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Planning and delivering safe work – Implementation guide for Infrastructure Projects

Approvals

Content approved by:


.....


Andy Dunnett – Senior Programme Manager

Content approved by:


.....

Rupert Lown – Head of Corporate Workforce Safety

Content authorised by:


.....

Andy Gent – IP PDSW Sponsor

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Reference documentation

NR/L2/OHS/019

NR/L2/NDS202

NR/L3/OCS/303

NR/L3/INI/CP0064

Safety of people at work on or near the line

Principles, Timescales and Functional Responsibilities for Engineering Work, Access and Heavy Resource Planning T3 Possession of the Line for Engineering Work Delivery Requirements

Delivering Work within Possessions

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1 Purpose

The purpose of this guide is to set out the arrangements for all Infrastructure Projects (IP) functions, and its supply chain, to implement the Planning and Delivering Safe Work (P&DSW) process to reduce incidents and accidents by:

- a) increasing clarity associated with responsibilities;
- b) enhancing the planning process by involving those delivering the work
- c) reducing the number of uncontrolled or late changes to the plan.

2 Scope

This guide defines the principles and process for applying the role of safe work leader (SWL) as a person in charge including:

- a) a person with overall responsibility for management of safety arrangements relating to operational, location and task risk on site;
- b) SWL involvement in planning the work;
- c) provision of appropriate information to support the control of site risk, which is provided and accepted by the SWL in advance of work.

This guide applies to: -

- a) The role 'person in charge' is described in NR/L2/OHS/019.
- b) Any person appointed as a SWL/SWM for work will discharge the duties of person in charge and any responsibilities associated with this position.
- c) Any individual working alone (IWA) or SWL1/2 working alone may be appointed person in charge for solitary activities permitted by the Rule Book.

This guide supports NR/L2/OHS/019 and is to be used in conjunction with existing rule books, legislation, standards, processes and procedures.

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3 Definitions and abbreviations

Term	Definition
direct risk to the safe running of the operational railway	Direct risks include activities taking place adjacent to the operational railway which could cause a derailment risk and additional controls are required. Direct does not include signaling, telecoms or E&P activities carried out on the lineside or off lineside. These activities and risks to the safe running of the operational railway will be managed using existing standards and procedures.
exceptional circumstances	Any circumstance when there is a need to undertake work to avoid or reduce risks to people, or significant disruption to train services, which could not foreseeably been planned in advance by a designated planner.
Lineside	Between the railway boundary fence and the area called on or near the line.
individual working alone	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), and has passed the IWA P&DSW e learning module.
national hazard directory	A database that identifies the hazards on Network Rails controlled infrastructure. It also contains access point information and information about other structures or buildings on the infrastructure.
on or near the line	Within 3m (10feet) 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 1.25m (4feet) of the platform edge.
Planner	The role which creates the safe work pack.
principal contractor	The duty holder who is required to ensure effective management of health and safety throughout the construction phase of a project. Their main duty is to properly plan, manage and coordinate during the construction phase in order to ensure that hazards are identified and risks properly controlled. Principal Contractors will hold a Principal Contractor's License when working for Infrastructure Projects.
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, issued against a specific contract awarded for a specific activity.

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responsible manager	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. This can be a line manager or an on call manager.
Route Business	A function of Network Rail who undertake capex, faulting and maintenance work
safe system of work	A method of working designed to eliminate the risk involved in an operation, or to reduce the risk to an acceptable level if elimination is not possible.
safe work leader/manager	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.
safe work pack	A pack of information used by a SWL, Task Leader, COSS or IWA that provides the safety arrangements for all work to be undertaken on site.
task leader	The contractor representative responsible for leading a work area within a worksite in a possession. Acting as the 'Person in Charge' during the planning process, they will arrange the collation and provision of the relevant safe work pack for their work area. The task leader will hold as a minimum COSS competence.
technical expert	The contractor representative responsible for leading a work area within a worksite in a possession. Acting as the 'Person in Charge' during the planning process, they will arrange the collation and provision of the relevant safe work pack for their work area. The Technical Expert will hold as a minimum COSS competence unless a temporary variance has been applied for and agreed by the 019 Standard owner.

Table 1 – Definitions

Abbreviation	Description
COSS	Controller of Site Safety
ES	Engineering Supervisor
IP	Infrastructure Projects
IWA	Individual Working Alone
NR	Network Rail
PC	Principal Contractor
PCL	Principal Contractor Licence
P&DSW	Planning and Delivering Safe Work

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PIC	Person in Charge
PICOP	Person in Charge of Possession
PL	Planner
RCC	Railway Contractors Certificate
RM	Responsible manager
SSOW	Safe System of Work
SWP	safe work pack
SWL	safe work leader
SWM	Safe Work Manager
TE	Technical Expert
TL	Task Leader
WON	Weekly Operating Notice

Table 2 – Abbreviations

4 The safe work pack

4.1 What is the safe work pack?

The safe work pack (SWP) is the documentation provided to a 'person in charge' to allow them to undertake work safely and covers site task and operational risk. Further information on SWPs can be found in NR/L2/OHS/019.

4.2 When is a safe work pack required?

A SWP is required when the work is directly related to the construction, testing, inspection, surveying, maintenance, replacement, disposal or commissioning of Network Rail infrastructure or assets (including the delivery and use of materials, tools, equipment, plant and vehicles to facilitate such work). It applies to all Infrastructure Projects (IP) work-banks.

No work shall be undertaken by any individual or group without a valid SWP when work is being undertaken either:

- 'On or near the line'
- Has the potential to disrupt or import a direct risk to the safe running of the operational railway (e.g. adjacent to the operational railway which could cause unintentional obstruction of the running line or, unintentional contact with the OLE or 3rd/4th rail), or
- Imports a direct risk to the safe running of the operational railway. This can also involve works that are being undertaken 'on the lineside' or 'off lineside'.

A SWP is not required where the work is directly related to facilities management and does not affect the operational railway.

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5 Roles and responsibilities

5.1 General

Table 3 provides a summary of role description and the supporting competence required.

Role / Responsibility	Supporting competence
<p>Responsible Manager:</p> <ul style="list-style-type: none"> • Selection of Planner and Person in Charge • Authorisation of the Safe Work Pack (SWP) and accountable for its content • Review of SWPs and accountable for lessons learnt and continued improvement 	Appointed locally utilising PC internal process
<p>Planner:</p> <ul style="list-style-type: none"> • Person creating the SWP 	Safe System of Work Planner
<p>Person in charge:</p> <ul style="list-style-type: none"> • Drafting and verification of the contents of the SWP • Acceptance of the SWP and responsible for working to the agreed arrangements on site • Recording changes/issue and return SWP to planner 	Controller of Site Safety (minimum) Safe Work Leader (SWL) Individual Working Alone (IWA)

