



# Health and Safety Requirements for Subcontractors and Suppliers

February 2023

**SYSTRA**

# Details of Latest Amendments

<b>Section</b>	<b>Changes from the previous version</b>
Introduction	First sentence updated.
Environment	New Section Added
Waste	Updated
Appendix A	Operational Health & Safety Policy updated
Appendix B	Drugs and Alcohol Policy Updated
Version	V3.1 202302

# Contents

Details of Latest Amendments	2
Introduction	5
Zero Harm Policy	6
Take Time	6
Work Safe Policy	7
End of Shift Reporting	8
First Aid	9
Site Welfare	9
Provision of Welfare Facilities	10
Permits	11
Drugs and Alcohol Requirements	11
Safe Working Hours	12
Emergency Procedures	13
Reporting	14
Recording	15
Working at Height	16
Confined Spaces	18
Breaking Ground	20
Geotechnical	21
Environment	22
Waste	25
Plant Vehicles and Equipment	27
Waste Reporting	28
Lifting Operations	29
Working with Substances Hazardous to Health	30
Health Monitoring and Surveillance	30
Labour/Staff	32
Personal Protective Equipment (PPE)	28
Appendix A Health & Safety Policy	34
Appendix B Alcohol and Drugs Policy	36
Appendix C SYSTRA Life Saving Rules	38
Network Rail Additional Requirements	39



# Introduction

This document describes the specific arrangements in place to manage Health and Safety (H&S) whilst carrying out high risk work for or on behalf of SYSTRA in the UK.

SYSTRA believes that all our activities can be undertaken safely and we will never compromise safety. We will conduct our business in a way that ensures the health and well-being of our employees, contractors and any person affected by our work. This is stated in our Health & Safety Policy Statement (Appendix A).

This document covers specific information which is underpinned by SYSTRA's internal management systems.

For Network Rail projects reference should also be made to the "Network Rail Additional Requirements" section.

The procedures and/or processes adopted within this document do not prejudice any statutory requirements and guidelines that may be in force at any time during the life of the contract.

Due cognisance will be taken to statutory rules and regulations together with the requirements specified within the contract.

# Zero Harm Policy

SYSTRA's responsibilities extend not only to our own people, but those impacted by our operations. We are committed to our goal of ensuring zero harm to our employees, our contractors and the communities in which we operate and is integral to our business process.

## Take Time (Point of Work Risk Assessment POWRA)

"Take Time" also known as "Take Time - Stop & Think" is to provide our staff and our subcontractors workforce with a final review process of the planned safe system of work, giving an opportunity to address any outstanding hazards.

The process also allows a formal feedback of the effectiveness of the planned safe system of work and what we can improve for future visits.

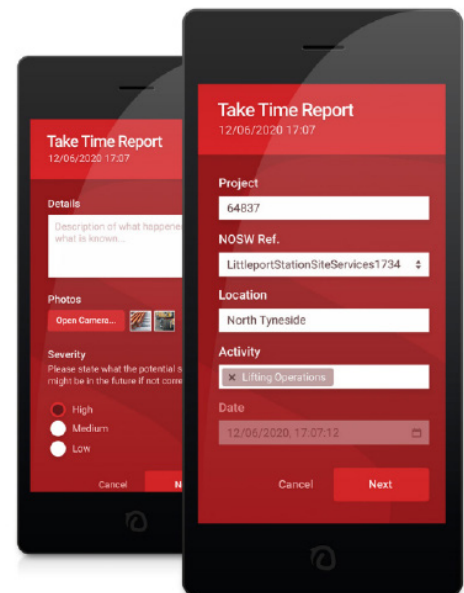
"Take Time" is a means to identify minor hazards present on site that may not have been identified in the formal risk assessment (risk assessments collated within the office environment to identify significant hazards). These hazards often result in accidents to the workforce and as such they need to be addressed by the site workforce undertaking a point of work risk assessment.

- The Take Time reviews must be undertaken at the start of shift and if there is a change to the work location/task during the shift.
- It will be the responsibility of the senior member of the team to ensure the review is undertaken.

The Take Time reviews must be undertaken at the workface. Control measure(s) will be identified briefed and implemented for all minor hazards identified.

Line Managers must ensure any actions agreed are closed out within a week.

For further details see "PP-08-16 Take Time Process".





## Work Safe Policy

SYSTRA operate a “Work Safe” procedure which allows operatives to refuse to work on the grounds of Health & Safety.

Where operatives including sub-contractors, staff have concerns regarding their own health and safety, or that of others they must stop work and immediately proceed to a place of safety and ensure anyone else in the area is protected from the danger. They must then immediately inform the site agent/site manager/engineer/supervisor.

The site agent/site manager/engineer/supervisor shall support the individual by;

- Listening to their concerns.
- Removing the risk entirely or reducing it to an acceptable level to all.
- Where a suitable solution cannot be found, H&S must be informed immediately, so there can be an investigation to resolve the issue.

In all cases whether resolved or not where a refusal to work on the grounds of H&S is made, the H&S team shall be informed giving the actions taken to resolve the issues if applicable.

# End of Shift Reporting

**SYSTRA has a robust reporting process “End of Shift Reporting (EOSR)” for all work undertaken away from the office location.**

Upon completion of the site works, the site agent/site manager/engineer/supervisor or nominated representative is required to make an EOSR to 01904 454700 giving the following information:

- Name of person making report
- Date and time of report
- Site and Notification of Site Works (NOSW) reference number
- Has the planned work been completed successfully? i.e. % complete
- Has there been any accident, incident or occurrence

**If NO (leave message; there have been no accidents, incidents or occurrences) – then report ends here – End Call.**

**If YES (leave there has been an accident/incident or occurrence) – the following should be completed:**

- Details of the accident/incident/possession irregularity/cancelled shift – give a brief description
- Progress: give a brief outline of the effect of the Acc/Inc or occurrence
- Time our ‘On call’ notified
- Time SCO 24:7 notified (for Network Rail sites)
- SCO 24:7 reference number (for Network Rail sites)
- Details of any other report submitted to the client/Network Rail

The above details should be specified in all Work Package Plans (WPP) and referenced within Task Briefing Sheets (TBS).





# First Aid

**SYSTRA or/and where designated their subcontractor/consultant(s) shall provide, when on site, the appropriate numbers of “Appointed Person(s) (AP)”/“Emergency First Aider(s) at Work (EFAW)”/“First Aider(s) at Work (FAW)” in accordance with the first aid assessment(s). The EFAW and/or FAW will be competent and trained in first aid.**

Details of the numbers and competence will be detailed within the Work Package Plan/Method Statement and/or Task Briefing Sheet.

SYSTRA and or their subcontractors/consultants shall provide and maintain first aid kit(s) applicable to their assessment for those injuries that may be sustained from the work activity. A first aid kit will be available at each worksite on every occasion when work is taking place, these will remain on-site at all times whilst works are taking place.

The AP or EFAW or FAW will be responsible for managing all first aid related issues on-site including liaison with the emergency services regarding the condition of any casualty/injury and be responsible for the first aid kit(s).

At the task briefing the site agent/site manager/engineer/supervisor shall identify these arrangements to all staff associated with the work.

All first aiders on site shall be identified by a first aid symbol on vest, jacket, armband or safety helmet.

The site agent/site manager/engineer/supervisor shall be provided with a 24hr A&E hospital name and contact number, along with written directions and a map, should staff be required to drive to it.



# Site Welfare

**As Contractors we have the obligation to comply with the welfare facilities detailed in Schedule 2 of the CDM Regulations.**

Site welfare facilities must be adequate for the work being undertaken.

Sufficient welfare arrangements are to be made to ensure the health and wellbeing of all staff, subcontractors and visitors on the site.

# Provision of Welfare Facilities



## Fixed Construction Sites

As a minimum a toilet, washing facility, mess room including facilities for rest and drinking water.

In addition to the minimum requirements, welfare facilities for specialist contractors are to be used on site such as asbestos removal contractors, contractors working with lead (paint removal or roof flashing) etc, separate specialist welfare facilities must be provided in accordance with the associated regulations and industry practises.

A regime for maintenance and cleaning must be established and put in place. The regime must cover maintaining all welfare facilities, cabins, offices in a clean and tidy condition that is fit for purpose. The maintenance must include replenishing all consumables as and when required.

On completion of the site works, welfare facilities shall be removed off site in a safe appropriate manner.

## Survey/Inspection Sites (Transient Sites)

Although the standard NR/L3/INI/CP0036 (The Provision of Welfare Facilities) is for use on railway projects, following a review of that standard, SYSTRA has established that by meeting the minimum requirements of the standard our obligations under the CDM Regulations will be met and as such have adopted this standard for all projects.

For transient sites, welfare vehicles can be used and or arrangements made to use sufficient and suitable local facilities (in line with the standard; this should be a last resort). Where using 24hr service stations/supermarkets etc., agreement with the providers to use such facilities should be recorded.

Unless the work is of a short duration (up to four hours) toilet facilities should be provided within 10 minutes of the site of work. Due to the location of certain sites, where it is not feasible to achieve the “10 minute” rule, the use of emergency toilet facilities can be considered.

Removal and disposal of waste products shall be undertaken in accordance with waste management regulations.

