

Safety Briefing

May 2015



Resourcing
Solutions

Welcome to Resourcing Solutions's May 2015 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

1

Lookout/Site Warden (Non Technical Skills)

Course updates

Who does this affect?

- Lookouts;
- Sponsors of individuals holding a Lookout competence;
- Training providers delivering Lookout/Site Warden training events.



What is changing?

Lookout/Site Warden training material has been published, and now includes Non Technical Skills (NTS). These updates now provide the learner with NTS information, increasing awareness in areas such as attention management, personal health & well being, and communication.

The elearning package is ready and details of how to access it can be found in the [Elearning User Guide](#). The elearning further supports Non Technical Skills and the competence of the Lookout.

The completion of the post training development workbook must also be completed following lookout initial training.

When is this happening?

Lookout/Site Warden training is now being delivered.

The elearning and post training development workbook will be made available on Monday 07 July.

Details on the process will be made available before Monday 07 July.

What action is required?

People undertaking initial lookout training will be required to complete the elearning and the post training development workbook following their initial lookout training in order to convert their competence from 'probationary' to 'competent'. This must be successfully completed within a 12 month period, whilst under learning support.

Existing Lookouts will be required to complete the elearning as part of the process to maintain competence by July 2015; details of how to register Lookouts on the elearning and record completion of the elearning will be sent to Sponsors by Monday 07 July.

Sponsors of Lookouts should ensure appropriate mentoring support is provided for Lookouts during the probationary period using the post training development workbook. Sponsors will be notified when the post training development workbook is available before Monday 07 July.

Sponsors will be required to record the completion of the elearning and the post training development workbook via Sentinel, details on the process can be found at the Safety Central [Lookout NTS](#) page.

8

Maximum number of delegates permitted on the course

1

Course duration (days)

SHEQ Information No. 370 Introduction to Safe Work Leader (SWL)

Last year Network Rail announced that a new competence of Safe Work Leader (SWL) will be created to manage safe delivery of work on a worksite.

The Safe Work Leader (SWL) will be an employee of Network Rail or a Principal Contractor delivering the work.

On a site where a Principal Contractor has been appointed, the responsibility for the safety and work will remain with the Principal Contractor.

3 levels of SWL

Level 1 (SWL1)

- "In charge " for site of work OUTSIDE of a Possession and on or near the line"
- Normally team leaders
- Normally simple / routine work
- Will carry out current COSS rulebook responsibilities as SWL 1
- Involved in planning but only for low level for routine and cyclic work
- Appointed, in writing, by a local Manager for the task

Level 2 (SWL2)

- "In charge " of a Work site INSIDE of a Possession
- Will carry out current ES rulebook responsibilities as SWL 2
- Involved in planning to a higher degree than SWL1 – particularly on interfaces between work activities within a work site
- MUST be on site for works
- Appointed, in writing, by local Manager for task with agreed lead arrangements

Level 3 (SWM)

- Used where work in a worksite is complex and requires strategic management NORMALLY large projects
- "In charge" of a worksite INSIDE of a Possession.
- Will delegate current ES rulebook responsibilities on site to SWL2
- Involved in planning to a higher degree than SWL2 – particularly on interfaces between work activities within a work site.
- MUST be on site for works.
- Appointed, in writing, by local Manager for task with agreed lead arrangements
- Titled "Safe Work Manager" to avoid Rule book confusion

STAY SAFE IN THE SUN

Protect your skin from harmful ultraviolet radiation from the sun when you're working. Follow five simple steps to make sure you enjoy the weather, without putting your health at risk.



1 COVER UP

Wear long, loose clothing to keep the sun off your skin.



2 PROTECT YOUR HEAD

Don't forget your head, face, ears and neck – wear a hat, preferably with a wide brim, and sunglasses with UV protection. If you wear a hard hat, use one fitted with a Legionnaire-style flap. If you wear safety goggles, make sure they have a UV filter.



3 SEEK SHADE

Come out of the sun whenever possible during the most powerful ultraviolet periods (10am–3pm), and remember to stay in the shade during breaks.



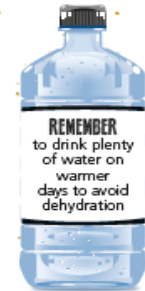
4 USE SUNSCREEN

Use SPF 30 or higher on any exposed skin – apply it half an hour before going outside, put plenty on and reapply it frequently.



5 BE SKIN SAFE

Report mole changes (size, shape, colour, itching or bleeding) or any other concerns about your skin to your doctor as soon as possible – don't put it off, early treatment is important. Have a look at our simple skin check guide below.



THE UV INDEX

The strength of the sun's rays isn't connected to the temperature – check the UV index. You'll find the index on many weather forecast apps and websites.

