



**Employee Health and Safety Policy & Handbook
(Incorporating Rail Safety Standards)**

Contents

i. Implementation	3
1. Health and Safety Policy Statement & Environmental Policy Statement.....	4
2. General Responsibilities:	6
Sentinel card	8
4. Alcohol and Drugs Policy.....	9
5. Personal Track Safety and Identification	10
6. Worksafe Procedure (Refusal to Work on the Grounds of Safety)	10
7. Working Hours on the Railway	11
8. Personal Protective Equipment (PPE).....	12
9. Emergency Arrangements	14
Under no circumstances are you to talk to any member of the Press.....	15
10. Alcohol and Drugs	15
11. For Cause screening – Accident or Incident.....	15
12. Work Package Plans and Task Briefings.....	15
13. Signing On & Track Visitor Permits.	16
14. First Aid	16
15. Accident Reporting	17
16. Welfare Arrangements	17
17. Hazardous Substances (COSHH)	17
18. Leptospirosis (Weils Disease).....	17
19. Needle Stick Injury	18
20. Manual Handling.....	18
21. Use of Contact Lenses.....	18
22. Use of Plant & Tools.....	18
23. Access & Security	19
24. Medical Self-Assessment	19
25. Declaration	19

i. Implementation

This Procedure to be implemented from following the Achilles RISQS Audit on 18th October 2016

ii. Disclaimer

The Shore Group has used its best endeavors to ensure that the content, layout and text of this document are accurate, complete and suitable for their stated purpose. It makes no warranties, express or implied, that compliance with the contents of this document shall be sufficient to ensure safe systems of work or operation.

1. Health and Safety Policy Statement & Environmental Policy Statement

Health & Safety Policy Statement

The Shore Group Ltd is committed to health and safety, the reduction of risk, accidents and ill health so far as is reasonably practicable and to the promotion of a safe working environment. This policy is integral to operational management and is supported by the provision of competent health and safety advice.

The Shore Group Ltd do hereby undertake to: -

- Appoint a competent person to assist with health and safety.
- Give equal financial consideration to the provision of resources for health and safety.
- Communicate with and seek the co-operation of all employees, contractors and agency staff to ensure the Health, Safety and Welfare of all those persons affected by our undertakings.
- Liaise with sector leads, support and aspire to industry best practice with regard to establishing a harm free environment during any construction of temporary and demountable structures.
- Comply with the Health and Safety at Work etc. Act 1974 and all other applicable health and safety legislation.

The Shore Group Ltd shall also, so far as is reasonably practicable: -

- Provide and maintain a safe working environment.
- Provide adequate arrangements for the welfare of persons at work.
- Via risk assessment, identify any significant hazards which may exist, develop controls to minimise the level of risk to as low as is reasonably practicable and to notify employees and others who may be affected, of the controls established to minimise risk.
- Make arrangements for ensuring the safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of all persons at work.
- Maintain any plant, work equipment and systems of work for which they have responsibility.
- Record and investigate all accidents and cases of occupational ill-health.
- Provide and maintain appropriate personal protective equipment where necessary.



Signed:

Date: October 2016

Name: James Hobden

Position: Director

Environmental Policy Statement

The Shore Group Ltd is committed to managing its impact on the environment by understanding the impact of its business activities, reducing environmental impacts resulting from its operations, reducing risks of environmental incidents and promoting sustainable practices using best practicable means. This policy is integral to operational management and is supported by the provision of competent environmental management advice.

The Shore Group Ltd do hereby undertake to: -

- Appoint a competent person to assist with environmental management.
- Give equal financial consideration to the provision of resources for environmental management.
- Communicate with and seek the co-operation of all employees, contractors and agency staff to manage the environmental impact of our undertakings.
- Aspire to industry best practice with regard to managing environmental impacts of office and site-based operations.
- Identify and comply with relevant environmental legislation as the minimum standards for environmental performance.

The Shore Group Ltd shall also:

- Identify significant impacts and develop controls including purchasing policies, office procedures, systems of work, maintenance and emergency procedures, appointing appropriate waste carriers and implementing sufficient training to minimise the level of risk by applying best practical means.
- Make arrangements for ensuring that environmental risks are minimised in connection with the use, storage and transport of any chemical substances; the storage and removal of any waste; the consumption of resources within offices and on sites; the undertaking of site activities and the use of work equipment and transport.
- Provide such information, instruction, training and supervision as is necessary to ensure that employees and contractors are able to implement the company's environmental controls.
- Record and investigate any environmental incidents and breaches of legislation including implementing corrective actions and correcting environmental procedures as necessary.
- Maintain all vehicles, plant and work equipment for which we have responsibility.
- Provide and maintain necessary emergency equipment such as spill kits.
- Undertake regular monitoring and reviews of our environmental performance.

Signed:



Date:

October 2016

Name:

James Hobden

Position:

Director

2. General Responsibilities:

a. Introduction to the Health and Safety Policy.

This document provides important information on the measures in place to avoid injury to our employees and assignees and other persons who may be affected by what we do.

Within these instructions is a copy of the Company's Policy Statements, the Company's Organisation for Health and Safety for the rail and the arrangements in place to put our Policy into effect. Read this carefully and ask for further guidance if there is anything that you do not understand or disagree with. When you have read and understood the contents, sign the declaration at the end and return to the Rail Supervisor immediately. You will not be allowed to start work until you have done this.