# Permits

**Work shall not commence on site until all relevant permits have been fully completed and signed off by competent personnel as designated within the appropriate safety documentation and/or as identified within SYSTRA or other relevant third parties procedures/instructions.**

Permits will be recoded as follows:

## **Transient Sites**

- Designers site activities (surveying, etc.) and contractors site activities (geotechnical investigation, boreholes etc.)
  - Hard copies for site purposes
  - Electronic copies (PDF) filed on ProjectWise under relevant project no. and folder.

## **Fixed Sites:**

- Contractors site activities (construction - modular platforms etc.)
  - Hard copies for site purposes.
  - Index of permits issued.
  - Electronic copies (PDF) filed on ProjectWise under relevant project no. and folder.
- Contractors site activities (construction - major projects)
  - Hard copies for site purposes
  - Permit control system (recording and monitoring the issue and filing of permits)
  - Electronic copies (PDF) filed on ProjectWise under relevant project no. and folder.

# Drugs and Alcohol Requirements

**SYSTRA's subcontractors shall work in accordance with the company's Alcohol and Drugs Policy (see Appendix B) and associated procedures.**

Subcontractors and consultants must provide copies and details of:

- Their drugs and alcohol policy and any associated procedures including "For Cause Testing"
- Where any of their staff when working for SYSTRA is subject to the "For Cause" process then share with us their results and the details of all investigations carried out in association with this process.

# Safe Working Hours

**This applies to the control of fatigue and excess hours for employees undertaking safety critical work.**

SYSTRA has arrangements in place for monitoring and managing the working hours of their staff.

Working hours shall be recorded and are inclusive of travelling time.

Subcontractor/consultant shall be responsible for controlling and monitoring safe working hours of their staff.

When requested subcontractor/consultants shall provide such records as to enable SYSTRA to verify that compliances have been met.

## **Limits of Working Hours**

All staff must conform to the following rules:

- No more than 12 hours to be worked in a standard period of duty/shift. A shift greater than 12 hours is only permitted for travel purposes and must be supported by a fully authorised risk assessment.
- Door to door within 14 hours
- No more than 72 hours to be worked in any seven-day period
- Minimum break between the completion of one turn of duty and the commencement of the next to be 12 hours
- No more than 13 periods of duty to be worked in any fourteen-day period

In calculating hours worked under these requirements the need for an individual to travel to and from their place of rest must be taken into account. Time driving a road vehicle and Time travelling in a road vehicle to and from site is to be counted as working hours.

Return travelling time will sometimes necessitate the need to exceed a shift time of 12 hours. This should be a pre-planned exceedance so that door to door time does not exceed 14 hours. This exceedance shall be subject to a risk assessment prior to being authorised in writing.

Declarations are also provided during the signing in process that the individual has not been working anywhere else during the previous 12 hours.

# Emergency Procedures

## Special Emergency Requirements

**There is a requirement on some projects to establish an action plan for use on site in the event of any emergency arising from site activities especially whilst undertaking the role of Principal Contractor (PC).**

At the start up meeting SYSTRA will liaise with the client's project manager to determine if special emergency requirements are needed for the project. If they are required SYSTRA will liaise with the emergency services to confirm and review emergency procedures for this project to cover fire, explosion or other dangerous incidents, or individual accidents, including the reporting arrangements as applicable.

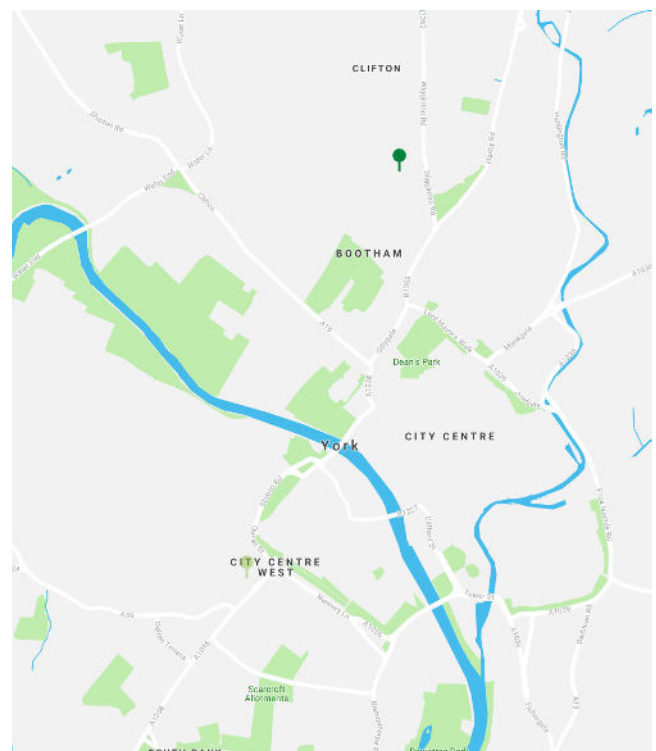
In the event of any emergency, accident or incident, SYSTRA operate an on-call process to manage all emergencies. SYSTRA's site agent/site manager/engineer/supervisor will be in overall charge on site to implement arrangements agreed and directed by the SYSTRA's on-call manager and/or other client/principal contractor ensuring the site is secure when required.

All staff on site including, sub contractors and visitors shall be made aware of such plans where they exist through inductions, method statement/Work Package Plans (WPP)/TBS/briefings. All personnel shall comply with such plans and follow instructions when given by designated/ authorised personnel.

Emergency procedures including evacuation etc. shall be detailed in the relevant site WPP/ Method Statement (MS) and TBS.

The following will be included in each WPP:

- Clients/principal contractors emergency protocols; contact details including any hierarchy.
- The nearest 24 Hr Accident and Emergency (A&E) hospital providing A&E facilities - contact number and directions/map (detail these if it is a single site)
- SYSTRA "On Call" (24 hours) – mobile: 07709 483217, pager: 07623 908448
- Police – 112
- Ambulance services – 112
- Fire services – 112



## Imminent Danger Protocol

Should any member of the workgroup find themselves in a situation of imminent danger, the site supervisor shall be notified immediately. All works will be immediately suspended and all staff will move directly to a place of safety or the designated assembly point. The supervisor (or designated assistant) shall contact the emergency services and at the earliest opportunity notify the SYSTRA on-call manager.



## Reporting

**All incidents shall be reported in accordance with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations) and Network Rail Standard NR/L3/INV/3001. In addition any accidents/incidents shall also be reported to the client in accordance to standard NR RIS-8047-TOM.**

All accidents/incidents shall be reported by the site agent/site manager/engineer/supervisor in the following order:

1. SYSTRA on-call manager
2. Clients/principal contractors emergency protocols, contact details including any hierarchy. These details can be found client's remit, Pre-Construction Information (PCI) plan, Construction Phase Plan (CPP), MS, WPP, TBS and Activity MS.

# Recording

Following an incident the recording of information will include:

- Photographs
- Measurements
- Witness statements

The preferred method of reporting is via the Close Call app. Close call/near miss forms (CF-07-10) can be downloaded from SYSTRA's Business Management System (BMS), those who have no access to the BMS, forms can be supplied from the designated SYSTRA representative or upon request to the H&S department at the York office to those operatives who witnesses an unsafe act.

The project manager will implement corrective actions that are necessary to prevent a re-occurrence of the unsafe act.

## Recording - Generally

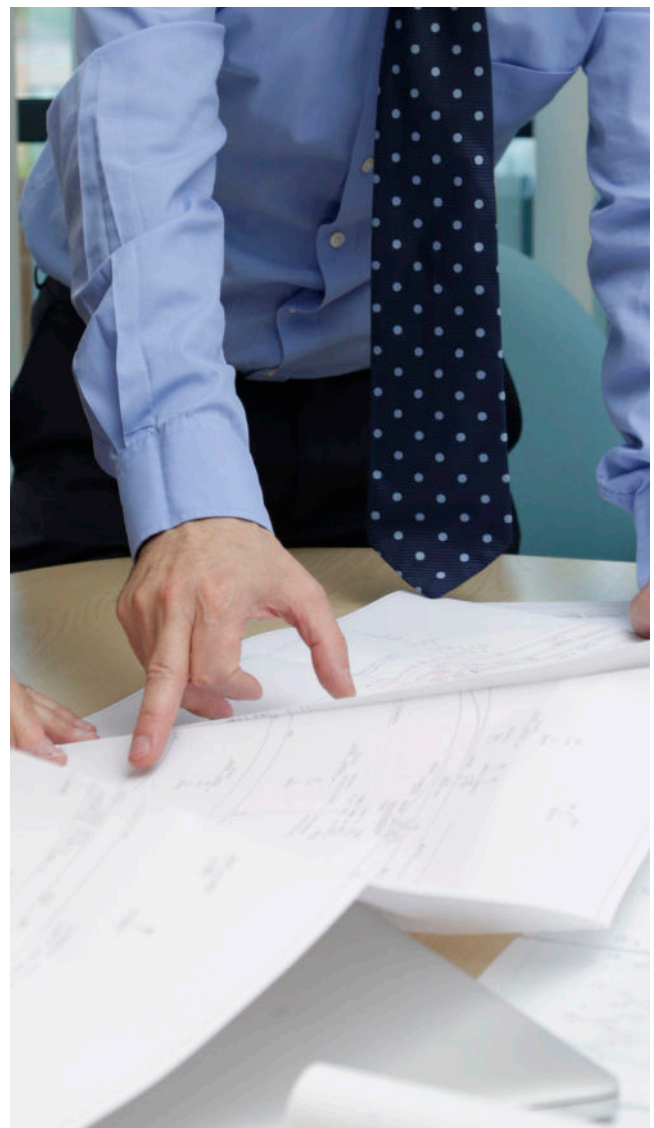
Details of any accident shall be entered into the "accident book". The "accident book" will be held at:

- For fixed construction sites, on site
- Transient sites; SYSTRA offices from which staff are permanently located.

