

Safety Briefing

March/April 2014



Resourcing
Solutions

Welcome to Resourcing Solutions's April 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

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.



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

9th April 2014

No: IGS 319

Network Rail Safety Bulletin

Electric Shock to an Employee at Hamilton Square Station, Merseyrail, Liverpool

For the attention of all Network Rail and Suppliers staff

Background: On the 27th February 2014 at Hamilton Square Station, Merseyrail, Liverpool, an employee of Network Rail received an electric shock whilst working on a telecom customer information system fitting (CIS), as per the photograph below.



The injured person had isolated what should have been the mains input cable (the live leg of the mains input) by removing a fuse, and then tested for live electrics before touching the equipment. However the polarity of the cable from a line filter unit was reversed for electrical flow and the injured person received an electric shock from the equipment (240V AC) due to incorrect wiring during installation. A subsequent examination of the CIS unit revealed it had been wired incorrectly (reverse wired), and several others in the immediate vicinity (Hamilton Station) were found to be in a similar state and corrected.

Immediate Action Required by all persons affected:

- Relevant staff to be briefed regarding the Life Saving Rules.
- All relevant staff to ensure mains supplies are isolated, to test all wires for live current and to conduct a test to earth before touching. Relevant staff should not rely on the removal of fuses or testing of the live leg only.
- All relevant staff who fault/inspect CIS units to be made aware of this incident, and the remedial actions and control measures required.
- An investigation has commenced and the findings will be issued in due course



Network Rail
The Quadrant, MK
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MK1 9EN

01/04/2014

No: NRS 318

Network Rail Safety Bulletin

TF25 Bogie Wheelset Lift Bracket Detachment

For the attention of FOCs and Wagon Maintainers

Background:

NIRS (numbers 2852 & 2966) were issued when vehicles had been found with wheelset lift brackets detached at the bolted end. After the issue of the NIRS a 100% fleet check was carried out of the bracket integrity on the Network Rail Fleet and all were found to be in place and correctly fastened.

An additional wagon belonging to Network Rail has now been found to have the wheelset lift bracket missing during VIBT examination at Westbury. This latest incident is therefore unexplained.

Further investigations are under way to establish the reason for failure and a new NIR 8250 has been issued.



Immediate Action Required by all persons affected:

Extra vigilance is required at pre departure/train preparation examination looking for any indication that the wheelset lift bracket is missing, has detached or partially detached at either end. Any defective vehicle must be removed from the train unless competent dispensation is given by the vehicle owner's Engineer, the maintainer or maintenance control.

Any defects must be reported in the first instant to NDS 24.7 on 01908 723500 Option 1 and thereafter through your own company's reporting procedure.

Issued by: Charles Atkinson, Senior Fleet Engineer Materials Delivery Fleet charles.atkinson@networkrail.co.uk

Safety Bulletin – Brown Tail Moths at Singlewell Infrastructure Maintenance Depot (SIMD)

Brown Tail Moth caterpillars have small hairs all over their bodies, which can break off very easily and irritate the skin. Some people can also suffer a type of asthmatic reaction.

Do not approach or touch the caterpillars or the ‘tent’ (Image 1).

Contact with either the caterpillar or the ‘tent’ should be avoided but if you do come into contact minor skin irritations should be washed immediately with hot soapy water and calamine lotion applied, if necessary. If you have serious, persistent symptoms, for example if one of the hairs goes into your eyes or are inhaled, you should consult a doctor.

There are a number of these ‘tents’ and their caterpillars on the vegetation within SIMD (Image 1 – Near to SR21). Additionally, there are a large number of ‘tents’ on the Highways landscaped land, along Henhurst Road (on approach to SIMD). You should be aware that the ‘tents’ may be at locations along the Operational Railway, particularly within the landscape plots.



Temperature Monitoring Stations along HS1

The Track Department are in the process of installing new rail temperature monitoring stations, at the locations listed below. There will eventually be 11 stations located along HS1.

St Pancras approach to Platform 10 (kp0.581)
Stratford Box London End, Platform 2 (Up Line, kp9.378)
Wennington (Up Line, kp24.456)
Ebbsfleet, (Down Line, kp36.120)
Singlewell (Down Line, kp42.802) – Installed, See 'Image 1'
Nashenden (Down Line, kp52.573)
Crissmill (Down Line kp66.560)
Lenham (Down Line, kp79.533)
Ashford (Down Line, kp92.834)
Westenhanger (Down Line, kp103.640)
Euro Tunnel (Up Line, kp109.560)

All of the equipment will look very similar.

Each Station will clearly have on display the Stations name e.g. 'RTM 5 Singlewell' and the manufactures name plate 'Campbell Scientific'.



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