

# Safety Briefing

June 2014



Resourcing  
Solutions

## Welcome to Resourcing Solutions's June 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.

## 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

# Lifesaving 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.



Network Rail  
The Quadrant:MK  
Elder Gate  
Milton Keynes  
MK9 1EN

3<sup>rd</sup> June 2014

No: NRS 327

## Network Rail Safety Bulletin

### Fall from height from HGV

For the attention of Network Rail Staff and Contractors delivering and receiving loads from HGVs

#### Background:

On the night of 21 May 2014 a contractor was injured at a Network Rail location near Tywyn, Wales whilst delivering bullhead rail.

The unloading site was unlit. Lighting was provided by the lights on the HGV cab and an operating light on the crane.

The HGV was loaded with each rail touching the next. To enable cam locks to be placed around the rail head for unloading, the operator had to access the trailer via ladder and bar the rails apart manually.

While moving the rail, the bar slipped and the operator fell off the trailer onto the ground.

The injured person was taken to hospital with chest and head injuries.

An investigation into the accident has begun and a lessons learnt document will be issued once the investigation have been completed.

#### Immediate Action Required by all persons affected:

- Always have a suitable risk assessment in place before commencing any activity
- Always use equipment for working at heights that is fit for purpose
- Unless it is clear other protection is in place, never work at height without a safety harness



Issued by: Caroline Meek, Head of S&SD, National Supply Chain



Network Rail  
The Quadrant: MK  
Elder Gate,  
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25 June 2014

No: NRS 287 Issue 2

## Network Rail Safety Bulletin Return to Service – Genie Z-135 MEWPs

For the attention of Principal Contractors, Project Managers and Site Supervisors

This bulletin supersedes NRS 287 issued on 20<sup>th</sup> June 2013

#### Background

Following a fatal incident in a plant hire yard adjacent to the M25 motorway, all Genie Z-135 MEWPs were prohibited from hire.

#### Investigation

This incident was investigated by HSE who found that the root cause was an incorrectly calibrated secondary boom. HSE also found that, if followed correctly, the manufacturer's process for calibrating this machine is robust.



Genie have pro-actively updated the software for this machine. This updated software includes additional checks to the secondary lift calibration procedure without altering the physical calibration procedure or the operation of the machine. The updated software no longer tolerates a poor boom calibration and will lock the machine out if this condition is found.

#### Immediate Action Required by Users

Therefore Genie Z-135 MEWPs may be returned to service when upgraded to software version 3.06 or higher.

Issued by: Paul Conway (paul.conway@networkrail.co.uk) Acting Professional Head (Plant and T&RS).

## High Speed News Bulletin

11<sup>th</sup> June 2014

Bulletin 281

### Singlewell Depot – Abloy Upgrade Project – Latest Update

The Electronic Lock install works will commence on Monday 16<sup>th</sup> June at SR10 (York Way). The Environmental Team will be working along the whole route, London down, over the next few weeks. Padlock change over works will also start on the evening of Monday 16<sup>th</sup> June and these works will run parallel. An update will be provided to the EMMIS Controller each day, of which buildings have had their locks changed.

Both sets of keys both Electronic and Mechanical will need to be carried whilst the install works are taking place.

All staff who have been issued with new electronic keys should plug these into their nearest Black wall PD for a system update as soon as possible before Monday (If they have not recently done so).

The 6 Wall PD's can be found at the following sites:

- SIMD, at both upstairs and downstairs receptions
- Ashford portacabin(Outside IECC)
- Ripple Lane Depot
- Camley Street Depot
- Stratford International Station reception (live by Friday 13<sup>th</sup> June)

Any Network Rail (High Speed) staff who has not collected their keys should email [Clare.Neilson@networkrail.co.uk](mailto:Clare.Neilson@networkrail.co.uk) or [Wendy.Masterson@networkrail.co.uk](mailto:Wendy.Masterson@networkrail.co.uk) to make arrangements for collection. Line managers may collect on behalf of staff that are absent or on leave.

All Contractor keys will be ready for collection from Wednesday 11<sup>th</sup> June, please email [Clare.Neilson@networkrail.co.uk](mailto:Clare.Neilson@networkrail.co.uk) or [Wendy.Masterson@networkrail.co.uk](mailto:Wendy.Masterson@networkrail.co.uk) to make arrangements for these to be collected.

If you are booking any contractors to undertake works, please ensure that they have the correct keys.

**Initiated by:** Clare Neilson, Outside Parties Coordinator, 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  
Registered Office: Kings Place, 90 York Way, London N1 9AG. Registered in England and Wales No. 4434562



## High Speed News Bulletin

17<sup>th</sup> June 2014

Bulletin 282

### Abloy Upgrade Project – Latest Update

An important security update was sent through from Abloy today (Tuesday 17<sup>th</sup> June). Please can ALL staff update their electronic keys by plugging into the nearest black wall PD as soon as possible?

The 6 Wall PD's can be found at the following sites:

- SIMD, at both upstairs and downstairs receptions
- Ashford portacabin(Outside IECC)
- Ripple Lane
- Camley Street
- Stratford International Station reception (live by Friday 20<sup>th</sup> June)

The Electronic Lock installs and padlock works are now well underway. Please remember to carry both old and new keys both whilst the install works are taking place.

Contractor keys still need to be collected. Please email [Clare.Neilson@networkrail.co.uk](mailto:Clare.Neilson@networkrail.co.uk) or [Wendy.Masterson@networkrail.co.uk](mailto:Wendy.Masterson@networkrail.co.uk) ASAP to make these arrangements.

If you are arranging any contractors to undertake works, please ensure that they have the correct keys.

**Initiated by:** Clare Neilson, Outside Parties Coordinator, Network Rail (High Speed) Ltd.

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# High Speed Safety Bulletin



6<sup>th</sup> June 2014

Bulletin 363

Importance



## Safety Bulletin – Error on the EZP, ERS, OCS Limits Diagrams

An error has been found within the EZP, ERS, OCS Limits Diagrams. This error is on Page 12, Rev 4.5 of the recently issued revised drawings. The diagram has Points 2059 & Points 2061 (Image 1) incorrectly shown (Points numbers swapped over) and they should read as follows:

Points 2059 should be identified on the drawing as Points 2061  
 Points 2061 should be identified on the drawing as Points 2059

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# High Speed Safety Bulletin

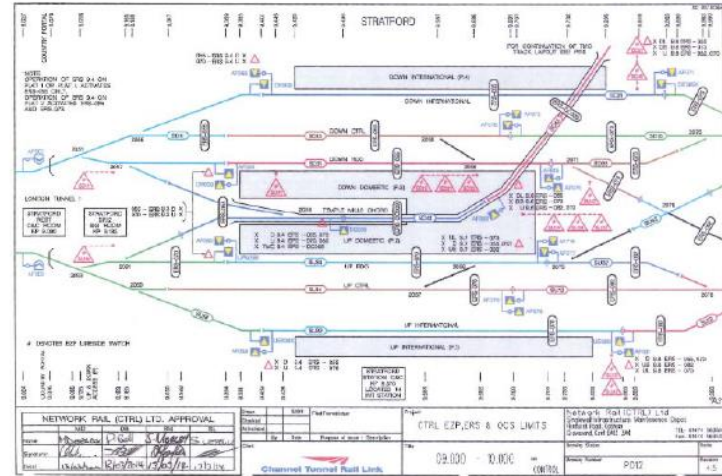


Image 1

**Initiated by:** Martin Jobling, Safety Systems Manager (Infrastructure),  
 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.



# High Speed Safety Bulletin

9<sup>th</sup> June 2014

Bulletin 364

Importance



## Safety Bulletin – The use of form Prod5

You are reminded that when using form Prod5 that the Local Protection must be applied prior to accessing the Danger Zone. In conjunction with the Remote Protection applied by the signaller, this forms the protection for those persons needing to be protected from train movements.

Module G, Section 8.2.5 states that form Prod5 can be used for the following activities:

- Removing a minor obstruction from the line
- To extinguish a fire
- Initial protection of emergency services personnel
- Other operating incident

Module G, Section 8.3 'Personal Protection provided by the Signaller [Procedure PROD 5]' outlines what you are required to do when applying the process.

In particular, this section of the Module states the following:

8.3.7 When the Signaller confirms that personal protection is given by dictation of form PROD5, you must operate an appropriate 'ERS' Switch to the 'protected' position for each of the lines that you need to go on. (This clause does not apply to drivers who are protected by their own train.)

8.3.8 You must wait 90 seconds to elapse.

8.3.9 You may then go into the Danger Zone of the line(s) specified on form PROD5.

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# High Speed Safety Bulletin

HS1 PTS Licence holders should be familiar with this process.

You are reminded that PTS Licence holders should always be in possession of a Prod5 form when on the Operational Railway.

**Initiated by:** Martin Jobling, Safety Systems Manager (Infrastructure),  
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.



# 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.



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Together  
we can