All SYSTRA project staff and suppliers shall be briefed about its existence.

After an accident or incident, the SYSTRA H&S manager will initiate and conduct an investigation, appropriate for the potential outcome. The SYSTRA project manager and SYSTRA H&S manager together with the client will review findings from the investigation.

It is SYSTRA policy to fully co-operate with any accident/incident investigation, together with any follow up actions that may be required.



# Working at Height

Working at height is covered by “The Working at Height Regulations 2005” (WAHR)

- Work at height means work in any place, including at or below ground level, where a person could fall a distance liable to cause personal injury. This includes access to and egress from that place of work. Does not include stairways or slips or trips on the level
- “Where work has to be carried out at height, then the duty holder shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury”
- Those working at height should be competent or if being trained supervised by a competent person

**In accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999:**

- Shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work





## Other Requirements

- Avoid risks from fragile surfaces
  - Work on or near fragile surfaces should be avoided. Where this is not reasonably practicable suitable precautions should be taken following the principles of the hierarchy; avoid, prevent, mitigate. Where necessary fragile surfaces should be indicated by means of warning notices or other means.
- Prevent Falling Objects
  - Arrangements should be made to ensure the risks from falling objects are properly controlled.
- Overhead Power Lines
  - Isolate/protection barriers (goal posts)/signage/briefing
- Warn about danger areas
  - Arrangements should be made to ensure access to areas where there is a risk of a fall or being struck by a falling object is properly controlled
  - Signage/isolation to O/H Power lines
- Inspect work equipment
  - Work equipment for work at height should be inspected and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998

## Ladder Use

- They should only be used for short duration, low risk activities or where there are site features which cannot be changed. Suitable arrangements should be taken to prevent the ladder from slipping.
- Risk assessment must justify use;
  - Low risk
  - Short duration
  - Or site conditions dictate
- When using a ladder always follow good practice:
  - Choose the right ladder for the task
  - Make sure it is in good condition
  - Make sure the surface it rests on is suitable
  - The ladder is stable, is secured where possible, and has effective anti slip device
  - It is long enough and positioned properly to allow good access to the work area.
  - Do not stretch or over-reach while on a ladder.

# Confined Spaces

**Confined Spaces is covered by the “Confined Spaces Regulations 1997”**

Avoid entering confined spaces wherever possible.

Check if the work can be done another way so that entry or work in confined spaces is avoided. Better work planning or a different approach can reduce the need for confined space working.

Check if you can:

- Modify the confined space itself so that entry is not necessary
- Have the work done from outside using appropriate equipment and tools

If you cannot avoid entry into a confined space make sure you have a safe system of work for working inside the space then seek advice from competent sources i.e. your designated (confined space) responsible manager.

Safe System of Work

- All staff involved must be competent

A Site Specific Risk Assessment (SSRA), which will include the control measures must be produced. This assessment needs to be approved by the designated (confined space) responsible manager. All staff must adhere to this assessment.





### Safe System of Work

- Appointment of a supervisor
- Supervisors should be given responsibility to ensure that the necessary precautions are taken, to check safety at each stage and may need to remain present while work is underway.
- Isolation of equipment
- Cleaning before entry
- Check the size of the entrance; is it big enough to allow workers wearing all the necessary equipment to climb in and out easily, and provide ready access and egress in an emergency?
- Provision of ventilation
- Testing the air
- Provision of special tools and lighting
- Provision of breathing apparatus
- Preparation of emergency arrangements
- Provision of rescue harnesses
- Communications
- Check how the alarm is raised
- Permit to work
- Emergency procedures

Emergency arrangements will depend on the risks. You should consider:

- Communications
- Rescue and resuscitation equipment

# Breaking Ground

## Buried Services

- SYSTRA
  - PP-04-03 Service searches
  - PP-04-17 Planning a safe systems of work (contractor)
  - PP-04-11 Permit to break ground
  - PP-04-12 Use on metal pins and spikes
- HSE
  - Avoiding danger from underground services (HSG 47)

Before starting work:

- Make sure you have the latest available plans of the underground services in the area. Remember that service connection cables and pipes from the main to a building or street light may not be shown, particularly in stations and depots
- Ensure a buried service search has been undertaken using the following methodologies:
  - Visual survey
  - Cat and genny
  - Ground penetrating radar (optional)
- Ensure that there is a safe system of work in place detailing:
  - How the work will be undertaken
  - How cables/pipes will be protected if required
  - How cables/pipes will be located before works commence
  - What happens if something goes wrong
- Position of known services has been marked (spray paint) on the ground.
- Ensure you have a fully signed off permit to break ground (also known as permit to dig)/ permit to spike

## Excavating/breaking ground

- Competent staff
- Safe digging practice
- Interval cat and genny
- Visual inspections.

# Geotechnical

**Specialist subcontractors must provide a detailed Method Statement (MS) and Risk Assessment (RA) for inclusion within SYSTRA's Safety documentation (WPP, MS and Task Briefing Sheet, TBS).**

SYSTRA Lead Engineer to brief subcontractor on SYSTRA's H&S documentation e.g. WPP, TBS prior to undertaking any site works.

Undertake a joint site condition walkover and photograph the works area, including the proposed access route.

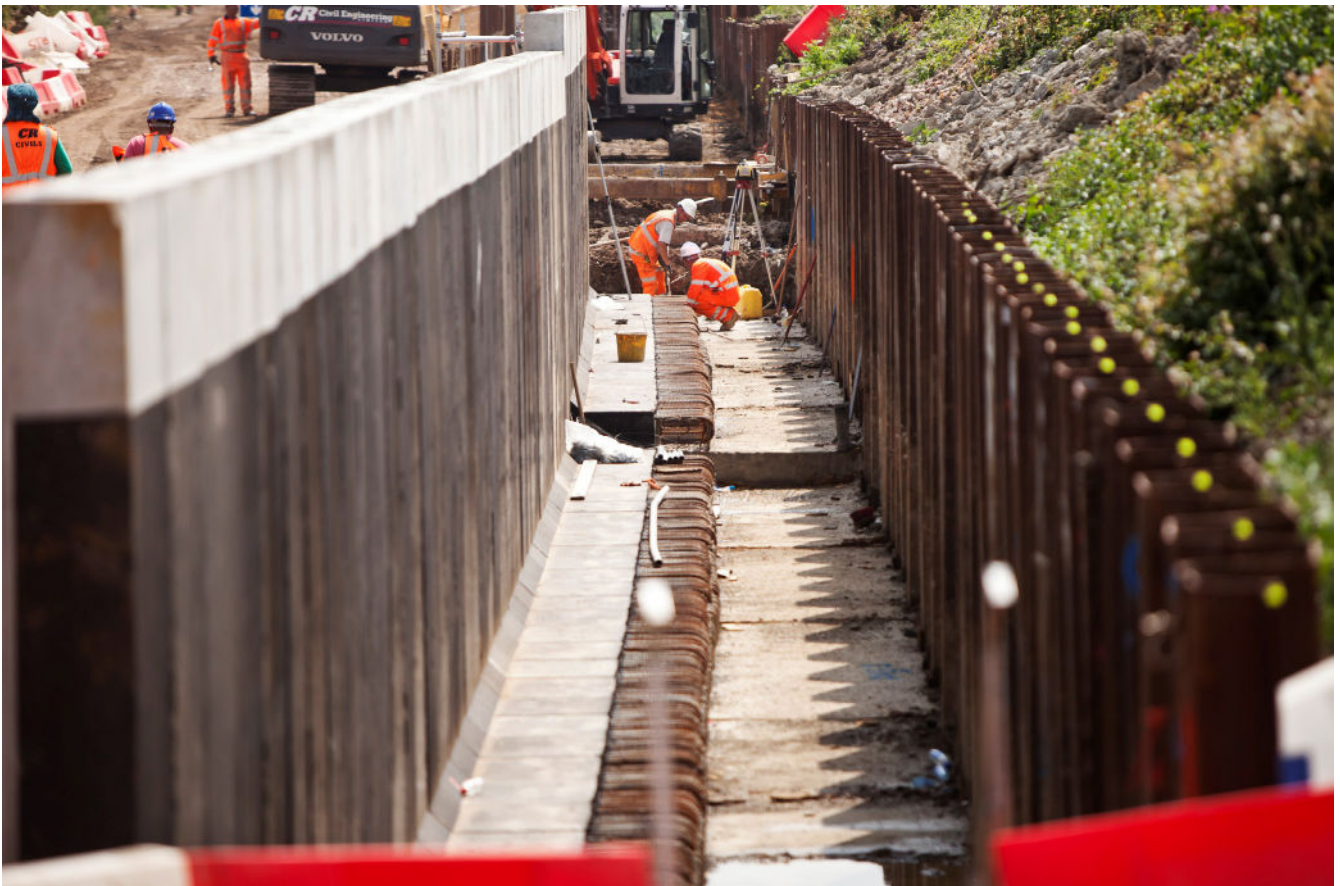
Should this walkover identify any hazards, these are to be recorded and reported to the Clients representative (asset steward).