It is Shore Group policy to ensure that all new assignees are competent to perform the tasks to be undertaken. You must have the ability to work/carry out work without strict supervision. You must have sufficient training, experience and/or knowledge to carry out the work. Normally a 'competent person' must be over 18 years of age. You must be at least able to look after your own safety.

Management Responsibilities (That's everybody that tells someone else what to do). We must ensure that you have a:

- Safe place to work
- Safe method or work
- Safe access to the place of work

And that systems, standards and controls have been put into place.

Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc. Act 1974 refers.

Employee Responsibilities (That's everybody that gets told what to do) you have a:

- Duty to take care of yourself and others
- Duty to co-operate and comply with rules, equipment and permit restrictions
- Duty to report problems, unsafe working processes and hazards and incidents (near misses)
- Duty to act or inform and not to omit or conceal

Everybody: Must play their part encouraging a positive safety and environmental culture.

Health Advice: We encourage personal hygiene, exercise and healthy eating - you'll work better and live longer. We discourage smoking; drugs and alcohol are prohibited - all will do you permanent long-term damage.

We also need to know if you have any lasting or previous injury and if you are on medication to avoid putting you at risk.

Competence

We will check that you are competent at what you do.

You must have a Sentinel competence card for work on Network Rail

Training

With the advent of CSCS and NVQs, tradesmen both skilled, semi-skilled and unskilled are able to subscribe to a curriculum and need to demonstrate that they have the relevant skills. If you do not possess these skills, we, or the client will ensure that either you are exposed to work that does not require these skills or instigate training to learn these skills.

Briefings are given on site by site personnel as part of an ongoing toolbox talk programme or task related briefings directly related to the task about to start or just as a refresher.

Assignee duties for health and safety.

Whilst at work you have some very specific legal duties to your client, to yourself, and to your fellow workers. These can be summarised as follows: -

- You must take reasonable care of your own health and safety and of other persons who may be affected by your acts or omissions.
- You must co-operate with the client so that they can comply with their legal duties in matters of health and safety.
- You must use machinery, equipment, hazardous substances, transport, safety devices and systems of work in accordance with the training or instruction provided. Do not attempt to operate or use equipment of any sort unless you have been trained and authorised to do so.
- You must inform your immediate supervisor of any serious or imminent danger to health and safety.
- You must inform your immediate supervisor of any shortcomings in the health and safety arrangements.
- You must take care of personal protective equipment and any equipment provided for your use.
- You must follow any procedures or use any equipment provided for the purpose of reducing the risk of injury from manual handling.

You also have the right and the responsibility to refuse to carry out any specific task or duty that you consider to be unsafe without disciplinary action against you. There are procedures for you to follow if you think you have good reason to complain.

Railway Safety and Rules

Apart from occupational health and safety law the national railway system has a wide range of rules (they are called standards) to ensure the safety of all those who use and work on the railways. Those that are related to your work will be explained in detail later on during this induction session and before you start work on any particular site.

You need to understand that these rules are strictly applied and if you break the rules you will be liable to have your credentials confiscated and you will not be able to continue with your work on the railways.

You must also understand that records of all railway workers are held on a national register and being dismissed from one employer could mean that you would find it difficult to work on the railways again.

You are also required to inform us if you have ever been dismissed at any time from previous employment for any railway related transgressions. Such information is usually kept on the Sentinel database.

Railway Work Experience

Even though you may be qualified to use certain equipment or supervise other workers it is most important that you have sufficient railway working experience before you can be considered to be fully competent. The Company will make arrangements for you to be supervised and monitored until it is clear that you are fully competent. Part of this process is explained in the next section.

It is essential that you co-operate with this process and be always ready to seek advice if you are not sure, someone's life may depend on it.

Similarly, although qualified and experienced you may not have actually been involved in a particular type of operation or duty for some time. You must make sure that your office is aware of the facts and allow them to make the decision on how to deal with the situation.

Competence Assessment

In general, all sponsors have a system for assessing the Sentinel competence of people working in the railway environment. This is a formal procedure by authorised training organisations. In each case the assessment will be discussed with you before you undertake this training or assessment. You may be asked to undertake further training or advised to improve or alter your working method. Remember that it is not aimed at you personally but at making the railway a safer place for everyone.

Environment

You will be asked to respect the working environment and take the necessary action to reduce the effect of any spillages or emissions into the environment.

All employees and assignees must learn the Network Rail lifesaving rules as below:

3. Introduction to the Sentinel Scheme

Sentinel is Network Rail's scheme for making sure that the people who work on or near the line are competent and medically fit. If you are going on or near the line you must have a valid Sentinel track safety card with you (PTS card). To obtain this, you must first be sponsored by Shore Group who have been authorised by Network Rail through an audit. Shore Group will therefore be regarded as your primary sponsor; you may apply to up to two other companies or agencies to sponsor you, but these will be considered secondary sponsors and must first ask permission of your primary sponsor. The Sentinel card is only valid if your PTS competence and Medical Certification are in date and you have a valid Drug & Alcohol Testing Certificate.

You will be required initially to undergo a medical examination by a Network Rail approved medical provider (your own doctor may not be approved). If, during your employment, there is any subsequent change in your medical condition or you have had a traumatic experience you must inform your line manager and be prepared, if necessary for another medical examination prior to resuming or continuing to work.

