



**STEM** TALENT PARTNER OF CHOICE

# Safety Briefing

January 2025

## Monthly topics

### Sentinel scheme rules have been updated

- <https://info.railsentinel.co.uk/help-support/sponsors/sentinel-scheme-rules/>

### Your own Competency Management

- My Sentinel

### Swiping in and out of Sentinel

- **IMPORTANT** - 100% mandatory for all workers to be swiped in and out of Sentinel



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The Sentinel scheme rules were updated in December 2024 and will be mandatory in March 2025.

<https://info.railsentinel.co.uk/help-support/sponsors/sentinel-scheme-rules/>

Breaching any of the Sentinel Scheme rules is a serious event and could lead to the possibility of having your sentinel card removed or temporarily suspended

It is very important that you know and understand your responsibilities, as these rules are mandatory.

It also gives details about Sentinel investigations and appeals.



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## My Sentinel

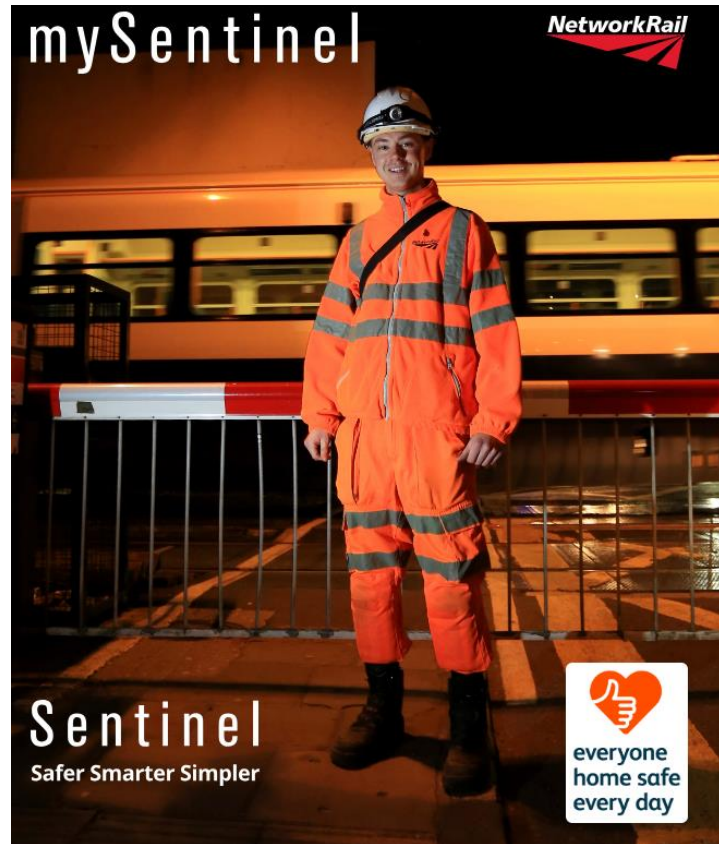
<https://mysentinel.me/Account/LogOn/?ReturnUrl=/>