Receive all the necessary safety briefings on site from the SYSTRA representative or abide by site H&S procedures.

Review site specific risks on H&S before you commence work or activity i.e. by completing the companies "Take Time" form.

Notify your SYSTRA representative if you identify health and safety risk or poor housekeeping on site immediately.

All waste material must be removed by a licensed waste contractor or revised/recycled on site under an appropriate environmental permit. Ensure you identify predicted waste arising types and quantities prior to site works and liaise with SYSTRA.



# Environment

SYSTRA LTD is committed to showing environmental stewardship by managing the impact on the environment from its activities and operations and is committed to conserving natural resources and capital, improving environmental quality and complying with all relevant environmental compliance obligations.

SYSTRA LTD's Environmental Management System is certified to BS EN ISO 14001:2015 and an Environmental Policy is implemented.

Environmental legislation, codes of practice and requirements of the contract documentation must be adhered to.

Environmental risk should be managed for all work activities including: waste disposal, pollution (releases to water, land and air), noise & vibration, dust, chemicals, ecology, and asbestos. Environmental risks shall be communicated through the site induction, method statement, Work Package Plan and/or Task Briefing Sheet. All personnel shall comply with such plans and follow instructions when given by designated/authorised personnel.

Appropriate environmental permits (Environmental permits) shall be completed and signed off, for example when working on or near water (Working on or near water).

Environmental inspections should be carried out regularly to monitor compliance.

## **Environmental incidents, accidents and close calls**

All environmental accidents, incidents and close calls should be reported and investigated in line with Emergency Procedures section of this document, and in line with government recommendations (Environmental incidents).

Some examples of environmental incidents are, but are not limited to: damage to trees, plants, wildlife and their habitats; damage to newt fencing, protective fencing and silt water bunds; spillages of diesel, hydraulic oil, chemicals, paint etc.; leaks of fuel, oil, oily water, silt water, dirty water from waste skips etc.; pollution of streams with sewage, vehicle wash-water, silty water etc.; complaints from the public about dust, noise, smells, fumes, vibration, mud on roads, litter etc.; dumping, fly-tipping and burning of waste; overflowing skips, waste disposed of without the right documentation, hazardous waste disposed of as general waste etc.; damage to archaeological features.

## **Spill prevention**

If substances such as oil and fuel are spilled to ground or to water, this can cause harm to the environment. Every effort must be made to prevent release of substances/materials that have the potential to contaminate soil, water or air.

All substances should be properly labelled and stored in accordance with applicable regulations e.g. secondary containment.

A spill response plan should be available and implemented in the event of a spill. Adequate spill prevention measures and materials appropriate for containing/absorbing spills must be available and used. All spills/releases must be reported immediately to the site manager.

Pollution prevention guidance should be followed for the relevant country (guidance varies between England, Scotland, Wales and Northern Ireland) .

## Discharges

It is illegal under the Water Resources Act 1991 to pollute any watercourses and to discharge any substance into a watercourse without consent from the relevant authority (e.g. Environment Agency). Certain substances can have a devastating impact on wildlife while suspended cement and silt particles can suffocate fish and can kill plants, animals and insects living in the water by stopping sunlight reaching them.

Discharge of liquids, silty water and solid materials should be done so responsibly, with discharge to manholes, storm sewers or drainage ditches not permitted. Any discharges to drains, sewers, watercourses etc. must be covered by a discharge consent.

Discharge to surface water and groundwater guidance provided by gov.uk must be followed (Discharges to surface water and groundwater).

## Waste

Many materials can be reused or recycled, thereby decreasing costs and conserving limited resources. Hazardous wastes must be treated and disposed of separately by law.

Waste should be disposed of responsibly, in accordance with the Waste section of this document.



## Dust and air quality

Works have the possibility to generate unwanted gaseous and particulate emissions that affect the local air quality. Particulate emissions (dust) can be generated from vehicle movements, construction activities and stockpile of materials. Gaseous emissions can arise from site vehicles and electricity generators.

Works should avoid excessive dust generation and appropriate dust suppression should be adopted to prevent pollution to air.

## Archaeology

Archaeological remains may include buildings and their foundations, coins, jewellery, pottery, bones and skeletons. These require expert examination before removal and may be protected by law from damage. Structures with archaeological importance must be safeguarded during works on site. If any potentially important features or artefacts are encountered, then work must cease, and the site manager should be informed for appropriate follow up action.

## Noise & vibration

Excessive noise on site not only represents a major hazard to site staff, but can annoy neighbours and in some cases disturb nearby wildlife whether it occurs on a single or numerous occasions. Noise and vibration can be caused by a range of construction activities and effective planning, on-site management and best practice measures must be employed to avoid impact.

## Ecological management

The identification of wildlife within a site (and surrounding it) needs to be undertaken at the planning stage of a project to ensure the required surveys can be carried out and the correct protection measures can be implemented. This is important to avoid both delays to the project programme and the extra costs or fines that could be incurred. Certain hedgerows and trees may also be protected.

SYSTRA will provide details of any protected sites and species, including birds, mammals and vegetation and detail appropriate mitigation measures that need to be implemented on site.

Where protected species are identified during works that have not been previously discovered, work must stop immediately and the Site Manager informed. The Site Manager will contact the SYSTRA Ecology Team for guidance.

It is illegal to cause the spread of Invasive non Native Species (INNS) of plant and animal and specialist advice should be sought if an INNS is expected. Japanese Knotweed, Himalayan Balsam and Giant Hogweed are regularly found on construction sites.

Site operatives are to receive toolbox talks regarding the potential impacts to protected species and appropriate procedures to follow.

Areas where an invasive or sensitive species has been identified should be clearly identified and managed accordingly.



## Contaminated land

Land which has been previously built on, used by industrial processes, or which has had imported material placed on it may be contaminated with substances which are harmful to humans, wildlife and the surrounding environment. Existing contamination should not be spread to surrounding areas or watercourses.

If materials are being reused onsite, a Materials Management Plan should be in place and adhered to. In areas of contaminated land, this should be contained and not spread into uncontaminated areas. If unexpected contaminated land is encountered, this should be reported immediately.

## General Environmental Management

Work and storage areas are to be maintained free of litter, debris or waste at all times and kept tidy to reduce the potential for damage to the environment and reduce the risk of pollution incidents occurring.

Environment/energy saving measures should be implemented where possible, for example switching off lighting and plant when not in use.

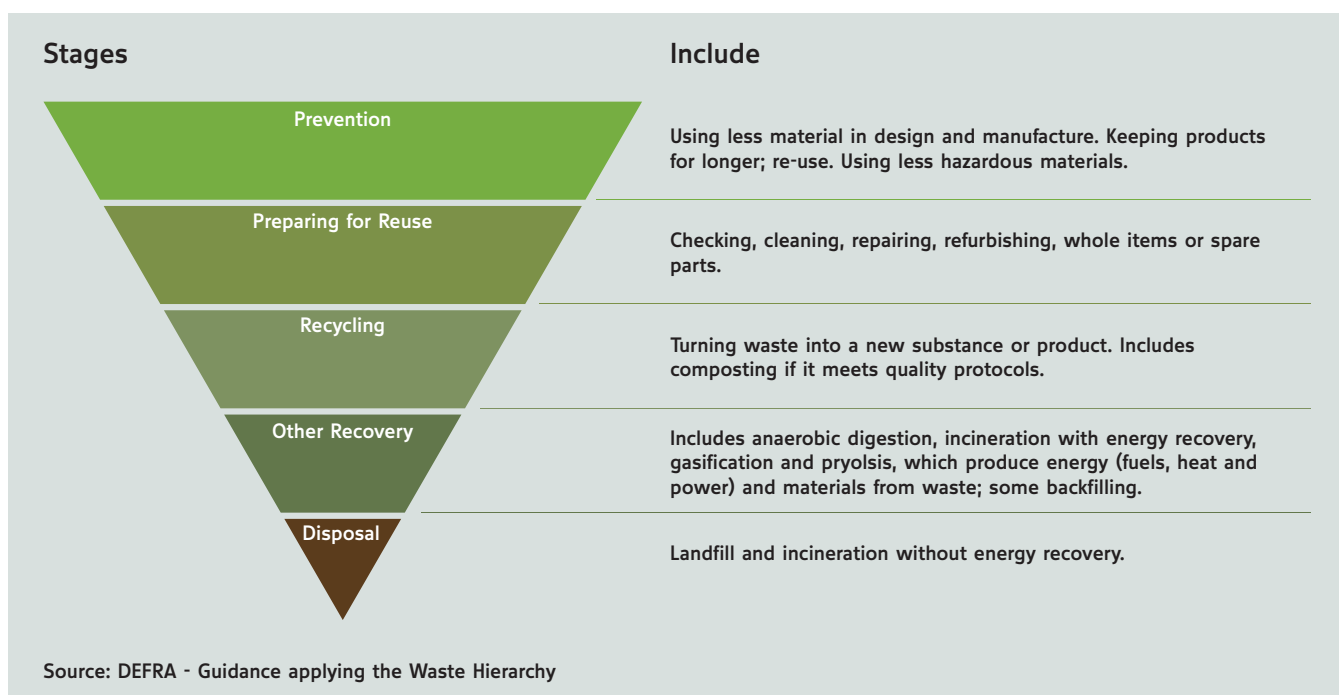


# Waste

All SYSTRA subcontractors/suppliers have a responsibility to ensure that any waste it produces is handled safely and within the law. Waste generated within our industry is known as controlled waste and section 34 of the Environmental Protection Act 1990 places a “duty of care”, which is a legal requirement, on businesses that in any part produce, store, transport or dispose of waste to do so without harm to the environment or human health.

