

Ref:	NR/L2/OHS/00112
Issue:	3
Date:	05 September 2020
Compliance date:	05 September 2020

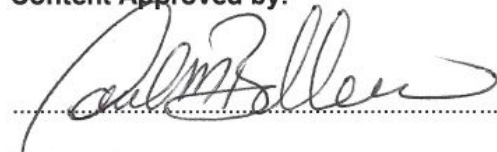
Level 2

Business process

Worksafe procedure

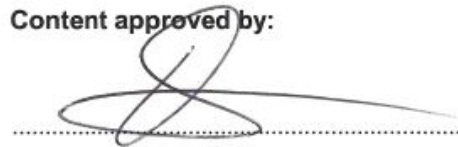
Approvals

Content Approved by:



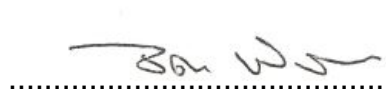
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User information

This Network Rail document contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – no variations permitted

- Red requirements are to be complied with and achieved at all times.
- Red requirements are presented in a red box.
- Red requirements are monitored for compliance.
- Non-compliances will be investigated and corrective actions enforced.

Amber requirements – variations permitted subject to approved risk analysis and mitigation

- Amber requirements are to be complied with unless an approved variation is in place.
- Amber requirements are presented with an amber sidebar.
- Amber requirements are monitored for compliance.
- Variations can only be approved through the national variations process.
- Non-approved variations will be investigated and corrective actions enforced.

Green guidance – to be used unless alternative solutions are followed

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control.

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Compliance

This Network Rail standard/control document is mandatory and shall be complied with by Network Rail Infrastructure Limited and its contractors if applicable from 5th September 2020.

Where it is considered not reasonably practicable¹ to comply with the requirements in this standard/control document, permission to comply with a specified alternative should be sought in accordance with the Network Rail standards and controls process, or with the Railway Group Standards Code if applicable.

If this standard/control document contains requirements that are designed to demonstrate compliance with legislation they shall be complied with irrespective of a project's Governance for Railway Investment Projects (GRIP) stage. In all other circumstances, projects that have formally completed GRIP Stage 3 (Option Selection) may continue to comply with any relevant Network Rail standards/control documents that were current when GRIP Stage 3 was completed.

NOTE 1: *Legislation includes Technical Specifications for Interoperability (TSIs).*

NOTE 2: *The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.*

Disclaimer

In issuing this standard/control document for its stated purpose, Network Rail Infrastructure Limited makes no warranties, expressed or implied, that compliance with all or any standards/control documents it issues is sufficient on its own to provide safety or compliance with legislation. Users are reminded of their own duties under legislation.

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Supply

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¹ This can include gross proportionate project costs with the agreement of the Network Rail Assurance Panel (NRAP).

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Issue record

Issue	Date	Comments
01	June 2006	First issue within OHS Manual
02	December 2009	Minor amendment following review
03	September 2020	Issued to include Policy Statement as an appendix of the document and include change to process bringing in Network Rail Route Operations Control / Supply Chain Organisation Control SCO 24/7, as a means to record and escalate worksafe issues raised

Reference documentation

NR/L2/OHS/00112/F01 Worksafe Reporting Capture Form

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regs 1999

Workplace (Health, Safety & Welfare) Regs 1992

Management for Health & Safety (HSG65)

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1 Purpose

This business process:

- enables work groups / employees to feel confident that if they have genuine concerns about the safety of a task or a system of work, their concerns will be given serious consideration and they will not face recriminations.
- allows for work to stop if there is a potential or imminent risk of an accident or incident arising;
- can be applied for example, by a work group / employee if they are asked to undertake a task without the required training, equipment or personal protective equipment, or if there are no adequate risk controls in the task briefing or safe system of work in place.

NOTE: *This list is not exhaustive.*

The Network Rail Worksafe Procedure Policy Statement is in appendix A.

2 Scope

This business process details the process for work groups / employees to deal with immediate safety problems.

It applies to:

- all Network Rail business functions and all Network Rail employees;
- all staff employed by Network Rail or its contractors through the Supply Chain Operations or Capital Delivery.

