

Safety Briefing

September & October 2014



Resourcing
Solutions

Welcome to Resourcing Solutions's September/October 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

26th September 2014 Bulletin 293

News Bulletin – Upcoming changes to the Personal Track Safety competency

With the issue of the new rulebook next year the competency requirements for accessing the Operational Railway will change. The new competencies will replace the current Personal Track Safety competence. Two different Entry Permits will be introduced: Safe Zone Entry Permit (SZEP) and Danger Zone Entry Permit (DZEP). Both entry permits will be obtained via the completion of an E-learning module and online assessment. These will allow you to access the Operational Railway accompanied by somebody with a higher level competence. Entry permits will be renewed on a yearly basis; you will not be able to access the Operational Railway without a valid entry permit.

A new competence called the Rail Safety Leader (RSL) will also be introduced. Rail Safety Leaders will be able to accompany entry permit holders and work alone in the Safe Zone. Each group working in the Safe Zone must have a designated RSL in charge of the group.

To become a Rail Safety Leader you will have to have completed the DZEP e-learning module and assessment; have written confirmation from your line manager that you will access the railway a minimum of 6 times a year; and have completed a two day practical course. The Rail Safety Leader competence will be renewed every two years after attendance on a refresher course / assessment day.

Anybody currently holding PTS who will still require access to the Operational Railway in 2015 will have to consider what level of competence they will require. The transition period will run from January 2015 - June 2015 at which point PTS as a competence will cease to exist. Anybody requiring access to the Operational Railway will have to take the appropriate courses to gain the valid competence (Entry Permit or Rail Safety Leader).

Produced by Safety & Assurance Department
Singlewell Infrastructure Maintenance Depot
Henhurst Road, Cobham, Gravesend
Kent, DA12 3AN

Distribution Date: 26/09/2014



Network Rail (High Speed) Limited
Registered Office: Kings Place, 90 York Way, London N1 5AG. Registered in England and Wales No. 4434562



High Speed News Bulletin

This is a summary of the changes and we ask you to start thinking about what level of competence you and your staff will require. More information will be sent to you shortly and forums will run in November 2014 to answer any questions you may have.

Initiated by: Lauren Smith, Project Leader, 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

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Singlewell Infrastructure Maintenance Depot
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Network Rail
The Quadrant: MK
Elder Gate,
Milton Keynes
MK9 1EN

25 September 2014

No: NRS 337

Network Rail Safety Bulletin
Axle Lock Check Valves on Colmar RRVs

For the attention of all owners of Colmar RRVs (T4300, T7000 and T10000 models) and POS Representatives

Background

Following a recent low speed derailment of a Colmar T4300 RRV, a number of faults have been found in the axle lock check valves located on top of each hydraulic ram on the floating axle. These have included broken springs and build-up of contaminants in the hydraulic oil.

The contaminants in the oil have a direct effect on the correct operation of the axle lock check valves, reducing their effectiveness to operate as designed and lock/unlock the floating axle. Additional checks on the axle lock check valves and amendments to maintenance plans have previously been recommended to mitigate the risk of this fault following NIR 2321 in 2007.

Immediate Action Required by Users

All Colmar RRVs must be inspected with immediate effect and the following action taken:

- Thorough and detailed inspection of the affected axle lock check valves components.
- Based on the outcome of the detailed inspection, repairs to be carried out in line with instructions previously issued in NIR 2321.
- Review maintenance plans for all Colmar RRVs to ensure that removal, cleaning and checking of the axle lock valve blocks are included every 250 hours or 2 months for the first year. If no issues are raised within the year then the frequency can be reduced to annual.
- Amend maintenance plans if necessary.
- POS Representatives to verify that inspection has taken place before deploying the vehicle on the operational infrastructure.



Example of affected Colmar RRV



Axle Lock Check Valve



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18 September 2014

No: NRS 335

Network Rail Safety Bulletin

Accident involving a lorry mounted crane fitted with a brick-grab attachment

For the attention of: Infrastructure Projects, Network Rail Staff and Principal Contractors

Background:

On 2 September 2014 a serious accident occurred at Cardiff Central Station during the delivery of bulk materials in 1 tonne bags. The bags were delivered and off-loaded using a lorry mounted crane with a brick grab attachment fitted with hooks for delivering bagged materials.



During the operation an employee of one of our contractors acting as the slinger was caught between the arms of the brick grab and suffered serious injuries.

