



**Resourcing
Solutions**
engaging people

Resourcing Solutions' HSQE Briefing December 2016

Think Safe, Act Safe and Be Safe



Our Safety Vision:

- Our vision of “preventing harm to all” is at the centre of our Safety Strategy and is synonymous with our commitment to resourcing and working safely.
- We believe that our vision can be achieved if we all develop a safe mind-set, plan our tasks correctly and actively seek ways to prevent incidents. We also believe that behaving in a safe way will also lead to zero accidents. We have devised a set of rules that underpins our vision and are consistent with our mantra. **Think safe, act safe and be safe!**



Think Safe, Act Safe and Be Safe



In this edition:

- Safety Rule of the month
- Winter Driving Tips
- Winter Health
- Near miss with advanced lookout near Surbiton
- Plant and Equipment stored in tunnels
- Crossing two open lines
- Serious hand injury Newport
- Anti-Social Behaviour
- Drugs, Alcohol and Medication Policy
- Work involving Lookouts – NR/L2/OHS/019 Issue 8

Action required:

- After reading this briefing, you are required to respond, please click **“I have read and understood”** or email ebeardsley@resourcing-solutions.com with acknowledgement and any questions/suggestions

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The rule that was focused on in December was:

Always follow safety signs and safe walking routes. Staying in safe zones or walking routes will separate you from vehicles, plant and trains. Being hit by a vehicle, plant or train can cause death.

Safety Rules for January:

Never start work without the correct plans and permits. The purpose of plans and permits are to ensure that all aspects of the work have been considered and that safety precautions have been put in place. You must know and follow the precautions

Always ensure you have received and understood a Pre-work briefing. A pre-work briefing will tell you about significant hazards, rules and precautions. It will also give you important information, like what to do in an emergency.

Winter Driving Tips



Poor Visibility

- Your driving visibility will be affected in blizzards, fog or low level sunshine in winter
- Remember to allow plenty of room between you and the vehicle in front. Use your fog lights when needed but remember to switch them off when visibility improves. When stopped leave your brake lights on, checking your rear view mirror and wing mirrors on a regular basis, as this could help you to take evasive action and avoid a rear end collision.

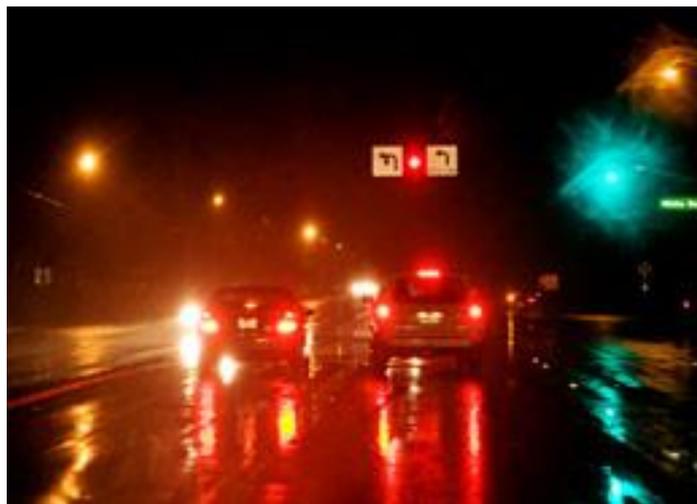


Winter Driving Tips



Winter darker evenings and mornings

- It may sound obvious but switch on your lights as soon as it starts to get dark as you may not be as visible to other motorists and pedestrians as you think!
- In urban areas remember its good practice to use dipped beams, not main beam
- Be aware that pedestrians are harder to spot in the dark and may not be visible until they are very close. In particular, take care when driving near schools and homes.



Winter Driving Tips



Ensure you have an emergency pack; suggested contents:

- Ice scraper and de-icer
- Torch
- Warm clothes and blanket
- Food and drink
- Boots
- First Aid Kit
- Battery jump leads
- Warning triangle if available
- Spade – to dig your car out of snow
- High visibility jacket (If available.)

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Winter Health:

We can all sometimes overlook what our body is telling us. The simple tips below will help you keep yourself and your colleagues safe this winter.