NOTE: *If there is no immediate risk to safety and the employee does not think it necessary to instigate the worksafe procedure, two other options are available:*

- Close Calls contactable via telephone on 01908 723500 or the App.*
- CIRAS is an alternative method of confidentially raising a safety concern to the respective management level. "CIRAS can be contacted by telephone on 0800 4 101 101, by text message to 07507 285 887 or in writing to "Freepost CIRAS".*

The CIRAS office is open from 09:00 to 17:00 Monday to Friday. A message may be left with contact details outside these hours. One of the CIRAS team will arrange to call back at a time to suit.

3 Roles and responsibilities

Responsible person at the location or site	A person involved in the planning, who is on site where the work is being undertaken and has the overall accountability of the works. NOTE: <i>This person will normally be the team leader (or equivalent) and hold COSS competence to confirm planned controls are put in place to keep persons safe from trains, activity and site risks.</i>
Responsible manager	The person accountable for the appointment of a competent and capable person in charge, and responsible for the management of staff who will work on or near the line.

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	NOTE: E.g. Section Manager, Local Operations Manager, On Call Manager and Designate Line Manager, Site Manager/Supervisor or equivalent.
Route Control	Network Rail's Region/Route Control Centre. NOTE: Contact numbers are available via Safe Work Packs.
SCO 24/7 (01908723500)	A 24-hour national control centre which currently has a number of different controlled functions for the business.

4 On site review of the safe system of work

An employee may suspend a work activity due to safety concerns. This might result in an onsite review of the safe system of work, similar to 'Take 5 for Safety', where the employee and the responsible person can attempt to resolve concerns by discussion. They will determine through dialogue if the system of work is satisfactory and decide if the work can be resumed safely following this discussion.

If an employee believes their safety or that of others is compromised following this review, they shall follow the procedure in clause 5 to apply the Worksafe procedure.

Where the responsible person on site applies the Worksafe procedure the requirements in clause 5 shall be followed.

NOTE: 'Take 5 for safety' is a simple and quick safety check that can be carried out at any stage of an activity. It can be as simple as an individual pausing for five seconds to think about what they are about to do, and confirm they are aware of the risks, have the right control measures in place and the right kit, and confirm it is safe to proceed.

5 Applying the procedure

Any employee who believes their safety or that of others is compromised may apply the worksafe procedure.

If they apply the worksafe procedure they shall follow the flowchart in Figure 1 and:

- a) suspend the activity immediately, if doing so does not endanger themselves or others;
- b) where necessary, move to a position of safety;
- c) immediately contact Route Control / SCO 24/7 and:
 - 1) inform them that the worksafe procedure has been applied; and
 - 2) explain why the activity has been suspended.

Route Control / SCO 24/7 shall:

- a) create a log reference and fill in section A of NR/L2/OHS/00112/F01 with the caller;
- b) contact the responsible manager or on call manager if out of hours.

The responsible manager shall contact the person in charge and determine whether:

- a) there has been a suitable and sufficient risk assessment of the task;
- b) the system of work is safe; and

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- c) the activity can be restarted.

If they determine that these things are not in place, the activity shall not be restarted.

In this event, the responsible manager and the responsible person will try and reach an agreement on the restarting of the work with agreed additional controls in place, if appropriate, or by amending the safe system of work. The responsible manager shall then:

- a) propose a return to work; or
- b) agree the task is unsafe.

If the responsible manager agrees the task is unsafe, or an agreement is not reached, the work shall cease, and the work site shall be left safe and the work group / employees assigned to other work.

Where work has ceased, suitable controls must be in place before the activity is resumed.

The responsible manager shall inform Route Control / SCO 24/7 of the outcome and fill in section B of NR/L2/OHS/00112/F01.

6 Use of Worksafe Reporting Capture form

Whenever the worksafe procedure is applied, Route Control / SCO 24/7 shall record the details on NR/L2/OHS/00112/F01.

NOTE: *This applies regardless of the outcome of the procedure being applied.*

Route Control / SCO 24/7 shall send a copy of the completed form to the work group / employee who originally applied the worksafe procedure and to the responsible manager.

The responsible manager shall provide a copy of the form to the Health and Safety Advisor, Route Director or Head of Maintenance Delivery or Senior Programme Manager or PCL Senior Project Manager.