Table 3 – Roles and supporting competence

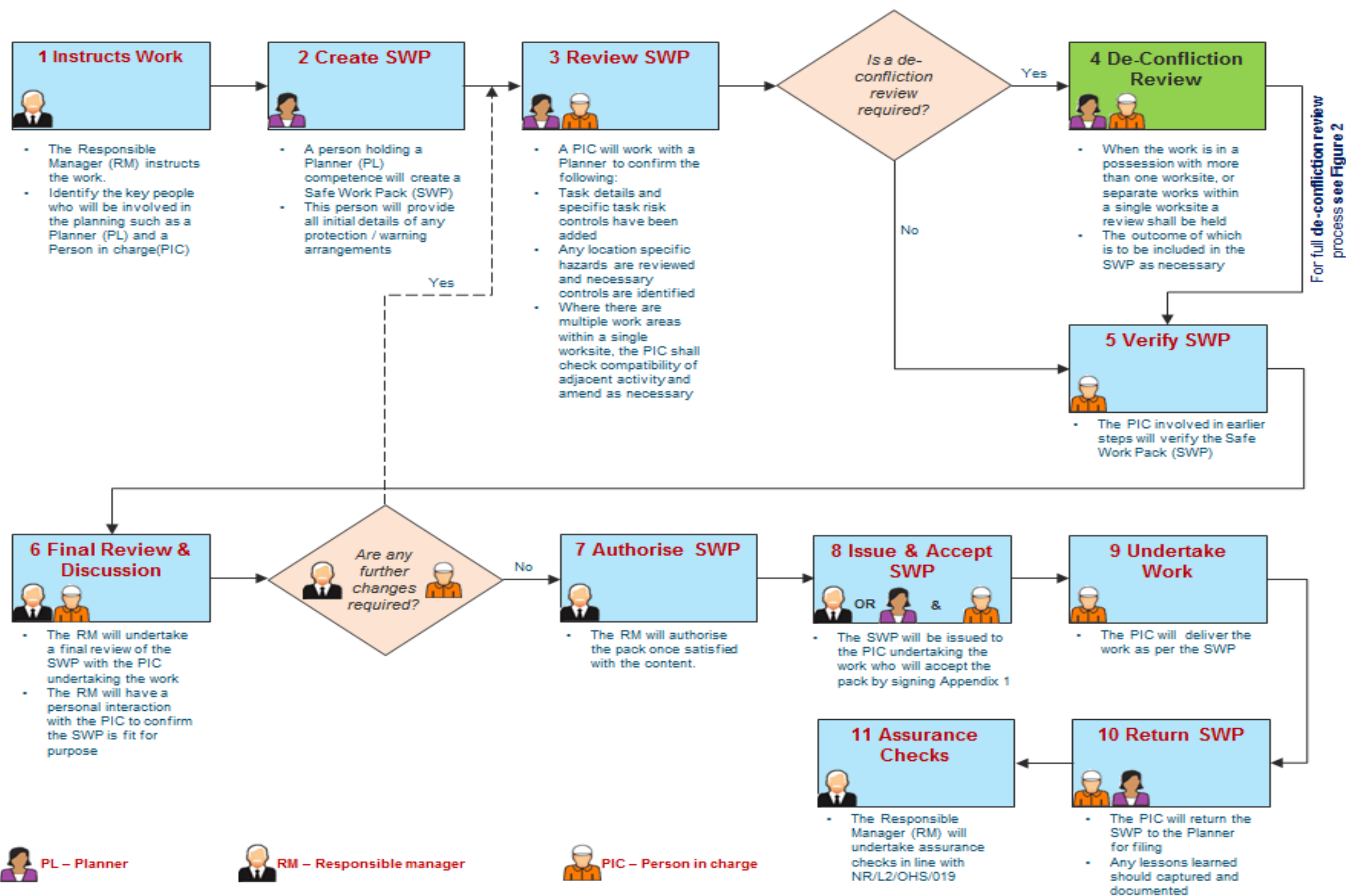


Figure 1 – Process for producing the safe work pack

There are two levels of de-confliction that need to be considered when planning work

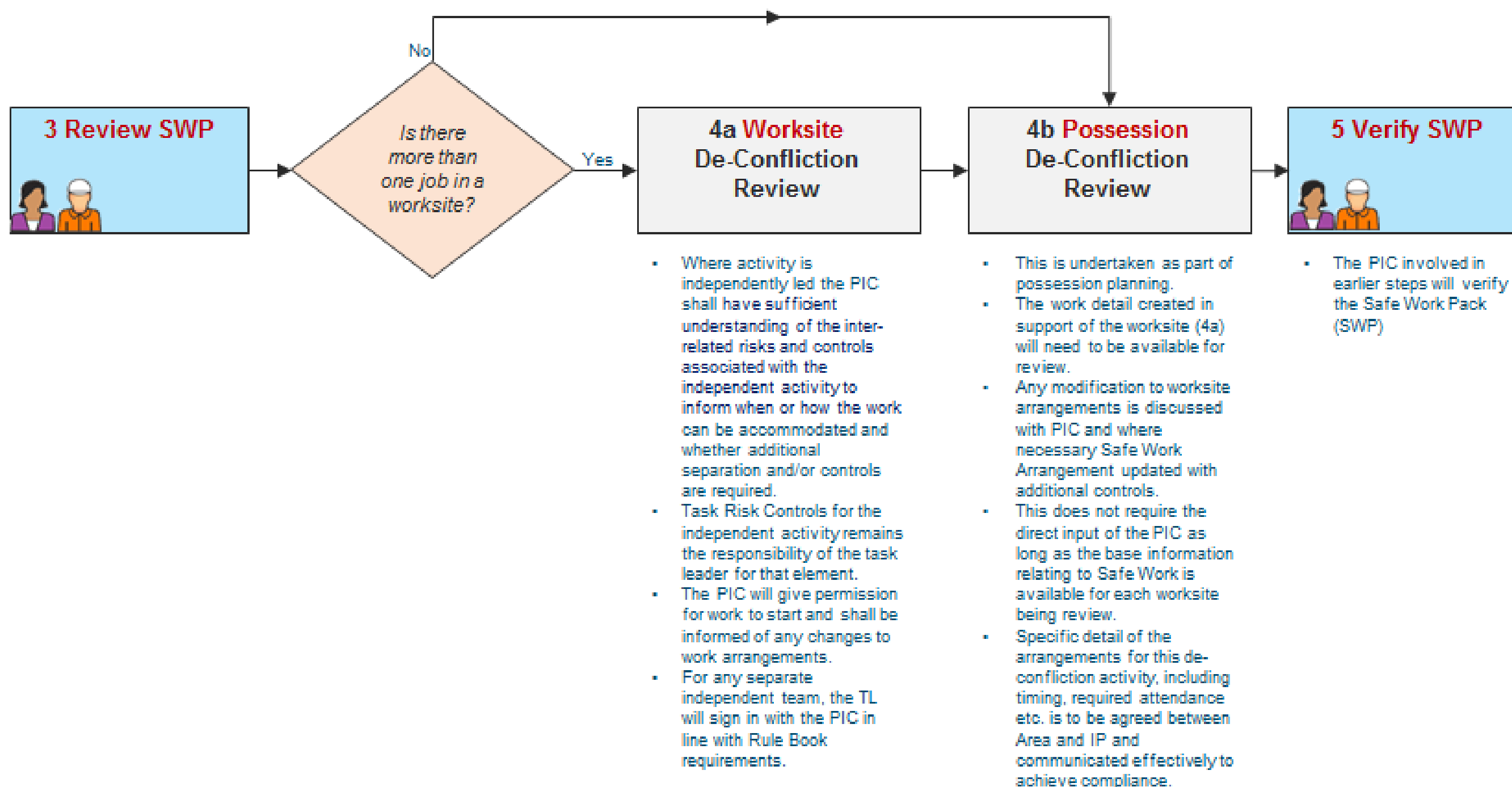


Figure 2 – De-confliction of the worksite process

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NOTE: The following sections (sections 5.2 to 5.6 of this guide) detail the requirements to fully implement the P&DSW process. Section 8 covers the agreed arrangements in place when contractors or Network Rail are unable to undertake the full scope of the P&DSW requirements.

NOTE: On all Infrastructure Projects sites, the role of 'Person in Charge' is performed by a Safe Work Leader (SWL/M) competent person.

5.2 The responsible manager

In accordance with NR/L2/OHS/019, the responsible manager (RM) is accountable for the preparation of the SWP. This will be delegated to the person identified to undertake the planner role.

The RM shall decide how work will be prioritised, planned and delivered. The RM shall provide the planner with the tools, documents, and guidance required for them to perform their role.

The RM shall nominate a SWL as person in charge to support the planner in drafting the SWP with the inclusion of adequate operational, task and location risk assessments.

The RM shall nominate the SWL as person in charge to verify the safe system of work information and to add the appropriate task risk and control information to the SWP.

The RM shall nominate a competent SWL as person in charge to undertake the work, who is familiar with the location, type of work and protection arrangements.