- Make sure you eat enough, the cold weather causes you to burn calories quicker so it is important that you eat regularly
- Try to eat 'slow release' foods such as oats which will keep you going for longer
- Make sure you keep moving to reduce the risk of fatigue and mitigate the risk of hypothermia
- Where possible get a flu jab
- Wear appropriate clothing and PPE ensuring you have layers that can be added or removed as required
- Remember there is an increased risk of HAVs when using tools in cold weather, take necessary precautions
- Be accountable for issues you see around the site such as poor lighting, potholes or any other hazards that could cause injuries to you or your colleagues
- When taking prescription drugs, always ask your GP about any possible side effects
- Inform the RSL Compliance team when you have to take prescribed medication
- When taking un-prescribed medication, always ask your pharmacist about any possible side effects

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Near miss with advanced Lookout near Surbiton

- A 3 man track patrolling team consisting of a Network Rail COSS/patroller and contract site and advanced lookouts were conducting a track patrol
- The COSS proceeded to inspect the Up Fast line and observe the Up Slow, accompanied by the site lookout. As the COSS and site lookout continued the patrol, the advanced lookout walked, as he had been instructed, in the midway in-between the Up Slow and Up Fast lines



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Near miss with advanced Lookout near Surbiton (continued)

- The advanced lookout, who was approximately 200 yards ahead of the COSS and the site lookout reached the end of the wideway walking path and continued to walk straight ahead into a standard ten foot, which narrowed gradually into a six foot
- At this point the advanced lookout was not in a position of safety and was at risk of being struck by trains approaching on either the Up Fast or Up Slow
- A passenger train approached on the Up Fast and the advanced lookout moved his body toward the Up Slow line as it passed. He could not move into the Up Slow cess because he had observed another train approaching on the Up Slow line - The trains passed narrowly either side of the advanced lookout, but not at the exact same time

Discussion Points

- **How do you maintain a safe system of work when using an advanced or distant lookout - especially where a moving worksite is in place?**
- **How do you ensure that all members of your party have listened, taken in and understood the COSS brief?**
- **How can you keep checking whether a team mate has mistakenly strayed out of a position of safety, particularly when you are focused on your work?**

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Plant and equipment stored in tunnels

- On 1st December temporary lighting that was left lineside in Balcombe tunnel after track renewals 4 weeks earlier was caught by a train, damaging a track circuit cable and causing significant performance impact. The lighting was moved over time by vibration or turbulence from passing trains
- On 8th December 4 portable Pway trolleys were temporarily stacked in Stowe Hill tunnel after work the previous night. One was moved by vibration or turbulence and struck by a train. The train had a broken window and bodyside damage

In each case, the contractors involved had not properly secured the equipment left in the tunnel and had not adequately considered and mitigated the risk of damage, fire or derailment

Discussion Points

- **What risks are created by leaving equipment in tunnels?**
- **How should work teams plan plant and equipment storage after a worksite in a tunnel?**
- **What items would you regard as unacceptable to leave unsecured in a tunnel after a worksite is handed back?**
- **What controls and checks should be used to ensure worksites are left tidy and safe?**

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Crossing two open lines

- A group of track workers were witnessed crossing the open Up and Down Main Lines at Barkers Bridge 77 (OB 77). The work group involved in the incident consisted of 8 contract staff, including a Controller of Site Safety (COSS), who was leading the group
- Although the Task Brief for the works had been planned, approved and verified, it has been established that there was inadequate information supplied to the work group as to what side of the track the works were to be carried out on

Discussion Points

- **If you are unsure of where you are working, what should you do?**
- **If the COSS briefing is inadequate and you are not happy with the briefing information, what action should you take?**
- **Where would you find approved access points for your site of work?**
- **Who is responsible for your safety on site and at work?**
- **If you feel that your safety or your colleague's safety is being compromised, what action should you take?**

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Serious Hand Injury – Newport

- On Wednesday 16th November an operative at the Bridge Street Compound in Newport sustained a serious injury to his left index finger during a lifting operation with an excavator

Details:

- An 8 tonne rubber-tracked excavator was being used to lift sections of a manhole excavation support box on to a stack
- When the load was almost in position, the lowering was stopped to allow the timber spacers to be positioned
- Whilst the operative was placing timbers under the end of the load closest to the excavator, the excavator operator repositioned the load to land squarely on the stack
- However when the excavator moved, the arm of the excavator rocked and the operatives' left hand was trapped between the suspended load and the stack, causing a serious injury to his left hand index finger which has required surgery