The Sentinel rules

You must -

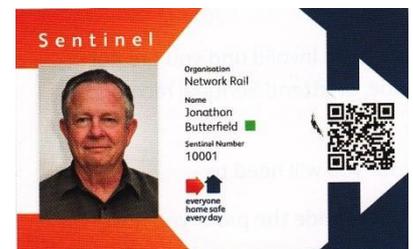
- Comply with Network Rail's drugs and alcohol policy
- Wear the required Personal Protective Equipment
- Work safely and comply with track safety rules
- Only do things you are competent and, where necessary, qualified to do
- Report any accidents, incidents or safety concerns straight away & to your primary sponsor
- Co-operate with anyone carrying out an investigation, spot-check or audit
- Attend medicals, training and assessments when required
- Make sure your primary sponsor is aware of all your working hours
- Know the Network Rail lifesaving rules.
- Not work excessive hours or back-to back shifts

Remember, no card, no work.

Sentinel card

You must have a current Sentinel card with you whenever you work 'on or near the line'. Copies are not acceptable. Upon reporting or signing in to a site of work you must present a current Sentinel PTS Card indicating you have current approval to work within a rail environment.

Once a PTS Card has been presented the validity of the card and individual qualifications will be confirmed at the time by either checking on line via a card reader or by calling the helpline hotline on the back of the card. A colour copy of your card will be taken when registering with us for entry to our system. Relevant information will be entered into our system to enable us to monitor any expiry dates that become apparent. If during the time we are your primary sponsor we can monitor any expiry dates that come into effect and arrange for re-training with you as required.



If for any reason you are required to work for another company on the rail you must inform us, and you must be sponsored by that other company as well.

If we cease to be your primary sponsor, we will remove your sponsorship to work on the railway and your card will become invalid.

4. Alcohol and Drugs Policy

Shore Group has adopted the principles of the Network Rail Alcohol and Drugs Policy as follows: - All employees who hold PTS certification should be aware that while working on Network Rail Managed Infrastructure, additional legislation is applicable to them and their work. In particular the Transport and Works Act 1992 Part 2 Section 27 specifically notes the need for employees to be free from the effects of Alcohol and Drugs. The requirements of Network Rail Company Standard **NR/L1/OHS/051** and TFL Standards S1257 & S1251 apply. Results of drug and alcohol testing shall be recorded on the Sentinel database.

Employees & assignees should therefore:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have just consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including the van).
- Not consume or take drink or drugs whilst at work

If employees & assignees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to the Rail Supervisor.

If employees or assignees are considered unfit for work, then we, with Network Rail have a legal duty to test their blood, urine or breath for drink or drugs. For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrams per 100ml of blood;
- More than 13 micrograms of alcohol in 100ml of breath; or
- More than 39 milligrams of alcohol in 100ml of urine.

This is known as a 'positive result' of an alcohol test. Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Benzodiazepines, Methadone, Opiates, Ecstasy or Propoxyphene etc. found will be deemed a positive test result. Employees must be aware that LU adopts a zero tolerance for drugs and alcohol.

If proved positive the individual's Sentinel card will be removed and they will be immediately suspended, removed from the railway Infrastructure and possibly the Company and reported to Sentinel. Testing will be carried out by RISQS approved medical providers.

Shore Group are not looking to victimise employees or assignees who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. We offer to assist any employee or assignee who voluntarily declares an alcohol or drug related problem. This will provide both confidential support and guidance to employees or assignees and their families. If you have or think that you may be developing an alcohol or drug related problem, then you must advise the Director immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

All assignees are strongly advised to drink in moderation during the week and preferably leave 12 hours before commencing a shift. Don't forget to take into account any on-call, weekend or night shift work. Unannounced drug & alcohol testing will be carried out annually on a random selection of employees and assignees on a no-notice basis.

All new assignees and those existing employees who wish to start work on Network Rail Managed Infrastructure will be required to undertake full screening for drugs and alcohol before employment unless there is record of one having been done within the last 3 months. Shore Group will not knowingly employ people who are recreational or habitual users of drugs.

For cause screening will be carried out with no notice if there are reasonable grounds for someone to be suspected of being under the influence of alcohol or drugs or if their behavior prompts it or if there has been an incident or accident in the work area. If laboratory analysis reveals the presence

of prohibited substances consistence with a therapeutic dosage of undeclared medication the donor will be interviewed to establish the reason for non-declaration. If the Medical Officer is satisfied a 'negative' result may be given. If not satisfied this will be recorded as a No Result and the donor must be re-tested immediately and will not be allowed to work on Network Rail Managed Infrastructure until a negative (pass) result is achieved. Network Rail also has a policy of unannounced screening for which no notice will be given.

A refusal to undertake any of the above tests would be deemed to be a positive result resulting in the same disciplinary action as if tested positive. If you fail to turn up for an arranged test without good reason accepted by the Director, you will be considered as having refused the test.

This policy will be reviewed at least annually.

5. Personal Track Safety and Identification

The essential qualification before being allowed onto the railway infrastructure is Personal Track Safety (PTS). This competence is designed principally to ensure your own safety and does not qualify you as a railway worker. With PTS alone you will be working under close supervision at all times and must do as you are told. If you are already PTS certificated from a previous employer, we will need to see your PTS log book – just to satisfy ourselves that you are still competent. You are required to complete at least four entries (two per year) before you go for your next refresher. If you don't have the required number of entries, you will have to attend the full PTS course again.