The RM shall make the required resources (including equipment, people and time) available to the SWL to allow them to carry out the work safely and in line with the SWP.

The RM shall authorise a SWP for use after it has been verified by the SWL and the RM is satisfied that the nominated SWL understands the work being carried out and all the associated task and operational risks.

A RM may authorise a request by the SWL to implement an SWP at a lower level in the hierarchy of control (operational risk) than planned if they have sufficient understanding of the relevant rules, standards and the arrangements for the work to make an informed decision. They may authorise any site changes to the SWP where there is a request by the SWL to make a significant change to the work or risk controls planned and authority reference is issued by the RM.

The RM shall review returned SWPs in accordance with NR/L2/OHS/019.

5.3 The planner

As documented in NR/L2/OHS/019 the planner shall be competent as a safe system of work planner.

The person nominated to act as planner in this process is responsible for planning the work in accordance with the priorities set by the Responsible Manager (RM).

The planner shall draft a proposed SWP in accordance with NR/L2/OHS/019 applying the principles of the hierarchy of control with appropriate involvement of the person in charge.

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The planner shall check all completed and implemented SWPs returned to them for recorded lessons learnt: errors and changes. Any lessons learnt shall be recorded for correction in all future planning, and all incorrect plans shall be withdrawn.

5.4 Person in Charge

On all Infrastructure Projects sites the role of 'Person in Charge' (PIC) shall be performed by an individual with one of the competences described in section 5.4.1 to Section 5.4.5 of this guide.

5.4.1 The Safe Work Leader

There are three different Safe Work Leader (SWL) competencies which relate to the different operational environment within each the role is being undertaken.

In each case the SWL appointed for the work will take on the role of person in charge.

For each, an individual will have taken and passed the required competence training and will be able to demonstrate the experience and capability to lead the task for which they will be responsible.

5.4.2 Safe Work Leader Level 1

The SWL Level 1 (SWL1) is experienced in leading a team while working on an open line, in a line blockage or on the lineside. A SWL1 requires to hold and maintain COSS competence.

The SWL1 is responsible for protecting their own safety and the safety of persons in the work group from the risk of being struck by trains (operational risk), risks associated with undertaking the task, and location risks.

SWL1 is identified by wearing a SWL armband -blue background with white writing "SWL".

The SWL1 shall support the planner in:

- a) confirming the hierarchy of control for operational risk selected can be used to deliver the task safely in the operational environment;
- b) providing the task risk assessment and identifying controls for inclusion in the SWP;
- c) providing the site risk assessment and identifying controls for inclusion in the SWP; and
- d) planning welfare provisions.

Once the SWL1 has assured themselves of the contents of the SWP, they shall verify the SWP.

On site, the SWL1 shall check that the planned SWP is suitable for the conditions. The SWL1 shall not permit any works to commence or continue where they are not competent to undertake the duties or where the required safety arrangements cannot be established or maintained.

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The SWL1 shall return all completed, implemented or cancelled SWP's to the planner, highlighting the safety arrangements implemented and any lessons learned or changes that were required.

5.4.3 Safe Work Leader Level 2

The SWL Level 2 (SWL2) is experienced in planning and managing the safety arrangements within a worksite in a possession and has the ability to lead and manage the interface risks associated with multiple tasks and/or groups. A SWL2 requires to hold and maintain COSS and ES competence.

SWL2 is identified by wearing a SWL armband - yellow background with blue writing "SWL".

The SWL2 may also lead a work activity as a task leader (TL) within a worksite if it is safe to do so, and if it does not compromise their ability to undertake their other responsibilities.

In a worksite containing multiple tasks and/or groups the SWL2 reviews the interface risks associated with multiple tasks, and therefore does not need to be competent to undertake each of the tasks under their control. They should confirm that the relevant TL has assessed and will implement the controls to manage the risks associated with the delivery of their task.

The SWL2 shall be nominated by the lead function or contractor during the planning process. They shall be briefed on the interface risks created by the parties intending to work within the worksite, in timescales that allow any additional interface controls to be included in the SWP for the worksite.

***NOTE:** The SWL2 will be the appointed Person in Charge of the Worksite with overall accountability and responsibility for that worksite, the risks associated with each task will be managed by each relevant Task Leader who has planned that activity as the person in charge and holds the safe work pack for that discrete activity.*

5.4.4 Safe Work Manager

The Safe Work Manager (SWM) is experienced in planning and project managing worksites in possessions which requires a higher level of strategic and risk management. The SWM must hold Personal Track Safety (PTS) competence.

IP can use the SWM to undertake complex works.

The SWM shall be the nominated person in charge and shall appoint an Engineering Supervisor (ES) to support them in managing the workload and operational risks.

The SWM reviews the interface risks associated with multiple tasks and therefore does not need to be competent to undertake each of the tasks under their control. They must confirm that all relevant TL's who discharge the accountabilities of 'person in charge' during the planning stage, hold the safe work pack for their specific task within the worksite and have assessed the risks and identified controls.

The SWM shall be nominated by the lead function or contractor during the planning process, in time to meet with planning timescales and in order to meet their

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accountabilities. Work parties shall notify in writing their interface risks created as part of the de-confliction process.

NOTE: *The SWM will be the appointed Person in Charge of the Worksite with overall accountability and responsibility for that worksite, the risks associated with each task will be managed by each relevant Task Leader who has planned that activity as the person in charge and holds the safe work pack for that discrete activity.*

5.4.5 The Task Leader

The Task Leader (TL) is the contractor's representative responsible for leading a work area within a worksite in a possession. The TL arranges the collation and provision of the SWP for their work area.

NOTE: *On all Infrastructure Projects sites the option of how a Task Leader works is described in diagrams 9.4 to 9.7 of this guide.*

5.4.6 The Technical Expert

The Technical Expert (TE) is a person who has the necessary experience and training to undertake and manage a work task on a site of work and who understands the risks and how to control them. The TE will work together with an operational safety competent person during the planning stage to assist in the preparation of the Safe Work Pack. The TE may also undertake operational safety duties if they are competent to do so.

If a Technical expert does not hold COSS as a minimum then a temporary variation should be applied for to the NR/L2/OHS/019 standard owner detailing the controls to address and mitigate the risk. The temporary variation may set out that the technical expert would work with an operational safety competent person during the planning stage to assist in the preparation of the Safe Work Pack.

NOTE: *On all Infrastructure Projects sites the option of how a Technical Expert works is described in diagrams 9.4 to 9.7 of this guide.*

5.5 Do I need an SWL2 or an SWM?

The following points should be considered when determine whether a worksite should be managed by a SWL2 or SWM:

- a) the number and complexity of engineering trains, on-track machines and on-track plant movements;
- b) the geography, track layout, location and severity of work activity risks, hazards and mitigation arrangements;
- c) the presence of more than one Principal Contractor in the same worksite, the interrelated task risk and /or dependences;
- d) the complexity of the site of work, number of interfaces and workgroups anticipated;
- e) the number of other worksites in the Possession if there is an inter- worksite interface to be managed;

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- f) the potential of industry reputational risk in the event of possession overrun;
- g) additional operational risks to manage e.g. split possession time, ALO. Live AC or DC traction;
- h) the potential for work overload of the SWL2, managing Engineer Supervisor (ES) duties with SWL2 responsibilities; and
- i) any other risk based consideration.

NOTE: *The list above is not exhaustive.*

Appendix 1 of this guide also provides guidance when determining when a worksite is undertaken by a SWL2 or a SWM.

5.6 Safe Work Manager and Engineering Supervisor interface

The SWM and Engineering Supervisor (ES) shall:

- a) be appointed during the planning process;
- b) consider interface site risks (both task and operational) between activities, identify required controls and capture this in the SWP.

The SWM shall:

- a) brief all TLs on the interface risks of each work activity and associated controls;
- b) confirm that each TL is aware of all of their task risks and has controls in place to manage them; and
- c) instruct TLs to onward brief the interface controls contents of the worksite SWP to their own work group within each work area.