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Shared Learning - Serious Hand Injury Newport

- Never place your hand or other body parts beneath a suspended load
- Clear communication between plant operators and slinger/signallers is essential
- Plant Operators should have their hands and feet away from the controls and never operate the machine when persons are within the exclusion zone
- Excavators used as cranes may be less controlled in their movements

Discussion Points:

- What could they have done differently to avoid this risk? e.g. positioning the timbers first or using longer timbers so that hands didn't have to be placed under load
- How well do the machine operators and slingers on your project communicate?
- Are excavators the best available equipment for lifting operations?

Anti-Social behaviour



Positive behaviour reflects the image RSL needs to present



There has been a recent episode of antisocial behaviour by Resourcing Solutions Personnel who were staying in hotels whilst working away from home. These complaints involved poor and inappropriate behaviour whilst representing RSL in off duty circumstances. Examples of such behaviour included: being loud and unruly, disturbing other hotel guests; heavy drinking and aggressive behaviour in hotel bars.

Anti-Social Behaviour – code of conduct



- When you are provided with hotel accommodation for work purposes, you are representing Resourcing Solutions. You must behave in a manner which respects hotel rules, others guests & the company.
- When you are in your vehicle or working in public places please remember to be courteous to members of the public who speak to you or raise concerns they may have about your activities. It is your obligation to cause the minimum of disruption to neighbours near & around site access points & work sites.
- If you see colleagues behaving inappropriately, engage with them explaining what they are doing wrong, pointing out the downside of their actions. If their behaviour does not change then report it to your line manager.
- Remember that hotels have banned smoking in all parts of the hotel complex, including rooms. This now applies to Vaping too, most hotels have now applied a ban, which must be adhered to by all Resourcing Solutions workers and employees. All hotels do supply designated smoking and Vaping areas.
- When you have finished your shift go back to your hotel, change out of your work wear.
- When socialising, do so sensibly causing no disruption to the hotel or other people. If you consume alcohol please keep to a minimum intake, **remembering that the Rail Industry has a low blood alcohol limit.**
- REMEMBER: Resourcing Solution's reputation is paramount to our ability to continue to win work. Positive behaviour is a contributory factor in this process, which provides further work opportunities for you!

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A polite reminder – Drugs, Alcohol and Medication Policy:

- Health and Safety can be put at risk by those who misuse alcohol or drugs (including the misuse of prescribed or non-prescribed medication).
- Being under the influence of alcohol and drugs whilst on the Resourcing Solutions premises or working on behalf of Resourcing Solutions is a breach of our Drug, Alcohol and Medication Policy.
- Resourcing Solutions will make every effort to prevent all employees and workers from reporting or endeavor to report for duty whilst under the influence of drugs and alcohol.
- Being in possession of alcohol or drugs in the workplace and consuming alcohol or drugs whilst on duty may result in disciplinary action.
- Any drugs or alcohol dependency declared prior to potential discovery will be dealt with sympathetically, whilst maintaining dignity.

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Work Involving Lookouts

- Network Rail have issued a letter of instruction: - NR/BS/LI/385 that affects Standard; NR/L2/OHS/019 – Safety of people working on or near the line: - (Issue 8).

It has been issued to include: -

- a. updates to the planning and Red Zone working prohibitions sections of the standard, in line with mandated maximum limits on working times for Lookouts, following research arising from the events at Newark Northgate when a track worker was struck and killed; and
 - b. semi-automatic track warning systems in the hierarchy of controls in Safe Systems of Work, to enable better planning of their use. With immediate effect all work involving lookouts must include a 20 minute break for a lookout or rotation of lookouts, if the lookout will be engaged in continuous work for 2 hours or more.
- All works planning to include lookout duties must have the breaks/rest times/rosters monitored and controlled by the COSS.
 - The COSS or SWL must also assess the working conditions on the day, taking into account the working environment, the nature and urgency of the work and allow for more frequent breaks where required.
 - This update has been issued to reduce the risk of accidents and incidents involving lookouts losing concentration and situational awareness as an individual's ability to stay focused can be impaired after two hours of continuous work.





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