Before disposing of waste, the producer also has a legal responsibility under The Waste (England and Wales) Regulations 2011, to consider and implement the “waste hierarchy” for each waste stream in the following order: eliminate, reduce, reuse, recycle, recover and lastly dispose. This requires the waste producer to ensure that they dispose of their waste as high up the hierarchy as possible.

HSE audits undertaken by SYSTRA will require confirmation of how this obligation is being met.



## SYSTRA Requirements

As a minimum the following waste management principle are to be followed by SYSTRA subcontractors/suppliers:

- Site specific Site Waste Management Plan (SWMP) maintained to ensure waste management compliance
- Up to its time of disposal, waste streams will remain the responsibility of SYSTRA's subcontractor/supplier subject to agreement
- All waste containers are to be in a suitable condition to prevent wind-blown waste, discharges and/or leaks

- Wastes are to be stored in suitable containers within a designated skip area to prevent unauthorised access and wind-blown litter
- Hazardous waste must be kept separate from inert/non-hazardous waste
- Segregation of waste types is required to implement “waste hierarchy” obligations
- Prior to transportation from site all vehicles/skips must be are correctly sheeted and tail gates checked as secured

### **Duty of Care Documentation**

PRIOR to removal of any waste (hazardous/non-hazardous/inert) from site the following documentation shall be provided to the SYSTRA site agent/site manager/engineer/site supervisor or other designated person:

- Waste Carriers Licence
- Waste Brokers Licence (where appropriate)
- Full copy of the Environmental Permit/Environmental Permit Exemption of the receiving facility
- Waste Transfer Note (for non-hazardous and inert wastes) – retain for two years
- Consignment Note (for hazardous wastes) – retain for three years

All waste carriers/brokers/receiving facilities to be checked against the Environment Agency Public Register <https://environment.data.gov.uk/public-register/view/search-waste-operations> and the information recorded.

### **Hazardous Waste**

Check whether waste is hazardous, there are a few ways you can check this:

- Does the container have a description or symbol? Classification, Labelling and Packaging (CLP) hazard pictograms are very similar to those used in the old labelling system and appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical
- Ask the supplier of the goods
- Check the guidance at [www.gov.uk/dispose-hazardous-waste/overview](http://www.gov.uk/dispose-hazardous-waste/overview)



**HAZARDOUS TO THE ENVIRONMENT**

Remember all hazardous wastes are required to be stored separately (e.g. oily rags/containers/solvents/oils/batteries etc.)

**If you are still uncertain, please obtain advice from SYSTRA's Environment department.**

# Plant Vehicles and Equipment

**Provision and Use of Work Equipment Regulations 1998 (PUWER 98) shall apply. PUWER 98 applies to the provision of all work equipment, including mobile and lifting equipment.**

The regulations require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

## **Safe Use Of Plant And Equipment On Site**

Plant, vehicles and equipment must only be used for those purposes that they are intended for.

All plant, vehicles and equipment must be accompanied by suitable guarding, markings, warnings and safety devices.

Only competent operators will use plant, vehicles and equipment that is well maintained and if necessary tested and certified to ensure a safe workforce on site.

Upon arrival and prior to the plant, vehicles and equipment being used on site, plant will be inspected and all associate records (certificates, maintenance checks etc.) will be checked/ examined.

The level of inspection will be appropriate for the type of plant, vehicles and equipment being inspected, and will be in accordance with legislation and any manufacturing/working instructions.

A register of all plant, vehicles and equipment must held on site must and include the agreed inspection/maintenance regime required. The register must be made available for auditing purposes.

When any item of plant, vehicles and equipment is faulty, the item must be isolated and labelled so it cannot be used until it has been rectified or removed from site.

Operators working on site must have a valid competency to operate/drive the specific items. Such records of competency should be held on site for auditing purposes.

Plant, vehicles and equipment will be suitable for use when working under electrified railway lines unless isolations of the overhead lines affected have been provided.

Compliance with the industry standards (goal posts and signage) including isolations will apply when travelling/working under distribution overhead power lines (grid, industrial, agriculture and domestic).

Plant, vehicles and equipment used on the rail infrastructure must have Network Rail product approval where appropriate.

# Waste Reporting

Details of wastes generated and their destinations is required to be submitted to 3S\_UKIRL@systra.com on a monthly basis. The report should confirm the following:

- Waste description
- Confirm whether Inert, Non-hazardous or Hazardous
- EWC code
- Volume or weight in m<sup>3</sup> / kg / tonnes
- For each waste confirm how the waste has been treated:
  - Reused on site
  - Reused off site
  - Recycled for use on site
  - Recycled for use off site
  - Sent to recycling or reprocessing facility
  - Disposed of to landfill
  - Disposed of to another facility other than landfill (e.g. incinerated)

# Lifting Operations

**Lifting operations shall be planned in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and BS: 7121 parts 1 – 4.**

All non-contract lifts shall be planned by an “Appointed Person” and be supervised by a minimum of a “Lift Supervisor”.

Copies of relevant competency (CPCS) and equipment certificates (crane, HIAB/lorry loader, lifting accessories) shall be made available to SYSTRA.

Prior to the commencement of any lifting operation a permit to lift will be issued by SYSTRA site agent/site manager.

You need to ensure that in using any lifting equipment the requirements of LOLER are met, you should ensure that all lifting equipment is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points etc.) must be suitable
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. accessories, e.g. slings, clamps etc. should be similarly marked

Additionally, ensure that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk
- Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, as a minimum, annually for all others) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person.
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

Any lifting, handling or transportation of Flexible Intermediate Bulk Containers (FIBCs), also commonly known as one-tonne bags, must be handled with the use of a four point spreader bar. The spreader bar must be fitted with safety hook to prevent the safety hooks from slipping off the load. The use of chains to handle FIBCs is strictly prohibited.

# Working with Substances Hazardous to Health

**As an employer, we are responsible for taking effective measures to control exposure and protect health in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.**

Products or substances used at work can be harmful, such as paint, lubricant, cement, petrol and diesel.

Ill health caused by these substances used at work is preventable. Many substances can harm health but, used properly, they almost never do.

Substances can also have other dangerous properties. They may be flammable, for example solvent-based products may give off flammable vapour.

**When assessing risk the following should be considered:**

- What are exposure control measures?
  - Monitoring exposure
  - Health checks
- Training, instruction and information
- Skills and experience
- Competence

All PPE identified within the COSHH assessment must be worn by all those affected.



## Health Monitoring and Surveillance

**Wherever possible, exposure to any hazardous substances must be avoided. This is reflected in the core risk assessments.**

In ensuring that the risk of exposure to hazardous substances are eliminated/reduced and there must be adequate arrangements are in place for the monitoring the effects to health for the following exposures:

- Controlled exposure
- Accidental exposure

## Controlled Exposure

Controlled exposure is managed in accordance with EH40 – Workplace Exposure Limits. Any potential exposure to a hazardous substance must be controlled. This must firstly be assessed during the planning stage and adequate controls (e.g. reducing the length of exposure, use of PPE, etc) must be included in the WPP/TBS and must ensure that any defined workplace exposure limits are complied with.

The responsibility for notifying the HR Department of any staff who has been exposed to any hazardous substance shall be:

- For construction sites, the construction manager.
- For other sites, the H&S manager having been notified by the Supervisor/Line Manager of the group/individual

HR will maintain details of staff that have been exposed and will agree a testing and monitoring plan with our approved medical provider.

The HR team will ensure that the construction manager/H&S manager are made aware of the medical results, so that appropriate actions can be implemented, e.g. remove from exposure to ensure the defined workplace exposure limits are complied with. The SHE & H&S manager can be consulted for advice and guidance if required.



## Accidental Exposure

In the event that staff finds themselves unexpectedly exposed to a hazardous substance, (e.g. unknown asbestos) they must immediately remove themselves from the exposure and inform the:

- For construction sites, the site agent/site manager/supervisor who will inform the construction manager.
- For other sites, the supervisor/line manager of the group/individual who will then notify the H&S manager.
- For individuals working alone, the individual concerned shall notify the H&S manager.

The construction manager/H&S manager will notify the HR department of the accident/incident and ensure adequate controls are implemented to remove/reduce exposure prior to completing the works.

HR will maintain records of the exposure and will arrange for appropriate testing and monitoring by our approved medical provider.

# Labour/Staff

**Must be qualified to carry out work for which they are undertaking and carry with them at all times current certificates of competency and produce these for inspection when requested.**

Will have the necessary equipment to carry out the duties for which they are undertaking this includes all appropriate PPE.

## Personal Protective Equipment (PPE)

**PPE is to be supplied when the risk presented by a work activity cannot be adequately controlled by other means.**

There is a hierarchy of risk control measures and PPE should always be regarded as the “last resort” to protect against risks to Safety and Health. However, in certain circumstances PPE will still be needed to control the risk adequately. PPE will also be issued and worn to comply with all the client’s or site specific requirements.