The SWM is responsible for:

- a) enabling the work activities to commence and confirming this with relevant TL(s);
- b) managing any changes to the 'worksite' SWP.

The ES shall:

- a) brief all TL's on the operational risks and controls contained within the worksite SWP;
- b) instruct TL's to onward brief the operational contents of the worksite SWP to their own work group within each work area.
- c) ensures all TL's are signed into the worksite on form RT3199 – Work-site Certificate

The ES is responsible for all of the duties associated with the Rule Book and other associated standards (i.e. NR/L3/OCS/3091)

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6 De-confliction

6.1 General

During planning, all SWPs need to be reviewed so that any work content does not conflict.

A de-confliction process shall be undertaken involving all parties to resolve any conflicts in planned activities that might occur.

The de-confliction process is documented on Page 8-9 of this guide.

6.2 De-confliction of worksites

There are three levels of de-confliction when planning work within a possession:

- a) multiple work areas independently led within worksite;
- b) multiple worksites within the possession; and
- c) the interaction of adjacent worksites within a possession.

Diagrams of these scenarios can be found in clause 9 of this guide as follows:

- a) IP leading – open line scenario (9.1);
- b) IP leading – line blockage scenario (9.2);
- c) IP leading – protection controller scenario (9.3);
- d) IP leading – worksite within a possession scenario (9.4);
- e) IP leading – worksite within a possession with multiple work activity (9.5);
- f) IP leading – worksite within a possession with complex multiple work activity (9.6); and
- g) Route Business managed – worksite within a possession with multiple work activity (9.7).

6.3 Single work area directly controlled by SWL

In single work areas directly controlled by SWL, de-confliction only needs to include the interaction of the different elements of work and what specific separation controls are required. This might be physical separation or sequencing of activities.

NOTE: *This is in addition to any individual activity controls required.*

A review of any conflict with other worksites within the possession shall be undertaken.

6.4 Multiple work areas independently led within worksite

Where an activity is independently led (i.e. maintenance patrolling through a re-railing site), the SWL shall have an understanding of the inter-related risks associated with the independent activity to determine when or how the work can be completed and whether additional separation and/or controls are required.

Task briefings for the independent activities remain the responsibility of the TL for that element.

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Work activities for Infrastructure Projects shall use the documents referred to in NR/L2/OHS/0044 (work package plan, task briefing sheets).

Any additional risks and controls identified at the de-confliction meeting shall be provided to the relevant planner and person in charge to amend the final SWP for the planned work.

6.5 The interaction of adjacent worksites within a possession

This is the existing higher level de-confliction undertaken as part of possession planning. For de-confliction to be effective, the work detail created in support of the worksite arrangements will need to be available for review.

Any modification to the worksite arrangements shall be reviewed by the SWL in conjunction with the RM and planner, and safe work arrangements updated with additional controls if they determine it is necessary.

This de-confliction does not require the direct input of the SWL if the information relating to the work is available for each worksite being reviewed.

Representatives from Route Business, Infrastructure Projects and suppliers, together with Area/Route planning teams will be required for the de-confliction meeting.

Details of the arrangements for this de-confliction activity, including timing, required attendance etc. shall be agreed between the Area/Route Planning teams and IP and communicated.

7 On-site acceptance of SWPs

At the point of use the SWL, as person in charge, shall check that the safe work pack is fit for use. They shall check:

- a) whether the detail in the SWP is consistent with the location and the work to be undertaken;
- b) that the specified controls are suitable and can be applied; and
- c) that planned risk controls remain suitable for the site conditions.

In worksites with independently led activities, the SWL shall seek confirmation from the TL that the SWP is fit for use before the SWL authorises work to commence.

If there is any inconsistency with the SWP, it shall be reviewed by the SWL and TL as required. The affected work shall not be permitted to start until a review is completed and any required amendments have been authorised by the RM.

Escalation by the SWL is not required for amendments when:

- a) protection from trains is moved up the hierarchy of control (operational risk) to provide a higher level of protection;
- b) any identified additional task risk control required is within the competence of the team and can be applied;
- c) amendment to access / egress arrangements are covered by the information within the SWP;
- d) work site limits are shortened, so long as work content can still be accommodated safely;

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- e) Emergency response (exceptional circumstances) – other than normal escalation of incidents and response.

Escalation by the SWL is required for amendments when:

- a) the protection from trains arrangements are required to move down the hierarchy of control (operational risk) to a lower level of protection;
- b) worksite limits need extending to cover additional work;
- c) significant change to work content and/or risk controls;
- d) changes to planned detail is not supported by information in safe work pack;
- e) issues previously identified by a local manager that might come to fruition and effect whether the work can be done;
- f) where any doubt exists with the SWL to implement the SWP.

8 Delegation of Rule Book duties when working for Infrastructure Projects

Standard NR/L2/OHS/019 states that in certain circumstances the Rule Book duties of a COSS can be delegated to other trained and competent staff within the work party if this agreed by the person in charge and identified at the planning stage.

When working for Infrastructure Projects the following rules will apply: -

SWL1 Sites of Work – No delegation of Rule Book duties are permitted. The SWL1 will be solely accountable and responsible for operational and task safety.

NOTE: Refer to Diagrams 9.1, 9.2 and 9.3 for further guidance

SWL2/SWM Worksites – Delegation of COSS Rule Book duties when carrying out work within a worksite within a possession (as defined in the Rule Book) is permitted as follows: -

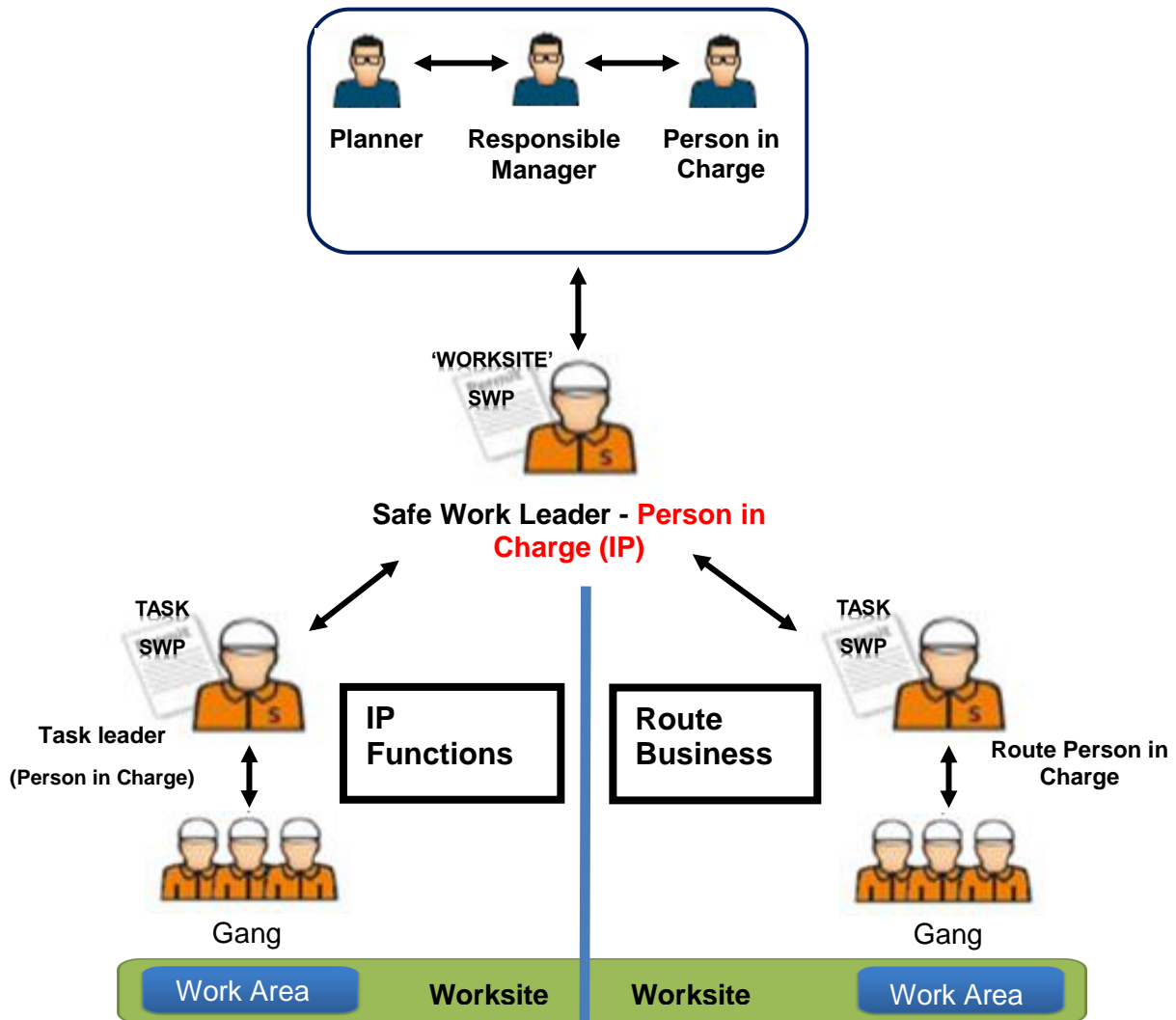
1. The Person in Charge undertakes the role of Task Leader and is competent as a SWL1
Or;
2. The Person in Charge undertakes the role of COSS and is competent to do so
Or;
3. The Person in Charge delegates the Rule Book duties of COSS to another competent person within the work group (as long as this was identified at the planning stage)
Or;
4. The Person in Charge who is COSS/SWL competent works with a Technical Expert to create a Safe Work Pack. The Person in Charge will gain the necessary technical knowledge and understanding with the Technical Expert during the planning stage to allow them to fulfil their role of Person in Charge. The same Person in Charge and Technical Expert must undertake the implementation of the Safe work Pack on site.

NOTE: Refer to Diagrams 9.4, 9.5 and 9.6 for further guidance

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9 Example scenarios for SWL1, SWL2 and SWM when working for Infrastructure Projects

9.1 SWL General Principles when IP are 'leading'



At the start of planning:

A Responsible Manager will nominate a Person in Charge (PIC) for each work area.

The nominated PIC will create a Safe Work Pack (SWP) in conjunction with a Planner.

The safe work pack addresses operational, site and task risk

The nominated PIC will undertake the duties of PIC throughout the planning stage until they sign in with a SWL 2. They remain accountable for their and their work group's safety.

The relevant SWP will be implemented by one of the following:

Task Leader (COSS/SWL competent)

Technical Expert (COSS/SWL competent)

During implementation of the works the PIC role will be undertaken by the nominated SWL/M.

At the start of planning:

A Responsible Manager will nominate a Person in Charge (PIC) for each work area.

The nominated PIC will create a Safe Work Pack (SWP) in conjunction with a Planner.

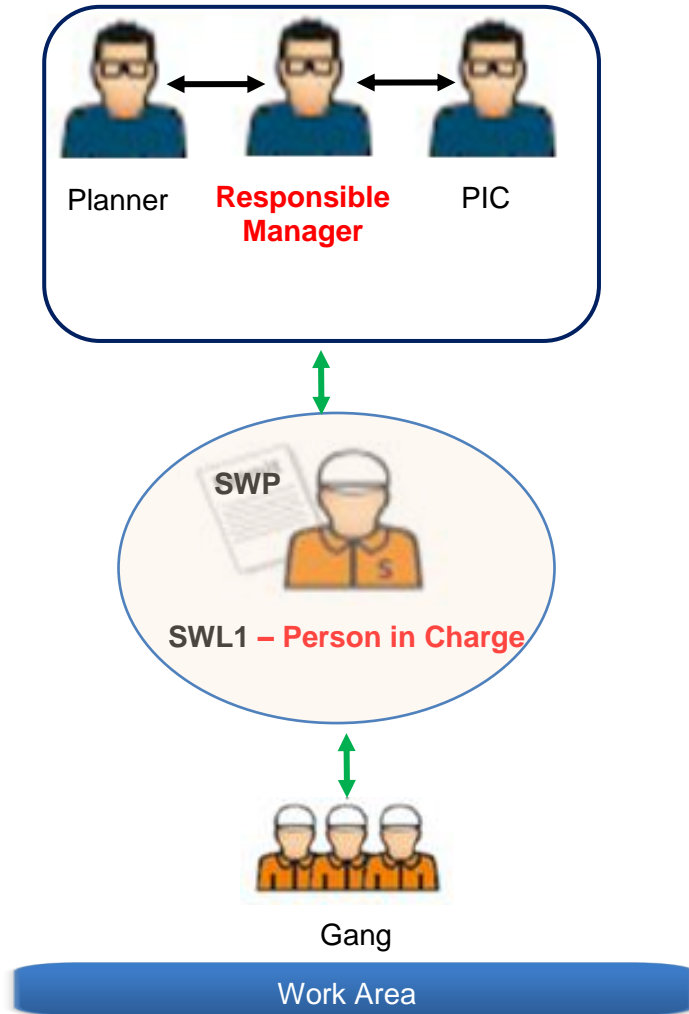
The safe work pack addresses operational, site and task risk for that site of work

The SWP will be implemented by a PIC. The PIC may choose to delegate COSS duties to another competent person as long as this was agreed during the planning stage.

The nominated PIC will undertake the duties of PIC throughout the duration of the work.

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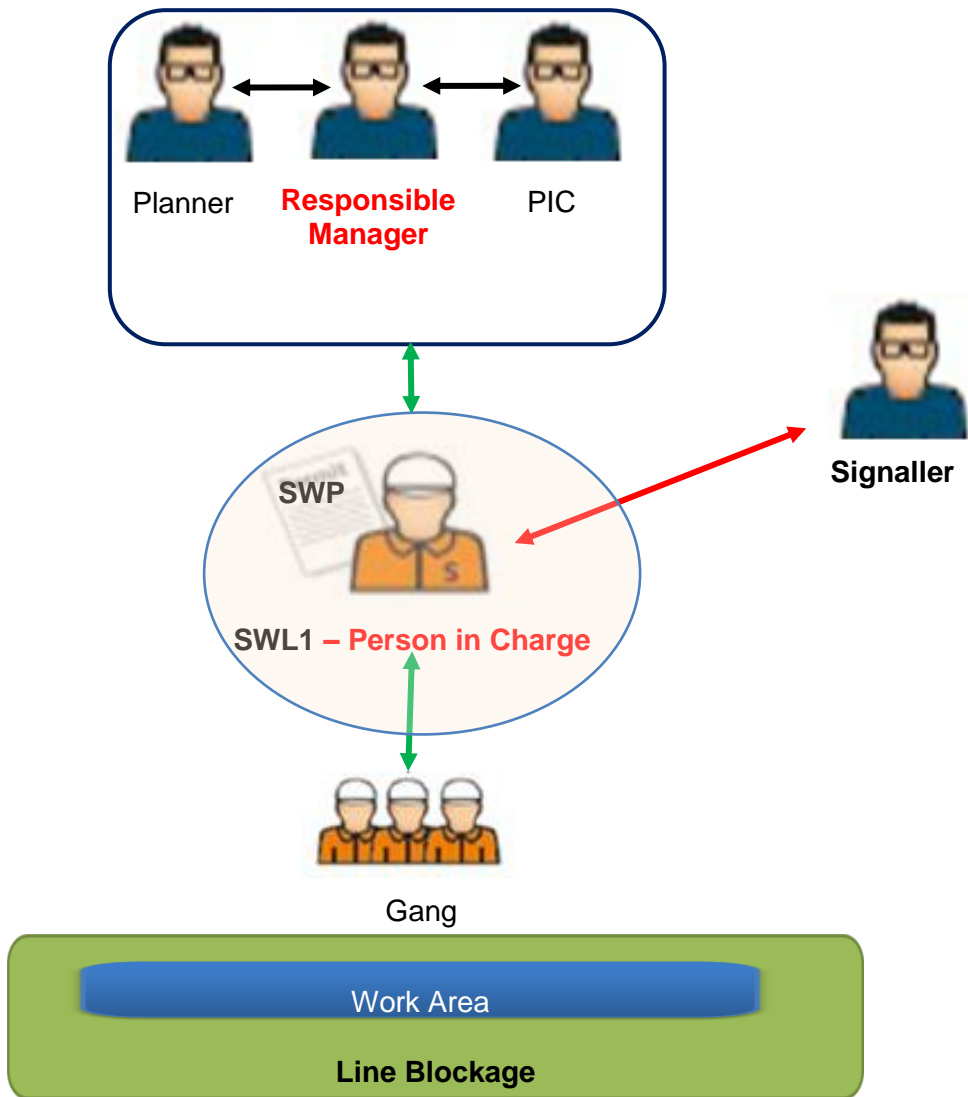
9.2 SWL1 as person in charge: open line scenario



Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

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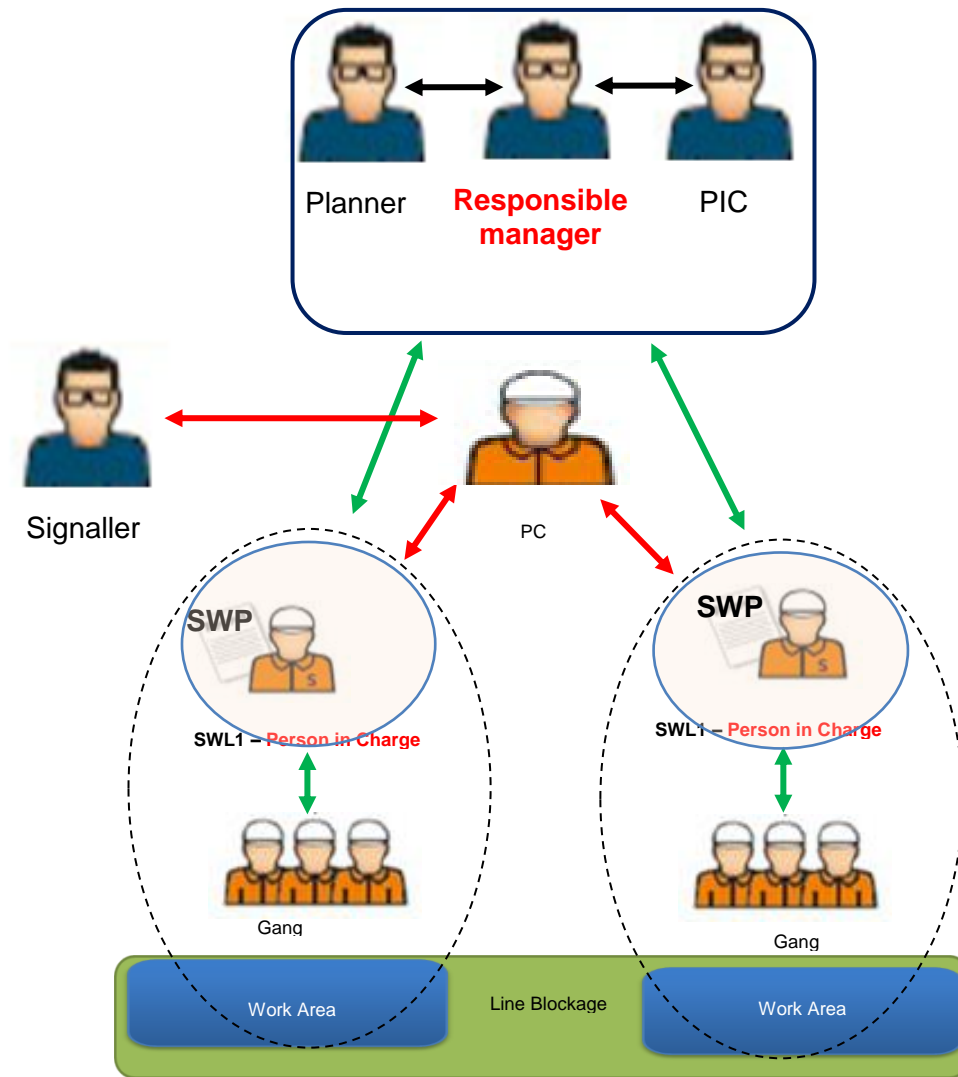
9.3 SWL1 as person in charge: line blockage scenario



Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

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9.4 SWL1 as person in charge: 'Protection Controller' scenario



Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

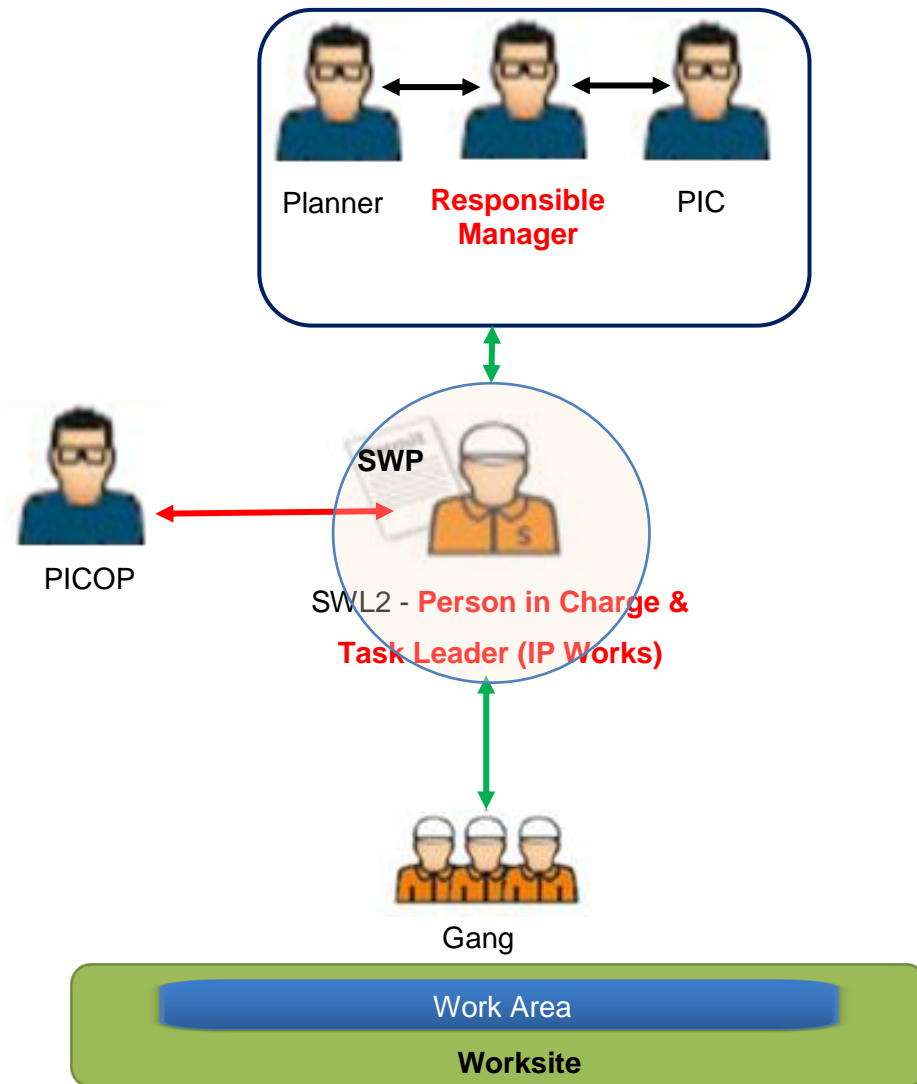
Each work area that requires a SWP shall appoint a RM, planner and person in charge.