Immediate action required by all persons affected:

Investigations into the causes of this event are on-going. In the meantime take the time to discuss the following issue with your teams:

- Do you always follow the lifesaving rule "Never enter the agreed exclusion zone, unless directed to by the person in charge"?
- Are you aware that lorry mounted cranes MUST be isolated where loads need to be attached / detached manually? Where a remote control device is used this MUST be isolated at all times when it is not in use, when attaching and detaching loads or when anyone, including the operator, is working in the vicinity of any loading attachments.
- Do you always ensure that for this type of operation the operator and any other staff working in the delivery / collection area set up an exclusion zone?
- Do you always agree the communication protocol between all parties that indicates that the loading equipment is isolated and it is safe to approach the load and any loading attachments?
- Do you need to change the way you work to keep yourself and others safe?



Never enter the agreed exclusion zone, unless directed to by the person in charge.

Issued by: J. Adsheed, S&SD IP Signalling, Contact James.adsheed@networkrail.co.uk



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22 September 2014

No: NRS 336

Network Rail Safety Bulletin

Safe use of 1 Tonne site dumpers

For the attention of; Network Rail Staff, Principal Contractors and Contractors for non-notifiable works

Background:

Due to a number of incidents involving 1 Tonne dumpers, IP Southern and PSLG took the decision to suspend these machines from use. A note was issued from PSLG, but no safety bulletin was issued.



Following investigations, neither vehicle capability nor defects were identified as root causes. Any suspension on 1 tonne dumpers put in place can now be removed provided the minimum requirements set out below are followed.

Vehicle Selection and Management:

- Planned works must be risk assessed and appropriate dumpers selected for the task.
- Selection criteria must consider size and capacity requirements and the stability of the vehicle.
- Roll-over protective structure (ROPS) and seat restraints fitted.
- Alternatives (eg tracked dumpers) must be considered in locations with poor ground conditions/significant slopes.
- All vehicles must be properly maintained, safe to operate and subject to a pre-use check.
- Dumpers should not be loaded to a level that will prevent drivers seeing the route ahead.
- When not in use vehicle engines should be off and keys removed.

Site Management:

Traffic management plans should be in place on all sites. Where dumpers are in use these should include:

- the need for clear warning signs on routes used by dumpers, avoidance of slopes across the direction of travel, requirements for barriers where routes pass edges/drops, segregation of people/plant.
- maintenance requirements to minimise potholes, ruts, debris and other obstructions.

Drivers:

Task briefings should inform drivers of site and activity risks along with control measures. Drivers must be competent and certificated in the use of the type of vehicle being operated. Keys must be held by authorised drivers and not be loaned to other workers. Further guidance can be found on the safe use of dumpers by clicking on this HSE link www.hse.gov.uk/pubns/cis52.pdf

Issued by: [Paul Conway](#), Acting Professional Head of Plant and TR&S

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Rail Plant: Machine Controller – Material Handler and Competence Changes

Post implementation briefing for training and assessment providers

Who does this affect?

- All industry providers with trainers and assessors currently approved to deliver and/or assess current on track plant (OTP) training and competence
- Sponsors of the current competence Machine Controller Material Handler



What is changing?

Following on from the September 2013 briefing and as a result of feedback since go live, we have identified process issues with the implementation.

As detailed in Note 3 of the MC_CC_MO_CO OTP_OTM attached flowchart we have identified that upon successful completion of Machine Controller Material Handler training, Machine Controller Dual Purpose Vehicle and Machine Controller Material Maintenance was not automatically awarded without attending the training as agreed.

All holders of Machine Controller Material Handler will be automatically awarded the Machine Controller Dual Purpose Vehicle and Machine Controller Material Maintenance with effect from the date of which Machine Controller Material Handler was awarded for the validity of each of the competence.

When will this happen?

The competence will be automatically awarded for all those that are affected on Sentinel by 17 October 2014.

What action is required?

All those affected will have Machine Controller Dual Purpose Vehicle and Machine Controller Material Maintenance with effect from the date which Machine Controller Material Handler was awarded.

We apologise for any inconvenience caused as a result of process issues with the implementation. It was important that we identified and were able to implement the correct solution before communicating the new arrangements to you.

Thank you for your understanding in this matter.

Where can I get further information?

Key Contacts

For general queries on this update, please contact:

David Adekitan
Learning and development specialist
Tel: 07711 002499
Email: david.adekitan@networkrail.co.uk

Malcolm Miles
Principal plant engineer
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Email: malcolm.miles2@networkrail.co.uk



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13 October 2014

No: NRS 339

Network Rail Safety Bulletin
Emergency Stop Circuits on SRS 18t Road/Rail MEWP's
For the attention of all Operators of Network Rail owned SRS 18t Road/Rail MEWPs

Background

Following a recent fault on an SRS 18t MEWP it has been identified that an unapproved wiring modification had been carried out to effect a repair. This repair has inadvertently bypassed the emergency stop circuit rendering the emergency stop buttons totally ineffective, with the potential to import serious risk to those working on or around these vehicles.