For your first year of PTS you are encouraged to complete as many entries as possible. If you cannot manage these your primary sponsor may find it more convenient to issue Track Visitor Permits (to a maximum of twelve per year). Remember though if working in a red zone under a TVP you must be accompanied by a COSS. TVPs are not for routine or regular track work.

You are advised to carry some other form of identity card, again perhaps with your photograph on it e.g. driving license. You will always be asked to produce your Sentinel card when entering Network Rail premises. It is a serious offence to allow someone else to attempt to use your identity cards. Some PTS operatives may be sponsored more than once, and the client will want to know who your sponsor is, so make sure you know who you are working for. The photograph provided for your first Sentinel card will expire after ten years – your card will expire with it as well – beware.

Forgotten Card. Due to the number of people being turned away because they have forgotten their Sentinel card, a new arrangement has been brought in that enables the COSS to sign you in without it. This facility may only be used to a maximum of **three** times per year. After that you will be locked out. The arrangements for London underground working are different – please speak with your rail administrator.

6. Worksafe Procedure (Refusal to Work on the Grounds of Safety)

If an employee or assignee honestly considers that the work activity he/she is being asked to undertake involves an unacceptable risk of injury or damage to equipment he/she has the right to refuse to continue work until the risk is reduced to an acceptable level changes instigated to eliminate or reduce the perceived risk. Workers raising reasonable complaints are protected by law from any disciplinary action.

Your immediate supervisor has an obligation to investigate your complaint and, if justified, to take such measures as are necessary to reduce the risk to an acceptable level. If it is considered that your complaint is not justified the supervisor must attempt to explain or demonstrate that the level of risk is acceptable and then request that work continues.

If agreement cannot be reached, then you should vacate the work area and contact your sponsor for further advice and instructions. Persons invoking this procedure are protected from any associated disciplinary action.

a. Procedure:

- Employee or assignee raises a concern with the job supervisor over an unsafe system of

- work, condition or unsafe act. Operative and others affected move to a place of safety.
- COSS or person, who set up the system of work, stops the specific task or activity and reviews safety arrangements.
- System confirmed as safe or adjusted as necessary.
- Do both parties agree that it is safe to continue?
- If **YES**, task or activity is re-started and COSS or Supervisor records details
- If **NO**, the Rail Supervisor is contacted to investigate
- System is either confirmed as safe or adjusted, developed and implemented to make safe
- Do all parties agree it is safe to continue?
- If YES task or activity is re-started and Manager records details
- If NO re-deploy work group to other tasks if safe to do so AND
- Unsafe work activity is postponed until re-planned in a safe manner

b. Confidential Reporting

Concerns about safety should be raised with your supervisor however if you feel that these channels are inappropriate or inadequate you may contact CIRAS, the rail industry's confidential reporting system. All reports are treated in absolute confidence and CIRAS is free to anyone working on or around the rail network.

Telephone number Freephone: 0800 4 101 101 or text 07507 285887 or Freepost CIRAS or <http://www.ciras.org.uk/>. You will be reminded of this facility on various tool box talks.

c. Close Call Reporting

You are encouraged to report incidents classified as "close calls" by the company so that they may be recorded & briefed separately. The web site www.closecallsystem.co.uk is primarily used by the client or principal contractor to report close calls but you may use www.help.closecallsystem.co.uk for assistance.

7. Working Hours on the Railway

Working Hours

Working hours are strictly regulated to minimise the risk of mistakes or danger to you due to fatigue. These will be explained to you in detail and by signing receipt of this handbook you agree to the requirements. Your hours will be rostered, i.e. planned in advance by the client you are working for and your time sheets will be checked for exceedances. If you are asked to work on over and above your rostered time you must seek authority from the client. Withholding information about work elsewhere or otherwise deceiving your employer is a very serious offence. At some point during the course of 2014 your PTS card will be record the hours worked when it is 'swiped' in and out of your rail site.

Hours Worked on a Shift.

A person's natural low points are from 02.00 hrs. to 06.00 hrs. and from 14.00 hrs. to 16.00 hrs. when the body is most susceptible to the effects of fatigue. Research has suggested that 17 to 19 hours of wakefulness results in the same level of impairment as having around 50mg of alcohol in 100ml of blood and produces much slower response speeds. Current drink drive limit is 80mg and Network Rail limit is 29mg.

Driving when knowingly deprived of adequate sleep is among factors that will aggravate the seriousness of an offence. Fatigue has the potential to affect everyone on site as well as in vehicles and other road users. You must not drive whilst fatigued. Door to door time should not be planned to exceed 14 hours and work time should in general not be planned to exceed 12 hours in any 24-hour period. Where there is potential to exceed these times a robust assessment of imported risk will be undertaken.

This process ensures that all staff working on Network Rail Managed Infrastructure do not work more than 12 hours per shift, 72 hours per 7-day period, 13 shifts in any 14-day period and have at least 12 hours rest between shifts. All proposed work on Network Rail Managed Infrastructure will be planned in advance and working hours rostered by the client or your employer so that you are not required to

work in excess of the prescribed times.