7 Review of disputed system of work

The responsible manager shall notify an independent competent Level 1 investigator to manage an independent investigation or lessons learnt review of the events that led to the application of the worksafe procedure.

The completed level 1 investigation shall be sent to a designated competent person for review and approval.

All instances where the worksafe procedure has been applied shall be reviewed.

As part of the review they shall:

- a) examine the circumstances surrounding each incident; determine whether the concerns raised were managed appropriately.
- b) review any additional control measures introduced to see whether they were appropriate and effective; and
- c) determine whether any subsequent revisions of risk assessments and safe systems of work are required and confirm they are completed.

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This can be at the Route Independent Fair Culture (RIFC) panel or contractor health and safety meetings.

The feedback received shall be discussed at local, Area and National health and safety meetings.

The investigating/reviewing manager shall provide feedback to the individual or group that applied the worksafe procedure.

The feedback should be used as a point of shared learning irrespective of what the outcome is.

The Health and Safety Advisor, Route Director or Head of Maintenance Delivery or Senior Programme Manager or PCL Senior Project Manager shall also review all completed examples of NR/L2/OHS/00112/F01 within their area of responsibility.

8 Briefing

All new employees shall be briefed on the procedure during induction to the company.

Anyone going on track will be briefed on the procedure as part of the PTS training course.

The policy statement in appendix A should be displayed on notice boards and distributed at inductions and briefings.

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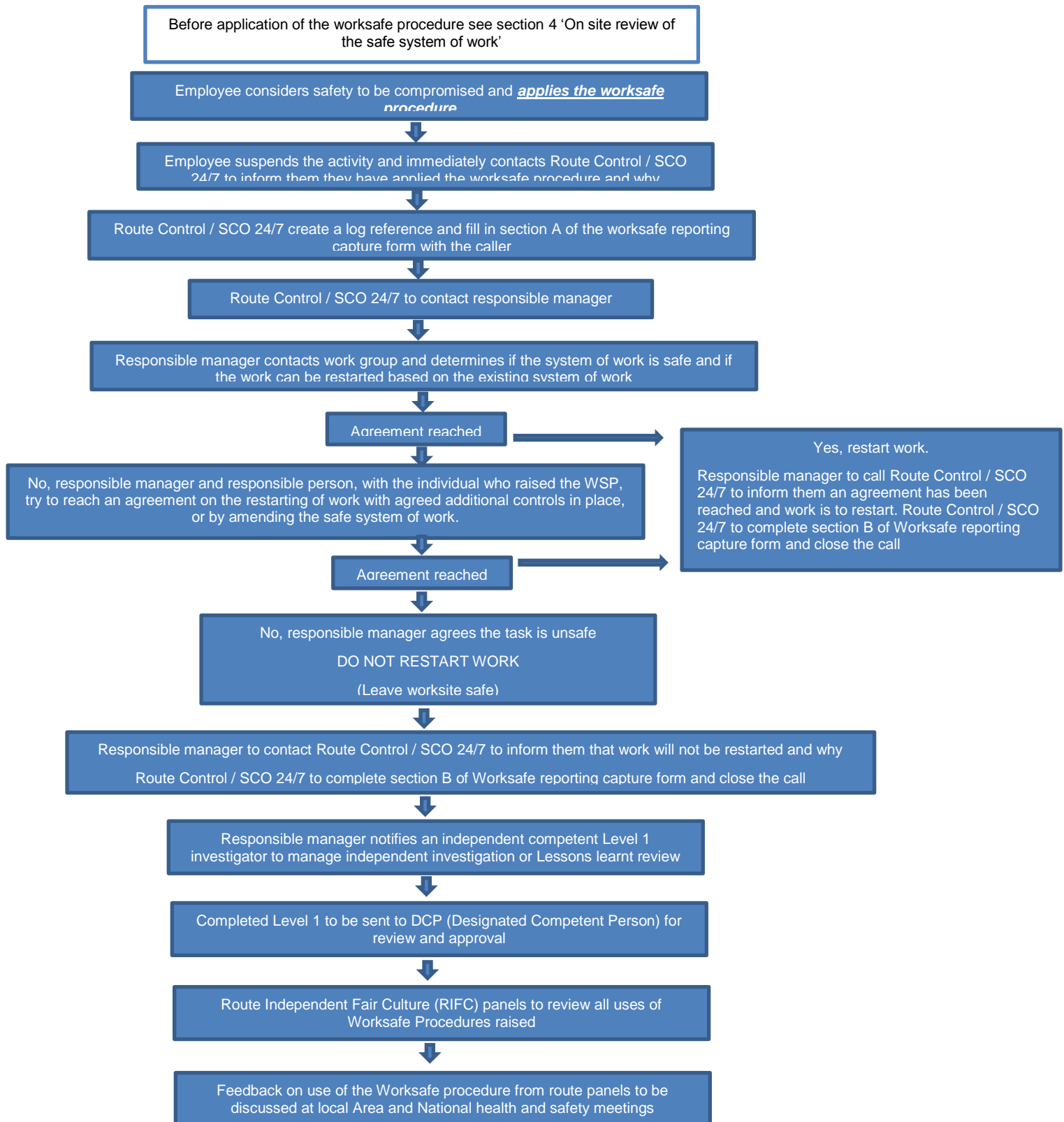


