were using a 360 excavator to unload concrete sleepers from a flatbed lorry in Galashiels, Scotland. The excavator was fitted with a 'sleeper spacer' attachment modified into a 'sleeper grab'.



Several groups of sleepers were successfully lifted from the lorry to the adjacent track bed, but during a subsequent lift one of the sleepers slipped from the grab resulting in a serious crush injury to a member of staff. Initial investigations suggest that the IP had moved into the lifting zone to remove the wooden dunnage from the lorry deck.

The injured person was admitted to hospital, and has subsequently had his lower leg amputated as a result of the crush injury.

Immediate action required:

- All sleeper spacers that have been modified for use as sleeper grabs must be withdrawn from use;
- Only approved sleeper grabs and sleeper spacer attachments are to be used for handling multiple sleepers, and only within their design limits.
- A thorough pre-use check of lifting plant and attachments must be undertaken before checking specifically for defects and any missing bolts or components;
- The lifting attachment must have been thoroughly examined (and have LOLER certification) within last 6 months;
- The 'last maintained' service tag must be within the manufacturers prescribed maintenance interval;
- Machine Operators must be trained and deemed competent in the use of sleeper grab and sleeper spacer attachments;
- Exclusion zones must be maintained during all lifting operations;
- Duplex communications equipment is required between the Machine Operator and Crane Controller/Banksman.

Users are reminded that the requirements for planning, operating and maintaining attachments are contained within the Infrastructure Plant Manual NR/PLANT/0200.



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



Always use the equipment that is fit for its intended purpose.



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

Issued by Network Rail. Contact: Paul Conway, Professional Head [Plant and T&RS] paul.conway@networkrail.co.uk

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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Together
we can