Additionally, we recognise our responsibilities and work to LUL'S contract QUENSH, we will:

- Not work more than 6 shifts within any 7 consecutive days.
- Not work more than 72 hours within 7 consecutive days.
- Have a minimum of 11 hours break between shifts
- In any one shift, work not more than 12 hours or other lesser period, considered as appropriate to the health and safety requirements for the particular task to be undertaken.

Our assignees are aware of the Worksafe procedure and are encouraged not to work excessively if they consider it to be unsafe. The calculation of working hours must take into account any time worked off the railways for the Company in accordance with Company Standard **NR/L2/ERG/003** Management of Fatigue and LU QUENSH conditions. Employees & assignees have agreed to report any work undertaken elsewhere.

Travelling Time.

In accordance with the railway standards door to door time should not exceed a maximum of 14 hours. There is no maximum travel time within the 14-hour limit, but the client will make a suitable risk assessment for managing periods of travel time he considers excessive.

Exceedance Assessment & Authority

The assessment must take into account all the relevant factors to ensure that there is no additional risk to you and others involved. The calculation of working hours must take into account any time you have worked off the railways. You are obliged to report any work undertaken elsewhere by signing receipt of this hand book and they will want to know about your working times leading up to the shift in question.

Falsification of your Time Sheets will be treated as gross misconduct.

8. Personal Protective Equipment (PPE)

Dependent on your type of work you need to be in possession of PPE such as safety footwear, high visibility orange vest & trousers, head protection, etc.

If your primary sponsor is Shore Group, you will be issued a high visibility vest from the agency with the Shore Group on the back. This must be worn at *all times* whilst Shore Group are your primary sponsor even if it means putting it over waterproofs issued by others. There are certain occasions e.g. when working for a joint venture or Network Rail where you may be authorised to wear the corporate logo. Some major sites may have different coloured helmets for different roles e.g. black – foreman, green – first aider, yellow – road traffic controller, red – slinger and so on. You will be briefed at your first induction.

You are legally obliged to use and take care of any PPE. If it becomes defective or is lost, you must report the fact and circumstances to the client. In addition to the vest you must wear orange high visibility trousers or orange over trousers, white safety helmet and safety boots as a minimum whilst working on the railway. You will probably also be expected to wear safety glasses. If you are new to PTS or a particular site, you will be required to wear a blue helmet.

Look at the site access point to find out what is required if you have not been given prior information. There are some instances where standard PPE is not suitable e.g. Gloves and flame-retardant overalls for staff who weld, and burn must ensure it is appropriate for the use. PPE for some activities is specialist and must only be used for that activity. PPE must be put on prior to entering a worksite. If there is a reason that you cannot wear an item of PPE, you must report to your supervisor.

a. High Visibility Clothing

- All high visibility clothing must be inspected before use to ensure it is clean, retained its reflective qualities, is in good condition, no rips or tears, zips and fasteners are in working order and elasticised section still function
- All clothing must be worn correctly and must be fastened at all times
- All clothing must be stored and transported in clean and dry manner

- Do not leave exposed to direct sunlight when not in use (in a car or van etc.)
- Do not immerse or attempt to clean with degreasers
- Clean in accordance with manufacturer's instructions and instructions on any labels
- There is no recommended service life for HV clothing however they should avoid being over washed
- Do not leave clothing folded up when it is wet, hang up to dry
- High visibility clothing should be to EN ISO 20471 class 2 and have your sponsor's name/logo on the rear (not the company you are working for).

b. Ear defenders

- Always examine ear protection equipment before use checking condition, cleanliness, and look for foreign bodies including insects etc.
- Ear defenders are to be worn when site conditions deem it necessary. Site instructions and sometimes items of plant & machinery have stickers indicating ear protection areas.
- All ear protection equipment must be correctly fitted and must be correctly worn
- All hearing protection is designed to eliminate some of the noise and ensure that the correct equipment is used appropriate to the situation
- Disposable plugs must be correctly disposed after use all other types can be cleaned with soapy water and dried. Do not use solvents or any other products to clean equipment
- Check with cup type defenders that the markings (top & Front) are clearly visible and fit / use accordingly
- Check cup type cushions for cracking, tearing and breaking away from main body

c. Safety Helmets

- Always examine before use, looking for cracking, distortion and the liner is correctly fitted
- Do not paint or attach self-adhesive labels to helmets unless authorised
- Always ensure the liner /harness is correctly adjusted
- Always wear the helmet correctly – never the wrong way around
- Any chin straps etc. must be in working order
- Do not add to or remove parts to helmets
- Do not store in direct sunlight
- Helmets must be cleaned using soapy water and dried with a cloth. Do not use solvent etc. to clean
- Any helmet that has been struck or damaged must be disposed of correctly and not reused
- Helmets with ear defenders and visors must be examined to ensure all components are clean and functional
- Do not attempt to fit helmet mounted lighting / lamps unless the manufacturer's instructions allow and ensure that any items used are approved
- Most helmets have a recommended 5-year life span from the date of manufacture unless otherwise specified by the manufacturer. Replace your safety helmet by the indicated expiry date even if it appears to be in good condition. You can check if your helmet has been damaged or aged by doing the 'crackle' test – squeeze the sides and if you hear it crackle do not use it!
- Helmets are mandatory on the railway and must be coloured white, or blue if your sentinel card has a green square on it or you are new on a project and the client requires you to wear a blue one until you are familiar with the site.
- Helmets should be to EN 397.