The PC is a rule book competence.

If the PC is also undertaking person in charge duties they shall be SWL competent.

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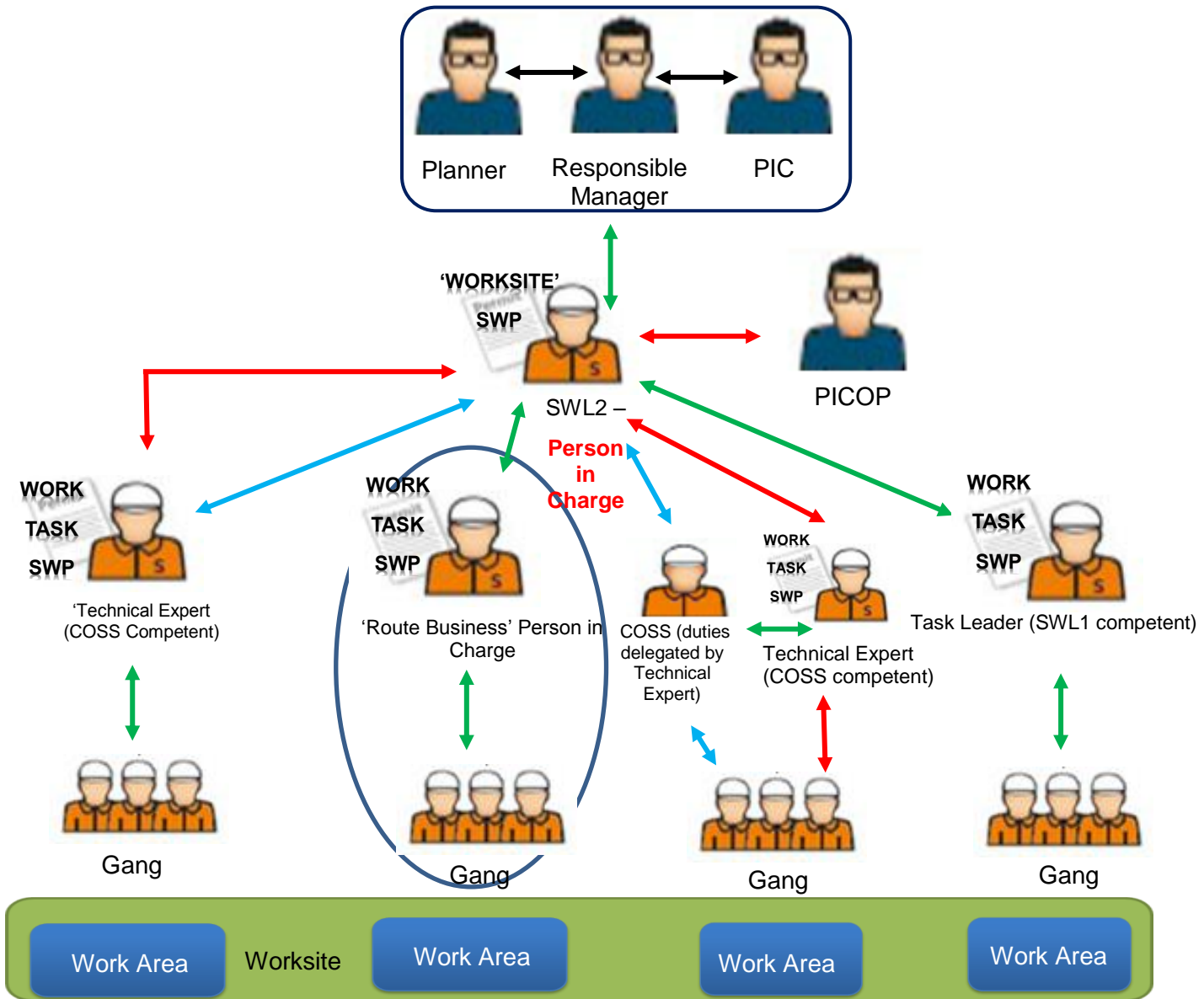
9.5 SWL2 as person in charge: 'Possession' scenario



Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

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9.6 SWL2 is person in charge: 'Possession' scenario



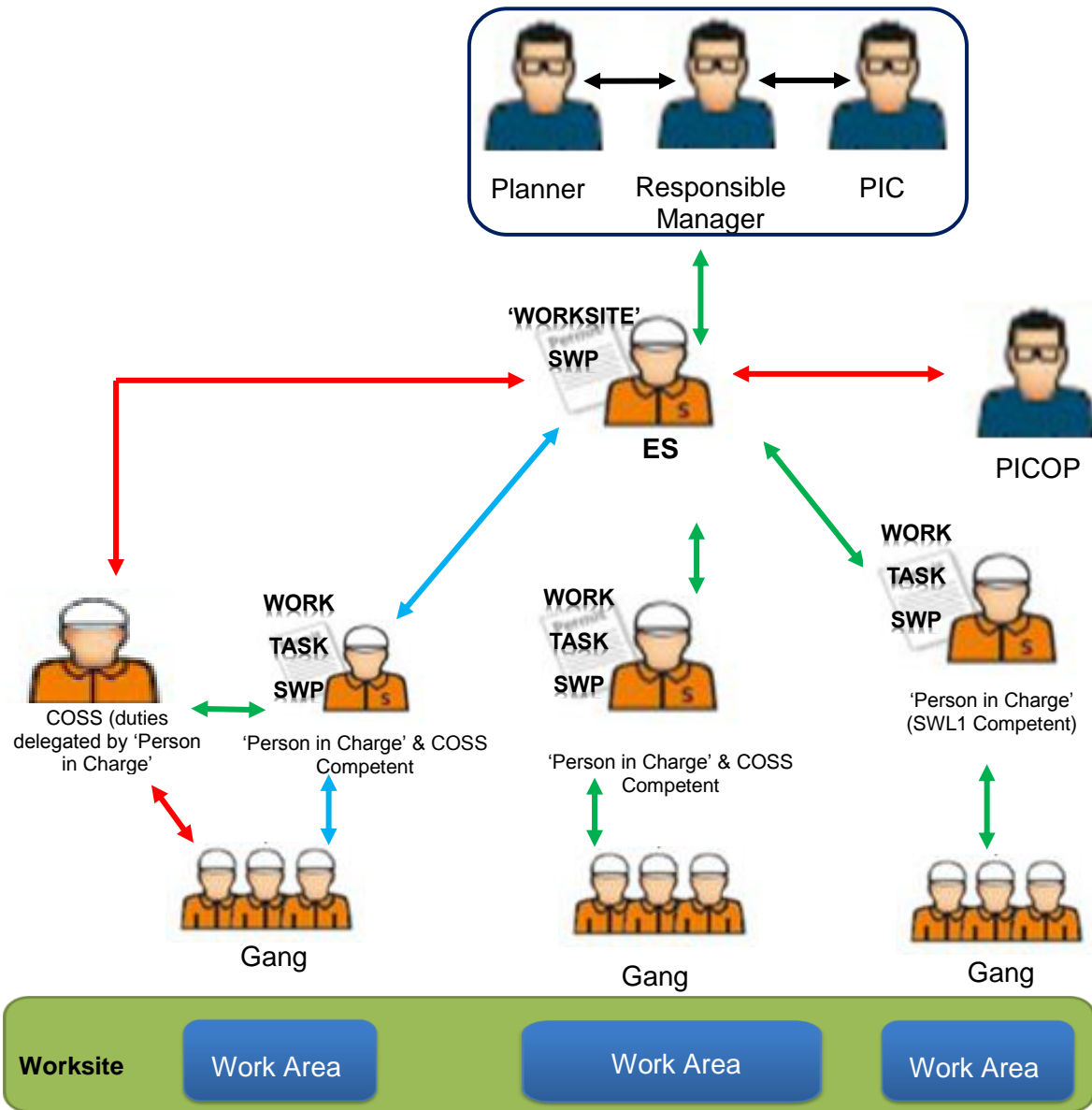
Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

Each work area that requires a SWP shall appoint a RM, planner and person in charge at the planning stage.

***NOTE:** The Network Rail 'Route Business' will undertake PIC duties in their own right. The Team Leader can also delegate operational safety duties as per the requirements set out in NR/L2/OHS/019.

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9.8 'Possession' scenario - Route Business managed worksite* (IP signing in)



Task & Rule Book Communications		Task Related Communications	
Rule Book Communications		Process Related Communications	

Each work area that requires a SWP shall appoint a RM, planner and person in charge at the planning stage.

NOTE: When working in a Route Business managed worksite, the de-confliction process will be managed by the nominated Route Business Person in Charge.

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10 Planning processes

Work planning processes are specific to each individual route and function and are different throughout the country.

Timescales for early identification of the worksite lead and the person in charge shall be agreed between all parties involved and shall be appropriate for the complexity of the work.

Possession planning lockdown shall be agreed and continued as per existing local arrangements.

11 Employment definition and Sentinel sponsorship of SWL1, SWL2 and SWM

The definition of 'employed' in relation to the SWL is:

An individual will be regarded as employed by a Trackside PCL holder or an RCC holder (the employer) if they satisfy all of the following criteria:

- a) the employer is the Sentinel Primary Sponsor;
- b) they are employed under a contract of employment and is exclusively working for the employer; and
- c) they are acting on behalf of the employer and using the employer's safety management system(s).

When carrying out work for IP all identified SWL trained staff under their Sentinel competence shall be 'primary sponsored' by the nominated Principal Contractor that is leading the works.

NOTE: This applies for the duration of the works controlled by the Principal Contractor.

Any person who undertakes the role of COSS within a worksite when these duties are delegated (excluding staff working in ancillary positions required to deliver the planned works) shall be as a minimum involved and named during the planning stage by the supplier who is undertaking the works.

Where a deviation from the above is required, the Managing Director of the PCL holder or RCC holder will apply in writing to Network Rail, describing the arrangements for the individual worker concerned. A written decision will be provided on a case by case basis.

12 Planning and implementation

Usually the SWL who is nominated and is involved in the planning of works will be the SWL who implements the SWP on site.

A 'planning' SWL and an 'implementation' SWL may be different people as long as the implementation SWL is given sufficient time to review and question the planning arrangements made before they sign off the SWP as being suitable.

These arrangements shall be carried out in advance of the works, with timescales agreed locally, and authorised by the RM.

This process may also be applied to situations such as sickness or personal circumstances to allow a change of the SWL for implementation.

This shall be authorised in real time by the RM before commencement of the works, as per the agreed on call arrangements.

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13 Infrastructure Projects and Route Business interface

There are occasions when IP works and Route Business works, will work together in the same worksite.

IP will usually lead most worksites using SWL2 or SWM.

When Route Business need to enter IP led worksites they should follow the same planning principles that are in place locally.

NOTE: *This includes attendance and/or representation at de-confliction reviews that are led by the IP person in charge and submission of SWPs to the nominated SWL/SWM to agreed timescales. This allows them to understand the risks, hazards and interface arrangements with all work parties involved.*

When Route Business manage a worksite with IP works within it, they shall follow the same de-confliction process.

IP TL/COSS's/SWL/Technical Experts should support this process by attending/being represented at the de-confliction reviews and making arrangements for the SWP(s) to be submitted to Route Business to allow them to understand the risks, hazards and interface arrangements with all work parties involved.

These requirements for both IP and Route Business are documented in NR/L2/OHS/019. Both parties are expected to follow the principles documented in this guide at all times regardless of which function is in the lead.

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14 IWA working with a safe work pack

IWA trained staff will require a SWP.

The IWA may create their own SWP if they are competent to do so.

The pack shall be agreed and authorised by the RM before use.

If the IWA cannot plan their own work, then they shall plan together with a competent planner. The completed SWP shall be authorised by the RM before use.

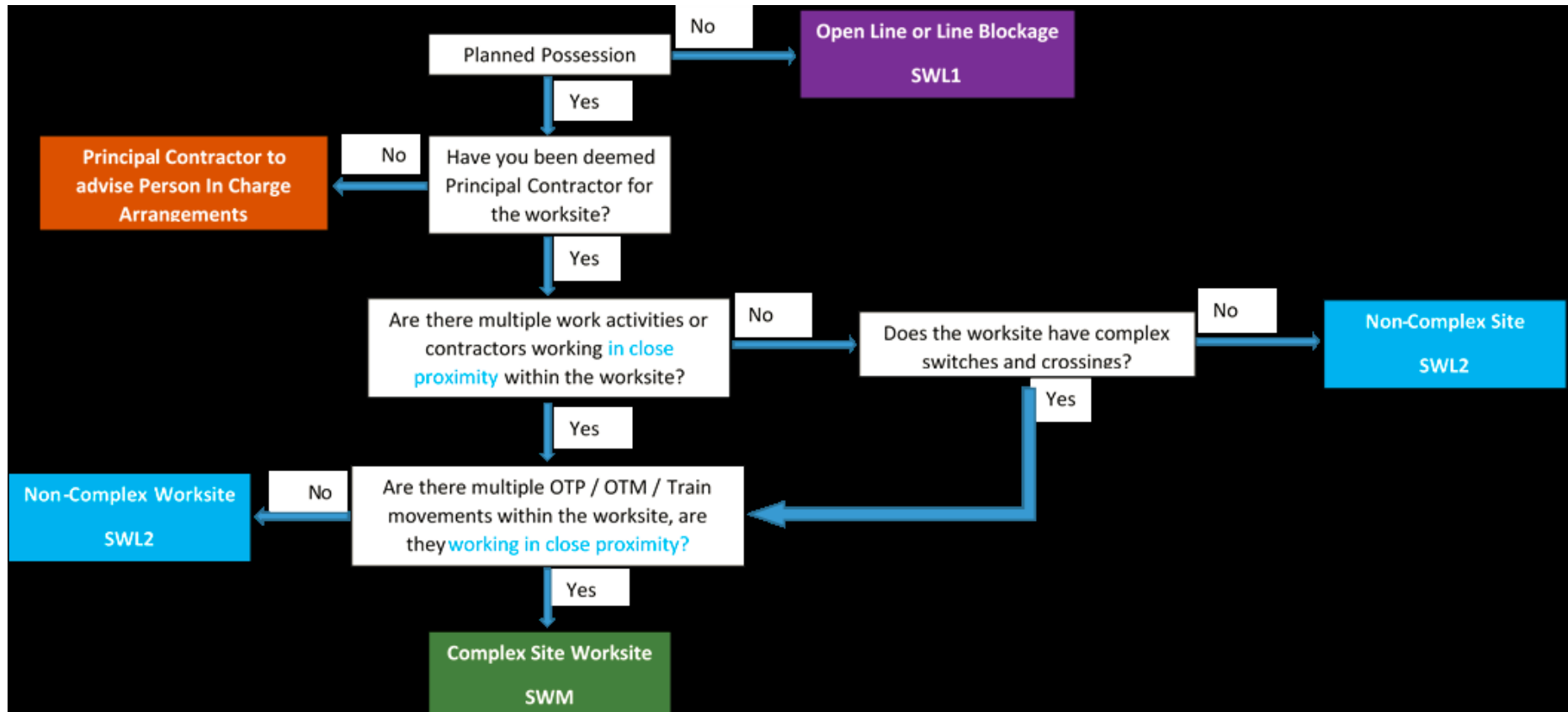
15 Other Network Rail functions working for Infrastructure Projects

When other Network Rail functions (such as Works Delivery) undertake the role of Principal Contractor for works on behalf of IP, the Network Rail function shall undertake the requirements of person in charge as described in standard NR/L2/OHS/019.

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Appendix 01

Complex Worksite Flowchart



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