



## Network Rail, Wessex Route, New Starter Mentoring Process, May 2019

### Introduction

The New Starter Mentoring (Safety Passport) Process NR/L3/MTC/SE00089 ceased to be mandatory in July 2012.

It is however recognised that it is vital to ensure the new starters are ready, before they are issued with a white hat, and deemed sufficiently competent and signed off for full duty.

This document is to confirm that Wessex Route continues to apply this standard in full.

### Purpose

The passport scheme exists so that new, inexperienced personnel are identified and minded / mentored whilst working track side, to enable them to develop the necessary experience and safety awareness without inadvertently exposing themselves to risk.

### Scope

To ensure control of inexperienced staff

- A **Blue Hard Hat** to identify a new starter when track side
- A **Safety Passport** (in the form of a personal log book with a unique issue number) should be issued to a new starter after successful completion of the PTS training
- Clear instructions provided on the use of the Safety Passport
- A **Mentor** (must be an experienced member of staff) to be assigned to each new starter (passport holder)
- Ensure that a **Minder** is identified to accompany the new starter at all times whilst track side. The Minder is to watch the movements of the Passport holder and point out any less obvious hazards, monitor the working practices of the Passport holder and help to eliminate any dangerous or bad practice and help the implementation of mandated requirements. The Minder shall stop the Passport holder from attempting to carry out tasks or use of equipment/plant the holder is not competent to operate. The Minder is merely appointed to "keep an eye" on and is not responsible for the actions of the Passport holder.
- The COSS/PIC to consider additional safeguards when setting up a safe system of work when there is a new starter on site
- The number of Passport holder in any gang **shall not exceed 50%** of the total staff in the gang
- The new starter will record every visit in his/hers Safety Passport
- The Passport to be signed and dated by the COSS/PIC for each track side visit
- The new starter will not be permitted to work with lookout warning in certain "high risk" areas – these will be identified locally
- A review to be undertaken after 6 months by the IMDM or a nominated manager and the mentor
- Once the IMDM/nominated manager and mentor are satisfied that the new starter is competent and is ready to be signed off for full duty the nominated manager will complete the "**Blue Hat Sign Off Form**"
- The new starter can now be issued with a white hat

### Further Information

The completed Safety Passport and the "Blue Hat Sign Off Form" will be submitted to the local WHSEA who can then update the **New Starter Register** which will be stored on the shared drive.

The Safety Passport will be kept with the individual's personal records.