d. Eye Protection

- Always examine eye protection before use
- Always ensure it fits correctly
- Always ensure that the correct type of eye protection is used and that it is appropriate to the task
- Always transport eye protection in the correct manner
- Clean with mild detergent and dry
- Do not attempt to clean with solvents etc.
- Do not clean with abrasives etc.

e. Gloves

- Where gloves are stipulated ensure they are in good condition and you **must** wear them.
- Ensure they are appropriate to the task
- Store correctly and if they become wet dry before next use
- If gloves become contaminated with oils, grease, detergents, solvents etc. dispose of them correctly and use new gloves.

f. Respiratory Equipment

- Ensure that the equipment is correct type for the use
- Ensure it is in good condition and clean
- Ensure you are aware how the equipment fits and its use and limitations
- Dispose of all old face masks and filters appropriately
- Store the equipment correctly

g. Footwear

- Ensure that the footwear is appropriate to the activity
- Ensure the footwear is in good condition, good tread pattern, no tears, metal toe-tector in place and the sole is firmly attached to the upper
- Boots must have mid-sole protection and ankle support.
- Ensure that any laces or buckles and straps are in good order
- Always ensure the footwear fits correctly and can be laced or buckled up
- Always dry boots after use, not rapidly or in direct heat
- Always check that there is nothing in the boot prior to putting on
- Rigger boots must not be worn on the railway
- Boots should be to EN 345

It is YOUR responsibility to check your PPE before booking on for duty

9. Emergency Arrangements

All Shore Group employees and assignees are advised of any emergency procedures when being briefed at time of booking on when working on Network Rail infrastructure. If it is felt that this has not been covered sufficiently by the COSS briefing, you must say so. By taking action to prevent an incident recurring could mean that a serious accident is avoided.

No disciplinary action will be taken where an error of judgement has resulted in a near miss. If, however a near miss occurs due to the willful disregard of procedures, rules, regulations or instructions or their attempts to cover up the incident then this will be gross misconduct and disciplinary action will be taken. It is advisable that any relevant information appertaining to the incident be written down.

To assist in the investigation of accidents, assignees must not;

- Remove, interfere with or disturb anything that may assist the investigation process
- Leave site until instructed to do so by your line manager
- Undertake work that is outside your area of expertise

You must wear your PPE with the Shore Group logo on the back unless you are part of a Network Rail major project where you may be given a specially written vest or jacket to wear. If you have not had any basic first aid training should not attempt to assist injuries but keep out of the way of the emergency services.

In the event of an emergency on your site of work, even though it may not be associated with your particular work you must take instructions from a representative of Network Rail (or the client) in order to minimise any casualties. You should be made aware of any identity markings on the reverse on high visibility clothing worn by Network Rail senior officers e.g. RIO (Rail Incident Officer). Try and remember details and should you be so required for questioning by any member of the emergency services including British Transport Police

You must let the office know in order to apprise them of the situation and any requirements. You may not leave the site until instructed to do so by a senior Network Rail officer. You must not remove or disturb or interfere with any item or parts of equipment etc. that might contribute to the investigation of the accident/incident.

Under no circumstances are you to talk to any member of the Press

10. Alcohol and Drugs

For the same reasons as excessive working hours, you are not permitted to work on the railway if you use drugs or have been drinking alcohol. You will be required to take tests for drugs and alcohol and if either result is positive you will be unable to start work and will be barred from railway working for at least five years. You may also be required to take unannounced tests at random or if it is suspected that you are under the influence of either. There is a maximum limit for alcohol in blood, but it is much lower than the limit that applies to driving. Do not drink for at least 12 hours before starting a shift and even then, drink only a moderate amount before that.

If you are prescribed medicine by a doctor or take a proprietary medicine be aware of any side effects that could affect your concentration or physical abilities. Explain to the doctor or pharmacist that you work on the railways and the controls that apply and seek advice. Tell your client supervisor before starting work. You may be given a form to write down the medicines you are taking. Don't forget to tell the office if you change prescriptions.

If you need to change your sponsor or add another sub-sponsor, your drug screening certificate must be no more than 3 months old. Otherwise you will have to re-take the screening. There is no normal requirement to take annual or regular screenings unless called upon by your sponsor

11. For Cause screening – Accident or Incident

It may be necessary to be subjected to "for Cause" drug screening during the emergency, therefore you must be aware that this could take place at any time to any member of staff irrespective of their involvement. This may be instigated by Network Rail or the client.

If, in the event of an accident or incident there are reasonable grounds to suspect that drugs or alcohol are involved, you will not be allowed to perform any safety critical function until the screening has been performed and the test results advised. This could occur following an incident or accident where there are reasonable grounds to suspect that drugs and alcohol could be the cause or contributing factor.

You may be allowed back to work earlier if investigations clearly show that your actions or omissions had no relation to or did not contribute to the accident or incident.

Network Rail and Principal Contractors or members of the police force (British Transport, Metropolitan or county) may make reasonable request for screening of anyone to prevent unacceptable risk being imported onto the railway or to assist with the investigation of an accident or incident.