This is the second vehicle on which this problem has been identified in the last 4 weeks

Initial investigations suggest the wiring modification may have been carried out by a road servicing company to rectify a brake fault, without full knowledge of the impact the modification will have had on the operational capability of the plant aspect of the vehicle. The modification had also put a 12v relay in a 24v circuit with the potential to overheat and cause fire damage.

Immediate Action Required by Operators

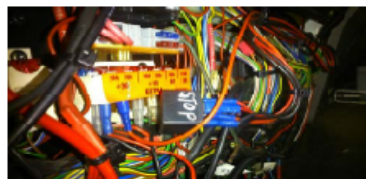
All SRS 18t Road/Rail MEWPs must be inspected with immediate effect and the following action taken:

- Inspection of the wiring arrangements underneath the dashboard to identify if any modifications have been carried out (see pictures below).
- A full functional test of the emergency stop circuits to ensure they are all functioning correctly, this test must be conducted in RAIL mode. This should also be a normal part of the daily operator checks.
- Any vehicles that fail the Emergency Stop functional test should be removed from service, quarantined and arrangements made to return the vehicle to the maintainer.

For a full list of vehicles that may be affected and to advise on the outcome of checks completed please contact malcolm.miles2@networkrail.co.uk



12v Relay



Modified Wiring Underneath Dashboard

Paul Conway, Professional Head of Plant and T&RS



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13 October 2014

No: NRS 338

Network Rail Safety Bulletin
Crush Injury to Slinger / Signaller

Background

On 2 October 2014 a serious incident occurred on site during a lifting activity. A slinger/signaller was in the process of attaching lifting accessories to the lifting eye of a 22 tonne tracked 360 excavator. Whilst attaching the lifting accessories to the excavator's quick hitch, he came into contact with an unintentional movement of the dipper arm of the machine. The slinger/signaller, positioned between the machine's dipper arm and a stack of sheet piles, sustained serious crush injuries.



Immediate Action Required

Investigations into the causes of this incident are on-going. In the meantime take the time to discuss the following issues with your teams:

- Before work commences, how do you ensure as a machine operator, that the plant you're operating cannot make an unintentional move whilst activities take place with staff within the exclusion zone?
- As a work group, do you always understand and agree the communication protocol that indicates that the load and associated equipment is safe to approach?
- What could be the effect of the slinger/signaller fitting or removing an attachment/lifting accessory to an item of plant before the machine operator confirms the safety lever (dead man's handle) is in the safe position?
- As the machine operator how do you ensure that the dead man's handle is in the safe position when plant is used for lifting operations and accessories are attached or removed?



Remember - Always follow the lifesaving rule "Never enter the agreed exclusion zone, unless directed to by the person in charge"

Contact: Geoff Twisleton, Head of Safety & Sustainable Development IP Central

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Track Induction

Grandfather rights to be withdrawn

Who does this affect?

All track side staff who are part of:

- Track maintenance
- Track renewal
- Track inspection

What is changing?

Grandfather rights for Track Induction are being withdrawn. You have up until 31 December 2014 to transition any of your staff who is entitled to Track Induction via Grandfather Rights.

Who Qualifies for Track Induction via Grandfather Rights?

Any individual who has held the Personal Track Safety (PTS) Competence continuously from prior to 09 June 2003, and who the sponsor deems experienced and competent enough

What action is required?

Sponsors must check whether or not their track side staff has held PTS prior to 09 June 2003 and continuously since this date. To ensure they meet the criteria of being awarded the Track Induction (TR00) competence under grandfather rights, staff must provide their CV for their work experience to be assessed by their Sponsor. Sponsors must visit the website www.railsentinel.co.uk to download the Track Induction (TR00) Performance report questionnaire from the *Materials* section under *Support For You*. This will help Sponsors determine the eligibility of an individual.

If the Sponsor is satisfied that the individual qualifies then they award the Track Induction Grandfather Rights Assessment (TIGRA) event in Sentinel to their staff that will automatically update the addition of the Track Induction (TR00) competence within 24hrs.

Where can I get further information?

Key Contacts

For general queries on this update, please contact:

Sentinel Helpdesk
Tel: 0330 726 2222
Email: sentinel@mitie.com

For further information, please go to:

www.railsentinel.co.uk

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
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