FIVE WORKERS A DAY GET SKIN CANCER*



LOW
(1,2)

You can safely stay outside

MODERATE
(3,4,5)

Take care during midday hours and don't spend too much time in the sun unprotected

HIGH
(6,7)

Seek shade during midday hours, cover up and wear sunscreen

VERY HIGH
(8,9,10)

Spend time in the shade between 10am and 3pm. Covering up and sunscreen essential

EXTREME
(11+)

Avoid being outside in midday hours. Covering up and sunscreen essential

GET TO KNOW YOUR SKIN

Checking for signs of skin cancer is as easy as A, B, C (and D). Be aware of how your skin normally looks – that way, you'll notice changes that could be signs of skin cancer.

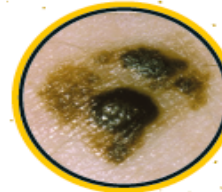
- Found a new mole?
- Spotted any changes to the size, shape or colour of an existing mole or patch of skin?
- Noticed a new growth or sore that doesn't heal?
- Found a spot, mole or sore that hurts or is itchy?
- Seen a mole or growth that bleeds, crusts or scabs?

Remember to check your neck and back too if they've been exposed – in men, this is where

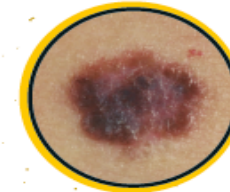
melanoma is most likely to occur. Use a mirror or get someone else to help you check.

Get any skin problem checked by your GP. There may be nothing to worry about, but if something is wrong, treating it early could stop it getting worse – and even save your life.

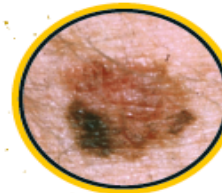
Look at Cancer Research UK's guide to spotting the signs of skin cancer at sunsmart.org.uk/UV-the-sun-and-skin-cancer/spotting-skin-cancer-early



A SYMMETRY
two halves of a mole look different



B ORDER
the edges of the mole are blurred, jagged or not regular



C OLOUR
the colour of the mole isn't even, with more than one shade of colour



D IAMETER
the mole is wider than 6mm (the size of a rubber on top of a pencil)



Working together to beat occupational cancer
The Institution of Occupational Safety and Health is campaigning to stop thousands of untimely deaths to work-caused cancer – find out more at www.notimetolose.org.uk

*Figure 10: CB. Mole images courtesy Cancer Research UK

<p>I IVORY</p> <p>Characteristics Pale skin, light or red hair, prone to freckles. Burns very easily and rarely tans</p> <p>Sun protection At the greatest risk of developing skin cancer. Needs to protect skin, preferably with clothing</p> 	<p>II BEIGE</p> <p>Characteristics Fair skin, likely to have light hair, blue or brown eyes. Some have dark hair but still have a fair skin. Usually burns but may gradually tan</p> <p>Sun protection At the greatest risk of developing skin cancer. Needs to protect skin, preferably with clothing</p> 	<p>III LIGHT BROWN</p> <p>Characteristics Light olive skin with dark hair and brown or green eyes. Burns with long exposure to the sun but generally tans quite easily</p> <p>Sun protection Should protect themselves in strong sunshine</p> 	<p>IV MEDIUM BROWN</p> <p>Characteristics Brown eyes and dark hair. Burns with very lengthy exposures but always tans easily</p> <p>Sun protection Should protect themselves in strong sunshine</p> 	<p>V DARK BROWN</p> <p>Characteristics Naturally brown skin, brown eyes and dark hair. Burns only with excessive exposure to the sun. Skin easily darkens further</p> <p>Sun protection Should protect themselves when outdoors in the sun for a long time</p> 	<p>VI VERY DARK BROWN</p> <p>Characteristics Black skin with dark brown eyes and black hair. Burns only with extreme exposure to the sun. Skin very easily darkens further</p> <p>Sun protection Should protect themselves when outdoors in the sun for a long time</p> 
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Fitzpatrick skin scale



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

12 February 2015

No: NRB 15/04

Network Rail Safety Bulletin

Workers suffer electric shock from 11kV overhead cables

For the attention of: All Network Rail staff, principal contractors, designers and contractors who are involved in the design and planning and those working in the vicinity of electrical equipment

Background:

On Monday 26 January 2015 two operatives were involved in the installation of a metal lighting column, which was being lifted into place with an excavator. The 8m column was supported in a vertical position by the excavator whilst one of the operatives guided it into a pre-installed ground spigot.

As the column was manoeuvred into position the top of the column came into contact with energised third party 11kV overhead cables. The operative guiding the column received an electric shock, suffering serious burns to the knees, one hand and their neck. The second operative also received an electric shock when they pulled the operative away from the lighting column. The picture below shows the column continuing to arc after the event. The work was part of constructing a new Rail Operating Centre at Basingstoke and away from the operational railway.

Our safety commitments say:

We will design, construct, inspect, operate and maintain the railway to keep everyone safe.

We will plan work to ensure that it can be done safely.

