

April/ May 2012

Health and Safety Briefing



Resourcing Solutions have moved

As of Monday April 16th, we moved our new address:
Resourcing Solutions Ltd, Thames Valley Headquarters, Ruscombe Park, Ruscombe, Reading. RG10 9JW

Our main number hasn't changed but we have added three new numbers to help you get in contact with us without going through the switch board.

The New numbers are:

Professional and Skilled Division who support Design, Project Management, Commercial, P-way, Signalling etc: **01189 241 642**

Engineering and Technical who support all of our trades and labour: **01189 241 641**

Compliance & Training: **01189 241 639**

There is **no** change to the email addresses.

Working Hours

Network Rail Workers

If you are going to work over the working limits as detailed below you must contact Resourcing solutions before you work over the hours to have an assessment to check the exceedance is viable.

Under no circumstances are you to work over these hours without consent from resourcing Solution in conjunction with the Client

The following working time limits shall apply to staff undertaking safety critical work:

No more than twelve hours to be worked per period of duty/shift

No more than seventy two hours to be worked in any seven day period

A minimum of twelve hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift

No more than thirteen periods of duty to be worked in any fourteen day period

Work type Criteria

Travelling time from the period after an employee has attended the location at which they commence working at their employer's disposal is **Included in working hours**

Work that is not classified as safety critical (e.g. official Network Rail business or attendance at a training or residential courses, at or away from the normal place of work) but which is undertaken by staff during the same shift as safety critical work is **Included in working hours**

London Underground

If you are going to work over the working limits as detailed below you must contact Resourcing solutions before you work over the hours to have an assessment to check the exceedance is viable.

The longest shift in any roster shall be 12 hours.

The minimum amount of rest between two shifts shall be 11 hours.

As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:

6 consecutive days, followed by a rest period of not less than 24 hours.

12 consecutive days, followed by 2 consecutive rest days, each of which is not less than 24 hours.

Within any 14 day period, 2 rest periods, each of which is not less than 24 hours.

Rule book / Handbook Amendments

On June 2nd 2012 new issues of various rule books modules and handbooks come into force. To ensure you receive the correct updates/new issues and that our records are up to date can you please fill in and return the attached form.

The attached form is different from the previous forms you have filled in; in that we ask you to let us know what issue number you are holding.

If you know you are getting updates/new issues from another sponsor (s) please let us know by ticking the box at the bottom of the attached form this will stop you getting multiple copies from various sponsors

PTS Card number:		Name:	
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Please tick if held and enter the issue number you currently have:

Modules	Issue number held	Tick
PTS Handbook		<input type="checkbox"/>
Sentinel Scheme Rules (NR/L2/OHS/050)		<input type="checkbox"/>
Signalling Maintenance Testing Handbook (NR/SP/SIG/11231)		<input type="checkbox"/>
Signalling Design Handbook (NR/L2/SIG/11201)		<input type="checkbox"/>
HPSS Handbook (NR/L2/SIG/11400)		<input type="checkbox"/>
Signalling Principles and Application Handbook (NR/L2/SIG/30009)		<input type="checkbox"/>
Signalling Work Testing Handbook (NR/L2/SIG/30014)		<input type="checkbox"/>
Signalling Installation (NR/L3/SIG/11303)		<input type="checkbox"/>
Signal Maintenance Specifications (NR/L2/SIG/10660)		<input type="checkbox"/>

Work Experience Log Books	Issue number held	Tick
PTS Log Book		<input type="checkbox"/>
LO/SW/COSS/IWA/PC Log Book		<input type="checkbox"/>
ES/PICOPS/SPICOP Log Book		<input type="checkbox"/>

Handbooks	Issue number held	Tick		Issue number held	Tick
AM		<input type="checkbox"/>	HB13		<input type="checkbox"/>
HB1		<input type="checkbox"/>	HB14		<input type="checkbox"/>
HB2		<input type="checkbox"/>	HB15		<input type="checkbox"/>
HB3		<input type="checkbox"/>	HB16		<input type="checkbox"/>
HB4		<input type="checkbox"/>	HB17		<input type="checkbox"/>
HB5		<input type="checkbox"/>	HB18		<input type="checkbox"/>
HB6		<input type="checkbox"/>	AC		<input type="checkbox"/>
HB7		<input type="checkbox"/>	DC		<input type="checkbox"/>
HB8		<input type="checkbox"/>	S1		<input type="checkbox"/>
HB9		<input type="checkbox"/>	S3		<input type="checkbox"/>
HB10		<input type="checkbox"/>	T1A		<input type="checkbox"/>
HB11		<input type="checkbox"/>	TW8		<input type="checkbox"/>
HB12		<input type="checkbox"/>			