Figure 1- Work safe procedure process flowchart

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Appendix A Worksafe Procedure Policy Statement



Network Rail Worksafe Procedure Policy Statement

Our Commitment

Our Safety Culture requires clear and concise safe systems of work that can be delivered by competent employees who are confident that they are demonstrating compliant safety behaviours.

Under our Worksafe Procedure, every Network Rail employee, and/ or contract staff working on our behalf has the absolute right to refuse to carry out work which they deem unsafe and/ or a risk to themselves or anyone else.

Whenever the Worksafe Procedure has been applied, concerns will be considered immediately and the individual engaged and informed of decisions throughout.

All Network Rail employees, and/or contract staff working on our behalf should be confident that applying the Worksafe Procedure is done without fear of reprisals.

All Network Rail employees, and/or contract staff working on our behalf are actively encouraged to Close Call any unsafe acts or conditions, which they witness while carrying out their duties.

Our Procedure

On applying the Worksafe Procedure, the individual(s) must raise their concerns with **Route Control / SCO 24/7** as soon as work has been suspended and it is safe to do so.

The **Route Control / SCO 24/7** will contact the responsible manager who will assess the concerns and determine what the next steps should be.

An assessment of the task and safe system of work must be discussed and suitable and sufficient controls agreed before work can recommence.

If suitable and sufficient controls cannot be agreed, work will not restart.

Work must never be recommenced until all parties agree that concerns have been addressed and it is safe to do so.

All instances of where and when the Worksafe Procedure has been applied must be logged with **Route Control / SCO 24/7** by completing the worksafe reporting capture form.

This policy statement will be formally reviewed by the Network Rail Joint National Health, Safety & Welfare Committee on an annual basis.

Signed

Standard and control document briefing note

Ref: NR/L2/OHS/00112		Issue: 3
Title: Worksafe procedure		
Publication date: 05 September 2020		Compliance Date: 05 September 2020
Standard/Control Document Owner: Head of Corporate Workforce Safety		
Non-compliance rep (Approver of TRACKER applications): Paul Brady, Principal Workforce Safety Specialist		
Technical lead/contact for briefings: Paul Bellow, Maintenance Safety Specialist		Tel: 07786310323
Purpose: This business process: <ul style="list-style-type: none"> a) enables work groups / employees to feel confident that if they have genuine concerns about the safety of a task or a system of work, their concerns will be given serious consideration and they will not face recriminations. b) allows for work to stop if there is a potential or imminent risk of an accident or incident arising; c) can be applied for example, by a work group / employee if they are asked to undertake a task without the required training, equipment or personal protective equipment, or if there are no adequate risk controls in the task briefing or safe system of work in place. 		Scope: This business process details the process for work groups / employees to deal with immediate safety problems. It applies to: <ul style="list-style-type: none"> a) all Network Rail business functions and all Network Rail employees; b) all staff employed by Network Rail or its contractors through the Supply Chain Operations or Capital Delivery.

Overview of change

This issue of the standard now includes the worksafe policy statement for the business signed by senior managers of Network Rail and Unions.