It is the responsibility of the employer to supply to all their staff with all the necessary PPE, including instruction and training in its use for the work related activities that they are undertaking.

The requirements for PPE and work wear shall be documented in work activity risk assessments and safe systems of work documentation (WPP, MS and TBS). All PPE identified as necessary must be used/worn. This includes, for example, hearing protection, eye protection, gloves, etc.

PPE shall be used, stored and maintained in accordance with manufacturer’s instructions.

### Construction Sites

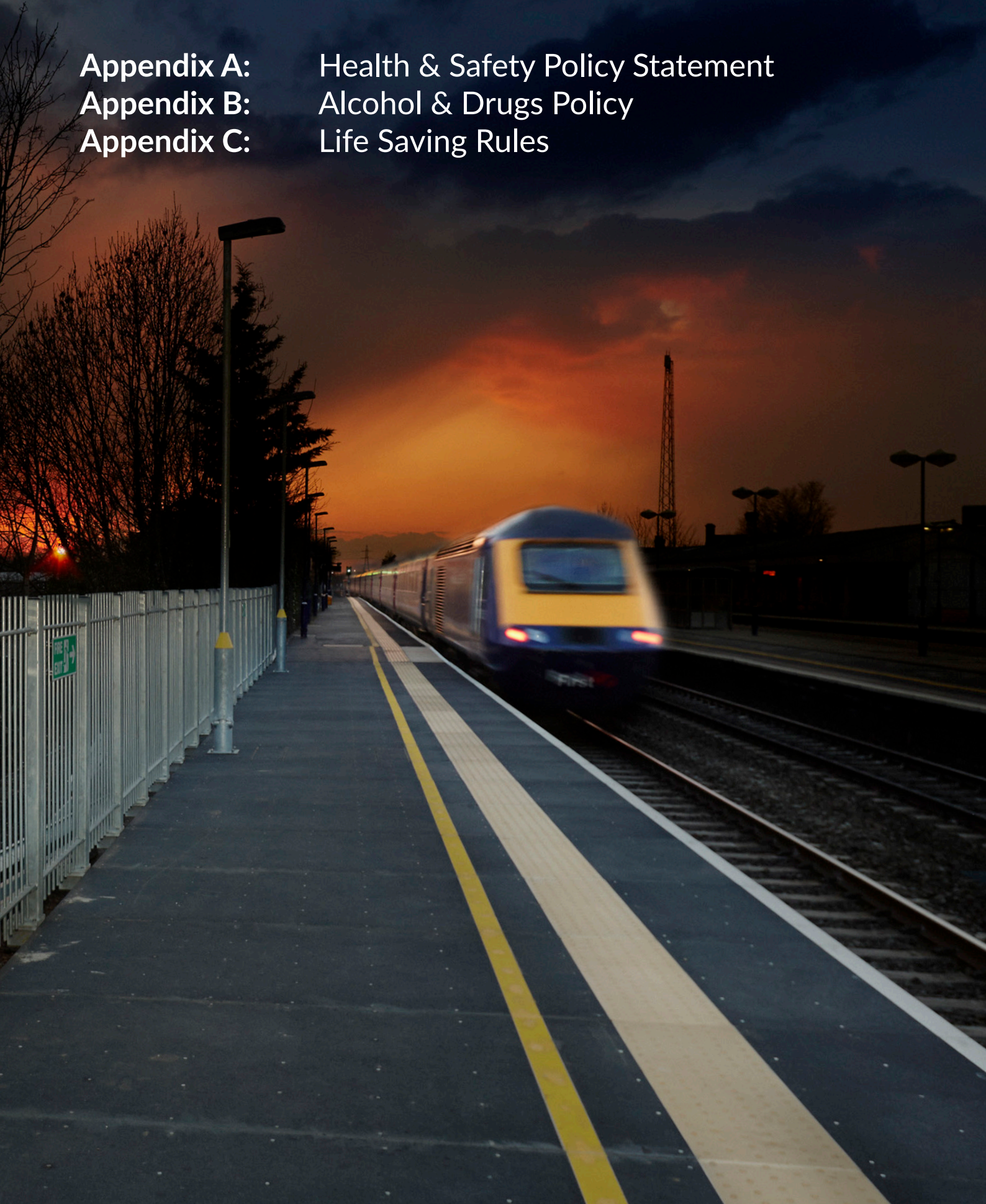
Site specific tasks PPE will be worn where identified by task-specific risk assessments and/or within the following documentation:

- MS
- TBS
- Site rules
- Inductions/briefings



# Appendices

- Appendix A: Health & Safety Policy Statement
- Appendix B: Alcohol & Drugs Policy
- Appendix C: Life Saving Rules



# Appendix A

## Occupational Health & Safety Policy

### OUR COMMITMENT:

The Health, Safety and Security of our people and the solutions we deliver is our priority. Through our culture and the way we work with our colleagues, our clients and the public. By providing working environments that promote health and wellness with safe workplaces and by collaborating to pursue safer innovative solutions.

All our colleagues have responsibility for their own and others' health and safety. The CEO takes overall responsibility for 3S and ensures appropriate and competent resources are allocated to deliver and meet the aims of this policy and that it remains relevant and appropriate to the organisation. We have an established Safety Management System which is certified to ISO 45001: 2018 and, together with our Quality and Environmental management systems, forms our integrated Business Management System.

### THE SYSTRA LIMITED MANAGEMENT BOARD IS COMMITTED TO:

- Take every necessary step to discharge, as a minimum, the duties laid down in Health and Safety Legislation and relevant Safety Standards.
- Ensure our policy reflects the health and safety values of our clients.
- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace, and ensure all accidents, incidents, close calls, near misses, and occurrences of damage are reported, investigated and sufficiently addressed.
- Ensure all our managers and colleagues design processes and systems of work which take account of health and safety; and are always properly supervised.
- Eliminate hazards and reduce 3S risks by using the hierarchy of controls and risk assessments.
- Set and monitor objectives for continual improvement of its integrated business management system and 3S performance.
- Provide clear instructions, information, and training to enable the safe performance of work activities, and to ensure colleagues and management are made aware of their 3S roles and responsibilities. This is supported by the SYSTRA Life Saving Rules.
- Using a safety culture measurement tool to assess the behaviours throughout our organisation; and operate a Behavioural Based Safety programme to support this process. Ensure adequate arrangements and facilities are maintained to enable our colleagues to raise issues on health and safety; and that our colleagues are consulted on matters relating to health, safety, and welfare.
- A fair and just culture that allows for individual error, whilst holding to account those who deliberately disregard rules or undertake unsafe acts applies.
- Ensure suitable finance and resources are made available to ensure that all necessary safety training, clothing, and equipment (PPE) is provided.
- **Worksafe statement** - Ensure colleagues are aware that they may refuse to carry-out any task which they feel is unsafe or is unreasonable to their health or safety without fear of disciplinary action.
- Promoting the general physical and mental health of the our people, investing in our Wellness@Systra programme.

## **COLLEAGUE'S RESPONSIBILITY:**

Colleagues must support management in discharging their responsibilities as detailed within this statement by ensuring that all activities are undertaken in a safe manner and do not allow hazardous situations to exist which may endanger themselves and others.

**Worksafe statement - If you are requested to carry out any work that you consider is unsafe, stop and raise your concerns with your Supervisor/Line Manager.**

This policy is communicated to all colleagues and organisations working for SYSTRA LIMITED - UK & IRELAND or on our behalf.

This policy is reviewed annually by the SYSTRA LIMITED - UK & IRELAND Management Board and is available to interested parties upon request.

A handwritten signature in black ink, consisting of a large, stylized 'N' followed by a horizontal line extending to the right.

Nick Salt

CEO

SYSTRA LIMITED - UK & IRELAND

December 2022

# Appendix B Alcohol and Drugs Policy

This statement sets out SYSTRA's policy in respect of any colleague or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs. This is supported by Railway Group Standard on Alcohol and drugs, Transport and Works Act 1992, Safety, Health and Welfare at Work Act 2005 (SI 10/2005), and readily available educational materials.

All persons concerned are to be made aware of this statement and become familiar with its content.

It is a criminal offence to be unfit through drugs or alcohol while undertaking tasks that have been designated as safety critical. However, as we take the safety and welfare of our colleagues seriously, this policy also applies to colleagues not directly carrying out safety critical duties.