AMENDED RULE BOOKS/MODULES

AM Amendments module Issue 14 03/12 Re-issue 02/06/12
M1 Dealing with a train accident or train evacuation Issue 2 03/12 Re-issue 02/06/12
M2 Train stopped by train failure Issue 3 03/12 Re-issue 02/06/12
M3 Managing incidents, floods and snow Issue 3 1 03/12 Initial issue 02/06/12
P1 Single line working Issue 03/12 Re-issue 02/06/12
P2 Working single and bi-directional lines by pilotman Issue 3 03/12 Re-issue 02/06/12
TW7 Wrong-direction movements Issue 3 03/12 Re-issue 02/06/12

AMENDED HANDBOOKS

HB6 General duties of an individual working alone (IWA) Issue 2 Re-issue 02/06/12
HB7 General duties of a controller of site safety (COSS) Issue 2 Re-issue 02/06/12
HB8 IWA, COSS or PC blocking a line Issue 2 Re-issue 02/06/12
HB9 IWA or COSS setting up safe systems of work within possessions Issue 2 Re-issue 02/06/12

NEW COMPETENCY

This an advance notice to anyone who performs 'Block Roadman duties', there will be a new competency: 'Possession Support' which will start on the 3rd September 2012. This is all the information we have at present but will keep you informed as soon as we get any more information.

LEGISLATION UPDATE

This is for your information only: You still have to report an accident at work so that it can be investigated and action taken to prevent recurrences.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

What is RIDDOR?

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related deaths;
- serious injuries;
- cases of diagnosed industrial disease; and
- certain 'dangerous occurrences' (near miss incidents).

2012 change

On the 6th April 2012, the over-three-day reporting requirement for people injured at work was changed to over-seven-day.

We now have to report injuries to RIDDOR that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

We still have to keep records of accidents that result in an absence from work of over 3 days.

Environmental Information:-

It is the Bird Nesting Season So Do Not Disturb Nesting Birds

Why should you care?

All birds are protected by legislation when nesting

There is no set 'nesting' season, but it's generally thought of as being from March to September

The legislation protects birds and their nests from disturbance as well as actual harm

Fines and/or imprisonment can be imposed by the courts

Activities likely to disturb or destroy nests:

Work in close proximity to nests may lead to nest desertion by the parent birds (disturbance)

Clearing vegetation may destroy nests (destruction)

Moving or stabling heavy equipment close to river banks can lead to the collapse of tunnels leading to nests (destruction and killing)

Demolition works (destruction)

Nests can be found in a tree, on the ground, on a river bank, in hedge or even on a building or structure!

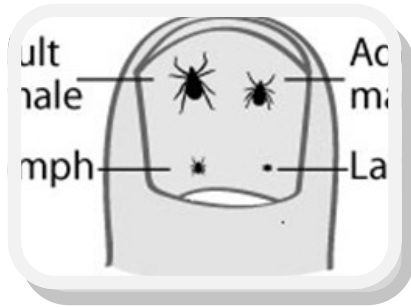
Birds nest in the most unlikely places:

If you find a nest during works – stop immediately and inform your supervisor

Health Information:

This year looks like it is going to be a good year for Ticks, from their point of view, for the rest of us not so good.





Ticks are larger after feeding. Before that they can be as small as a full stop on this page.

Risk zones

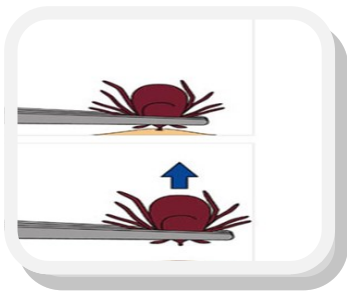
- ◆ Woods
 - ◆ Long grass
 - ◆ Undergrowth
 - ◆ Moors and heaths
- ...across the UK - town and country

Stay safe as Ticks can carry Lyme disease

- ◆ Keep your legs and arms covered
- ◆ Try not to brush against vegetation
- ◆ Check each other's skin for ticks after a walk: tick bites are painless and can go unnoticed
- ◆ Buy a tick remover from vet or pet shop

Tick removal

- ◆ Do it as soon as possible
- ◆ **DO NOT** squash the tick or apply any creams, oils or heat to the tick (if you put a tick under pressure, you may pump its saliva and stomach contents into you!)
- ◆ Use tweezers or better still a **tick removal tool** (obtainable from Vets or Pet shops) to ensure you remove all the tick
- ◆ Dispose of the tick down the sink, avoiding getting any tick fluids on bare skin
- ◆ Remember you have been bitten and see your doctor if you develop symptoms, see below.



Lyme disease

Some ticks carry Lyme disease and they can inject the bacteria into you when they take a meal of blood. Symptoms may appear between 2 and 30 days after the bite and include

- ◆ Feeling unwell with 'flu-like symptoms'
 - ◆ Extreme fatigue
 - ◆ Muscle, tendon or joint pain
 - ◆ Muscle weakness
 - ◆ Stiff neck
 - ◆ Headache
 - ◆ Disturbances of sight, hearing, digestive system or sleep
 - ◆ A 'Bull's eye' rash. If you get a rash, photograph it for a record
- Lyme disease is treatable with antibiotics: the sooner the better.

