



STEM TALENT PARTNER OF CHOICE

Safety Briefing

April 2024

Monthly topics

Personal Protection Equipment (P.P.E.)

- Updated company procedure

Guidance for the use and maintenance of your PPE



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Personal Protective Equipment (PPE) Procedure

The Management of Health and Safety at Work Regulations (MHASWR) 1999 require employers to identify and assess the risks to health and safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be established. There is a hierarchy of control measures, of which PPE should always be regarded as the 'last resort' to protect against risks to health and safety.

PPE for Rail work is determined throughout the Work Package Planning (production of Method Statements) process. Risks will be identified in conjunction with the development of the methodology of tasks to be performed.



Working on or near the line or on the lineside

The minimum level of PPE which shall be worn when working on or near the line or on the lineside is:

- a) a hard hat;
- b) eye protection;
- c) high visibility upper body PPE clothing that is minimum Class 2 compliant;
- d) high visibility PPE trousers; and
- e) safety footwear.

The rail administrator shall maintain a record of all PPE held and issued, the date each item is issued, and the expiry date (where applicable) based on the date of manufacture, e.g. hard hats. Records are maintained in workers' personnel files. All Matchtech issued PPE shall be cleaned, maintained, and stored in line with guidance in this procedure and the manufacturers maintenance regimes. Instruction for the correct cleaning and inspection periodicity can be found in the closing pages of this procedure.



Note

Where replacement of basic PPE is required, evidence may be sought by Matchtech to support repeat orders, and where it is apparent negligence or poor maintenance of PPE is discovered, charges for additional PPE may be applied. Each case will be assessed independently, and all legitimate orders will remain free of charge.

All staff should observe care labels on PPE (high visibility clothing, safety footwear, hard hats, etc.) and are to read and follow instructions regarding care and maintenance.

It should be noted that all hard hats have a recommended life, after which they may need to be replaced, depending on storage and amount of use. There is a kite mark and a date of manufacture stamped on all hardhats. Again, the care instructions and guidelines supplied with hardhats detail this. If staff have doubts about the dates, etc. they should contact us (Matchtech) for advice.



In accordance with Network Rail Standard NR/L2/OHS/021 and London Underground (LU) Standards all hard hats will be white in colour, except where the wearer is accessing Network Rail infrastructure under a Track Visitors Permit (TVP) or a Personal Track Safety (PTS) card with a 'green square' symbol on it. Where either of these conditions apply, the safety helmet shall be blue in colour (PANTONE 2935c or a similar shade of blue may also be used if the helmet manufacturer selected cannot provide this exact shade).

Note: A 'green square' symbol on a PTS card indicates that it is a card issued to the holder within the first six months of them successfully completing the PTS course.



All high visibility clothing will be to an approved Network Rail standard and will be worn in the correct manner and maintained in a clean condition. Dirty clothing must be cleaned in accordance with the manufacturers' instructions. Any clothing which is impossible to clean or has lost its reflectivity must be replaced.

High visibility vests/jackets, and hard hats worn whilst working for us (Matchtech) must bear the Matchtech logo.

Should staff deem that any item needs replacement (due to general wear-and-tear, damage, expiry of hardhat recommended replacement date, etc.) then it is their responsibility to notify us (Matchtech) to arrange a replacement.

We (Matchtech) will check the correct wearing of appropriate PPE during scheduled site and PPE audits.

Selection, specification, and maintenance of our (Matchtech) PPE is managed via the attached PPE selection List.

Please note all basic PPE is issued free of charge, where the need is deemed legitimate.

Head Protection

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Rail Sites		Railway Group Standard RIS-3279-TOM, Issue 8, Dec 2013	
Hard hat	Protects against falling objects and impact with fixed objects	EN 397	Clean the inside of the hard hat regularly. Clean or replace sweatband regularly. Check for damage prior to every use
Highways / Construction Sites		EN ISO 20471	
Hard hat	Protects against falling objects and impact with fixed objects	EN 397	Clean the inside of the hard hat regularly. Clean or replace sweatband regularly. Check for damage prior to every use
Bump cap	Protects against bumping the head on fixed objects. Protects against scalping.	EN 812	Clean the inside of the bump cap regularly. Clean or replace sweatband regularly. Check for damage prior to every use
Thermal head wear	Protects against cold	no standard	Clean in accordance with manufacturer's instructions
Sun hat	Protects against sun burn to the face and neck. Provides some protection against sunstroke	no standard	Clean in accordance with manufacturer's instructions

Ear Protection

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Disposable ear plugs	Can protect against hearing loss (chronic or acute). To be worn when Noise levels are above 85 dB(A) but need to be made available when the Noise levels reach 80 dB(A).	EN 352-2 Ear Plugs (in ear only),	Dispose after use
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Ear Muffs	Can protect against hearing loss (chronic or acute). To be worn when Noise levels are above 85 dB(A) but need to be made available when the Noise levels reach 80 dB(A).	EN 352-1 Ear Muffs, Independent, EN 352-3 Ear Muffs, Helmet Mounted	Regular cleaning. Inspection of seals for deformation or cracking before use. If found defective not to be used.
		EN 352-1 Ear Muffs, Independent, EN 352-3 Ear Muffs, Helmet Mounted	Regular cleaning. Inspection of seals for deformation or cracking before use. If found defective not to be used.
		EN 352-1 Ear Muffs, Independent, EN 352-3 Ear Muffs, Helmet Mounted	Regular cleaning and battery changing. Inspection of seals for deformation or cracking before use. If found defective not to be used.

Eye Protection

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Safety Glasses	Some protection against liquid and chemical splash, flying objects and debris.	EN 166 1 F K N (K N are optional)	Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning
Goggles	Protection against liquid and chemical splash, flying objects, dust and sparks	EN 166 349 1 B	Regular cleaning
			Regular cleaning
			Regular cleaning
Visors	Protection against liquid and chemical splash and materials or debris likely to fly into the face.	EN 166 39 1 B	Regular cleaning
			Regular cleaning
		EN 166 39 - B	Regular cleaning
			Regular cleaning
Safety glasses with dark lenses	Some protection against liquid and chemical splash, flying objects and debris + UV Protection	EN 166 1 F K N (K N are optional)	Regular cleaning
			Regular cleaning
			Regular cleaning
			Regular cleaning

Respiratory Protection

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Disposable Masks (Lightweight Respirators)	Protection against non toxic dust, fibres, water based mists of solid or liquid aerosols and oil based particulates.	EN 149:2001 FFP1. Nominal Protection Factor 4. Assigned Protection Factor 4.	Dispose after use
	Protection against fine respirable dusts, toxic dusts, fibres, oil and water based mists.	EN 149:2001 FFP2. Nominal Protection Factor 12. Assigned Protection Factor 10.	Dispose after use
	Protection against high concentration of fine toxic dust, fibres, water based mists of solid or liquid aerosols and oil based particulates.	EN 149:2001 FFP3. Nominal Protection Factor 50. Assigned Protection Factor 20	Dispose after use
Half face Respirators	Can protect against dusts, gases and vapours. Filters will ONLY protect against gases and vapours stipulated. There are different filter mediums for different gases and vapours	EN 140 / EN 405	Regular cleaning
			Regular cleaning
			Regular cleaning
Full Face Respirators	Can protect against dusts, gases and vapours. Filters will ONLY protect against gases and vapours stipulated. There are different filter mediums for different gases and vapours	EN 136 Class 2	Regular cleaning
			Regular cleaning
			Regular cleaning
Powered Respirators	Hazardous vapours, gases and particles	EN 1835 / EN 270	Refer to Manufacturers Instructions
Airfed masks	Hazardous vapours, gases and particles		Refer to Manufacturers Instructions

Hi-vis clothing

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Rail Sites		Railway Group Standard RIS-3279-TOM, Issue 8, Dec 2013	
Jackets	Must be worn when working on Network Rail Infrastructure sites. The wearer should be more visible under any light conditions during daylight. The wearer should be more visible under illumination i.e. car headlights or overhead lighting	Colour: fluorescent orange, Class 3 minimum	Clean the strips of Jackets, Waistcoats and trousers regularly Garments should be routinely cleaned in accordance with manufacturer's instructions. Check for wear and tear, loose seams, and rips prior to every use
Trousers		Colour: fluorescent orange, Class 2 minimum	
Waistcoats		Colour: fluorescent orange, Class 2 minimum and quickly part at the shoulders and sides	
High Visibility Mini Vests (HVMV)		Colour: fluorescent orange, Class 1 minimum and quickly part at the shoulder and sides	
Highways / Construction Sites		EN ISO 20471	
Jackets i	Must be worn when working on public highways	Colour: fluorescent yellow, Jackets with sleeves: Class 3 minimum on motorways and dual carriageways of > 50mph; Class 2 minimum on construction sites	Clean the strips of Jackets, Waistcoats and trousers regularly Garments should be routinely cleaned in accordance with manufacturer's instructions Check for wear and tear, loose seams, and rps prior to every use
Trousers	Maybe used when working on highways/ construction sites	Colour: fluorescent yellow, Class 2 minimum	
Waistcoats	Must be worn when working on construction sites	Colour: fluorescent yellow, Class 2 minimum	

Additional Hi-vis clothing

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Overalls			
Disposable Overalls	Non Hazardous Dust and Dirt Protection	Coverall with collar, elasticated waist, wrists and ankles.	Dispose after use
	Protects against hazardous dust (including asbestos fibres) and chemical splashes and spray	Coverall with elasticated hood, waist, wrists and ankles. EN13982-1 (&2) Type 5 particulate protection. EN13034 Type 6 Reduced Spray. EN1149-1 Anti-Static.	Dispose after use
Wet weather protection			
Waterproof trousers	Should be worn to protect the wearer against cold and rain.	Refer to Hi-visibility Clothing	All clothing should be cleaned regularly and in accordance with the manufacturer's instructions where appropriate. Wet weather clothing should be naturally dried, to maintain the integrity of the fabric.
Waterproof jacket		Refer to Hi-visibility Clothing	
Thermal comfort clothing			
Thermal head protection	Should be worn to protect the wearer against cold .	N/A	All clothing should be cleaned regularly and in accordance with the manufacturer's instructions where appropriate. Wet weather clothing should be naturally dried, to maintain the integrity of the fabric.
Fleeces		N/A	
Waist coats		N/A	
Gloves		N/A	

Hand Protection

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Gloves & Gauntlets			
Disposable	Use when protection from soiling from non-hazardous or low- hazard substances is required	EN374:2016	Dispose after use
Heat Resistant/Thermal	Can provide protection for cold or thermal risks	BS EN388:2016	Clean Regularly
Chemical protection	Protects wearer from contact with potentially damaging chemical or biological materials	BS EN374:2016	Disposable
Secure handling / Riggers	Protection against mechanical risks (abrasives, blades, splinters etc)	CE Cat 1	Dispose after damage
Cut resistant	Protection against mechanical risks (abrasives, blades, splinters etc)	N/A	Clean Regularly
Hand sanitizer			
Hand sanitizer	Enables hands to be cleaned after contamination and before eating, driving etc.	N/A	N/A

Footwear

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Safety Boots for Construction Sites	Must be worn when visiting & working on construction sites. Protects against objects falling on and crushing toes and against sharp objects on the ground piercing the boot (minimum for site work)	EN ISO 20345 Toe and midsole protection with ankle support. Rigger boots are NOT recommended due to lack of ankle support	Clean regularly. Inspect before use for wear and tear, loose seams and any damage. Replace broken laces.
Safety Boots for Rail Sites	Must be worn when working on Network Rail Infrastructure sites. Protects against objects falling on and crushing toes and against sharp objects on the ground piercing the boot	EN ISO 20345 Toe and midsole protection with ankle support, lace up. NO RIGGER BOOTS ALLOWED	Clean regularly. Inspect before use for wear and tear, loose seams and any damage. Replace broken laces.
Safety Boots for Contaminated Sites	Must be worn when working on sites where ground is contaminated. Protects against objects falling on and crushing toes and against sharp objects on the ground piercing the boot	EN ISO 20345 Toe and midsole protection. NO LACE-UP BOOTS ALLOWED	Clean regularly. Inspect before use for wear and tear, loose seams and any damage.
Antistatic	Can be used to reduce electrostatic discharge. Should be used in areas with potentially explosive atmospheres.	EN ISO 20345 or EN ISO 20347	Clean regularly. Inspect before use for wear and tear, loose seams and any damage. Replace broken laces. ENSURE BOOTS DO NOT HAVE ANY EXPOSED METAL PARTS
Wellington Boots			
Toe and midsole protection	Protects against the wet and dirt Protects against objects falling on and crushing toes and against sharp objects on the ground piercing the boot (minimum for site work)	EN ISO 20345 or EN ISO 20359	Clean regularly. Inspect before use for wear and tear, loose seams and any damage.
Thigh boot	For deep water Protects against the wet and dirt	EN ISO 20345 or EN ISO 20363	

Personal Safety Equipment

Type of PPE	When required to be used / type of hazard PPE protects against	Standard of Protection Required e.g. hi-viz; class 1,2,3	Maintenance Required
Sun Block	Can provide protection against sun burn	SPF 30	N/A
Fall arrest harnesses	Designed to prevent the user from colliding with the ground or other structure. Designed to limit the forces on the human body. Used as part of : (a) Work-restraint systems (b) Work-positioning systems (c) Rope-access systems (d) Rescue systems (e) Fall-arrest systems	EN361	Formal inspections by a competent person required.

Reminder to all Sentinel Card Holders & Checkers

Safety Central

Network Rail share updates of recent incidents, accidents and best practice advice online. Please get into the habit of checking this website for the latest news;
<https://safety.networkrail.co.uk/tools-resources/safety-bulletins/>

Southern Shield

Southern Shield is a collaborative safety forum that consists of Network Rail Southern Capital Delivery and its principal contractors. On their website they have useful articles and explain the rules of the Southern Shield charter, which is mandatory on some southern sites.
<https://www.southernshield.co.uk/>

Railway Rule book

Add this website address to your browser favourites to ensure that you always have access to the Network Rail Rulebook modules

Previous monthly rail briefings

<https://www.matchtech.com/about-us/health-and-safety/safety-briefings>



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Work-safe Procedure

This is for anyone to use, it works as follows:

If you believe the Safety Arrangements to be inadequate:

- Stop Work and talk to the Team Leader or person in charge; they should:
 - Review the arrangements
 - Change them if necessary and re-brief

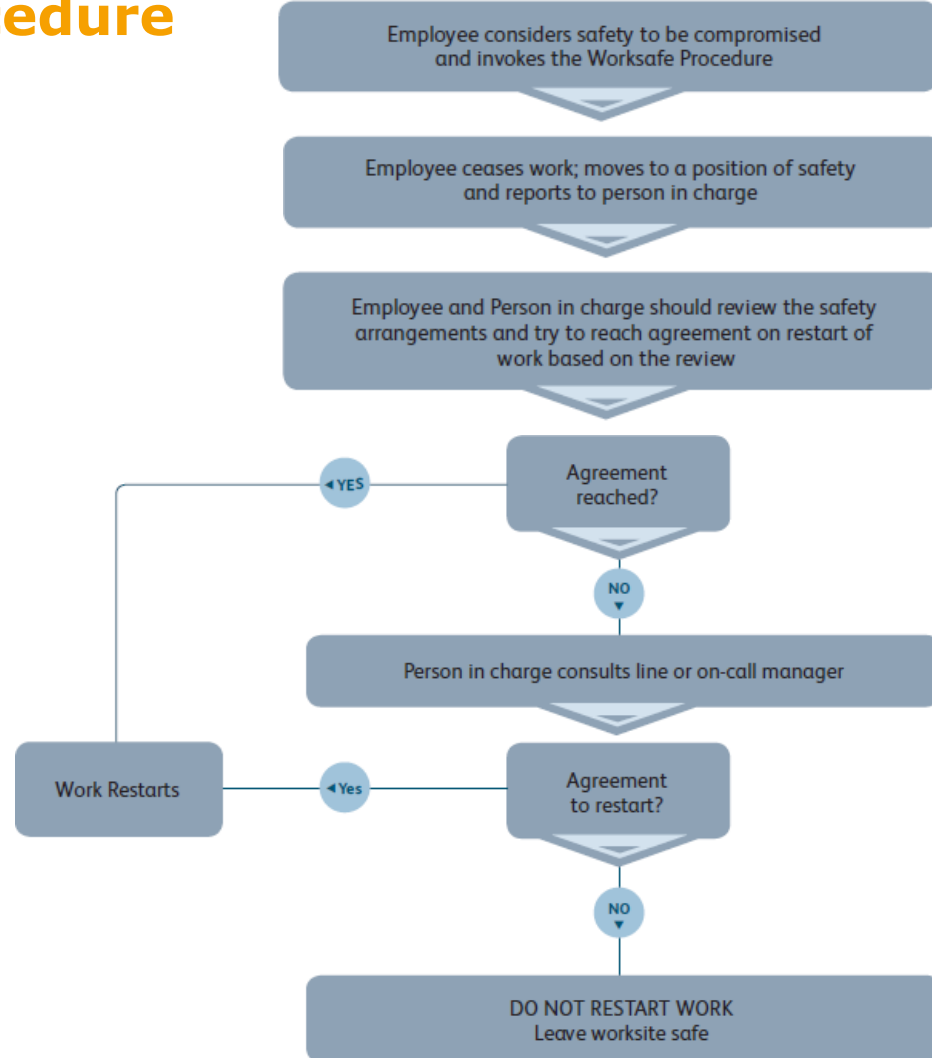
If you are still unhappy DO NOT RESTART; escalate to the next level by contacting one of the following:

- Your Line Manager, Your Safety Rep, Any member of the management team, The DU Safety Advisor, Network Rail Control, MT on-call 07786 265531
- Do not start work until you are satisfied that the safety arrangements are appropriate to the activity



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Work-safe Procedure



Changes to your shift times and increased fatigue risk

It is important that you notify your consultant as soon as possible if there is a change to your rostered work pattern while working on the Network Rail Infrastructure.

As part of our commitment to you and our obligations to monitor and manage your fatigue, we must always have an accurate understanding of where and when you are working.

In addition, you also have a legal obligation to ensure that you are safe to work, the Health and Safety at Work Act 1974. This states that “Workers have a duty to take care of their own health and safety and that of others who may be affected by their acts or omissions at work”

Do not start work until you are satisfied that the safety arrangements are appropriate to the activity

Never, ever drive while feeling tired

If you are starting to feel fatigued while you are onsite then instigate the work safe procedure.

Contact the Rail team

24 hour on call - 07786 265531

Use this on-call number if you need to contact someone from the company urgently, for example to report an accident / incident or if you are being pressured to do something that you are not comfortable with, such as being asked to exceed the working hours rules etc.

Store this number in your phone in case of an emergency.

This number is not to be used to query timesheets or to enquire about vacancies, it is an emergency contact number.

If you would like to suggest a topic for future safety briefings, or need to talk to someone in confidence then email the Rail HSQE manager Joe Christopherson; jchristopherson@matchtech.com

Your Feedback is always welcomed, email us at MT railonboarding@matchtech.com

Safety sQuaRed

See it, Scan it, Share it

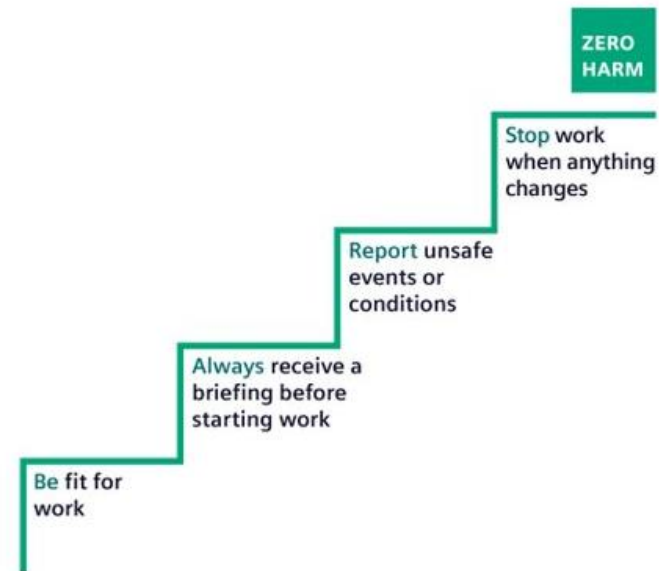


<https://www.gattacaplc.com/report-near-misses>

4 Steps to Zero Harm

Our Priority: Your safety and wellbeing is our absolute priority. We believe that Zero Harm is achievable each and every day by following the four steps and through our behaviours.

Our expectation of everyone, whether an employee / an agency worker or a contractor, is that you will know and live by the 4 Steps.



SIEMENS

Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.



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Report hotline:
0800 4 101 101

Report textline:
07507 285 887

Freepost: CIRAS
www.ciras.org.uk