



## **Procedure – Rail**

**Subject: Procedures to be Adopted when Visiting / Working on Sites not under your own Control**

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It is our (Resourcing Solutions Limited) policy that when visiting or working at sites which are not under your own control you must observe relevant rules, regulations and instructions. This includes carrying the relevant competency cards i.e. Sentinel / London Underground (LU) Industry Common Induction (ICI) cards at all times.

This procedure is a reminder to all staff that when visiting sites for which you are not totally responsible for safety, you must sign in (e.g. at site office or Station Supervisor's office) and request briefing on local safety issues, including emergency arrangements, from the person responsible for site safety. Once the necessary safety briefing has been carried out you must be sure that you understood all the details and site-specific hazards, etc. before commencing work. If you are not clear about any issue then immediate clarification must be sought.

If you are in any doubt about the safety arrangements or briefing you should not start work and refer back to our office for further instructions. If you are issued with any form of visitors badge/pass this must be returned upon completion of your visit/works on site.

Method statements and Risk Assessments must be available and understood before any work commences.