

Safety Briefing

May 2014



Resourcing
Solutions

Welcome to Resourcing Solutions's May 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.

ALT/126 – Safe Operation of MEWPs

07/05/2014

For the attention of:

Machine Operators, Machine Controllers, Linesman, Engineers, Supervisory Personnel

Summary

During works on a VolkerRail worksite, the Machine Operator of a rail mounted MEWP was observed having climbed out of the basket onto an OLE structure. This was witnessed by the Supervisor and Network Rail Engineer who immediately halted the operation and spoke with the individual. He stated that the basket had 'locked out' and to recover from the situation he was pushing against the basket with his feet from the structure to re-activate the basket controls.



If the MEWP is put into a position where the overload alarm is activated (maximum radius reached / basket placed up against the structure putting extra weight onto the limit, etc.) - all operations are locked out. The correct and only authorised way to recover from this situation is for the Machine Controller to operate the emergency recovery controls on the machine from the ground following the manufacturer's instructions and familiarisation training. (NOTE this will override the safety functions on the machine) the recovery system should be used to ONLY lower the basket down and reduce radius, once the machine is lowered down or the overload alarm resets the controls should be returned to normal operation and the machine checked for correct operation using the Machine Controllers checklist and advising the Supervisor before recommencing.

Actions / Key Messages

- Attitude – As a Machine Operator, the SWL of the MEWP should be observed and operations correctly controlled to avoid a lock out situation
- Influence – Ensure you and your colleagues are aware that climbing out of the basket at height is prohibited unless properly planned, risk assessed and controlled in accordance with the VolkerRail risk assessment but as a last resort only
- Management – All personnel working at height must be adequately trained, assessed as competent and informed about correct procedures on all projects and adequately supervised.



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.



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

To be displayed until 31/08/2014



HSQE ALERT

ALT/128 – A Reason Why ALO Controls are Necessary

13/05/2014

For the attention of:

Project Managers, Responsible Managers, ALO Coordinators, Machine Operators, Machine / Crane Controllers, Construction Managers, Delivery Managers, Supervisory personnel, CRE / CEMs

Summary

On 7th May 2014, just outside Munich, Germany, a train collided with a Road-Rail Vehicle injuring four construction workers and the train's driver.

The digger was being used for work on an opposite track to the train, but it appeared to pivot, hitting the driver's carriage. The force of the impact smashed the digger into a wall and flying debris damaged three neighbouring houses.



The driver was seriously injured and flown by helicopter to hospital.

The four construction workers suffered minor injuries.

Actions / Key Messages

- Attitude – Always make sure that you have been briefed, understand and adhere to all the ALO controls that are in place on your worksite.
- Influence – Ensure that those around you understand and adhere to all control measures that are in place. Challenge through questioning.
- Management – Ensure that sufficient ALO control measures are in place and briefed out to all staff prior to commencement of works and throughout their duration.



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

To be displayed until 31/08/2014



HSQE ALERT

ALT/129 – Trojan TroTred

14/05/2014

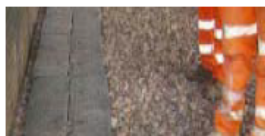
For the attention of:

All those required to go on or about the railway infrastructure

Summary

There have been two incidents of falling, by railway personnel, whilst walking on TroTred. The product has been approved for slip resistance, but there have been incidents where, following removal of the lids to install cables, the side walls of the TroTred have been deflected inwards due to weight from adjacent ballast and preventing the lids from being replaced correctly. This causes the outer edges of the TroTred lids to be unsupported and move unexpectedly under the weight of footfall thus creating a trip hazard

TroTred with lids fitted correctly



TroTred with displaced lid



Actions / Key Messages

Please ensure all TroTred lids are securely attached to the side walls and are not displaced from their correct positions


- Attitude – Ensure lids are fitted correctly and if removed, replaced correctly
- Influence – Report any defects and encourage reporting of workplace hazards
- Management – Ensure lids are fitted and replaced by competent staff



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

To be displayed until 31/08/2014

HSQE ALERT



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

9 May 2014

No: NRS 321


Network Rail Safety Bulletin

Fatal Road Traffic Accident – Borders Railway

For the attention of all railway staff

Background:

It is with great sadness that we inform you of a road traffic accident which occurred on Thursday 1 May resulting in the death of one of our colleagues, a 54 year old employee of BAM Nuttall working on the Borders Project.



The colleague who died was driving a tractor and trailer travelling South on a straight section of the public highway (the A7) just North of Galashiels. The Borders Project has a significant usage of the A7, as it runs parallel to the new railway line.

A lorry, unconnected to the project, hit the back of the trailer. The tractor driver was injured and subsequently reported deceased at the scene.

Police are investigating the circumstances and until they issue their findings it would be wrong to speculate on cause.

Immediate action required by all persons affected:

We should all take time to ask the following questions and take appropriate action.

- Have you recently assessed the road worthiness of your vehicles and trailers and evaluated the risk of using them on the public highway?
- Do you make sure you are visible with lights and beacons on at all times?
- Do you check that equipment including seatbelts are working and used? Do you report any defects immediately?
- Have you recently reviewed the suitability of site access and haul roads that interact with public highways?

Issued by: Stuart White, IP S&E Head of Safety & Sustainable Development - stuart.white3@networkrail.co.uk



Network Rail
The Quadrant: MK
Elder Gate,
Milton Keynes
MK9 1EN
15 May 2014

No: NRS 322

Network Rail Safety Bulletin
Thwaites Personnel Carrier Runaway

For the attention of all owners, maintainers and users of GOS (Philmor) converted Rexquote/Thwaites Personnel Carriers and Rexquote/Thwaites 5T, 6T and 8T dumper variants.

Background

On Sunday 11th May 2014, whilst off tracking at the Green Lane access point near the Bristol end of the Severn Tunnel, a Thwaites personnel carrier ran away approximately 45 meters down a gradient and collided with a trailer attached to the back of another road rail vehicle. An initial investigation has found the rail axle interlocking was not functioning correctly and that the rear rail axle brakes were unable to hold the vehicle on a gradient while the front axle was being raised.

There were no injuries, but the personnel carrier and trailer sustained minor damage.

Note - The GOS (Philmor) converted Rexquote/Thwaites personnel carrier is based on the Rexquote/Thwaites 5T dumper, which also has the same rail axles as the 6T and 8T dumper variants.

Immediate Action Required by Users

The following machine types must be withdrawn from service immediately:

- GOS(Philmor) Rexquote/Thwaites personnel carrier
- Rexquote/Thwaites 5T swivel skip dumper
- Rexquote/Thwaites 6T swivel skip dumper
- Rexquote/Thwaites 8T swivel skip dumper

A further bulletin will be issued once the failure mode is properly understood.



Example of GOS (Philmor) converted Rexquote/Thwaites personnel carrier



Example of Rexquote/Thwaites 5T swivel skip dumper



Network Rail
The Quadrant:MK
Elder Gate
Milton Keynes
MK9 1EN
14th May 2014

No: NRS 323

Network Rail Safety Bulletin

ORR Prohibition Notice on the Manual Lifting and Carrying of C143 Troughing Units on Network Rail Infrastructure

For the attention of all staff and contractors engaged in the planning and installation of cable troughing units on behalf of Network Rail.

Immediate Action Required by all persons affected:

Network Rail employees and others under their control must stop with immediate effect, manual lifting and carrying of C143 troughing units.

The ORR prohibition notice does not require Network Rail to cease using the C143 units, only to mitigate and control the risks from manually handling these units.

Site Managers should determine if they have any C143 units and determine how they are to be installed or removed without manually lifting or carrying of these units and supported by risk assessment.

Engineers and designers must seek to eliminate this risk at source.

Background:

During a planned ORR inspection of signalling renewal and relocking in the Bristol / Swindon area in 2013, concerns were raised with the Bristol Areas Re-signalling Project regarding manual handling of heavy concrete troughing units. The Project carried out a series of improvements and at the request of the ORR engaged an independent ergonomic assessment of troughing renewal and installation. The ORR have considered the independent assessment and taken the decision to issue a Prohibitions Notice on Network Rail for not having carried out a suitable and sufficient risk assessment for handling, moving and positioning C143 concrete troughing routes on Network Rail infrastructure.

Future Action:

Network Rail is reviewing its policy on troughing which will consider, among other potential solutions, lighter weight concrete and half length units.

Network Rail will commission research into more suitable composite materials.

An update to this bulletin will be published in due course.

For further details please contact Colin Mitchell Senior Engineer NRT. Tel: 07734478727

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