12. Work Package Plans and Task Briefings

In general, the client or Principal Contractor shall produce Work Package Plans (Method Statements) and Task Briefings for all works undertaken. From the work package you will be given and briefed a task sheet. You must read this task sheet and sign the briefing at the back. You must not perform any work on the rail without a full briefing and awareness of the associated hazards. If you are ever not sure what to do or how to do it or how to avoid unnecessary risk – **don't do it**. You must report your concerns to the COSS or Supervisor. (See section on Worksafe).

13. Signing On & Track Visitor Permits.

On arrival at site but before commencing work you must report to the site office, site access point or COSS or depot and confirm your presence by signing the daily register and have your Sentinel card swiped in. You must also confirm understanding of the work details. Wherever possible, access/egress to sites of work will be limited to one where movements will be monitored, visitors briefed etc.

On transient sites, e.g. a moving or short-term site On or Near the Line, the COSS will swipe the Sentinel card of any visitor or third-party person wishing to join the site. The COSS may carry out a check with the Sentinel at his discretion. All visitors must first report to the Supervisor for a site briefing and they will be required to sign the visitors' log, irrespective of who they are. Visitors will normally be accompanied by the COSS whilst on Network Rail Managed Infrastructure. *All working hours will be recorded by the Primary Sponsor by checking the Sentinel database hours that have been swiped in. It is therefore important that you ensure that your card has been 'swiped out'. During 2016 you will be required to 'swipe in' with your Sentinel card and also swipe out. (although this swiping out facility is not yet available). This will enable your working hours to be recorded.*

All Sentinel card holders must be swiped in now every time they go on or near the line – failure to do so will be classed as a close call. A photocopy of the Sentinel card is not acceptable.

Non-PTS persons who wish to visit site for inspection / repair or specialist purposes must be issued with a Track Visitors Permit (TVP) and be accompanied by a COSS.

Track Visitor Permits (TVP) may be issued to non-PTS consultants up to 12 times a year although if this is a regular occurrence then PTS training must be considered. Consultants must complete the self-medical form from the Sentinel web site for TVP issue. If the answer is yes to any of the medical questions the individual may be required to a further medical assessment by a RISQS approved provider. A TVP will not be issued if the individual is currently suspended from the Sentinel database or if they have declared the use of illegal drugs during the previous 12 months. TVPs will not be issued to current PTS holders or if the certification has been mislaid or has expired and is within the 2-month grace period for re-certification.

Minor work may be carried out in a 'red zone' provided the TVP holder is accompanied by a COSS who has no additional duties, does not use hand or powered tools and there are no live conductor rails present. The TVP holder must wear a blue helmet and there must be a position of safety adjacent to the line on which the activity is taking place. The safe system of work must take into account the number of TVP holders and use an appropriate warning time. TVPs may be granted on www.sentinelrail.co.uk by the primary sponsor for their visitors.

The COSS must make sure that all Track Visitor Permits are collected when the TVP holders leave NRMI. The completed TVP shall then be attached to the relevant COSS Briefing Form (RT9909).

The validity of a TVP can be checked 24/7 via telephone 0330 726 2222 or website www.railsentinel.co.uk, by quoting the eight-digit Permit Number on the top left-hand corner of the permit. The QR code on the top right corner may alternatively be scanned to verify validity. TVPs are free of charge.

In addition to signing the daily register, you are required to sign in (and out) with Depot Engineers or Station Managers on large stations or the booking clerk on smaller stations or even Network Rail access manager at Milton Keynes prior to commencing work, unless other arrangements have been made at the start of work meetings.

14. First Aid

Most sites you work at will have first-aid facilities available and a qualified first aider. You will be advised of the arrangements at the site safety briefing before commencing work. Any injury however minor, especially an open wound must be attended to by the first-aider who will decide if further treatment is necessary.

The first-aider should make a record in the Site Accident Book and will require certain information from you. You must also report to the Rail Supervisor who will ensure that the injury is also recorded in the Agency's Accident Book. Failure to record an accident could mean loss of any Industrial Injury Benefit you may otherwise be entitled to.

The site supervisor may also require you to fill in an accident report form dependent upon the severity of the incident. By agreeing and signing receipt of these notes you make an undertaking that you will report all accidents and non-injury incidents, i.e. near misses.

15. Accident Reporting

All accidents on site shall be reported to the controlling COSS or supervisor who will assess whether an injury requires hospital attention and deal with first aid. You must also report any accidents to the Shore Group office as soon as possible giving full details of what happened and what actions have been taken.

Any out-of-hours reports of incidents must be communicated to the client supervisor immediately. All incidents must be reported at the earliest opportunity for investigations to be implemented. Information on emergency contacts should be supplied to all assignees via the method statement / work package.

16. Welfare Arrangements

Welfare facilities will be provided on the site of work by the client. In some cases of transient sites these facilities may be a little way away, at a station or depot. Either way they must always be treated with respect. They must be kept clean & tidy – as you would expect to find them. They must not be misused; turn the water taps off when finished, flush the toilets, don't leave bits of rubbish lying around, keep muddy boots out of the wash basins etc. Remember the next person using the facilities may be a fare paying passenger – and they are paying your wages indirectly of course. The same goes for the canteen or rest room. Keep the tables and chairs tidy and clean. Wash up your dirty cups, put your rubbish away. You will certainly be sharing with others, probably the client and if you don't look after them you may get banned.

17. Hazardous Substances (COSHH)

Although hazardous substances are not normally used as part of your work you may be involved with equipment maintenance activities and contact with fuel, lubricants and cleaning chemicals. You must be aware that any substance in a container marked with a black symbol in an orange square is hazardous to some degree.