## **It is a requirement of SYSTRA that no colleague or contractor shall:**

- Report or endeavour to report for work having just consumed alcohol or under the influence of drugs
- Report for work in an unfit state due to the use of alcohol or drugs
- Be in possession of illegal drugs in the workplace
- Consume alcohol or drugs whilst at work

**SYSTRA will not tolerate any departure from these rules and will take appropriate disciplinary action in the event of any infringement.**

SYSTRA has a policy of assistance with the rehabilitation of colleagues who voluntarily seek help for alcohol or drug related problems. Such colleagues must, however, seek assistance at the earliest possible opportunity – subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

- New entrants to posts designated as Safety Critical under Part 4 of ROGS will undergo drugs and alcohol testing before taking up Safety Critical duties
- Further drug and alcohol testing will take place at routine (age-related) medicals for colleagues and contractors undertaking duties designated as Safety Critical under Part 4 of ROGS
- New entrants to posts that do not fall under Part 4 of ROGS but deemed as Safety Critical by SYSTRA Safety Critical procedure; will be subject to unannounced random drugs and alcohol testing
- All safety critical colleagues, contractors and Sentinel sponsored individuals are subject to unannounced random drugs and alcohol testing - the unannounced random tests period is carried out over a calendar year
- All colleagues, contractors (safety critical and non-safety critical) and Sentinel sponsored individuals may be required to undergo 'for cause' drug and alcohol testing if they:
  - Appear to be unfit through drugs or alcohol
  - Are involved in a safety related accident or incident

Alcohol and drugs testing are carried out by an external approved supplier at either their clinic or on site. Testing is undertaken by breath test and collection of a urine sample through a strict chain of custody process. This ensures confidentiality and is fully defensible in a court of law. An appeal against a positive result may only be made if either it is believed that the test result is incorrect, or it can be demonstrated that an individual had unknowingly consumed drugs or alcohol. Appeals will be dealt with as detailed in procedure – Disciplinary Policy – Conduct.

A 'positive' test result from a drugs and alcohol test will include any of the following:

- The presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use.
- More than 29 milligrams of alcohol in 100 millilitres of blood.

Or:

- More than 13 micrograms of alcohol in 100 millilitres of breath.

Or:

- More than 39 milligrams of alcohol in 100 millilitres of urine

If a positive result is returned, the individual, their Line Manager/Supervisor and HR will be notified.

#### **PRESCRIBED/OVER THE COUNTER MEDICATION:**

As this policy covers the use of legal as well as illegal drugs, it is a requirement that any Safety Critical colleagues taking over the counter or prescribed medication must inform their Line Manager/Supervisor. Appropriate checks will then be taken to establish how the medication could affect the safety of the work they have to perform. See procedure – 'Use of Prescribed and Over the Counter Medicine' for further details.

#### **EXCEPTIONS TO THIS POLICY:**

Colleagues and contractors working on particular projects may additionally be required to comply with the policies of the client whilst undertaking work on certain projects. The requirements of these policies may be in excess of those stipulated here. These will be briefed out to the individuals concerned during the project start-up induction.

This policy is reviewed annually by the SYSTRA Limited Management Board and is available to interested parties upon request.



Nick Salt  
CEO

SYSTRA LIMITED - UK & IRELAND

December 2022

# Appendix C: SYSTRA Life Saving Rules



Delivering **a safer world**

Safety depends first and foremost on our personal attitudes. In order to protect ourselves, our colleagues and everyone around us, we must ensure that all our clients and partners to subcontractors and members of the public, everyone within SYSTRA must foster a positive safety culture and apply the **9 Life-Saving Rules** below.

## The 9 Life-Saving Rules

### Behaving responsibly

1



Every SYSTRA employee is empowered to stop work and tell others to stop work when they think that a work situation is causing an immediate danger to life.

2



Always report any near miss or incident to your line manager immediately. If the situation is very serious, anyone can report it and request support via the 24/7 Group incident alert phone number: +33 6 61 97 04 04.

3



Never work under the influence of alcohol or judgement-impairing drugs, and never drink alcohol during working hours or on work premises.

### Working responsibly

4



Make sure you obtain, understand and follow the required plans, instructions and permits before you start any job.

5



Only select and use equipment that is fit for its intended purpose and in a good state of repair.

6



Never override or disable any safety-critical equipment. Never enter agreed exclusion zones.

### Travelling responsibly

7



Always drive or cycle vigilantly, with your full attention. Never use a phone or programme other devices when operating a vehicle or riding a bike. Never drive under the influence of alcohol or judgement-impairing drugs, or when tired.

8



Always wear a seat belt when in a car or any moving vehicle fitted with seat belts.

9



Book your journey in agreement with your line manager. Read, remember and apply the health, safety and security instructions given for your journey.

# Network Rail Additional Requirements

**Network Rail's Requirements in managing Health and Safety (H&S), these additional requirements will apply when working on Network Rail's Projects for or on behalf of SYSTRA.**

For "Outside Parties" works which affect Network Rail Infrastructure and/or on their land specific Special Conditions will apply and these will be issued by Network Rail on job by job basis by their relevant department.

## Network Rail 'Our Lifesaving Rules'

Key areas of these rules are:

- Working responsibly
- Driving
- Working with electricity
- Working at height
- Working with moving equipment

**Don't forget,**

**"Everyone home safe every day".**



The poster features the Network Rail logo at the top right. Below it, a banner reads "Our Lifesaving Rules". A central message states: "Safe behaviour is a requirement of working for Network Rail. These Rules are in place to keep us safe and must never be broken. We will all personally intervene if we feel a situation or behaviour might be unsafe." The poster is divided into six sections, each with an icon and a rule:

- Working responsibly:** Always be sure the required plans and permits are in place, before you start a job or go on or near.
- Driving:** Never use a hand held or hands free phone, or programme any other mobile device, while driving.
- Working with electricity:** Always use equipment that is fit for its intended purpose.
- Working at height:** Always obey the speed limit and wear a seat belt.
- Working with electricity:** Never undertake any job unless you have been trained and assessed as competent.
- Working with moving equipment:** Always use a safety harness when working at height, unless other protection is in place.
- Working with electricity:** Never work or drive while under the influence of drugs or alcohol.
- Working with electricity:** Always lock before applying earths or stops.
- Working with moving equipment:** Never enter the agreed exclusion zone, unless directed to by the person in charge.
- Working with electricity:** Never assume equipment is isolated - always test before touch.

At the bottom, it states: "We will always comply with our Lifesaving Rules" and "For more information about our Lifesaving Rules go to [safety.networkrail.co.uk/LSR](https://safety.networkrail.co.uk/LSR)". The slogan "everyone home safe every day" is at the bottom right with a house icon.

## Site Welfare

Where the site is identified as a transient site, Appendix B of the standard (NR/L3/INI/CP0036) must be completed and referenced within the relevant WPP.

For transient sites, Network Rail's (Stations/Depots) welfare facilities can, by agreement be used or the provision of welfare vehicles. Suitable local facilities (in line with the standard) should only be used as a last resort. Where using 24hr service stations/supermarkets etc., agreement with the providers to use such facilities shall be recorded.

### **Survey/Inspection Sites (Transient Sites)**

Where the site is identified as a transient site, Appendix B of the standard (NR/L3/INI/CP0036) must be completed and referenced within the relevant WPP.

For transient sites, Network Rail's (Stations/Depots) welfare facilities can, by agreement be used or the provision of welfare vehicles. Suitable local facilities (in line with the standard) should only be used as a last resort. Where using 24hr service stations/supermarkets etc., agreement with the providers to use such facilities shall be recorded.

### **Permits**

Work shall not commence on site until all relevant permits have been fully completed and signed off by competent personnel as designated within the appropriate Network Rail/ Train Operating Companies (Controller of Premises)/ Depot manager ) safety documentation, procedures and/or instructions.

Permits will be issued for but not limited to the following:

- Station/depot access.
- Railway infrastructure access (including possession, line blockage and AC/ DC isolations)

### **Lifting Operations**

For those projects where lifting operations could affect Network Rail's infrastructure Forms 'F002 & F003' shall be completed and approved by Network Rail, as identified within Network Rail's company standards NR/L2/ CIV/003 Engineering & Architectural Assurance of Building and Civil Engineering Works; "Temporary Works".

### **Plant, Vehicles and Equipment**

Plant, vehicles and equipment used on the rail (road rail vehicles/trolleys) must have Network Rail product approval where appropriate.



## **Safe Working Hours**

Within the railway industry there is a requirement to comply with “Part 4 of the Railways and Other Guided Transport Systems (Safety) Regulations 2006”.

This applies to the control of fatigue and excess hours for employees undertaking safety critical work.

Network Rail Standard NR/L2/OHS/003 (Management of fatigue: Control of Working Hours for Staff undertaking Safety Critical Work) shall be complied with.

For recording Managers shall have in place:

- Arrangements for collating information on working hours and exceedances in order to assess how effectively they are controlling the risks arising from fatigue.
- Monitoring that allows the actual hours worked against the identified working time limits on a period basis. This shall include any period of overtime (whether planned or unplanned) and any period where non-safety critical work is undertaken.
- Managers shall retain records of all exceedances incurred and the signed authority to support them.

## **Emergency Procedures**

Special Emergency Requirements:

1. NWR Control – contact number
2. NWR Electrical Control Room (if applicable) – contact number
3. NWR Controlling Signal Box – contact number
4. NWR SCO 24:7 – 01908 723 500
5. The nearest 24 Hr Accident and Emergency (A&E) hospital providing A&E facilities - contact number and directions/map
6. SYSTRA ‘On Call’ (24 hours) – mobile: 07709 483217, pager 07623 908448
7. Police – 112
8. BT Police – 080040 50 40
9. Ambulance Services – 112
10. Fire Services – 112

In the event of an accident or incident occurring whilst on site all SYSTRA staff will adopt the following procedure in relation to safety of the line which will be documented in the WPP(s):

- An alarm will be raised - this will normally be verbal.
- All works will cease and all staff will move to the a position of safety, identified by the person in charge
- The PIC/COSS will ensure that the line (where required) is made safe by contacting the signaller and stating “this is an emergency call”. The emergency procedure as per GE/RT8000 will be followed.
- The SYSTRA site agent/site manager/engineer/supervisor must contact the SYSTRA On Call Manager as soon as is reasonably practicable and report the accident or incident.
- The SYSTRA site agent/site manager/engineer/supervisor will contact the Network Rail emergency territory route control followed by SCO 24:7.

