

# Safety Briefing

July/August 2014



Resourcing  
Solutions

## Welcome to Resourcing Solutions's July/August 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



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



# High Speed News Bulletin

27<sup>th</sup> June 2014

Bulletin 283

## Use of the “Close Call – Call It In” process

As you will be aware, we recently switched over to use of the NRIL “Close Call – Call It In” process. It has become apparent that there have been issues with the process, experienced both by ourselves as NR (HS) and also by NRIL generally.

As well as the ability to report the event, there has been some difficulty in assigning the event to an action owner and also having visibility of the progress of the event.

These issues have been raised with the Close Call Team who are working to resolve same.

We would ask you to bear with us at the moment and continue to use “Close Call” either through the “App” or via the telephone number (01908 723500). Until such time as we are sure that the system is working correctly, we would also ask you to make sure that it is reported directly to us, by either inputting directly into RIVO or by dropping the details (preferably by Email) to the Safety & Assurance Section either directly or through your line manager.

If it is a station event, please report to –

Shane Bailey, Safety Systems Manager,  
Desk: 0207 843 7706 Mob: 07801 907 181 Email: [Shane.Bailey@networkrail.co.uk](mailto:Shane.Bailey@networkrail.co.uk)

If it is a Line of Route or AFC event, please report to –

Martin Jobling, Safety Systems Manager,  
Desk: 01474 563579 Mob: 07920 856990 Email: [Martin.Jobling@networkrail.co.uk](mailto:Martin.Jobling@networkrail.co.uk)

Or

Andy Rees, WHSEA;  
Desk: 01474 563524 Mob: 07824 410391 Email: [Andy.Morrison-Rees@networkrail.co.uk](mailto:Andy.Morrison-Rees@networkrail.co.uk)

**Initiated by:** Stephen James, Head of Safety and Assurance, 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  
Henhurst Road, Cobham, Gravesend  
Kent, DA12 3AN

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Network Rail (High Speed) Limited  
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# High Speed News Bulletin


1<sup>st</sup> July 2014


Bulletin 285


## Academy Practice Periods and Knowledge Tests


The following bulletin describes how knowledge test results are calculated in Academy.


There are six knowledge test results:


- 

At least one question was answered incorrectly but the candidate said they were very confident in the answer they gave.
- 

The candidate's confidence in their answers suggests that they guessed.
- 

All questions have been answered as 'don't know'.
- 

The candidate has answered some questions incorrectly but was not confident in the answers they gave.
- 

The candidate has answered the questions correctly but could improve their confidence in their answers.
- 

The candidate has answered correctly and is very confident in the answers they gave.

Candidates will receive one of the above results for each topic within a knowledge test. Each knowledge test is categorised by its lowest result, so if a candidate receives 'above standard' for 9 topics, and 'high risk' for one topic the knowledge test will be categorised under 'high risk'. This is to easily highlight to managers and assessors if an immediate action is required and what kind of action.

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No: NRS 331

**Network Rail Safety Bulletin**  
**Generator Battery Explosion**

For the attention of maintainers of standby diesel generators.

**Background**

Whilst undergoing routine maintenance, the battery for a standby diesel generator at Chadwell Heath signal supply point exploded.

When switching off the signal supply point main incoming supply, a loud crack was heard from the standby diesel generator and it failed to start. Upon investigation, the battery had exploded resulting in a split battery casing, at both ends and the top, expelling the batteries internal gel, silica (sand) filled sulphuric acid solution within the diesel generator case. There were no injuries.

The battery was a 90Ah 12v Varta Black Dynamic 590 122 072, used to start a Perkins 1000 series engine.

**Investigation**

The investigation into the incident is ongoing. The cause of the failure has yet to be determined, but it is important to take some interim steps until it has. To assist with this, please send details of any similar incidents to Daniel.O'Brien@networkrail.co.uk. Please include details of the battery and generator involved along with the circumstances of the incident.

**Immediate Action Required by Users whilst adhering to NR/L3/MTC/RCS0216/GA12**

- 1- The door on the generator providing access to the battery must be closed and locked before starting the generator.
- 2- When starting the generator from the switch panel, goggles and gloves must be worn.
- 3- Ensure that spill kits are available for use on site.
- 4- Where a battery is located adjacent to the switch panel or externally to the generator (for example where a generator is installed inside a building), the battery should be encased in a battery box.
- 5- Remove bungs (plugs) immediately after receiving the battery for use, even in storage condition. Bungs (plugs) are only for transportation use and if not removed, battery may become bulged or explode.



Damaged Varta Black Dynamic 590 122 072 battery.  
Issued by: Paul Conway Acting Professional Head (Plant and T&RS).

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10/07/14



No: NRS 332

**Network Rail Safety Bulletin**

**Trench collapse - Stafford**

**For the attention of:**

Infrastructure Projects; Network Operations; Asset Management; NSC; Principal Contractors; Property

**Background:**

On Sunday 6<sup>th</sup> July 2014 at Stafford (Stafford Alliance Programme), a colleague was trapped when an excavation for a new under track crossing (UTX) chamber partially collapsed. He remains in hospital in a serious but stable condition. Our thoughts are with our injured colleague and his family.

The British Transport Police (BTP) and Office of Rail Regulation (ORR) attended site and started an investigation. A formal investigation involving Network Rail and Stafford Alliance partners has begun.

The Stafford Alliance programme has currently stopped work at both Stafford and Norton Bridge. Work will be resumed after reviews are completed.

**While we are investigating the causes of the incident, we should all consider the following for similar work:**

- Are your works properly planned and risk assessed? Have site surveys been taken into account?
- How are you briefed on risks associated with excavations?
- Do you know what plans and permits are needed? Are they always in place before work starts?
- Do you fully understand the required safety measures for any temporary works?
- Are you trained and assessed as competent to work within an excavation?
- Do you know who your competent person is? Do you know how changes to original plans are risk assessed and new plans re-authorised and briefed?
- Do you know how excavations you are working in should be battered back, benched or suitably supported to ensure they are safe?
- Everyone is responsible for their own and their work colleagues' safety. We must all personally intervene if we feel a situation or behaviour might be unsafe. Raise concerns with your line manager/supervisor and use the work safe process if necessary.

For further details contact: Richard Walker, Route Delivery Director 07825 247 453

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16 July 2014





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25<sup>th</sup> July 2014

No: NRS 330

## Network Rail Safety Bulletin

### Green Lifting Straps with Vossloh Supplied Panels

For the attention of; Network Rail Staff, Principal Contractors, and Contractors involved in lifting S&C modular panels.

#### Background:

Single use lifting straps are used to load S&C modular panels. These straps are generally left attached following loading and can sustain damage in transit. Some may reach the receiving party in what is perceived to be "good condition" leading to the possibility of being re-used. This is not permissible; these straps are intended for single use only.



#### Immediate action required by all persons affected:

- Under no circumstances should single use straps be reused.
- Single use straps will be marked in black ink with the wording "Single Use Only" by Vossloh.
- Once loading is complete the straps must be gathered up and made safe by cutting through the eye ends.
- If a load reaches the receiving party with lifting eyes intact, these must be cut through and disposed of in the appropriate manner.

Issued by: Paul Conway, (Acting) Professional Head of Plant & T+R5 [paul.conway@networkrail.co.uk](mailto:paul.conway@networkrail.co.uk)

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24 July 2014

No: NRS 312 – Issue 03

## Network Rail Safety Bulletin

### LOWS Users - Update

**For the attention of : All Network Rail Delivery Unit Managers and all Contractors**

An incident on 21 February 2014 resulted in the Zollner Lookout Operated Warning System (LOWS) being withdrawn, and then subsequently reintroduced on 26 February when the investigation demonstrated the equipment operated as designed. The bulletin (NRS: 312 Issue 02) allowed Zollner LOWS to be returned to service for Network Rail employees only, and highlighted *user competency and experience* as being absolutely critical in the successful deployment of LOWS.

#### Update:

LOWS equipment may only be used by workers with the relevant LOWS lookout/controller competencies recorded on Sentinel. LOWS competencies not validated on Sentinel by **8 August 2014** shall be deemed as an invalid competence.

**Infrastructure Maintenance Delivery Managers** or equivalent should check and verify each user's record of training and equipment usage before authorising the reuse of LOWS by staff. The record of entries must, as a minimum, meet the number of uses required by NR/L2/CTM/206 & NR/L3/MTC/SE0206. With enhanced skills being important, priority should be given to those with greatest expertise.

**Infrastructure Maintenance Delivery Managers** or equivalent should have completed the first assurance requirement, following the initial equipment withdrawal on 21 February 2014. A second assurance requirement involves a documented *compliance assurance inspection*; these shall be scheduled and completed by **31 October 2014**. The LOWS/TWS National Steering Group has provided a template protocol which covers the minimum requirements for assurance and should be used to undertake the inspections on each DU deploying LOWS.