Our lifesaving rules say:



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



While we are investigating the causes of the incident, please take the time to consider the following and discuss in your teams:

- Do you have the ability to influence the design of assets with similar risks? If so how can you make sure that we have identified all site risks and taken steps to eliminate them, or if not possible to have suitably controlled them?
- Prior to work commencing work on site how do you check to make sure that all electrical risks are identified and that the appropriate control measures are in place?
- How can you use HSE Guidance Note GS6 [Avoiding danger from overhead power lines](#) and the Energy Networks Association [Look Out - Look Up](#) booklet to improve our risk management?

Issued by Network Rail. For further details contact: Geoff.Norman@networkrail.co.uk



Safety Bulletin

A serious incident has taken place

Colleague suffers electrical burns whilst wearing watch

Issued to: All Network Rail line managers, safety professionals and Achilles registered contractors

Ref: NRB 15/06

Date of issue: 27/03/2015

Location: Kent

Contact: [Matt Bowey](#), Function Lead (Distribution)



Overview

Whilst changing defective diodes within a rectifier cubicle at High Brooms Substation, a member of staff suffered minor burns to his wrist and lower arm.

Although low, the residual voltage on the busbar was sufficient to drive a high current through the watch strap causing the injury.

Although wearing gloves, the staff member's metallic wrist watch strap was exposed and made contact with the negative busbar and the earthed equipment housing.

Discussion Points

Whilst we are investigating the causes of this incident please discuss the following with your teams:

- What are the risks you face when working on electrical equipment?
- How do watches and jewellery increase the risks?
- Why was voltage present on the negative bus bar?
- What changes to our policies and ways of working might help us all to reduce the risk?
- What can you do to cover non-removable jewellery?
- What else can we personally do to reduce these risks?

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Safety
Alert

Safety
Bulletin

Safety
Advice

Shared
Learning



Safety Bulletin

A serious incident has taken place

Railway worker involved in dangerous activity on motorway

Issued to: All Network Rail line managers, safety professionals and Achilles registered contractors

Ref: NRB 15/08

Date of issue: 15/04/2015

Location: M40 Oxfordshire

Contact: [Steve Womack](#), Head of S&SD, Network Rail Crossrail Programme



Overview

At approximately 13.00 on 2 April a railway worker was photographed by a member of the public hanging outside of the side door of a vehicle travelling at speed on the M40.

It is reported that this incident was repeated more than once. The individual has accepted responsibility for the action. Another passenger in the vehicle requested that he return to the vehicle but this was ignored.

Once he eventually returned to the vehicle, the driver did not stop the vehicle and the incident was not reported to his employer or Network Rail.

Following investigation the individual and the driver have been dismissed by the contractor.

Additionally, the vehicle had set-off from Wigan at approx 10.00 for the commencement of a 14.00 shift of 10 hours in west London. Although a local hotel had been booked for their use following the shift, they would have exceeded the 14 hour maximum door-to-door policy.

Discussion Points

Please discuss the following with your teams:

- Can you recognise when it is necessary to take personally intervene to help prevent a potentially serious incident?
- Does your team appreciate the need to report not only accidents but also unsafe acts and events as well?
- Do you feel confident to report any safety concerns to your manager or confidentially through CIRAS or Close Call?
- Road travel is the single most dangerous activity in the rail industry with eight injuries each month from road traffic accidents. Five rail workers died in road accidents in the past year.
- Do you adequately consider travel risks when placing contracts or rostering people to work?
- When planning or making long journeys what arrangements do you have in place such as taking breaks at least every 2 hours.



Safety Bulletin

A serious incident has taken place

Train strikes 'gantry rail' placed in cess

Issued to: All Network Rail line managers, safety professionals and Achilles registered contractors

Ref: NRB 15/09

Date of issue: 27/04/2015

Location: Derby Road, Felixstowe

Contact: [John Hyde](#), IP-Track Programme Engineering Manager



Overview

On 20 April 2015 a gantry rail which had been positioned for the plain line renewals works at Derby Road moved due to expansion.

The gantry rails are used as part of the renewals temporary works and had been joined on site into 709 foot lengths two weeks prior to the main works.

Due to heat expansion the rail came into close proximity of the adjacent running rail and was struck by a passing train.

Whilst this did not cause significant damage to the infrastructure or the train, the potential for damage was high.

Discussion Points

Please discuss the following with your teams:

- How do you know that you have effective risk assessments for all your temporary works?
- How do you consider both actual and potential site and environmental conditions such as hot weather in early spring?
- How is risk considered when determining the split between main and preparatory works? Would your current arrangements help prevent a similar incident to this?
- How and when would consideration be given to measures such as a supplementary inspection regime and watchmen for sites identified as high risk?
- As a precautionary measure IP-Track will require that DPE approval is obtained from for any sites where rail lengths greater than 709' are proposed prior to core works (welded or plated), this is a temporary measure until the findings of the investigation are delivered.

Part of our group of Safety Bulletins

Safety Alert

Safety Bulletin

Safety Advice

Shared Learning

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