## **Reporting**

All incidents shall be reported in accordance with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations) and Network Standard NR/L2/INV/002. In addition any accidents/incidents shall also be reported to the client in accordance to standard NR RIS-8047-TOM.

All information will be reported to the appropriate NWR representative who will arrange input into the Safety Management Information System (SMIS) within the designated time period.

All accidents/incidents shall be reported by the Site agent/site manager/engineer/supervisor in the following order:

1. SYSTRA On Call manager
2. Network Rail Route Control (for safety of the line accidents / incidents only)
3. Network Rail SCO 24:7
4. Programme manager (details to be recorded within the Work Package plan(s))
5. Network Rail project manager

Accident and incident management shall comply with Railway Group Standards and SYSTRA management system.

The project manager will implement corrective actions that are necessary to prevent a re-occurrence of the unsafe act.

## **Recording**

All near misses will that fall under the Network Rail 'Close Call' criteria will be captured in the Close Call database by the SYSTRA H&S team.

All sightings of damaged or obstructed railway equipment on railway infrastructure will be reported to the client through the Project Manager and NWR control.

## **Breaking Ground**

### Buried Services

- Policy on working safely in the vicinity of buried services (NR/L1/AMG/1010)
- Buried services data provision (NR/L2/AMG/1020)
- Working safely in the vicinity of buried services (NR/L2/AMG/1030)
- Buried services data feedback (NR/L2/AMG/1040)

## **Railway Infrastructure Interfaces (Safe Systems of Work-Railway Protection)**

All works 'on or near the line' shall be planned in accordance with the Safe System of Work and NR/L2/OHS/019 – Safety of People At Work On or Near the Line.

## **Possessions and Protection Arrangements**

Where Possession(s) are required the SYSTRA access planning team will liaise with the NWR area planning team(s) to obtain agreement/acceptance of worksite requests within the agreed timescales which are to be published within the WON.

Where Line Blockages are required the SYSTRA access planning team will use the NWR GZAM system to obtain agreement/acceptance of line blockage requests within the agreed timescales.

Safeguarded working shall be the preferred option and shall be utilised whenever reasonably practicable.

Where line blockages/possessions are not available the SSOW (RP) hierarchy will be used to determine the level of protection needed.

Equipment warning or lookout warning working shall only be adopted, where necessary and after written authority from the SYSTRA.

All possession/protection and isolation details will be outlined in the WPPs and TBSs. SYSTRA shall be responsible for the SSOW Planning unless otherwise instructed. Where the subcontractor is to provide the SSOW Planner, proof of their competence shall be provided.

The protection arrangements shall be briefed to the PIC/COSS/IWA/PC prior to commencement of any works.

Track Visitors Permits for visitors to site who are not PTS certified shall be made to SYSTRA in accordance with NR/L2/OHS/020 – Track Visitors Permit.

Completed Applications and Medical Self Assessments for Track Visitors Permits shall be made to the SYSTRA Access Planning Team as soon as possible (ideally a minimum of one week) in advance of the proposed visit to allow the application(s) to be reviewed and ensure that the applicant(s) have adequate command of the English language.

## **Labour/Staff**

### **Railway protection staff**

Must be qualified to carry out work for which they are undertaking and carry with them at all times current certificates of competency and produce these for inspection when requested.

All staff shall be briefed on the relevant rule books (per competence) and amendments to the rule book as they are issued. Each staff member shall comply with the relevant standards, policies and procedures.

Whilst on duty they must carry their Sentinel Card.

### **Railway Labourers**

All labourers working on Network Rail's Infrastructure shall be PTS certified and where appropriate Industry Common Induction (ICI) trained unless otherwise agreed and be competent for the duties they are undertaking.

Whilst on duty they must carry their Sentinel Card.

### **Drugs and Alcohol Requirements**

Medical check arrangements to be in place, e.g. pre-employment medicals, compliance to Network Rail Standard NR/L2/OHS/00124 (Competence specific medical fitness requirements and occupational health provider requirements for medical assessments

## Personal Protective Equipment (PPE)

### Railway Specific PPE Requirements

All staff working on the Railways must as a minimum wear the following PPE:

- **A hard hat correct in colour for their experience**
  - An issued safety helmet that complies with BS EN 397:2012+A1:2012 must be fitted with a chin strap at all times and must be replaced if damaged.
  - Blue helmets to be worn for staff with green squares on their Sentinel card, or staff working under a Track Visitor Permit. White helmets are to be worn by all other staff
- **An approved high-visibility vest or jacket**
  - High-visibility orange upper body clothing with reflective tape to comply with BS EN ISO 20471:2013+A1: 2016 High visibility clothing - test methods and requirements; Class 2 and Railway Industry Standard NR RIS-3279-TOM. The outer layer of the upper body high visibility clothing must be clearly marked on the back with the appropriate logo (their sponsor).
  - Full-length waistcoats, long sleeved jackets or similar garments that comply with the standards are suitable again these must have the sponsor's Logo
  - In addition to the above, foul weather clothing shall be provided to any person whose duties require them to hold a Personal Track Safety certification and shall comprise at least the following:
    - High Visibility jacket or coat which meets the requirements of BS EN ISO 20471:2013+A1: 2016 class 3 and RIS-3279-TOM for colour and visibility and of BS EN 343:2003+A1:2007 class 3 for water vapour resistance and water penetration.
  - Upper body clothing with full length sleeves is also preferable, to protect against risks from vegetation and of sunburn. Sleeveless garments, such as singlets or vests, are prohibited.





- **Approved high-visibility trousers**
  - High Visibility orange lower body clothing (trouser/over trousers) to BS EN ISO 20471:2013+A1: 2016 Class 1;
  - In addition to the above, foul weather clothing shall be provided to any person whose duties require them to hold a Personal Track Safety certification and shall comprise at least the following:
    - High Visibility over trousers or leggings which meet the requirements of BS EN ISO 20471:2013+A1: 2016 and RIS-3279-TOM for colour and visibility and of BS EN 343:2003+A1:2007 class 3 for water vapour resistance and water penetration.
  - Staff who go on or near the line or the lineside shall be required to wear full-length trousers to mitigate against the risks from lineside vegetation and the consequences of slips trips and falls. Trousers should be high visibility and meet the requirement of BS EN ISO 20471:2013+A1: 2016 and RIS-3279-TOM this requirement is mandatory.
- **Protective gloves (Cut 5 Level)** are mandated (by SYSTRA) and are to be worn on all sites when working with or on behalf of SYSTRA.
  - Cut 5 Level specification as BS EN 388:2016+A1:2018,
  - Where the task risk assessment requires a higher specification of gloves for the tasks being carried out, this should be detailed within the WPP and Task Briefing Sheet.
- **Steel toe cap boots** (not rigger type).
  - Safety footwear that complies with BS EN ISO 20345:2011 and provides support to the ankle and has a covered steel toe cap and mid-sole
- **Safety spectacles are mandated** (by SYSTRA) and are to be worn on all sites when working with or on behalf of SYSTRA.
  - Eye protection shall meet BS EN 166 & BS EN170 and be in accordance with the associated risk assessments.



Further forms and guidance are available from  
the Health and Safety department.

**Birmingham**

Alpha Tower, Crowne Plaza,  
Suffolk Street, Birmingham  
B1 1TT

Tel: +44 121 393 4841

**Birmingham**

Lancaster House, 67 Newhall  
Street, Birmingham B3 1NQ

Tel: +44 121 393 4841

**Bristol**

33 Colston Avenue, Bristol,  
BS1 4UAT

**Dublin**

Riverview House, 21-23 City  
Quay, Dublin 2, Ireland

Tel: +353 1 566 2028

**Edinburgh**

Prospect House, 5 Thistle  
Street, Edinburgh EH2 1DF

Tel: +44 131 460 1847

**Glasgow**

124 St Vincent Street,  
Glasgow G2 5HF

Tel: +44 141 468 4205

**Leeds**

100 Wellington Street, Leeds  
LS1 1BA

Tel: +44 113 360 4842

**London**

One Carey Lane, London  
EC2V 8AE

Tel: +44 20 3855 0079

**Manchester**

5th Floor, Four Hardman  
Street, Spinningfields,  
Manchester, M3 3HF

Tel: +44 (0)161 504 5026

**Newcastle**

Floor E, South Corridor,  
Milburn House, Dean Street,  
Newcastle NE1 1LE

Tel: +44 191 249 3816

**Reading**

Davidson House, Forbury  
Square, Reading RG1 3EU

Tel: +44 118 208 0111

**Woking**

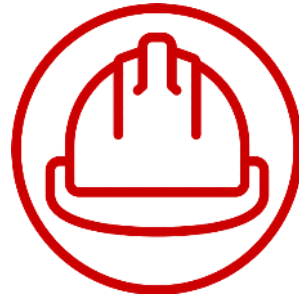
Dukes Court, Duke Street,  
Woking, Surrey GU21 5BH

Tel: +44 148 335 7705

**York**

Meridian House, The  
Crescent, York, YO24 1AW

Tel: +44 1904 454 600



**SYSTRA**