

July & August 2013

Monthly Briefing

Welcome to Resourcing Solutions July & August 2013 Monthly Briefing.

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

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

Regards
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On Call Management System

Resourcing Solutions operate a fully functional On Call Management Service. The On Call Management Service is operated by a team of fully trained and experienced On Call Managers. The core purpose of the On Call Management Service is to measure and manage candidate performance through diligent, proactive investigating. The secondary purpose of the On Call Management Service is to help achieve our legal and morale obligation to report all accidents and incidents occurring within the workplace. The service also provides a live mechanism to deal with all external forces and workers complaints, which help promotes continuous improvement. You must report the following to the On Call Manager:

- If you will not be attending work (absenteeism) or will be late attending site
- If you will be leaving site early.
- If you are required by the client to exceed your planned hours (Risk Assessment required).
- If you have an accident or incident (Accident, Incident, First Aid and RIDDOR).
- If you experience an environmental accident or incident.
- If your health, safety and welfare has been compromised (Work-Safe Policy).
- If you are expected to work alone (Work Alone Procedure).
- If you have taken any medication (prescribed or non-prescribed).
- If you think a worker is under the influence of alcohol or drugs.
- If you have concerns regarding fellow workers' quality or performance on site.

The On Call Manager's number is: 07786 265531

Please Note:

If at any time you are unable to attend site you must call the number above. Please do not substitute with another worker with out contacting Resourcing Solutions (RSL). Any worker tuning up to site that has not been sent by RSL will be turned away.

Work Safe

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

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

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

Personal Protective Equipment

Resourcing solutions operates a Personal Protective Equipment policy. The company considers basic PPE to consist of head protection (hard hat), goggles, foot protection, hand protection and high visibility clothing, which must be worn when or near Network Rail's controlled infrastructure and additional PPE will be issued subject to client requirements or by a risk assessment. PPE is considered as a last resort control measure.

Each contractor must:

- Wear PPE as a required by legislation or the client.
- Inform the on Call Manager of a lack of PPE or damaged/ deteriorated PPE.
- Exercise the Work-Safe Policy if PPE is non-existent, does not fit or is considered inadequate.
- Use, clean and store PPE effectively and in-line with all health and safety information.
- Report all PPE that is considered poor ergonomically.
- Not modify, interfere or misuse PPE.
- Co-Operate with PPE audits performed by Resourcing Solutions representatives.

Exemptions

Male members of the Sikh religion from wearing a safety helmet, providing that a turban is worn. Personnel driving or operating machines from within a covered cab will be exempt from wearing their safety helmet.

Any persons working in water, mud or snow will be exempt from wearing standard footwear with ankle support and will be provided with wellington boots with steel toe-caps and mid-sole protection.

Life Saving Rules

Driving



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



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

Taking Responsibility



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



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

Working with Moving Equipment



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

Contact with Trains



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

Working with Electricity



Always have a valid permit to work where required.



Never assume equipment is isolated – always test before touch.



Always test before applying earths.

Working at Height



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



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

LEVEL CROSSING SURFACE GAPS

For the attention of level crossing surface inspectors, installers, maintainers and those performing level crossing renewals:

Background:

Earlier this year, a cyclist's front wheel fell into a gap in a level crossing surface at an automatic half barrier level crossing in East Midlands Route. The incident occurred while two Level Crossing Managers were on site. They stopped the road traffic, gave first aid and called an ambulance.

Installers, maintainers and inspectors please be aware of the potential hazards that can arise as a result of level crossing panels not fitting together as designed so it doesn't happen on your route. If you see anything wrong at a level crossing please fault it.

Immediate Action Required by all persons affected:

Existing process and procedures are in place and should prevent level crossing panels having gaps between them preventing instances of this type.

Please can all staff involved in level crossing surfaces fault any gaps and if appropriate not leave them unattended. You are our eyes and ears and key to preventing these events.

Below are images of the level crossing surface with a red arrow showing the location of the gap, and also a close up of the gap.



No: NRS 292

Safe System of Work – Line Blockages

For the attention of all staff involved in planning and executing of line blockages on Infrastructure Projects

Background:

Following a Network Rail review of Operational Close Call data between April and August this year, it has been identified that a significant number of incidents have taken place with Line Blockages involving our Contractors.