#### LOWS use by contractors:

Assurance checks undertaken on contractors since the withdrawal on 21 February 2014, have indicated that only the following contractor has an adequate management system in place for supplying and using LOWS equipment:

**Rail Safety Solutions Ltd (RSS Ltd)** has been given temporary approval to provide LOWS services using Zollner & Schweizer technology. The condition for approval has been agreed with RSS Ltd within the limitation specified by Network Rail's Safety & Sustainable Development Team.

No other company is able to provide LOWS services on Network Rail infrastructure.  
Any change in the approval of authorised contractors will be notified with an updated Safety Bulletin

Issued by Network Rail S&SD & AMS Technical Services. For further details contact: [ty.qureshi@networkrail.co.uk](mailto:ty.qureshi@networkrail.co.uk)



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19 August 2014

No: NRS 333

### Network Rail Safety Bulletin

#### Prohibition of JOST JTL 108, JTL 158 and JTL 208 Tower Cranes

For the attention of Senior Asset Protection Engineers, Asset Protection Project Managers, Principal Contractors, Project Managers and Site Supervisors

#### Background

Following the collapse in high winds of a JOST JTL158.6 luffer crane in Croydon, London on 25 January, 2014, JOST Cranes (JOST) has undertaken an investigation to determine the cause of the failure. Three other failures of JOST crane jibs had been reported in the twelve months previous.



#### Investigation

The investigation determined that the operator had failed to leave the slewing brake off when out of service as described in the JOST Operating Instructions. This resulted in wind loading that exceeded the capacity of the jib, causing collapse of the structure.

HSE have also scrutinised the design of these cranes and have determined that although the designs are compliant to all applicable standards, the strength of the mast is "marginal" when compared to anticipated wind loading in the design condition, and that there is reasonable scope to make these cranes safer by design in accordance with the best practice hierarchy for risk reduction.

JOST have proposed some improvements to their crane design which will enhance the ability of the cranes to resist high wind loads. These modifications are detailed in the document 'Improvements on JTL Cranes' v4, which can be obtained by emailing Luke Tandy at [luke.tandy@networkrail.co.uk](mailto:luke.tandy@networkrail.co.uk).

#### Immediate Action Required by Users

All JOST JTL 108, JTL 158 and JTL 208 Tower Cranes are prohibited from being used either directly by Network Rail or by any Principal Contractors or sub-contractors for use on, or within the collapse radius of, Network Rail managed Infrastructure or on Network Rail projects until the modifications detailed in the above document have been implemented.

Issued by: Paul Conway, Acting Professional Head of Plant and T&RS

### Discovery of Hypodermic Needles in Troughing Routes

On the 13<sup>th</sup> August Siemens Installers were recovering some redundant cables at St Helens Central Station on the SBH Lines. During the recovery works, the team found Hypodermic needles embedded in the troughing route where they had clearly been placed to cause harm.



The picture clearly shows the needles.



The Site Team sprayed the area to highlight the hazard

#### Action Taken:-

The team sprayed the area to highlight the hazard, and the Siemens Supervisor reported the discovery through to Route and Fault Control.

#### Preventative Measures

- Wear barrier cream / disposable gloves where possible
- Encourage bleeding by gently 'milking' the wound but do not suck the wound
- Wash the wound with soap under running water and dry with disposable towel/paper towel
- Protect broken skin using a waterproof dressing
- Seek immediate advice from a GP or A&E Department

#### Preventative Procedure

- Be aware of all kinds of discarded sharps, including; syringes, needles, razors, etc and that they may be carelessly or maliciously discarded
- Check pit lids and chambers before commencing work in these areas, as these are ideal areas to hide / dispose of needles
- Do not put your unprotected hands into areas where you cannot see, e.g. soil, drains, etc.
- If needles are discovered on-site, do not attempt to remove the objects
- Contact the council, (or Route Control whilst on the Rail Infrastructure) who are equipped to deal with clearing up and disposing of needles
- Inform your supervisor and leave site, until the offending items have been removed

#### Briefing Requirements

This brief should be briefed to all Siemens Staff and their Sub Contractors, be displayed on your local EHS Notice Board and be attached to the COSS Briefing Pack where similar works are taking place.

# 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

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Together  
we can