**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 and set up your own Sentinel profile



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Login

Sentinel Number

123456

Password

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LOGIN

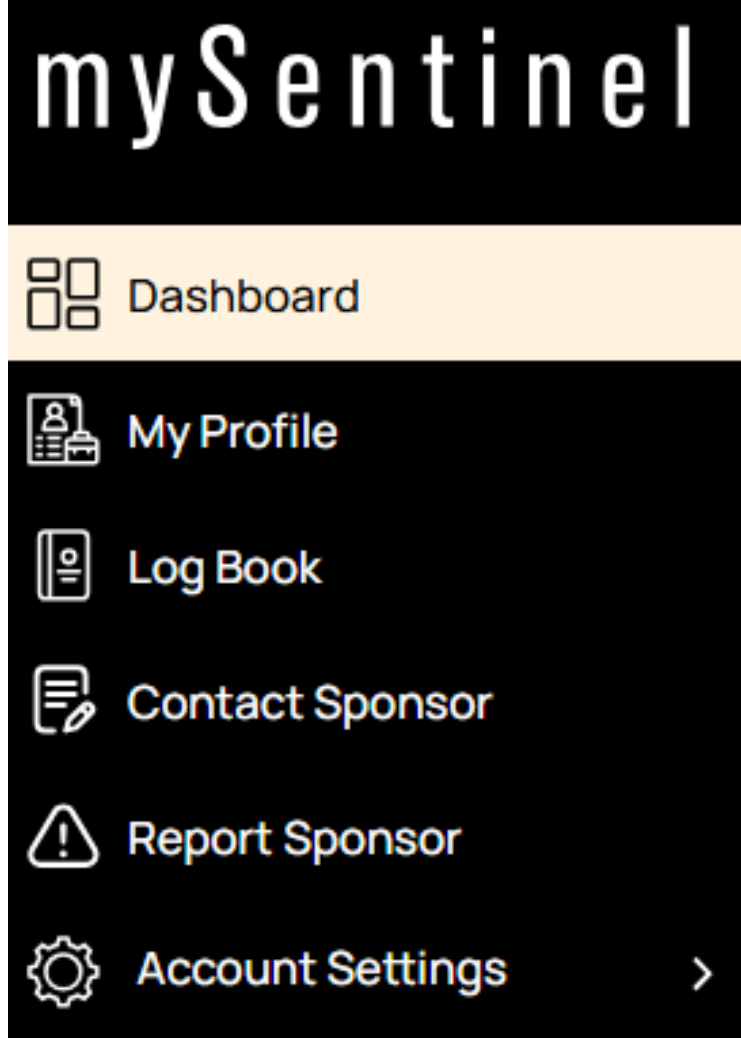
Forgotten your password?

## REGISTER

Go to the mySentinel website

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

And register an account for yourself.



## Dashboard

The mySentinel page allows you to view your [profile](#) – that's the details held about you on Sentinel.

You can also [amend your contact details](#) or [contact your sponsor](#). If you want to [start working for a new sponsor](#), you can contact them from this page.

Occasionally, working relationships can go wrong and if you are unhappy with the way you have been treated by a sponsor you can [contact Network Rail](#) here.

**Worker's Details**

Competences

Competence Assessments

Events

Medicals

D&amp;A Screenings

PPE

Swipes

Safety Briefings

The “my profile” section allows you to confirm your home details, next of kin contact details and importantly, your email address.

Once Sentinel are aware of your email address via this system, they will automatically email you with expiry dates for any competencies that you hold that are due to expire, or any assessments that are due.

Events are also shown, such as industry safety briefings or critical safety briefings

Medical expiry dates and details are here, allowing you to download your own certificates

Drugs and Alcohol certificates are available to view

**IMPORTANT – You can view your access swipes in and out of site that each COSS undertakes.**

## SWIPING into SENTINEL

Swipe In: The process for a sponsored individual to have their Sentinel record checked and validity confirmed by the COSS/person in charge to check their competences before allowing them access to the Managed Infrastructure.

**Scheme rule 3.4.3 All individuals shall provide their Sentinel card (virtual or physical) for swipe in before they undertake work on the Managed Infrastructure.**

Sentinel and Network Rail are focusing on this mandatory requirement for all workers to be signed into the work area by the COSS.

The individual must present their Sentinel card, and the COSS MUST swipe the worker in and out of the site.

These swipe in are recorded on the Sentinel portal and the records for each individual can be viewed and confirmed.

**IMPORTANT – AS A COSS MAKE SURE THAT THAT YOU SWIPE EVERYBODY IN.**  
**100% of the workers 100% of the time**



# 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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## **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

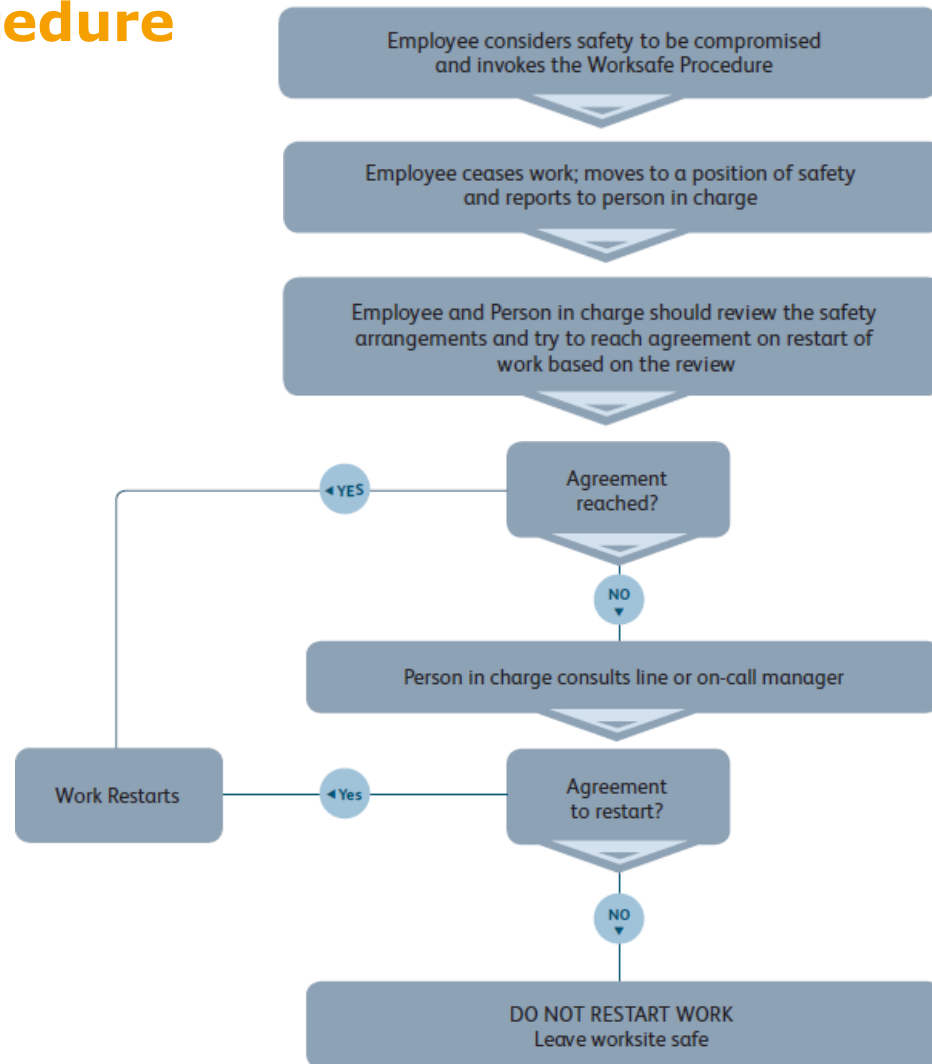
If you are still unhappy DO NOT RESTART; escalate to the next level by contacting one of the following:

- 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





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## 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](mailto:jchristopherson@matchtech.com)

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

# Safety sQuaRed

See it, Scan it, Share it

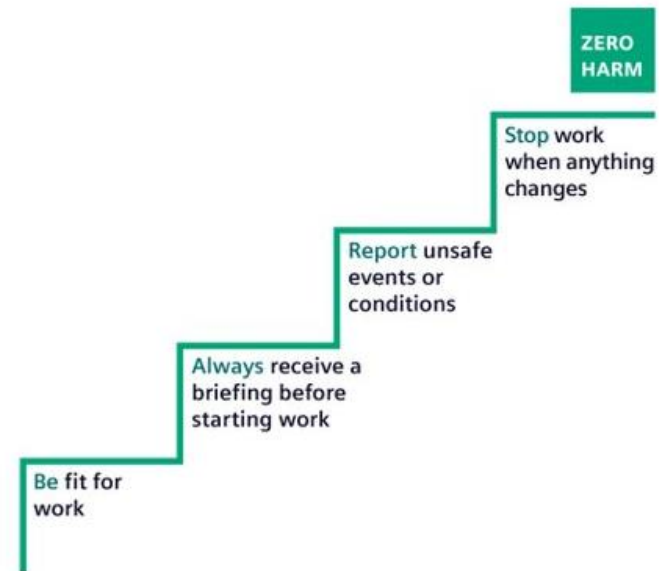


<https://www.gattacaplc.com/report-near-misses>

## 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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# 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