From these reports we have identified the following areas where the Network Rail Standard - Safety of People Working On or Near the Line NR/L2/OHS/019 has not been complied with:-

- Responsible Managers are not aware or not complying with their roles and responsibilities for validating Safe System of Work packs.
- Responsible Managers are not always checking that the nominated COSS is familiar with the site location, type of work being undertaken and protection arrangements required. If they are not, then familiarisation shall take place prior to commencing the work.
- COSS's are being allowed to take Line Blockages when not being familiar with the site.
- COSS's are not receiving their Safe System of Works Packs (SSWOP) at least one shift in advance of the planned works.
- COSS's are not validating the planners SSOW to identify and then challenge any errors.
- COSS's should sign off SSOW packs and not use digital signatures.
- Failure by competent staff to place protection at the correct blocking point or upon completion of works, lift the protection.
- COSS's have been found not to be on site at the place of work.

Poor communication between all key parties (Signallers, Protection Controllers and COSS's) when agreeing and implementing a line blockage.

Immediate Action Required by all persons affected:

1. Communicate the above issues to all Contractors responsible managers, planning staff and for ongoing cascade to their Safety Critical Staff involved in the planning and executing of Safe Systems of Work on the railway.
2. Contractors need to review current processes to assure themselves of their compliance with the Network Rail Standard - Safety of People Working On or Near the Line NR/L2/OHS/019 in particular taking into account the issues set out in this safety bulletin above.

Line Managers should reiterate to all COSS's the Life Saving Rule:

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



Inspection and Work with signalling power supply systems containing equipment above nominal system voltage of 175 Volts

For the attention of all staff and contractors working with signalling power supply systems

This safety bulletin reminds staff how to identify and control the electrical safety risk on signalling power supply systems operating at or above nominal voltage of 175 V This includes Location Cases, Supply Terminal Pillars and Functional Supply Points (FSP), herein all referred to as FSPs.

The relevant electrical safety and lifesaving rules are:-



Work should be carried out with the supply dead, unless it is unreasonable to work dead, and it is reasonable to work live.



Never assume the equipment is safe, always test before touch



Never undertake an activity unless you have been trained, assessed as competent and have the right equipment
Working on live equipment is only permitted if:

- It is considered that work with the system remaining live is reasonable, appropriate protective methods (which may include the use of insulated tools, insulated gloves with gauntlets or insulating mats) must be used in accordance with your training.
- During any work with live equipment, the risk of electrical injury must be continuously considered. If that risk can not be addressed, work must cease, and you must inform your supervisor.
- To work on live equipment, staff shall be deemed, by their employer, as being competent to carry out live working and have the necessary experience. Staff shall also be accompanied by one or more person.

Any work in a FSP case shall be considered as working live if:

- The signalling power system has a first earth fault present. (ie Insulation resistance (IR) is below 20 k Ω or unknown) or
- There are exposed 650 V conductors or
- The case / metal parts have not been tested as below 60 V or
- The work involves accessing the 650 V equipment

Action required by all persons wishing to access a Functional Supply Point:

All staff should avoid making contact with equipment housings that could contain equipment operating at a voltage greater than 175 V.

1. Before opening the FSP, *test before touch* for any voltage between the case and any nearby metalwork, for example hand rail, barrier, OLE support or similar, within the touching distance of 2 metres¹ from the case. If a voltage of 60 V or greater is measured, it should be considered to have a first earth fault, and hence the equipment shall be assumed live.
2. Open the case and check for any exposed live conductors within it, and avoid contact with any found. If any terminals greater than 175 V are exposed or inadequately shrouded, then the equipment should be assumed live.
3. Repeat *test before touch* for any voltage between all metal covers within the case, the FSP case and any nearby metalwork within the touching distance of 2 metres¹ from the case. If a voltage of 60V or greater is measured, it should be considered to have a first earth fault and hence the equipment shall be assumed live.
4. When steps 1, 2 and 3 have been completed then visual inspection work or work on the signalling equipment can continue in accordance with existing controls.
5. On the completion of work repeat step 3 before securing the case.
6. If any touch voltage exceeds 60 V, securely affix a yellow and black warning tape around the FSP case several times and warning sign (yellow triangle as per first page of this Safety Bulletin), and report a first earth fault at the FSP to Route Fault Control.