Do not use or allow contact with any hazardous substance until you are provided with information on how it may harm you, how to protect yourself and what other precautions to take. Any substance that you cannot identify should be approached with caution and again ask for the safety information if your work may involve contact.

Bear in mind that cement and cementitious products are highly corrosive, and the correct gloves, boots and other PPE must be worn.

18. Leptospirosis (Weils Disease)

Weil's disease is a kind of jaundice. It enters the body through breaks in the skin and the lining of the mouth & nose. It is caused by contact with water contaminated by the urine of rats, mice, voles. It starts as a mild illness which can be easily cured if treated early enough. If left untreated it becomes more serious and can be fatal.

The problem is that the initial symptoms are very similar to flu and it is possible that you could ignore the symptoms or be treated for the wrong illness. If you have these flu-like symptoms after contact with water that could be contaminated, see your doctor and tell him/her that you have been in contact

with possible contaminated water.

19. Needle Stick Injury

This is an accidental puncture of the skin by a hypodermic needle. If this happens you could become infected with a serious or deadly disease. It has probably been used by a drug user and may be contaminated by infected blood.

If you find one do not touch it or move it – unless you must because of the situation at the time. Leave a responsible person to safeguard it whilst you report the matter to the supervisor. If you *must* move it, carry it with the needle pointing downwards, do not wrap it in paper & put in a bin. Wash your hands thoroughly. Beware there have been instances of needles being strapped to door handles and other places like on top of ceiling tiles, in gutters, inside cupboards. If you have been pricked don't panic, gently squeeze the area around the wound to encourage bleeding. **Do not suck the wound.** Seek medical assistance and if it is possible, take the syringe or needle with you. If dealt with properly and promptly, the risks of a resulting health problem are minimal.

20. Manual Handling

Manual handling causes about 35% of all industrial injuries and they tend to be long term. You will be shown how to avoid movements that can cause excessive strain, especially to your back, and when to seek assistance. The golden rules are to keep your back as near vertical as possible, use your legs for lifting and be aware that a comfortable movement is also the safest.

21. Use of Contact Lenses

If you must wear spectacles or contact lenses, in order to meet the vision requirements for your work you must ensure that all identity photographs are taken with you wearing glasses. You must also ensure that you always wear the spectacles when on or near a railway line. You may wear contact lenses provided you bring your spectacles with you.

Persons who wear contact lenses to work must declare the fact and undertake to always carry a pair of equivalent prescription spectacles to ensure adequate vision in the event of the loss of a contact lens. This is a mandatory condition of being permitted to work on the railways and by signing the declaration at the end you are confirming understanding and adherence to the rules.

22. Use of Plant & Tools

a. Plant & Equipment

Small items of equipment, for example shovels, have the potential to cause serious injury and/or damage to the rail infrastructure. Whilst these are matters primarily dealt with under standard rail training packages, the responsibility for ensuring the safe use and storage of equipment and plant rests with the client COSS. You, however, have a responsibility to co-operate with the COSS or Supervisor by removing or keeping safe any tool or piece of equipment that you may be using. All plant and equipment will be confirmed by the COSS as having been removed or made safe before the handing back or leaving site.

Where equipment or materials are to be left unattended, for example overnight particular attention is given to the possibility of unauthorised access and deliberate vandalism. Equipment in these cases would only be left where the risk assessment indicates that it is safe to do so and that it is unreasonable to expect the equipment to be removed.

b. Safe Use of Work Equipment

Apart from electrical equipment that requires special training and qualifications there are many other items of work equipment that you may be required to use. Some may be familiar tools such as a hammer, but others will be specialist items or will require some training to ensure safe and efficient use. Do not use or attempt to use any tool or machinery that is outside your level of competence or experience.

23. Access & Security

All Network Rail and contract staff must be constantly vigilant and aware of potential trespassers on the railway. We are all duty bound to ensure that gates are kept locked and fences secured. You may only use approved access points and sometimes these may be controlled by a site access manager or security doors. If you see a trespasser you must escort them off the infrastructure with a warning not to trespass on the railway. If possible, get their name and address. You must at least report the incident to your local supervisor.

24. Medical Self-Assessment

You are required to complete this fully and accurately as possible. The completed forms are for the use of Shore Group and will not be passed to a second party (with the exception of Network Rail and/or its auditing body). You are conditionally obligated at all times to inform the organisations of any changes to health, where a condition or ailment may cause impairment or restriction physically and/or mentally. You must also inform your Manager if you are then required to take medication.

This must be done by completing the form in your induction pack, which should be sent back to your Manager. You have the right to withhold medical details if you do not wish to impart them to the organisations. However, as outlined above, to withhold information generally will result in complete liability of the signatory for any incident caused as a consequence of the impairment suffered. If you suffer from learning difficulties, please advise your supervisor who will assist your understanding of the form. The signatory and the person completing the form must be the same (no second party is permitted to complete the form on your behalf).

IMPORTANT NOTE

Should you feel, at any time at risk whilst undertaking an assignment you must:

- 1. Immediately notify your Senior Manager**
- 2. Notify your Agency**
- 3. Notify the Site H&S Representative if appropriate**
- 4. Record the Event**

25. Declaration

Signed:

Name:

Position:

Date: