



**STEM** TALENT PARTNER OF CHOICE

# Safety Briefing

April 2025

## Monthly topics

Person in charge 019 simplification / clarification

### Safety Bulletins

- Changes to Drugs and Alcohol Testing Standard
- Slip and trip injury at not approved access point
- P.I.C.O.P. Working location clarified

### Fast Facts

- RRV on-tracked in wrong location
- Hand injury while erecting tower scaffold
- Workers falls through plywood cover into hole
- Hand injury from cable armoured sheathing



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It is critically important that all COSS / P.I.C. have a full and clear understanding of the O19 standard.

NR/L2/OHS/019

Ref:	NR/L2/OHS/019
Issue:	12
Date:	03 June 2023
Compliance date:	02 September 2023

## Level 2

## Manual

Safety of people at work on or near the line

Access to the standards is free to everyone via Network Rail

[Click here to apply for free access to all Network Rail Standards](#)

As the P.I.C. you verify and accept the pack, you are not allowed to edit or authorise a change to it.

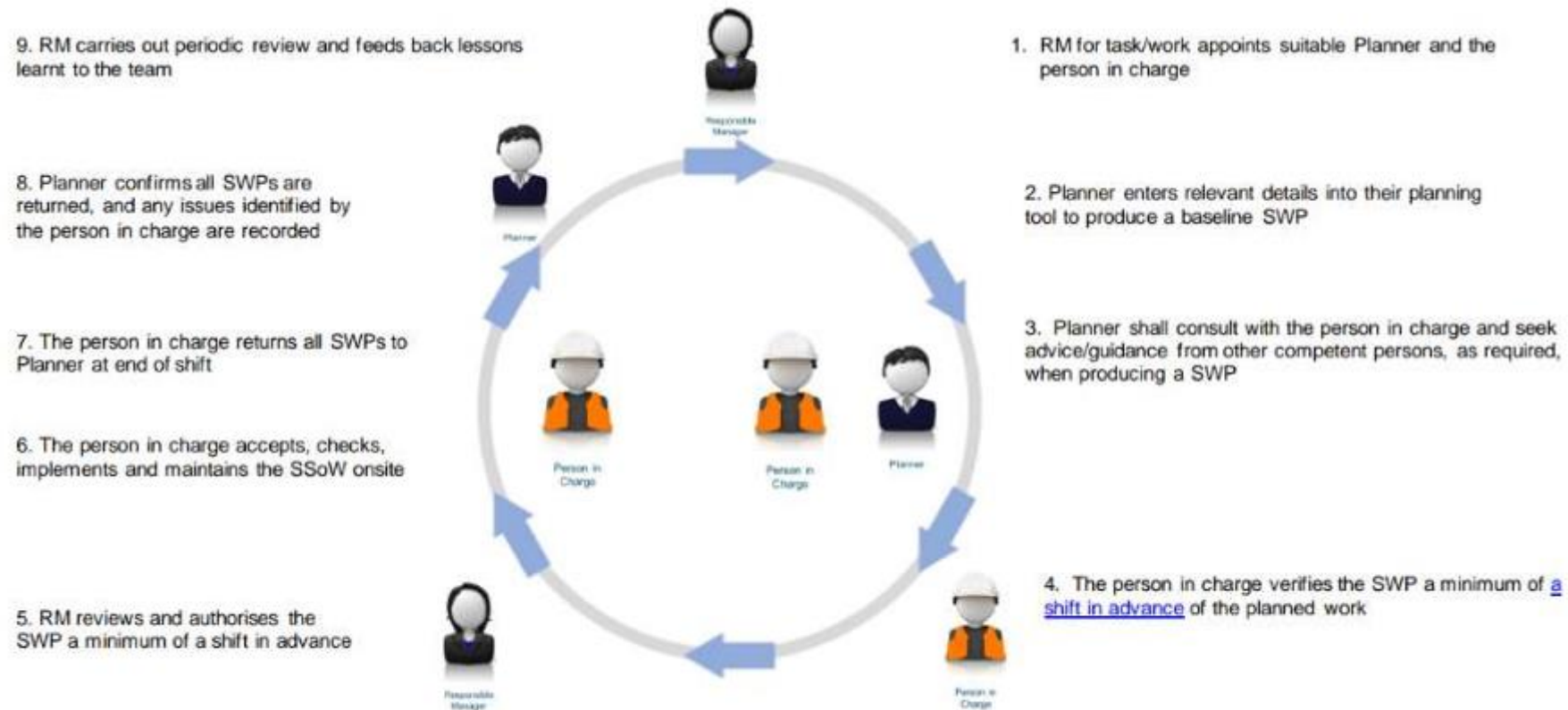


Figure 1 – An overview of the planning cycle



## The Three Roles

### The Responsible Manager (RM)

- is accountable for the preparation of Safe System of Work (SSoW)
- decides how the work is to be prioritised, planned, and delivered
- appoints the Planner and delegates the preparation of the SWP
- appoints the person in charge to help plan and implement the SSoW and the works
- reviews and authorises or rejects the verified SWP

### The Planner

- is responsible for planning the work as instructed by the RM
- shall have suitable and sufficient task and site risk knowledge and experience, or shall consult with those who can provide such knowledge and experience
- shall be assessed and competent as a SSoW Planner



## The Three Roles cont.

### The Person in Charge

- is accountable for their own safety and the safety of all persons in their work group
  - This includes the risk of being struck by trains and the risks associated with the task and location
- shall hold one of the following competencies:
  - COSS; or
  - when working alone, Individual Working Alone (IWA) as a minimum
- retains accountability for safety at a site of work and has the final decision as to whether a SWP is acceptable before it is implemented

Remember, the person in charge shall not perform the duties of:

- Site Warden
- Lookout



# Health Bulletin



## Updated Drugs and Alcohol Standard (Issue 8 - NR/L2/OHS/00120)

Issued to: All Network Rail line managers, health  
and safety professionals and accredited contractors

Ref: NRH25-01

Date of issue: 11/03/2025

Location: National

Contact: [Occupational Health and Wellbeing  
Team, Technical Authority](#)

**Level 2**  
**Business Process**  
Drugs and Alcohol Standard

Approved

Controlled by

*A. Duthie*  
New Skills  
Workload Management

Controlled by

*Mark Edwards*  
Network Rail  
Network Rail Business Process

Approved for publication by

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Network Rail  
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**Network Rail**

## Overview/Next Steps

The Network Rail Drugs and Alcohol Standard (Issue 8 - NR/L2/OHS/00120) has been updated and re-published on 1 March 2025. The compliance date is set for 7 June 2025.

The changes affect everyone in Network Rail. To access the standard click [here](#) and the briefing information click [here](#).

If you are a **line manager**, you need to be aware of the following changes which apply to you:

- **Clause 5.6:** if an employee records a non-negative point of contact test (POCT) following a random drugs test, you must now implement the '[non-negative risk assessment](#)'
- **Clause 6.1:** prior to determining if a for-cause D&A test is required, you must complete the '[for-cause test form](#)' with an employee;
- **Clause 7.1:** prior to determining if a post-accident/incident test is required, you must complete the '[post-accident/incident test form](#)' with an employee.



The following changes apply to **all employees**:

- **Clause 13.1:** you must only use prescribed or over the counter (OTC) licenced medicine where there is a legitimate medical reason as defined in NR/L2/OHS/00120;
- **Clause 13.4:** you must seek guidance from chemist on call for any medication use with known side effects that have the potential to impact on your ability to work safely;
- **Clause 14.1:** appeals against positive D&A tests may now be submitted without support of a Sponsor, but only where evidence is provided which meets the appeal criteria stated in NR/L2/OHS/00120;
- **Clause 10.7.4:** employees who have a medical condition which prevents you providing a urine sample may request guidance from occupational health for alternative drugs testing methodology.

### Other changes to the standard

- **Clause 5.1.3:** the scope of employees eligible for random D&A testing has been updated;
- **Clause 9:** addition of 'active monitoring' as a test type for an employee who is under the Network Rail Drugs and Alcohol Support Programme;
- Removed the requirement for Network Rail employees to attend and pass a D&A test within the 3 months prior to attending Personal Track Safety (PTS) training.

See below for further information and guidance.

### Discussion points

Access and share information on this update with your teams:

- Access the updated standard [here](#).
- Access the standard briefing information [here](#).
- Access further guidance and information on the [D&A MyConnect page](#).

For support, contact:

- Your Region or Function Health & Safety Leadership Team
- Technical Authority Occupational Health and Wellbeing Team via [healthandwellness@networkrail.co.uk](mailto:healthandwellness@networkrail.co.uk)

# Shared Learning



everyone  
home safe  
every day

## Slip, Trip & Fall – Access Point

**Issued to:** Scotland's Railway colleagues  
& Principal Contractors

**Ref:** SRL 25-03L

**Date of issue:** 06/03/2025

**Location:** Lenzie, EGM1, 8m 44yds

**Contact:** [Chris Lyall, Health & Safety Manager](#)



## Overview

As a colleague was walking down wooden steps at an access point, a step gave way, and they stumbled forward. The colleague put their hand out to grab the wooden handrail, resulting in a cut to their finger, however the outcome could have been worse.

The colleague was wearing safety gloves at the time and received first aid on site.

Slips, trips & falls are the leading cause of injury events across Scotland's Railway. In 2024/25 so far there's been 28 events (4 RIDDOR reportable, 1 lost time, and 23 no lost time injuries). Locations of these were:

- 13 on track or trackside.
- 9 at a compound, depot, or building.
- 6 at (or close to) an access point.

## Underlying Causes

- Access for the works wasn't identified during the planning walkout.
- The access point used wasn't in the hazard directory and had been taken out of use.
- There was no sign or physical barrier showing the access as out of use.
- The access point was no longer being inspected or maintained because it wasn't in use.



## Key Message

How do you plan access to site for your works and how do you check it's safe?

**Always** plan safe access and good housekeeping for your activity on site.

What information is available to help you plan?

**Never** use an access point that is not in the hazard directory or has been taken out of use.

What measures are in place where you work to prevent slips, trips & falls?

**Always** 'take 5' and confirm that it's safe before continuing on site.

Part of our group  
of Safety Bulletins

**Safety  
Alert**

**Safety  
Bulletin**

**Safety  
Advice**

**Shared  
Learning**



# Safety Advice



everyone  
home safe  
every day

## PICOP working location

Scope: All Network Rail Line Managers, safety professionals and accredited contractors

Ref: NRA25-03

Date: 07/04/2025

Location: National

Contact: [Simon Wilkinson, Head of Infrastructure access, System Operator](#)



## Overview

Recently there have been some examples where PICOPs (Person in Charge of Possession) are undertaking their duties from unsuitable locations, such as working from home. This is not acceptable normal practice as highlighted in Recommendation three from the Balham RAIB (Rail Accident Investigation Board) investigation [Report](#).

PICOPs shall work from the most appropriate location and have access to the tools, resources and equipment required to perform their duties. This would normally be a Possession Control Centre, appropriate Network Rail / Contractor office, on-site or a Route Signalling Centre.

It is important that PICOPs are actively engaged with this important safety activity: -

- Maintaining overall control of the possession.
- Able and capable to manage incidents.
- Can collaborate with the right staff to provide leadership.
- Make sure critical site documentation for possession limits, worksite limits, isolation, and other permit to work documents are created and assured.

## Action Required

System Operator is currently updating the group standard NR/L2/OPS/303 standard. In recognition that it will require some time to match the expectation set out above the following action should be undertaken by the 3<sup>rd</sup> June 2025: -

- A PICOP should undertake their duties in a suitable work location such as Possession Control Centre, appropriate Network Rail / Contractor office, on-site or a Route Signalling Centre
- A professional work location is preferred but it is recognised that a **vehicle** may be used by a PICOP to undertake their duties. If working in a vehicle then complexity of the work/documentation should be considered and the creation and assurance of critical site documentation for possession limits, worksite limits, isolation, permit to work documents and the health of the PICOP should not be adversely affected by working in the constrained space.
- While the preference should always be to use a professional work location there may be some exceptional circumstances where **working from home** is acceptable provided a suitable and sufficient risk assessment is undertaken. Considerations when undertaking the risk assessment should include factors such as; Mobile device signal strength, back up mobile device or landline, distance from the possession in case they are required at the possession, accessibility, overcrowding in control rooms, weather, travel conditions, shift duration, driving time, home location suitability, including potential distractions, and DSE issues.

# INCIDENT/ACCIDENT FAST FACTS

**To be reported to the CVL DCM in the same shift.**

<b>Project / Contractor</b>	CVL Amey Transformation
<b>Location (inc ELR, mileage):</b>	CAR 08m 1400yds
<b>Date:</b>	02/04/2025
<b>Time:</b>	04.00
<b>Event type:</b>	Operational Close Call
<b>AIW reference:</b>	Maximo 3056431
<b>Initial reporter:</b>	Jim Welsh
<b>Operational railway affected:</b>	No
<b>Lead Investigator</b>	Brian Evans
<b>Route Control reference numbed (if applicable)</b>	N/a
<b>Close Call raised</b>	Yes
<b>Status of Injured person: (if applicable)</b>	N/a

**Brief Overview of Event:**

A team working with 3x RRV egressed the railway infrastructure at a RRAP which was not agreed as a part of the Operational Brief given by the Engineering Supervisor for the works that night.

A breakdown in communication acted as a contributing factor to deviation from the plan.

The variance from operational instruction has raised the operational close call.

**Immediate Action(s) Taken:**

The Supervisor for the team has been stood down pending investigation

The MC/COSS's have all been stood down from safety critical duty pending investigation

Level 2 initiated

**Photographs:**


**SIEMENS**

Audience: Siemens Mobility Limited, Rail Infrastructure

# EHS Fast Facts Alert

Subject: Hand Injury whilst erecting tower scaffold

FF-02-2025



On Tuesday 12th March 2025 an Apprentice Test Operative sustained a hand injury on a palisade gate at Currie Feeder Station in Edinburgh.

The injured party (IP) was part of a team of three attending the feeder station to undertake the programming of a weather monitoring unit (Vaisala Unit) attached to the edge of the Feeder station roof. The team were tasked with erecting a GRP tower scaffold (PASMA tower) next to the feeder station to gain access to the monitoring unit.

At approximately 10:00, the IP was passing a bracing pole up to his colleague who was constructing the tower. The pole slipped from the IP's grip, and as he tried to regain hold of the pole, his hand came into contact with the top of a palisade gate. The palisade gate which secures the perimeter to the feeder station had been left open to allow for the tower to be braced.

The anti-trespass spike on the top of the palisade gate pierced both the glove and skin of the IP resulting in a minor cut and abrasion to his left hand.

First aid was administered on site, and the accident reported to the Project Manager, EHS Advisor and NR SCO. The IP was able to resume works, however works were stood down allowing a review in line with 4<sup>th</sup> of our 4 Steps to Zero Harm: **Stop Work When Anything Changes**.

A full investigation has commenced, and any learnings will be communicated in due course.

*#offerwithoutfear: please make sure you speak up if you are concerned about anything in your surroundings before commencing a task*

*#reflecthonestly: it is important that despite being very familiar with a task or activity, we take time to properly reflect if there are any hidden hazards that we may have not considered*

*#hearothers: our own risk perception can be improved by others who maybe are less experienced with the task, let's take time to review together*



#### Discussion Points

1. Has the worksite been adequately assessed prior to starting work?
2. Are we aware of our surrounding when undertaking works?
3. Do site operatives understand the Four Steps to Zero Harm?
4. Are apprentices adequately briefed and supervised?

Electrification  
Project – Scottish Substations

Delivery Director – Mike Barnby  
Project Manager - Stuart Hamilton  
Author - Sam Lake

For more information about this report please contact  
[lake.samuel@siemens.com](mailto:samuel.lake@siemens.com)  
Relevant Notify Entry: 73544

**SIEMENS**

Audience: Siemens Mobility Limited, Rail Infrastructure

# EHS Fast Facts Alert

Subject: Injury due to inadequately protected cable void

FF-03-2025

On 1<sup>st</sup> April 2025, a Siemens project team were on site carrying out a survey in order to plan the delivery and lift of the DC Substation onto its base, as part of the Goole test track project.

Whilst conducting the survey, the IP stood on a piece of plywood that was covering a cable void within the substation base. The plywood slipped and gave way, as a result the individual fell into the cable void (approx. 700mm) landing on their feet and hitting their chest on the edge of the void.

The IP climbed out of the cable void unaided and confirmed they were ok to the site team. They were offered first aid but stated that they didn't require any treatment. They completed their activities on site, signed out from site and drove home.

The IP decided to attend hospital later that day, citing a sore chest and ankle. They were discharged from hospital and returned to normal work duties the next day.

A full investigation has commenced, and any learning outcomes shall be communicated in due course.



Photo showing the substation base (barriers erected post-incident)



Photo showing the plywood boards covering the cable voids within the base

#### Discussion Points

1. Has the worksite been adequately assessed prior to starting work?
2. Are we aware of our surroundings when undertaking works?
3. Have staff been briefed on the hazards present on site?
4. Is signage in place to warn of any hazards?
5. Have any temporary works arrangements been adequately considered and installed?

Electrification - Goole Test Track project

Delivery Director – Jon Humpherson

Project Manager – Liam Bradley

Author – Sam Lake

For more information about this report please contact [lake.samuel@siemens.com](mailto:samuel.lake@siemens.com)

Relevant Notify Entry: 74094

**SIEMENS**

Audience: Siemens Mobility Limited, Rail Infrastructure

# EHS Fast Facts Alert

Subject: Hand Injury from cable armoured sheathing – Kingmoor Project

FF-04-2025



On 24<sup>th</sup> April 2025, a Siemens CIS I&C Engineer (IP) sustained a cut to their hand which required hospital treatment whilst working on the Kingmoor Project.

This injury, combined with previous hand injuries across RI involving for example tower scaffold assembly, trough lid handling and electronics, represents an unacceptable pattern that demands immediate action. We must urgently review our work methods, enhance behaviours, and reassess PPE requirements for tasks where hands are at risk of injury.

The IP was working with one other to terminate a 50pr armoured copper cable into a location case. Whilst in the process of stripping the cable to install a sheath gap kit, the IP removed his gloves to get more purchase / dexterity. His left hand slipped and was cut by the outer armouring of the cable as he was removing it, leaving a minor cut to the fleshy part of the bottom of his thumb.

First aid was administered on site after which the IP taken to A&E where the cut was glued. The IP was released from A&E to return to work and continue with other normal duties.

Stop Work when anything changes – If you feel that you need to remove your gloves to aid dexterity then STOP, undertake a dynamic risk assessment, and review the suitability of PPE. This is only allowed with authority from the Responsible Manager and should be noted on the Task Brief.

#reflecthonestly – Do you always wear your gloves when undertaking tasks?  
#offerwithoutfear - Would you raise to management if the PPE you have is not adequate for the work you are undertaking?



Outer Armoured Cable that caused the injury

#### Discussion Points

1. Do you believe removing PPE whilst undertaking work is the right thing to do?
2. Do you know what to do if you have to remove PPE?
3. Would you advise a colleague to put on their PPE if they have removed it without authorisation?
4. Who would you speak to if you feel that the PPE is not appropriate or causing problems with carrying out that task?
5. How do you live our 4 Steps in everything you do at work?

York Projects – CIS – Kingmoor Project  
CIS Operations Director – Colin Rowcliffe

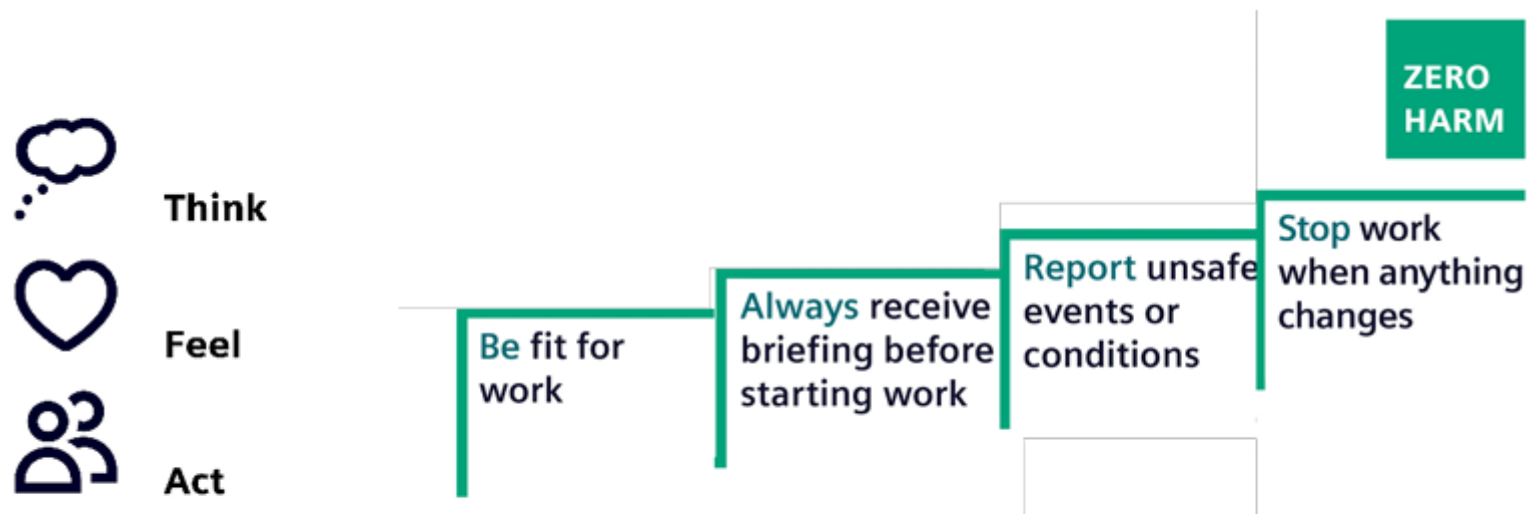
Author – CIS EHS Dept

Contact information:

[smo.ri.cis.ehs.mobility@siemens.com](mailto:smo.ri.cis.ehs.mobility@siemens.com)

Relevant Notify Entry: 74640





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## My Sentinel

<https://mysentinel.me/Account/LogOn/?ReturnUrl=/>

**Do you know that you can view all of your own Sentinel Competencies in real time?**

- See the competency expiry dates and assessment due,
- look at your medical and Drugs and Alcohol test records.
- Receive emails directly from Sentinel
- Search and email Sentinel sponsors directly
- Follow the link to my sentinel above and set up your own Sentinel profile



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# 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 are 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  
<https://www.rssb.co.uk/standards/types-of-standards-and-how-they-work/the-rule-book>



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## 1. Introduction

### The purpose of this code

This section of the code tells you about getting access to the Network Rail standards and controls, which you will need to do before carrying out work on the rail infrastructure.

## 2. Network Rail standards and controls

Network Rail standards and controls are a set of documents we produce to define the way we work. They set out the information we share, the principles we have and the business requirements we work to.

Together, they give us a consistent, safe and coherent set of working practices across the whole company. By having a single external source for this information, we can be sure that contractors and suppliers have access to the most up-to-date standards and controls information. We publish Network Rail standards and controls quarterly. Publication dates are the first Saturday in March, June, September and December. We'll communicate any changes through the Network Rail Standards and Controls Change Summary Report.

All our principal contractors:

- Should show that they have systems in place to access our standards and controls and brief their own people on changes.
- Should brief their subcontractors on changes or, assure us that the subcontractors are competent to brief themselves.
- Must not distribute our standards and controls outside their organisation.

To aid your briefing process, you may give your subcontractors a copy of the Network Rail Standards and Controls Change Summary Report.

## 3. Who do I contact for more information?

Suppliers, principal contractors and subcontractors can access Network Rail standards and controls and the change summary report by registering for the [Network Rail Standards Portal](#).

To register, please complete and submit the webform. Please [click here](#). [Click Here](#)

To find out more, please contact the Network Rail Standards & Controls Management Team:  
[STSupplierSupport@networkrail.co.uk](mailto:STSupplierSupport@networkrail.co.uk)

## 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.



## 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

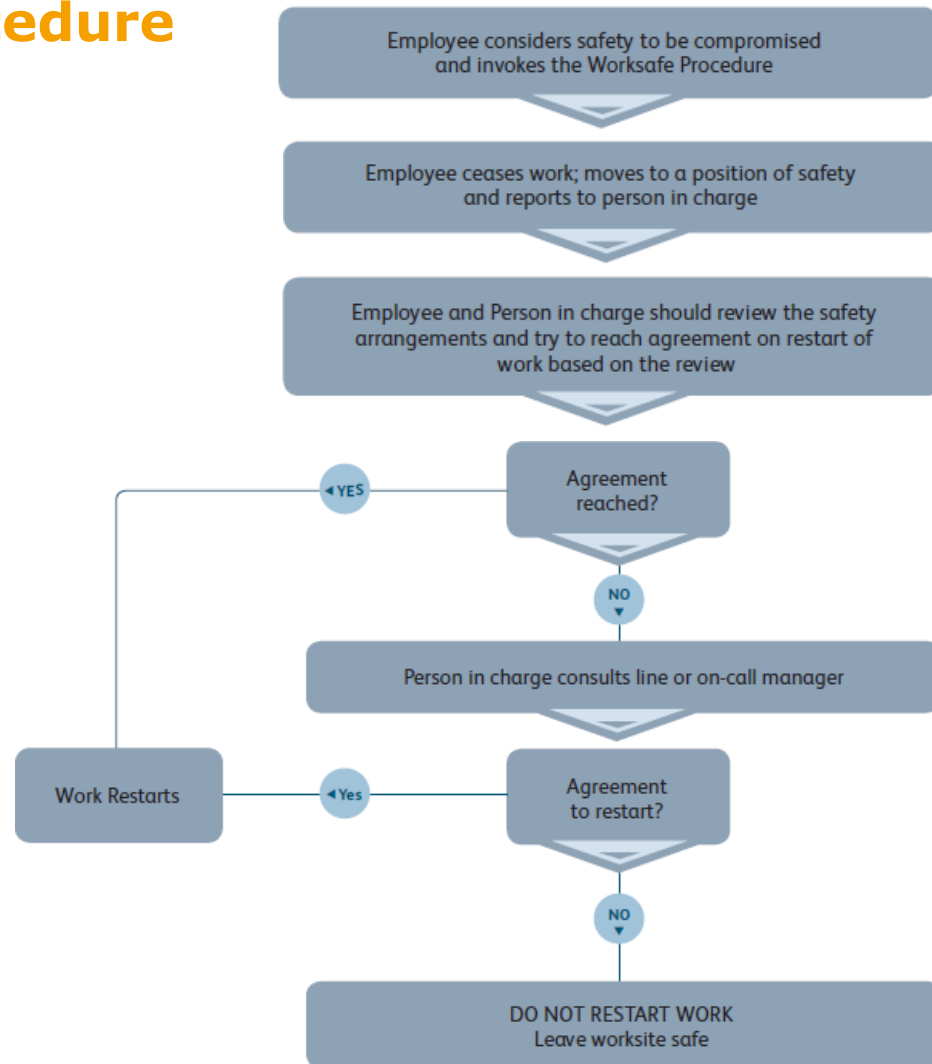
If you are still unhappy DO NOT RESTART; escalate to the next level by contacting one of the following:

- 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



## Contact the Rail team

24 hour on call - 07786 265531 Store this number in your phone in case of an emergency.

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.

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](mailto:jchristopherson@matchtech.com)

Your Feedback is always welcomed, email us at MT [railonboarding@matchtech.com](mailto:railonboarding@matchtech.com)

## Previous monthly rail briefings

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

# Safety sQuaRed

See it, Scan it, Share it

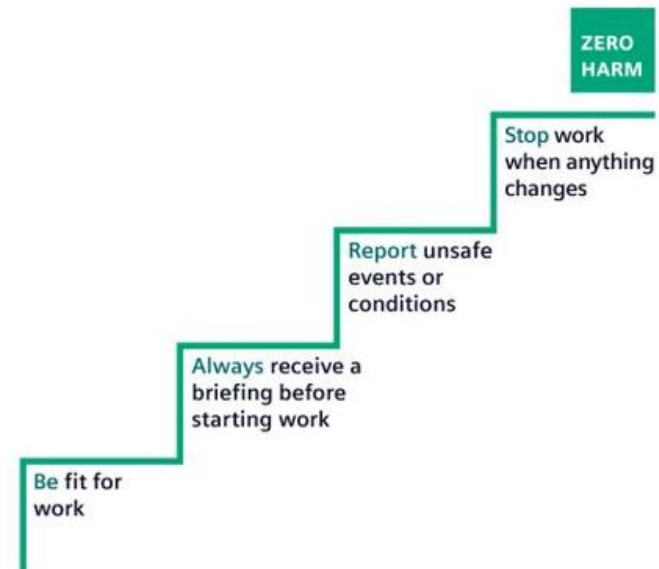


<https://www.gattacaplc.com/report-near-misses>

## 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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# CIRAS

# CIRAS

## Confidential Safety Hotline

If you have a safety concern,  
make the right call and report it.

Tell your supervisor, or contact us in complete confidence.  
Call 0800 4 101 101 or download our CIRAS reporting app.



Scan me

 Google Play

 App Store

We find safety in listening.



Scan me