Applications of the worksafe procedure by staff working on behalf of the Network Rail Maintenance and Works Delivery organisations are reported to Route Control.

Applications of the worksafe procedure by staff working on behalf of Network Rail through the Capital Delivery (Infrastructure Projects) delivery organisations are reported to SCO 24/7.

Detail of change

<u>Section(s)/clause(s)</u>	<u>Summary of changes</u>
3	Describes the roles and responsibilities of those who support the decisions being made in the event of the procedure being applied.
4	Includes a two-part capture form for the receiving control to record and log the information about the reason behind the raising of the worksafe procedure.
5	Includes the ability to carry out a formal onsite review of the System of Work (including task).
6	Applying the procedure, follows the flow chart (age 10 of the standard) for ease giving the detail explanation
7	Includes a review and follow up process for instances where the worksafe procedure has been applied.
8	States the process should be briefed to employees during induction to the company.
Appendix A	The signed policy statement is attached as appendix A.

Reasons for change

This revised national standard is intended to give workers confidence that they can raise concerns at the time and not feel under pressure to return to work until the cause of the concern has been addressed.

It is part of Network Rail's policy that no person should be forced to work should they feel that there is a risk of an accident or incident occurring.

Affected documents:

<i>Reference</i>	<i>Impact</i>
NR/L2/OHS/00112 ISSUE 2	Superseded
NR/L2/OHS/00112/F01 ISSUE 1	New

Briefing requirements:

Will Briefing Management System be used to deliver the briefing to posts listed below? No

Technical briefings are given to those who have specific responsibilities within this standard/control document.

Awareness briefings are given to those who might be affected by the content but have no specific responsibilities within the standard/control document.

Details of the briefing arrangements are included in the associated briefing programme.

All posts identified for briefing must be as described in OrgPlus.

Roles are directly briefed and do not cascade briefings.

OFFICIAL

Briefing (A-Awareness/ T-Technical)	Post	Function	Responsible for cascade briefing? Y/N
T	Head of Maintenance Delivery	Regions	N
T	Infrastructure Maintenance Delivery Manager	Regions	N
T	Infrastructure Maintenance Engineer	Regions	N
T	Infrastructure Maintenance Services Manager	Regions	N
T	Track Maintenance Engineer	Regions	N
T	Signal & Telecoms Maintenance Engineer	Regions	N
T	Electrification & Plant Maintenance Engineer	Regions	N
T	Section Manager [Communications]	Regions	N
T	Section Manager [Conductor Rail Equipment]	Regions	N
T	Section Manager [Distribution & Plant]	Regions	N
T	Section Manager [HV Cables]	Regions	N
T	Section Manager [MMT]	Regions	N
T	Section Manager [OCS]	Regions	N
T	Section Manager [Off Track]	Regions	N
T	Section Manager [OLE]	Regions	N
T	Section Manager [Overhead Line Equipment]	Regions	N
T	Section Manager [Rail Test & Lubrication]	Regions	N
T	Section Manager [Rail Testing & Lubrication]	Regions	N
T	Section Manager [Signalling]	Regions	N
T	Section Manager [Switch Systems]	Regions	N
T	Section Manager [Track Maintenance]	Regions	N
T	Section Manager [Track SSWT]	Regions	N
T	Section Manager [Track]	Regions	N
T	Section Manager [Welding & Grinding]	Regions	N
T	Section Manager Signalling [Control & Systems Maintenance]	Regions	N
T	Route Control Manager (ICC)	Regions	Y
T	Route Control Manager (ICC) [Lead]	Regions	Y
T	Route Control Manager [Lead]	Regions	Y
T	Route Control Manager (Alliance)	Regions	Y
T	Workforce Health Safety & Environment Advisor	Regions	Y
T	Workforce Health Safety & Environment Advisor (WD)	Regions	Y
T	Workforce Health Safety & Environment Advisor [Inner]	Regions	Y
T	Workforce Health Safety & Environment Advisor [LNW North]	Regions	Y
T	Workforce Health Safety & Environment Advisor [Outer]	Regions	Y
T	Workforce Health Safety & Environment Advisor [WCMLS]	Regions	Y
T	Workforce Health Safety & Environment Advisor [WM&C]	Regions	Y
T	Workforce Health, Safety & Environment Manager	Route Services	Y
T	Construction Safety Specialist	Route Services	Y
T	Head of Business Management	Route Services	Y
T	Senior Operations Manager (Supply Chain Operations)	Route Services	Y
T	Head of SHEQ	Route Services	Y
T	Principal Health & Safety Manager (HO)	Route Services	Y
T	Health & Safety Manager (HO) [Production]	Route Services	Y

OFFICIAL

T	Health & Safety Manager (HO) [Strategy]	Route Services	Y
T	Health & Safety Manager	Route Services	Y
T	Head of Safety & Sustainable Development	Infrastructure Projects	N
T	Head of Safety & Sustainable Development	Regions	N
T	Head of Safety & Sustainable Development	Network Services	Y
T	Health & Safety Manager	Infrastructure Projects	N
T	Principal Health & Safety Manager	Infrastructure Projects	N
T	Principal Health & Safety Manager	Regions	N
T	Principal Construction Manager	Infrastructure Projects	N
T	Principal Construction Manager	Regions	N
T	Senior Construction Manager	Regions	N
T	Construction Manager	Regions	N
T	Assistant Construction Manager	Regions	N
T	Construction Management Assistant	Regions	N
T	Project Manager (IP)	Regions	N
T	Project Manager (Works Delivery) [Buildings & Civils]	Regions	N
T	Project Manager (Works Delivery) [E&P]	Regions	N
T	Project Manager (Works Delivery) [Off Track]	Regions	N
T	Project Manager (Works Delivery) [Signalling]	Regions	N
T	Project Manager (Works Delivery) [Track]	Regions	N
T	Project Manager (Works Delivery)	Regions	N
T	Programme Manager	Regions	N
T	Project Engineering Manager [Eng Mgmt]	Regions	N
T	Project Delivery Engineering Manager [Eng Mgmt]	Regions	N
T	Programme Engineering Manager [Eng Mgmt]	Regions	N
T	Programme Engineering Manager [Eng Mgmt]	Infrastructure Projects	N
A	Director, Supply Chain Services	Route Services	Y
A	Engineering Services Director	Route Services	Y
A	Director, NSC Materials & Logistics	Route Services	Y
A	Director Fleet & Engineering	Route Services	Y
A	Delivery Director [Eastern]	Route Services	Y
A	Delivery Director [NW & Central]	Route Services	Y
A	Delivery Director [Scotland]	Route Services	Y
A	Delivery Director [Southern]	Route Services	Y
A	Delivery Director [Wales & Western]	Route Services	Y
A	Chief Design Engineer [Eng Mgmt]	Route Services	Y
A	Director, Asset Information	Route Services	Y
A	Business Services Director	Route Services	Y
A	Director, Operations	Route Services	Y
A	Head of Design (Systems & Support)[Eng Mgmt]	Route Services	Y
A	Head of Design [Eng Mgmt][National]	Route Services	Y
A	Head of Design [Eng Mgmt][North East]	Route Services	Y
A	Head of Design [Eng Mgmt][North West & Scotland]	Route Services	Y
A	Head of Design [Eng Mgmt][South East]	Route Services	Y
A	Head of Design [Eng Mgmt][South West]	Route Services	Y

OFFICIAL

A	Chief Design Engineer [Eng Mgmt]	Route Services	Y
A	Engineering Director [Eng Mgmt]	Infrastructure Projects	Y
A	Head of Engineering [Eng Mgmt][Central]	Regions	Y
A	Head of Engineering [Eng Mgmt][LNE]	Regions	Y
A	Head of Engineering [Eng Mgmt][Northern Programmes]	Regions	Y
A	Head of Engineering [Eng Mgmt][Scotland & North East]	Regions	Y
A	Head of Engineering [Eng Mgmt][Signalling]	Infrastructure Projects	Y
A	Head of Engineering [Eng Mgmt][Southern]	Regions	Y
A	Head of Engineering [Eng Mgmt][Western & Wales]	Regions	Y
A	Director of Engineering & Design [Eng Mgmt]	Regions	Y
A	Head of Construction Management	Infrastructure Projects	Y
Briefing (A-Awareness/ T-Technical)	Role	Function	

NOTE: Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedures.