

## Rules and Guidance for Network Rail Sites

There are strict rules controlling working hours on the Network Rail Managed Infrastructure. Deliberately breaching these rules may result in your Sentinel card being suspended or revoked. The definitions are:

- **Door to door time** is a period identified as the combined total of travel time and work time.
- **Place of work** is a location where an employee is working at the employers' disposal.
- **Rest location** is your home or other temporary place of residence where rest can be achieved.
- **Travel time** is a period directly from rest location to place of work including return journey, irrespective of terms of payment or modes of transport.
- **Wakefulness** is a state of consciousness and awareness.
- **Work** is activities carried out by an employee under the direction, responsibility and disposal of their employer.
- **Work time** is a period, inclusive of breaks, during which an employee is undertaking work activities.

The rules are:

- In accordance with the definitions, door to door time should not be planned to exceed a maximum of 14 hours.
- Work time should not be planned to exceed 12 hours in any 24-hour period, except for designated night workers as defined by the working time regulations.
- There is no maximum travel time within the 14-hour limit, but employers should have a suitable risk assessment process for managing periods of travel time they consider excessive.
- Where there is a potential to exceed a door to door time of 14 hours a robust assessment of imported risk should be undertaken.

You must sign in at the site office using a scan of your Sentinel card prior to starting work and sign out when leaving for the day or when leaving mid shift. Your Sentinel card must always remain on your person when on site.

Minimum PPE requirements are: Hard Hat, Orange Hi-Visibility Vest, Orange Hi-Visibility Jacket in inclement weather, Orange Hi-Visibility Trousers (waterproof in inclement weather) Safety Glasses, Gloves, and Safety Boots with toe and midsole protection. Safety boots must not have any damage that causes the protective metal or composite to be exposed. Other PPE must be worn as dictated by the risk assessment. All PPE must conform to Network Rail company standards.

No person under the age of 18 will be allowed in the work area at any time.

All personnel must complete a site safety induction and be briefed on all relevant risk assessments and method statements for the site prior to commencing work.

Hot work shall always only be carried out under permit with relevant safety personnel in attendance.

Mane Contract Services Ltd recognises the provision made under the Health & Safety at Work Act 1974 for the rights of persons to cease work if they reasonably consider it to be unsafe.

The purpose of this work instruction is to detail the way Mane gives the opportunity for employees, temporary workers or contractors to stop working should they consider the working environment or the working practice to be unsafe.

Anyone who believes that a situation will endanger either themselves or others work should cease, and the situation must be immediately reported to the Controller of Site Safety (COSS).



The situation will be reviewed by the COSS and consideration will be given to the safety impact on the individual and others.

As a result of the review, the system of work will be confirmed as safe or amended accordingly. Once all individuals are satisfied with this outcome, they may resume work.

If any individual remains unsatisfied, the COSS will contact the Site Manager or Duty Manager.

The Site Manager or Duty Manager will review the situation and where possible, immediate action will be taken.

If the situation cannot be resolved, a review will be undertaken against all legislative requirements, industry group standards, company standards and industry best practice in order to provide a safe outcome.

As a result of this review, the system of work will either be confirmed as safe or amended accordingly. If all individuals are satisfied with this outcome, they may resume work.

If the review fails to produce a satisfactory outcome, the disputed work will cease, and Site Director will be informed.

If you have concerns about the safety of your working environment, conditions or you have witnessed a safety critical incident you can contact CIRAS.

CIRAS is the confidential incident reporting system for the rail industry. Anyone who works on or near a railway line can contact them with a safety concern.

The system is completely confidential. Whilst they will need to take your contact details to process your report, they never pass on any personal information you provide. CIRAS has never had a single breach of confidentiality. Contact CIRAS on Free-phone 0800 4 101 101, Freepost CIRAS and you can even text on 07507 285887.

### **Unannounced Alcohol & Drugs Screening**

Mane Contract Services Ltd and Network Rail operate unannounced testing of workers involved in operations on the Network Rail Managed Infrastructure.

Personnel selected for unannounced testing shall continue to undertake their duties whilst awaiting results, unless there are reasonable grounds to suspect that they are unfit for duty.

A representative number of relevant workers shall be selected at unannounced on a first out of the hat basis. The results shall be recorded on the workers personnel file, clearly identified as unannounced.

Upon receipt of a positive result the Compliance Assistant shall notify the Operations Director and the Client by the quickest practicable means. The employee's Sentinel card shall be retrieved, and all competences shall be immediately suspended on Sentinel. The individual shall be suspended with immediate effect, pending confirmation of the positive result. The disciplinary and grievance procedures shall be instigated. The personnel records will be updated accordingly. In addition to the company unannounced screening, Network Rail and/or any of its main and sub-contractors may carry out random testing of any personnel holding a Sentinel card whilst working on Network Rail Managed Infrastructure.