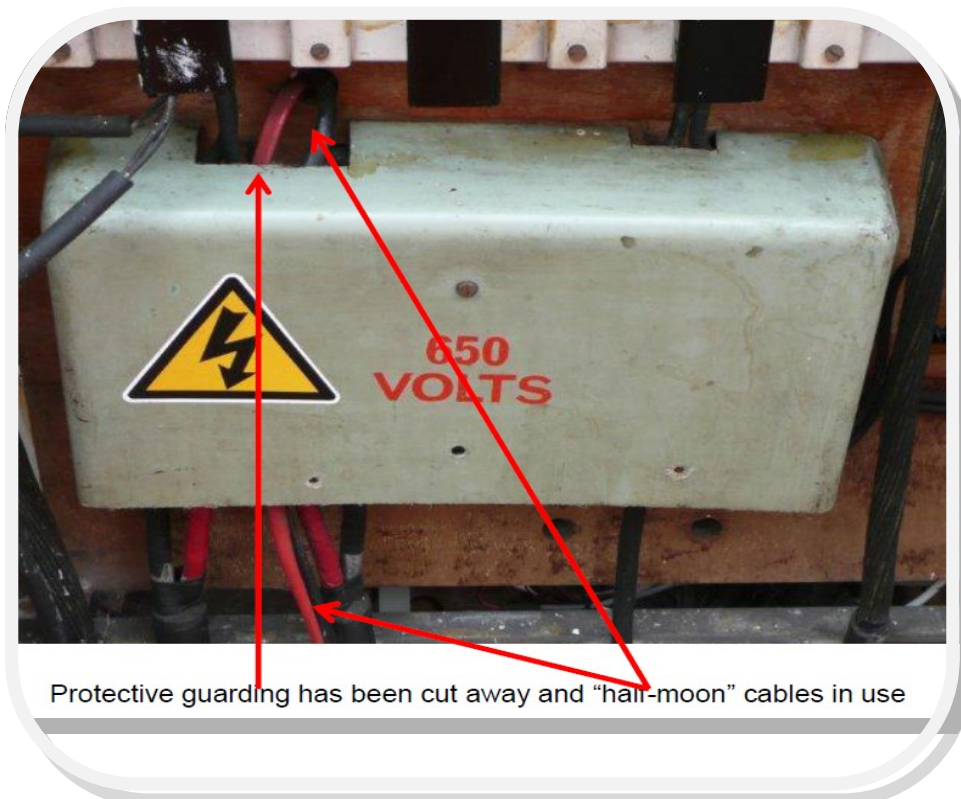
General Points

- A voltmeter with fully insulated leads in according to HSE Guidance Note GS38 “Electrical Test Equipment for use by Electricians” should be used to measure touch voltages.
- Insulated equipment must be in accordance with
- BS EN 60900 for insulated tools
- BS EN 60903 for insulated gloves with gauntlets, which must be Class 0 (Network Rail part number FBC90VSE)
- BS 61111 for insulated matting which must be Class 0
- Equipment inside a FSP should be protected from rain when the doors are opened.
- You must never leave a FSP with the doors open and unattended. At the end of the work you must check that the electrical equipment is protected from the environment, for example by closing and securing the doors.

Further guidance can be found in

- Network Rail Technical Instruction TI 164 - 650/400 V IT Signalling Power Supplies
- NR/L2/10064 - General Instructions to Staff Working on S&T Equipment, Modules E022 and X002.
- NR/GN/ELP/27318 - Insulation Monitoring of 650 V Earth - Free (IT System) Power Cables
- NR/L2/ELP/27238 - Maintenance specification for fixed plant equipment
- NR/L3/RCS0216/DP10 – Working on low voltage equipment
- NR/L3/ELP/27241 “Fixed Plant Work instructions”
- TNC8785 and Management plan
- Route based TNCs

Example of inadequate shrouding of live conductors



Footnote1

If two times one meter test leads are not available, then these should be ordered as soon as possible. In the meantime, existing test leads should be used and surfaces outside the reach of existing test leads should not be touched.