

Ref:	NR/L2/OHS/019
Issue:	9
Date:	04 March 2017
Compliance date:	03 July 2017

Level 2

Business process

Safety of people at work on or near the line

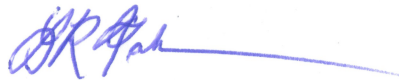
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User information

This Network Rail standard 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 non-compliance 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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Issue record

Issue	Date	Comments
1	April 2002	Supersedes RT/D/P/050 issue 1.
2	December 2002	Minor changes to align with Rule Book revisions. Improved guidance. New appendices covering the Green Zone Guide and Performance Indicators.
3	April 2004	Changes to reflect Network Rail re-organisation, Rule Book revisions and issue of separate instructions regarding ATWS outside this standard.
4	February 2005	Reformatted to migrate into the new Network Rail Standards Framework.
5	August 2005	Renumbered from RT/LS/S/019 issue 4. Minor change to correct errors in text and formatting and enhance guidance.
6	August 2006	Details of documentation to be provided as a "COSS Pack" to IWA/COSS for pre-planned work. Planner competence requirements defined in section 4.1. Guidance re-ordered. Applicability to T3 possessions specified in more detail. Flow charts for Planner and COSS added.
7	August 2008	Update of job titles as a result of the Network Rail Maintenance 2A and Engineering reorganisations in August 2008. Reformatted to the revised Standards Template and language requirements. Renumbered from NR/SP/OHS/019 to NR/L2/OHS/019 to comply with revised Standards numbering system. No other changes made.
8	September 2010	Changes to reflect the revisions to the Safe System of Work planning process and documentation to fulfil Network Rail and Rail Accident Investigation Branch recommendations. Includes verification of the plan, additional monitoring of the process and incorporation of relevant content from the former Network Rail Standard NR/L3/MTC/PL0094.
9	March 2017	Safety of people working on or near the line was introduced in April 2002 and subsequently revised in 2005 and 2010. This revision introduces the following into the planning and implementation of work: <ul style="list-style-type: none"> a) the 'person in charge' on site; b) safe work packs that cover; <ul style="list-style-type: none"> • task risk; • site risk; and • operational risk.

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Reference documentation

GE/RT8000

NR/L3/MTC/RCS0216 – Risk Control Manual

NR/L2/OHS/0044 – Planning and managing construction work

NR/SP/OHS/00102 – Work Activity Risk Assessments

NR/PRC/MPI/CP0037 Use of Work Activity Risk Assessment in a Safe System of Work (P&E)

NR/L3/MTC/MG0229 Infrastructure maintenance restructure – Cross boundary working S&T response

NR/L2/MTC/006 Maintenance and Contents of a Hazard Directory (formerly NR/SP/OHS/006)

NR/SP/ASR/036 Network Rail Assurance Framework

NR/L2/OHS/019/RT9909 Record of Arrangements and Briefing Arrangements

RT3181 Line Blockage Form

NR/L2/NDS/202 Principles, Timescales and Functional Responsibilities for Engineering Work, Access and Heavy Resource Planning

NR/L3/OCS/303 T3 Possession Of The Line For Engineering Work Delivery Requirements

NR/L2/INI/CP0043 Management of Third Party Works on Network Rail Infrastructure

NR/L3/INI/CP0064 Delivering Work Within Possessions

NR/L3/INF/02226 Corporate Records Retention Schedule

NR/L3/ELP/29987 Working on or About 25 kV A.C. Electrified Lines

NR/WI/ELP/3091 DC Electrified Lines Working Instructions

NR/WI/ELP/27051 Working Instructions for DC Electrified Lines in the Liverpool Area

NR/WI/ELP/27052 Working Instructions for D.C. Electrified Lines on the Northern City Line

NR/L3/MTC/EP0152 Working on or adjacent to conductor rail

NR/SP/ELP/21060 Issue of Safety Documentation for Work on 650/750V DC Apparatus

NR/L3/ELP/21067 Instructions for making out, issuing and cancelling high voltage permits to work, sanctions for test and circuit state certificates

NR/L3/ELP/22001 Procedure and competence requirements for persons undertaking works in the vicinity of high voltage cables

NR/SP/ELP/24011 Booster Transformer Outages

NR/SP/ELP/27205 Installation & Operation of Buffer Sections & Permanently Earthed Sections in A.C. Overhead Line Equipment

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Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 03 July 2017.

Where it is considered not reasonably practicable¹ to comply with the requirements in this standard, 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 contains requirements that are designed to demonstrate compliance with legislation they shall be complied with irrespective of a project's GRIP stage.

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

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

Disclaimer

In issuing this standard for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any standards it issues is sufficient on its own to provide safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Compliance with a Network Rail standard does not, of itself, confer immunity from legal obligations.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this from an approved distributor.

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

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1 Purpose

The purpose of the standard is to control the risks to personnel from site risks, activity risks and train movements by requiring effective planning of work activities “on or near the line”, or which could affect the area termed “on or near the line”.

This standard sets out the process to manage the planning and delivery of work that:

- a) enables local planning – those who do the work are involved in planning the work;
- b) establishes the person in charge of delivering work on site;
- c) embeds independent verification and authorisation of the planned work and controls and manages interactions between sites of work;
- d) requires adequate risk assessment is carried out;
- e) requires a check of risks and controls at the point of work;
- f) identifies safety responsibilities and accountabilities; and
- g) is consistent with the Rule Book GE/RT8000.

The standard requires a focus on the management of the significant risks and improving the quality of the safe work packs (SWP) by providing clear, concise, relevant information to the people who need it in order to maintain safety whilst working.

2 Scope

This standard applies to all persons involved in the planning and delivery of work on or near the line or which could affect the area termed “on or near the line”, carried out by or on behalf of Network Rail, outside parties, third parties, their contractors and sub-contractors.

This standard defines the process to keep people safe for work activities on or near the line and the development of a safe system of work through the production and issuing of a SWP.

This document is complementary to, and is to be used in conjunction with existing rule books, regulations, legislation, standards, processes and procedures.

This standard does not specifically cover the electrical risks associated with working on or near electrified lines. Requirements and information on electrical risks associated with working on or near electrified lines can be found in:

- a) NR/L3/MTC/EP0152;
- b) NR/L3/ELP/22001;
- c) NR/SP/ELP/24011; and
- d) NR/SP/ELP/27205.

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A safe system of work can include the use of more than 1 module of this standard.

NOTE: Throughout this standard and its modules it is presumed the person in charge also takes on duties of Controller of Site Safety (COSS), Safe Work Leader (SWL) or Individual Working Alone (IWA) as well as implementing task and site risk controls. Where the person in charge has delegated a COSS/SWL, the delegated person will undertake those duties in accordance with the Rule Book GE/RT8000.

Table 1 lists the modules of this standard. Each module should be read in conjunction with this standard.

Module number	Title	Issue	Date
NR/L2/OHS/019	Safety of people at work on or near the line (this standard)	9	March 2017
NR/L2/OHS/019/mod01	Planning and working during incident response	1	March 2017
NR/L2/OHS/019/mod02	Planning and working in a possession	1	March 2017
NR/L2/OHS/019/mod03	Planning and working using protection arrangements	1	March 2017
NR/L2/OHS/019/mod04	Planning and working using warning arrangements	1	March 2017

Table 1 – List of modules

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3 Definitions

The following terms and definitions apply to this standard and its modules.

Term	Definition
authorise	Confirms the SWP has been prepared according to the relevant standards and is fit for purpose.
controller of site safety (COSS)	A person who is certified as competent to enable activities to be carried out by a group of persons on Network Rail railway infrastructure in accordance with the requirements of the Rule Book GE/RT8000.
cyclical maintenance task	An inspection or maintenance task which is performed to a frequency schedule specified in Network Rail standards.
designated person (DP)	The person who is responsible for setting up line protection so that people working on rail vehicles will be protected from train movements. Can be in charge of a group of people or can work alone. When working alone, also carries out the duties of a person working on rail vehicles.
exceptional circumstances	Any circumstance where there is a need to undertake work to avoid or reduce risks to people, or significant disruption to train services, which could not have foreseeably been planned in advance by a planner.
individual working alone (IWA)	A person appointed and certified as competent to provide their own protection to enable them to carry out activities in accordance with the requirements of the Rule Book GE/RT8000.
incident response pack (IRP)	A pack of information produced by the person in charge that provides the safety arrangements for work when responding to an incident.
lineside	Between the railway boundary fence and the area called on or near the line.
national hazard directory	A database that identifies hazards on Network Rail's controlled infrastructure. It also contains access point information and information about other structures or buildings on the infrastructure.
on or near the line	<ul style="list-style-type: none"> • Within 3 metres (10 feet) of a line where there is no permanent fence or structure between staff and the line or on the line itself; or • On a station platform when carrying out engineering or technical work within 1.25 metres (4 feet) of the platform edge.
operational risk	Hazards associated with the operational railway.
planner	The role which creates the safe work pack.

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Term	Definition
principal contractor	An organisation undertaking the duties of the principal contractor under the Construction (Design and Management) Regulations 2015 (CDM). They plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase so that construction work is carried out without risks to health or safety.
principal contractor licence holder	An organisation assured against the Network Rail Principal Contractor Licensing (PCL) Scheme. An organisation discharging Principal Contractor duties, on construction work where Network Rail is the client, which has relevant management systems in place.
protection controller (PC)	An individual appointed to take a line blockage where multiple COSSs require the same protection.
railway contractors certificate	A certificate issued to contractors working for Network Rail to establish that safety management processes are adequate for the type and level of work the contractor and its workforce will be undertaking. It is a standalone requirement that is issued against a specific contract awarded for a specific activity.
repeated task	A planned task that is repeated at the same location but not at a frequency prescribed in any Network Rail Standard.
responsible manager	<p>The person accountable for the appointment of a competent and capable person in charge. The person responsible for the management of staff who will work on or near the line.</p> <p>Examples of responsible managers are Section Manager, Section Supervisor, Local Operations Manager, On Call Manager and Designate Line Manager.</p> <p>In most cases responsible managers will also perform the role of authorising the safe work pack.</p>
safe system of work	<p>A method of working that includes arrangements to so that those who are to walk or work on or near the line are not put in danger by:</p> <ul style="list-style-type: none"> • passing trains or movements; • entry to and exit from railway infrastructure; • walking on or near the line; • walking to or from a site of work; • setting up and withdrawing protection or warning arrangements; and • carrying out work.
safe work leader (SWL)	The role of an employee of Network Rail, a principal contractor who holds a trackside principal contractor licence or a contractor who has gained a railway contractors certificate, who manages safe delivery of work. As a minimum they hold a valid COSS competence.

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Term	Definition
safe work pack (SWP)	A pack of information used by a person in charge that provides the safety arrangements for work to be undertaken on site.
senior manager	Examples of senior managers include Infrastructure Maintenance Delivery Manager (IMDM), Current Operations Manager (COM), Area General Manager (AGM), Functional Director), Programme Manager, Local Ops Manager (LOM), Regional Director or equivalent in a contracting organisation.
person in charge	A person involved in the planning and who is on site where the work is being undertaken and has the overall accountability of supervising and overseeing works. This person will normally be the team leader (or equivalent) and hold COSS competence to make sure planned controls are put in place to keep persons safe from trains, activity and site risks.
task risk control sheet (TRCS)	A Network Rail document based on infrastructure maintenance tasks that describe the risks associated with the work, the controls for those risks and the person(s) responsible for implementing the controls in accordance with NR/L3/MTC/RCS/0216.
verify	A review of the SWP to confirm the details in it are accurate, appropriate and fit for purpose for the work to be undertaken.
work package plan (WPP) and task briefing sheet (TBS)	Network Rail standard NR/L2/OHS/0044 provides a framework for recording arrangements made during the planning and management of construction work.

NOTE: Definitions unique to individual modules are only defined in the relevant module.

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4 Safe work pack

4.1 What is the safe work pack?

The SWP provides information on how work is to be carried out safely and gives details on how to manage and control task (activity), site and operational risks. It enables effective management and implementation of controls for the safety of people involved in, or who might be affected by the work activities on or near the line, or which might affect the line.

The term 'SWP' refers to the documentation provided to the person in charge for the work they are to undertake. The minimum contents of a SWP are detailed in Appendix A. The information contained in the SWP should be:

- a) concise and relevant to the task and location where the work is being undertaken; and
- b) provide clear information to allow the person in charge to effectively use it to manage the risks to themselves and those working under their supervision.

4.2 Developing, verifying and authorising safe work packs

4.2.1 General

The process to develop SWPs is described in the modules of this standard.

The production of the SWP includes collaboration between the responsible manager, planner, the person in charge and persons with any necessary technical expertise and familiarity with the location, tasks and risks involved.

Where a person in charge is responding to an incident this collaboration will not be required (see NR/L2/OHS/019/mod01).

The person in charge shall verify the suitability and fitness of a SWP:

- a) a minimum of one shift in advance of the work taking place; or
- b) on the same day as the work, where the following exceptional circumstance applies:
 - unforeseen absence of the named person in charge has meant that another person in charge has to be nominated for the work by the responsible manager in the previous 24 hours; and
 - the newly nominated person in charge has sufficient time to verify the SWP including; time to read and understand the nature and complexity of the work and provide feedback to the responsible manager prior to authorisation of the SWP.

All instances where SWPs are verified on the same shift the work is being undertaken shall be recorded by the responsible manager. Both the responsible manager and a more senior line manager shall review the trends as part of the continual improvement process (see 11.2)

The verification of SWPs shall be recorded on form NR/L2/OHS/019/F01.

The responsible manager shall authorise the SWP a minimum of one shift in advance of the work taking place. This shall be recorded on form NR/L2/OHS/019/F01.

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Where the SWP is deemed not fit for purpose, the person in charge and the responsible manager shall not sign form NR/L2/OHS/019/F01. The SWP shall be returned to the planner for correction.

4.2.2 Restrictions for signing off a SWP

A person with responsibilities under this standard may undertake multiple roles. The same person shall not authorise and verify the same SWP.

The authorising responsible manager shall not be the person in charge named in the SWP.

4.3 When is a safe work pack required?

A SWP shall be produced and implemented:

- a) when staff are required to undertake work 'on or near the line'; or
- b) where work has the potential to disrupt or import a risk to the safe running of the operational railway.

4.4 Roles or specific groups who do not require a safe work pack

The following do not need a SWP:

- a) a Signaller who can work under their own protection; and
- b) Designated Persons (DP) continue to work to existing operational standards.

The following emergency services, responding to an emergency do not require a SWP:

- a) fire;
- b) police;
- c) ambulance;
- d) coast guard; and
- e) bomb disposal.

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5 Roles and responsibilities

5.1 The planner

The planner is responsible for planning the work in accordance with the requirements of the responsible manager.

The planner shall be competent in safe system of work planning. They shall have suitable and sufficient task and site risk knowledge and experience, or shall consult with those who can provide such knowledge to discharge this responsibility.

The planner shall either:

- a) be assessed and certified as competent as a:
 - Safe System of Work Planner; or
 - Planning and Delivering of Safe Work Planner; or
- b) where they do not hold the Safe System of Work Planner competence, they shall work under the authority of a responsible manager. In this case the responsible manager shall hold the Safe System of Work Planner competence.

NOTE: The responsible manager will usually be the line manager of the planner.

The planner shall create a SWP applying the principles of the hierarchy of control for operational risk in Table 2 and identifying the safe system of work to be used in Table 3. The planner shall seek acceptance of the SWP from the responsible manager.

To assist planners developing a SWP, the responsible manager shall provide access to the controlled documents and information that the responsible manager deems relevant.

This might include:

- a) the Sectional Appendix;
- b) the National Hazard Directory;
- c) signalling diagrams;
- d) Task Risk Control Sheets (TRCS)/Work Activity Risk Assessments (WARA)/risk assessments/WPP/TBSs; and
- e) other relevant information (e.g. location of local A&E).

These documents may be supplemented with:

- a) media or other visual aids to help familiarisation with the site of work (particularly when planning work under warning systems);
- b) track diagrams; and
- c) a site visit, if required.

NOTE: It is recommended that planners hold the Personal Track Safety competence (PTS) and undertake site visits to provide geographical knowledge. These site visits should be recorded.

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The planner shall consult with the person in charge and seek advice/guidance from other competent persons, as required, when producing an SWP (e.g. COSS/SWL or a person with task specific competence).

The planner should use Appendix A to check completeness of a SWP before issuing it to the person in charge for verification.

The planner shall check all completed and implemented SWPs that are returned to them. Any errors or changes shall be corrected before the SWP is reissued for future work. All incorrect plans shall be withdrawn from use.

5.2 The responsible manager

5.2.1 General responsibilities

The responsible manager shall decide how work is to be prioritised, planned and delivered.

The responsible manager is accountable for the preparation of the SWP, and may delegate responsibility for the preparation of the SWP to the planner.

The responsible manager shall:

- a) provide the planner with the resources, including documents and guidance to enable them to perform their role as detailed in 5.1;
- b) authorise or reject the SWPs prepared by the planner and verified by the person in charge. By authorising the SWP the responsible manager agrees:
 - the level in the hierarchy of control for operational risk (in Table 2) is appropriate for the location and nature of work;
 - the specific safe system of work (in Table 3) is available for use in the location; and
 - the task risk has been adequately assessed and control measures identified;
- c) nominate the person(s) in charge (and the work group where appropriate) who understand the risks, and complexity of the work activity being delivered;
- d) check the person in charge nominated is familiar with the location, type of work and safe system of work arrangements required or can familiarise themselves with them (see notes 1 and 2);
- e) make the necessary resources (including equipment, people and time) available to the person in charge to allow them to implement the SWP as planned;
- f) check all implemented SWPs that are returned with highlighted errors or amendments; and
- g) check that any errors or changes have been corrected before the SWP is reissued for future work and that incorrect plans have been withdrawn from use.

The authorising responsible manager shall not be the person in charge named in the SWP.

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A responsible manager shall not be both the verifier and authoriser of any SWP.

NOTE 1: Familiarisation with the location can be achieved either by provision of the documents relevant to the site of work e.g. extracts from the National Hazard Directory, Sectional Appendix, photographs and signalling diagrams; or by conducting a site visit and recording this in their Work Experience Book. For Network Rail 'Cross Boundary Working Arrangements' see NR/L3/MTC/MG0229.

NOTE 2: In checking the familiarity of the person in charge the responsible manager should consider their experience of the type of work and associated risks, the hierarchy of control for operational risk and the time elapsed since they last undertook such duties.

NOTE 3: Where the Client is non-Network Rail the role of the responsible manager should be limited to maintaining compliance with the hierarchy of control for operational risk in accordance with Table 2. Where changes are required to task methodology for Outside Party and Third Party works this should be referred back to the Client for those works.

5.2.2 Responsibilities for cyclical and repeated tasks

For cyclical and repeated tasks the responsible manager shall check the accuracy and appropriateness of each SWP in consultation with a person in charge who is familiar with the area and the work that is to be undertaken.

The responsible manager may authorise the SWP to be implemented repeatedly without their further authorisation where they are satisfied:

- a) that the SWP is suitable and sufficient; and
- b) with the competence of the person in charge.

The SWP may be implemented repeatedly for the following periods:

- a) twelve month period when the SWP uses protection; and
- b) six month period when the SWP uses warning.

NOTE: Cyclical SWPs are produced using the same process as non-cyclical SWPs. The only difference is cyclical SWPs may be verified and authorised for a period of six or twelve months.

Before implementation, the person in charge performs a final acceptance check that cyclical and repeat SWP details are still valid and that the responsible manager has authorised the SWP for use on NR/L2/OHS/019/F01.

After confirming this, the SWP is ready for implementation.

5.3 The person in charge

The person in charge is accountable for their own safety and the safety of all persons in their work group. This includes risks of being struck by trains and from the risks associated with the task and location.

As a prerequisite, the person in charge shall hold one of the following competencies:

- a) COSS/SWL; or
- b) when working alone, IWA as a minimum.

Where the person in charge is not acting as the COSS, the person appointed as the COSS shall carry out the requirements of COSS duties in accordance with the Rule Book GE/RT8000.

NOTE: The person in charge retains ultimate accountability for safety at a site of work and has the final decision as to whether a SWP is acceptable before it is implemented.

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The person in charge shall:

- a) recognise the risks, controls and complexity of the work activity being delivered;
- b) verify the proposed SWP is appropriate and fit for purpose;
- c) only accept a SWP that has been authorised by the responsible manager;
- d) check that the planned SWP is appropriate for the conditions once on site;
- e) implement the requirements of the SWP;
- f) brief the group on the relevant parts of the SWP, including re-briefing where there are any changes to risks, location or personnel (e.g. change of shift);
- g) where technical briefs need to be provided, the person in charge shall make arrangements for those briefings to be delivered by a competent person;
- h) record any errors found, changes made or lessons learnt in the SWP; and
- i) return the completed or unused pack to the planner or person nominated by the responsible manager. The reason for the SWP not being used shall be stated on the front of the unused pack.

The person in charge shall not allow any work to commence or continue when:

- a) an adequate safe system of work cannot be established or maintained; or
- b) new significant risks have been identified and controls are no longer effective.

Where the person in charge is directed to respond to an incident, they may plan their own SWP. The SWP shall be planned and implemented in accordance with the procedure specified in NR/L2/OHS/019/mod01.

NOTE: SWPs produced in accordance with NR/L2/OHS/019/mod01 are known as an Incident Response Packs (IRPs).

6 Deviating from an authorised level of the hierarchy of operational risk control and implementing a lower level

Where the person in charge makes a request to implement a lower level safe system of work (see Table 3) than the one authorised in the SWP, a lower level shall only be implemented if the responsible manager authorises the change and issues an authority reference.

NOTE: The responsible manager should have sufficient understanding of the relevant rules, this standard, and the arrangements for the work, in order to make an informed decision before authorising the change.

The person in charge shall record the change in the SWP and return the completed SWP to the planner.

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7 Elimination of risk to people at work on or near the line

7.1 Alternative means of achieving work

Eliminating or reducing risk (e.g. plain line pattern recognition, cab ride, mobile maintenance train) shall always be the preferred option before directing people to go on or near the line.

7.2 Use of the hierarchy of control for operational risk

Starting with the highest level in the hierarchy of control for operational risk detailed in Table 2, the planner shall prepare the most appropriate safe system of work accounting for the nature, location, and duration of the work.

The responsible manager shall evaluate the achievable safe system of work for the work being planned.

7.3 Planning the most appropriate safe system of work

When planning the safe system of work, each system available in the area where the work occurs shall be considered in accordance with Table 3. The amount of time to deploy shall be assessed.

NOTE: Table 3 details the order of preference for selection of protection and warning systems where a protection system involving running lines being blocked to train movements or a warning system is to be chosen.

Where implementing the safe system of work increases the total working hours by more than 25% it should be considered disproportionate and the next safe system of work in Table 3 should then be considered.

The total time taken to install and dismantle fencing or to plan, install and remove additional protection might be considered disproportionate if it is more than 25% of the time taken to do the work.

For example, if it takes 20 working hours to erect and dismantle fencing and the work takes 100 working hours, the use of fencing would be justified, i.e. the time required to install/dismantle the fencing equates to less than 25% of the time required for the work.

Erection or dismantling of fencing and installation or removal of portable Semi-Automatic Track Warning System (SATWS) or Lookout Warning System (LOWS) are work activities in their own right and should therefore be carried out under a suitable safe system of work established in accordance with this standard.

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Table 2 – Hierarchy of control for operational risks					
	Safe system of work	Type	Description	Possible considerations for not applying this safe system of work	Examples of safe systems
1	Safeguarded site of work	Protection	where every line at the site of work has been blocked to normal train movements (formerly known as Safeguarded Green Zone).	<ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available; or the time required to take the line blockage is disproportionate; or work cannot be re-planned to maintain this optimal protection. 	<ul style="list-style-type: none"> Engineering possession Line blockages (where all lines are blocked)
2	Fenced site of work	Protection	where there is a suitable barrier between the site of work and any line open to the normal movement of trains or moving vehicles (formerly known as Fenced Green Zone).	<ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available; or the time required to erect and dismantle fencing is disproportionate; or work cannot be re-planned to implement a higher protection. 	<ul style="list-style-type: none"> Demarcation as Rule Book
3	Separated site of work	Protection	<ul style="list-style-type: none"> where there is a distance of at least 2 metres (6 feet 6 inches) between the nearest running rail of an open line and the site of work, and a site warden has been appointed to maintain the safe limits of the protected area. There is an identifiable limit to the site of work; or where there are 2 people in the group a site warden does not need to be appointed. Neither member of the group is to go any closer than 2 metres (6 feet 6 inches) to the nearest running rail of the open line. There is an identifiable limit to the site of work. (formerly known as Separated Green Zone). 	<ul style="list-style-type: none"> the required blockage(s) of the line(s) are not available; or the time required to set up separated protection is disproportionate; or work cannot be re-planned to implement a higher protection. 	<ul style="list-style-type: none"> Line block-staff/token Lock Out Device (LOD) Line block with T-COD Line block with signal disconnection Line block with detonators or PLB Simple line block

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4	Warning systems – Permanent	Warning	where there is permanently installed equipment which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work	<ul style="list-style-type: none"> the required equipment is not available; or the equipment is not suitable for the activity; or work cannot be re-planned to implement a higher protection. 	<u>Permanent installation</u> <ul style="list-style-type: none"> Signal Controlled Warning System Automatic Track Warning System (ATWS) Semi-Automatic Track Warning System (SATWS) Train Operated Warning System (TOWS)
5	Warning systems – human activated equipment	Warning	where portable equipment can be deployed and activated by a lookout in order to provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work (formerly known as Red Zone with warning from LOWS).	<ul style="list-style-type: none"> the time required to plan, install and remove LOWS is disproportionate; or the required equipment is not available; work cannot be re-planned to implement a higher protection. 	<ul style="list-style-type: none"> Lookout Operated Warning System (LOWS)
6	Warning systems – Portable	Warning	where portable equipment can be installed which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work.	<ul style="list-style-type: none"> portable warning systems are not available or suitable for the location; or does not provide an adequate warning for the task; or the time required to plan, install and remove the portable warning system is disproportionate; or work cannot be re-planned to implement a higher protection. 	<u>Portable installation</u> <ul style="list-style-type: none"> Automatic Track Warning System (ATWS) Semi-Automatic Track Warning System (SATWS)

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7	Lookout warning	Warning	<ul style="list-style-type: none"> where one or more lookouts are positioned to provide enough warning to allow everyone involved to reach a position of safety at least ten seconds before any train or vehicle arrives at the site of work (formerly known as Red Zone); or where a COSS/IWA is working alone and looking out for him/herself (formerly known as Red Zone). 	<p><u>THIS SHALL ALWAYS BE REGARDED AS THE LAST RESORT.</u></p>	<ul style="list-style-type: none"> Lookout fixed refuge Lookout (multiple) Site lookout
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NOTE: *Permanent equipment: A permanent installed system that has undergone detailed planning, design and commissioning. The system remains in situ permanently or in accordance with the requirements of a programme of works.*

Portable equipment: A temporary installation of a re-deployable protection or warning system, that is used in accordance with specific conditions required by Network Rail Product Acceptance.

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	Selection of protection and warning systems	Preferred system
Line blockage protection systems	Line blockage + Staff/Token	1 st
	LOD E	2 nd
	LOD(K) Captive Key	3 rd
	LOD(T) Key Enabled	4 th
	LOD(D) Fixed Train Detection Interruption Device	5 th
	LOD(P)	6 th
	Line blockage + ZKL3000 permanent	7 th
	Line blockage + TCOD portable	8 th
	Line blockage + ZKL3000 portable	9 th
	Line blockage + EPR (axle counter)	10 th
	Line blockage + RDD	11 th
	Line blockage + signal disconnection/route bar	12 th
	Line blockage + detonators + PLB	13 th
	Line blockage (simple)	14 th
Train warning systems	LEWIS SCWS	1 st
	ATWS permanent	2 nd
	SATWS permanent	3 rd
	TOWS	4 th
	LOWS	5 th
	ATWS portable	6 th
	SATWS portable	7 th
	Lookout fixed refuge	8 th
	Lookout distant	9 th
	Lookout intermediate	10 th
	Lookout (site)	11 th

Table 3 – Protection and warning systems

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7.4 Safe systems of work for possession management/support staff

A line blockage is not required if possession management/support staff are going on or near the line to place or remove possession protection equipment within the protecting signals for the possession, as specified by the PICOP.

Possession management/support staff shall not go on or near the line until they have received permission from the PICOP or the signaller and received confirmation that the protecting signal(s) are at danger in accordance with the Rule Book.

Apply the hierarchy of control for operational risk (in Table 2) where there is a requirement to:

- a) go on or near the line outside of the protecting signals;
- b) cross an open line to place or remove protection; or
- c) key a signal.

7.5 Safe systems of work for electrical isolations, earthing and strapping operations for possession work

Where an isolation is required, the isolation shall be provided in accordance with:

- a) NR/L3/ELP/29987;
- b) NR/WI/ELP/3091;
- c) NR/WI/ELP/27051;
- d) NR/WI/ELP/27052;
- e) NR/SP/ELP/21060; and
- f) NR/L3/ELP/21067.

A line blockage is not required if those providing the isolation:

- a) are not required to go on or near the line to take the isolation; or
- b) are working within the protecting signals for the possession as specified by the PICOP.

Those providing the isolation shall not go on or near the line until they have received permission from the PICOP or the signaller and received confirmation that the protecting signal(s) are at danger in accordance with the Rule Book.

Grant and implement possessions in accordance with the Rule Book before allowing any person to go on or near the line to carry out earthing or strapping within the protecting signals for the possession, as specified by the PICOP.

Apply the hierarchy of control for operational risk (in Table 2) where there is a requirement to go on or near the line to carry out earthing or strapping outside of the possession Limit Boards.

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8 Prohibitions for working with warning safe system of work (formerly Red Zone prohibitions)

8.1 General prohibitions for working with warning safe system of work

Working with a warning safe system of work, working shall not be permitted:

- a) where the total warning time required is more than 45 seconds;
- b) where there are three or more running lines open to traffic between the site of work and the designated position(s) of safety; or
- c) at locations where the Network Rail National Hazard Directory prohibits 'Red Zone' working.

An individual shall not undertake lookout duties for more than 2 hours without an adequate break or rotation from the task. When planning work with lookout warning, rotation and/or breaks for lookouts with turns of duty no greater than 2 hours shall be planned into the resources needed to complete the work.

NOTE: The purpose of the break and/or rotation from task is to increase the individual's ability to remain engaged with a task. Breaks and rotation will help maintain attention and higher vigilance performance.

8.2 Unassisted lookouts

Open line working with warning given by unassisted lookouts shall not be permitted in any of the following circumstances:

- a) where more than two unassisted lookouts (excluding site and touch lookouts) are required to provide warning of trains approaching from any one direction;
- b) where more than four unassisted lookouts (excluding site and touch lookouts) are required to provide warning of trains approaching from all required directions; or
- c) where the available sighting distance is insufficient to provide the warning time required.

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9 Risk assessments for controlling task and location risk

9.1 General

A risk assessment needs to be completed and available for every task. Control measures identified by these risk assessments should be clearly identified in the SWP.

During the planning process, hazards including environmental risks identified shall be evaluated and discussed by the responsible manager, person in charge and planner.

The responsible manager, person in charge and planner should take the following into consideration when evaluating a hazard:

- a) what could go wrong – what is the risk:
 - what is the likelihood of that risk occurring?
 - what would be the consequence if it happened?
- b) what controls can be put into place to manage the risk(s):
 - will the controls be effective and if not, what additional control measures can be identified?; or
 - can the way the task is delivered be changed to reduce or control the risk(s)?
- c) can the local environment be changed to reduce or control the risk(s)?

When managing task and location risk, apply the following hierarchy:

- a) **eliminate** – firstly, remove exposure to the hazard;
- b) **reduce** – secondly, substitute or lessen the severity of exposure to the hazard;
- c) **isolate** – thirdly, isolate persons from the hazard; and
- d) **control** – lastly, undertake actions to control the effects of the hazard.

During the planning of the work, determine the task(s) and refer to the appropriate TRCS/WARA/risk assessments.

The risk assessments and associated controls shall be used for all planned work.

The responsible manager authorising the SWP should understand the associated task risks and the capability of the people who will be doing the task.

9.2 Locations with specific runaway risks

The planner shall use the following criteria to identify if there is a risk of runaway that might affect the site of work.

A site of work shall be deemed at risk from runaways where the:

- a) site of work is on a gradient steeper than 1 in 100 or has a gradient steeper than 1 in 100 within 5 miles of the site of work; and
- b) site of work is static or in a possession; and
- c) work is taking place on or near the line.

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Controls shall be put in place where the risk of runaway has been identified.

When work is being planned, the responsible manager, person in charge and planner shall seek to eliminate the risk of a runaway before implementing mitigation measures.

Where available controls to prevent a runaway event reaching a site of work are not achievable, a secondary warning system shall be deployed.

A secondary warning system is the least preferred option and should be implemented as a last resort. A secondary warning system will not stop the runaway event; it does not prevent a track worker being exposed to a runaway risk.

10 Management of risk assessments for PCL and RCC

Principal Contractor Licence (PCL) and Rail Contractor Certificate (RCC) holders shall have health and safety arrangements (processes and systems) in place to manage task and location risk. These shall be suitable for the work being delivered, and the details captured within the SWPs.

A SWP where appropriate, will consist of relevant parts of a Work Package Plan, Task Briefing Sheets associated with the work, and controls for train/operational risks. Additional information, e.g. permit to dig, should be included in the SWP.

11 Assurance and management procedures

11.1 General assurance framework

Assurance arrangements for this standard and its modules shall be in accordance with NR/SP/ASR/036, *Network Rail Assurance Framework*.

Specific assurance arrangements for this standard and its modules are described in clauses 11.2 – 11.6.

The director of route, function, major programme or region shall be accountable for establishing documented processes that provide detailed instructions to enable compliance within their organisation to this standard and its modules.

Contracting organisations shall establish equivalent arrangements within their own organisation.

11.2 Continuous review

Continuous review is an 'in the line' monitoring activity that managers and supervisors (including responsible managers) in Network Rail and contracting organisations carry out as part of their day job.

This is the first line of defence where informal assurances take place and are carried out during routine management inspections.

The effectiveness of planning and task delivery shall be monitored and managed by the observation of staff at work including:

- a) unsafe behaviours, activities and/or conditions; and
- b) corrective actions to address unsafe behaviours, activities and/or conditions.

Feedback on these activities shall be provided to the person in charge.

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For this level of assurance to be effective, supervisors and managers should spend sufficient time alongside their staff.

Local arrangements should be used to record concerns/risks identified and put action plans in place to prevent reoccurrence and drive continual improvement.

Managers should use performance indicators to measure compliance with this standard and its modules.

NOTE: This information and any subsequent analysis/action should be used to inform periodic reviews.

11.3 Monitoring SWP compliance

Every period, the responsible manager shall:

- a) monitor the return of all SWPs that have been produced (including those produced for incident response). Where a pack is not returned a record shall be kept by the responsible manager who shall initiate an investigation to identify the reason for non-return;
- b) maintain a record of all instances of SWPs being verified on the same shift as the work;
- c) review all SWPs that have been returned with highlighted errors/amendments; and
- d) review:
 - at least 10% of completed and implemented SWPs; or
 - a minimum of 50 SWPs where an organisation prepares more than 500 SWPs per period.

The reviews of the SWP shall identify and assure whether the SWP:

- a) produced by the planner was accurate, appropriate and within the timescales;
- b) was verified and authorised as required prior to implementation;
- c) all relevant fields were completed accurately (including signatures);
- d) was implemented as planned and any changes made were authorised as required; and
- e) errors/amendments identified by the person in charge have been corrected before the SWP is re-issued.

The responsible manager shall maintain a record of the number of SWPs issued and not implemented.

Based on the findings of this review the responsible manager shall:

- a) discuss any errors found with the person in charge and any other individuals responsible for those errors; and
- b) record any actions taken to prevent re-occurrence and promote continual improvement.

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11.4 Monitoring of safe system of work use

Senior managers within Network Rail and its contracting organisations shall put documented processes in place to monitor the level of work carried out under each level of the hierarchy of control for operational risk as detailed in Table 2.

Network Rail's senior managers shall have processes in place to monitor the workload of signallers and their performance in granting and/or refusing line blockages to allow working under protection.

Contracting organisations should determine equivalent accountable and responsible persons within their own organisation for monitoring the requirements in this section.

11.5 Periodic review

The director of route, function, major programme or region shall monitor and review key performance indicators as part of their corporate assurance process.

The processes shall include a review of:

- a) the assurance activities described in this standard;
- b) whether the processes detailed in this standard and its modules are being implemented and risks are being controlled;
- c) trends and precursors;
- d) non-compliances including identifying root and underlying causes and the preventative and mitigating actions;
- e) the effectiveness of action plans put in place to prevent reoccurrence; and
- f) lessons learnt on the outcomes of the reviews and how they have been shared.

Contracting organisations should determine equivalent accountable and responsible persons within their own organisation for monitoring the requirements in this section.

This information and any subsequent analysis/action should be used to evidence assurance and continual improvement.

11.6 Records

The responsible manager is accountable for the retention of the SWPs and associated documents in accordance with NR/L3/INF/02226 *Corporate records retention schedule*.

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Appendix A

Contents of a Safe Work Pack

The SWP contents should include the contents shown in table A.1 as a minimum where it is applicable.

This information may be extracted from other documents.

Only include extracts that are relevant to the SWP.

	Safe Work Pack minimum contents	Comment
Task / Site Risk Controls	<input type="checkbox"/> SWP Validation Sheet	
	<input type="checkbox"/> task risk information and controls required	e.g. TRCSs, relevant extracts from a WPP and associated TBSs
	<input type="checkbox"/> site (location) risk information and controls required	e.g. ALO, runaway risk
	<input type="checkbox"/> Permits, where applicable	such as lifting plans, electrical, isolation, hot works, confined spaces
	<input type="checkbox"/> welfare arrangements and their location	
Operational Risk Controls	<input type="checkbox"/> part completed RT9909 Record of arrangements	
	<input type="checkbox"/> part completed RT3181 form(s)	where blockage(s) of the line are part of the safe system of work
	<input type="checkbox"/> possession arrangements details, including protection/warning arrangements	
	<input type="checkbox"/> safe access and egress information including walking to and from site	
	<input type="checkbox"/> Sectional Appendix extracts	showing the relevant running lines, track layout and work location for the entire mileage for which the work group will be on or near the line;
	<input type="checkbox"/> National Hazard Directory extracts	that are relevant to the work and location (these may be included on the RT9909 form);
	<input type="checkbox"/> signalling or track diagrams where used	
	<input type="checkbox"/> emergency arrangements	

Table A.1 – SWP minimum contents

Standard and control document briefing note

Ref: NR/L2/OHS/019		Issue: 9
Title: Safety of people at work on or near the line		
Publication date: 04 March 2017		Compliance Date: 03 July 2017
Standard/Control Document Owner: Chief Health, Safety & Quality Officer		
Non-compliance rep (Approver of TRACKER applications): Principal Workforce Safety Specialist		
Technical lead/contact for briefings: David Burgess		Tel: 07710939736
<p>Purpose:</p> <p>The purpose of the standard is to control the risks to personnel from site risks, activity risks and train movements by requiring effective planning of work activities “on or near the line”, or which could affect the area termed “on or near the line”.</p> <p>This standard sets out the process to manage the planning and delivery of work that:</p> <ul style="list-style-type: none">a) enables local planning – those who do the work are involved in planning the work;b) establishes the person in charge of delivering work on site;c) embeds independent verification and authorisation of the planned work and controls and manages interactions between sites of work;d) requires adequate risk assessment is carried out;e) requires a check of risks and controls at the point of work;f) identifies safety responsibilities and accountabilities; andg) is consistent with the Rule Book GE/RT8000. <p>The standard requires a focus on the management of the significant risks and improving the quality of the safe work packs (SWP) by providing clear, concise, relevant information to the people who need it in order to maintain safety whilst working.</p>		<p>Scope:</p> <p>This standard applies to all persons involved in the planning and delivery of work on or near the line or which could affect the area termed “on or near the line”, carried out by or on behalf of Network Rail, outside parties, third parties, their contractors and sub-contractors.</p> <p>This standard defines the process to keep people safe for work activities on or near the line and the development of a safe system of work through the production and issuing of a SWP.</p> <p>This document is complementary to, and is to be used in conjunction with existing rule books, regulations, legislation, standards, processes and procedures.</p> <p>This standard does not specifically cover the electrical risks associated with working on or near electrified lines.</p> <p>A safe system of work can include the use of more than 1 module of this standard.</p> <p>NOTE: Throughout this standard and its modules it is presumed the person in charge also takes on duties of Controller of Site Safety (COSS), Safe Work Leader (SWL) or Individual Working Alone (IWA) as well as implementing task and site risk controls. Where the person in charge has delegated a COSS/SWL, the delegated person will undertake those duties in accordance with the Rule Book GE/RT8000.</p>
<p>What’s new/ what’s changed:</p> <p>All the content of this standard/control document has been revised.</p> <p>A summary of the changes can be found in the table below:</p> <p>NOTE: It is the duty of those briefed or notified, to read through this document and familiarise themselves with its content.</p>		
Section/clause	Amended/ deleted/ new	Summary of changes
NR/L2/OHS/019	Amended	<p>Summary of key changes</p> <p>Introduction of Safe Work Pack (SWP)</p> <ul style="list-style-type: none">a new document which will be produced which includes risk controls for:Operational Risk: Train movements/ OTP/OTM i.e. SSOWPSTask / Activity Risk: e.g.. use of tools, plant and equipment;Site Risk: e.g. Working in darkness, at height;Welfare facilities to be included. <p>Defining the ‘person in charge’ on site</p> <ul style="list-style-type: none">a new capability, appointed by the responsible manager for every work group.‘person in charge’ is a capability, not a new competence and will be appointed on their ability to manage the work activity planned and have an understanding of the risks.The person in charge on site will oversee all work under their supervision to make sure that all risk controls have been implemented.Person in charge must hold a COSS competence and may act as the COSS or delegate the COSS dutiesPerson in charge will verify non-cyclic/repeat safe work packs (minimum 1 shift before). <p>Planner has additional responsibilities</p> <ul style="list-style-type: none">The planner will produce the safe work pack, with input from the person in charge who will understand the task & site risk controls required to be included. This is above the existing duties of a planner which focusses on operational risk control. <p>Responsible manager has additional responsibility</p> <ul style="list-style-type: none">The RM will authorise every safe work pack non-cyclic/repeat safe work packs (minimum 1 shift before).

		<p>Role of COSS/IWA/PC/SWL is unchanged</p> <ul style="list-style-type: none"> However, the person in charge will be the verifier of the safe work pack and will seek endorsement where COSS responsibility has been delegated. <p>Planning for cyclical and repeated works</p> <ul style="list-style-type: none"> This is now known as cyclical/repeated works and is no longer limited to Network Rail Maintenance Scheduled Tasks (MSTs). <p>Amendment to the hierarchy of control for operational risk</p> <ul style="list-style-type: none"> Some levels have been renamed for clarity and an extra level has been added to the list that identifies portable semi-automatic warning systems as their own level (increase from 7 to 8 levels). <p>New terminology working 'under protection' or 'with warning'</p> <ul style="list-style-type: none"> Terms Red and Green zone have been replaced. <p>Introduction of 'Table 3 – Protection and Warning Systems'</p> <ul style="list-style-type: none"> Table details the guidance for selection of protection and warning systems, based on the effectiveness of each system currently available. <p>Introduction of NR/L2/OHS/019/F01 - SWP Validation Form</p> <ul style="list-style-type: none"> Replaces the existing 'Appendix C' form. <p>Standard now in 'Modular' format – Standard and 4 modules include</p> <ul style="list-style-type: none"> Main standard – NR/L2/OHS/019 Module 1 – Incident Response Module 2 – Working in an engineering possession Module 3 – Planning and working with protection Module 4 – Planning and working with warning
NR/L2/OHS/019/mod01	New	Introduction of flowchart and step by step process for the planning and implementation of a safe system of work (including task, site and operational risk management) when attending incidents. Introduction of planning and use of an Incident Response Pack.
NR/L2/OHS/019/mod02	New	Introduction of flowchart and step by step process for the planning and implementation of a safe system of work (including task, site and operational risk management) when working within a possession.
NR/L2/OHS/019/mod03	New	Introduction of flowchart and step by step process for the planning and implementation of a safe system of work (including task, site and operational risk management) when using protection arrangements.
NR/L2/OHS/019/mod04	New	Introduction of flowchart and step by step process for the planning and implementation of a safe system of work (including task, site and operational risk management) when using warning arrangements.
Variation 8263: NR/L2/OHS/019 Issue 8: Clauses 11,12,13	Deleted	Global Crossing uses document that grants a derogation to the standard and allow them to use the Exceptional circumstances clause to undertake certain emergency repairs to their network. Exceptional circumstances no longer exists within issue 9.
Variation 8420: NR/L2/OHS/019 Issue 8: 11 - Verification	Amended	For T3 possessions with multiple COSS using an identical safe system of work. The requirement for each COSS to verify the plan a shift in advance is inefficient as it leads to a requirement for multiple COSS's to verify the same pack. This does not negate the requirement for all COSS to receive a copy of the pack a shift in advance for familiarisation purposes. Issue 9 now requires this process to be included in the person in charge verification and endorsed by the COSS.
Variation 8723: NR/L2/OHS/019 Issue 8: 7.1	No longer required	The TNC was required to allow the continued trialling of the OTM working on a line not in a T3 possession procedure by allowing the Technical Quality Supervisor (TQS) to inspect the quality of the work completed by the OTM from the 4ft of the line concerned. This will be now considered by the planner and in consultation with the person in charge when the SWP is being produced.
Variation 9860: NR/L2/OHS/019 Issue 8: 4.3 Hierarchy of Safe Systems of Work	No longer required	TNC was required to allow use of Semi-Automatic Track Warning System. Issue 9 now includes specific reference to Semi-automatic train warning systems within the standard.
Variation 14593: NR/L2/OHS/019 Issue 8: 10, 11, 12	No longer required	The Control of Work programme was developing a new process to manage the safe planning, delivery and hand back of work on NR infrastructure and is currently trialling new tools to support this process in three areas of Network Rail's business (Romford DU, Bristol DU and the Birmingham Gateway Project). Derogation was requested to allow early trials of PDSW documentation.
Variation 19980, 21175 & 21177: NR/L2/OHS/019 Issue 8:	No longer required	RT9909 is currently used to record briefings arrangements including when associated with Incident Response. The Non-compliance is sought to introduce an Incident Response Pad to replace the use of the RT9909 form for Incident Response. Issue 9 of standard requires an Incident Response Pack and will reflect the SWP format.
Variation 25315: NR/L2/OHS/019	No longer required	Wherever a wet signature is required then updated wording is required for a wet signature, or where available, a sentinel card swipe.

Issue 8: 10.5 Records 12.1 Responsibilities of the COSS/IWA RT99 09 form - signature box only		SSOWPS is being updated to reflect the changes In issue 9.
Variation 21175: NR/L2/OHS/019 Issue 8:	No longer required	Variation introduced an Incident Response Pad (IRP) to replace the use of the RT9909 form for Incident Response. No longer required as a result of updates to SSOWP and SWP arrangements.
Variation 21177: NR/L2/OHS/019 Issue 8:	No longer required	Variation introduced an Incident Response Pad (IRP) to replace the use of the RT9909 form for Incident Response. No longer required as a result of updates to SSOWP and SWP arrangements.

NOTE 1: For revised standards/control documents you may summarise general changes to content and list significant new/revised content.

NOTE 2: For new standards/control documents you may summarise the content of the entire document rather than list each clause separately.

Reasons for change:

Reduce the potential for unsafe events:

- Occupational risks (e.g. Hand Arm Vibration Syndrome, Manual Handling related injuries and ill health, slip/trip/fall risks) will be considered days before the work and mitigation planned in advance. 019 planning will provide opportunity to reduce accidents/injury and keep people safe whilst at work on or near the line.
- Operational Close Calls (e.g. Line Blockage and Isolation irregularities) will be reduced because 019 planning promotes familiarisation with the task and location. This will highlight potential issues in advance and resolve them before the shift of work.

Align with the introduction of CDM into the Maintenance organisation:

- Introducing task and site risk information can be incorporated into the programme to introduce CDM into Mtce. They are mutually beneficial and provide opportunity to lessen the overall change impact of 019 by merging it into CDM.
The new 019 principles should not present a significant impact to the Works Delivery organisation. The standard allows Work Package Plans/Task Briefing Sheets to be used alongside SSOWPS as the SWP.

Affected documents:

Reference	Impact
NR/L2/OHS/019 ISSUE 8	Superseded
NR/BS/LI/385	Withdrawn
NR/L2/OHS/133	Withdrawn
NR/BS/LI/352	Withdrawn
NR/BS/LI/355	Withdrawn

Briefing requirements:

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.

Briefing (A-Awareness/ T-Technical)	Post	Function	Responsible for cascade briefing? Y/N
T	All COSS competent staff	All	N
T	All Safe Work Leaders (SWL)	All	N
T	All PDSW Planners	All	N
T	All safe system of work planner competent staff	All	N
T	All PDSW Authorising Authorities	All	Y
T	All Individuals Working Alone	All	N
T	All Green Zone Access Co-ordinators (GZAC)	All	N
T	All line managers of individuals holding the competence of COSS, IWA, SWL, safe system of work planner or PDSW planner	All	Y
A	Signallers	All	N
A	All Incident Control Staff	All	N
T	All Rail Incident Officers	All	N

A	All Staff holding a Track Safety Competence	All	N
A	Various - appointed by each Train Operator	All	Y
A	Various - appointed by each Freight Operator	All	Y
A	All senior managers as defined within the standard and including Infrastructure Maintenance Delivery Manager (IMDM), Current Operations Manager (COM), Area General Manager (AGM), Functional Director), Programme Manager, Local Ops Manager (LOM), Regional Director or equivalent in a contracting organisation.	All	Y
A	Principal Contractor Licence Holders Organisation	All	Y
A	Railway Contractor Certificate Holders	All	Y
A	All Track Safety Contingent Labour Suppliers	All	Y
A	All Track Safety Training Providers	All	Y

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