Requirement Update

This asbestos awareness training video is aimed at any persons who have the potential to disturb asbestos while undertaking their normal duties, as well as those planning such works and other decision makers that have the potential to influence such work delivery. It is a legal requirement for awareness training to be provided to these individuals. It is therefore a mandatory briefing for all persons working within the following functions:

- Infrastructure Projects
- Maintenance
- Operations, including Signallers
- NDS
- Property

We are committed to our vision of 'everyone home safe everyday', and the wellbeing of our entire workforce. People outside of these core functions may still encounter asbestos outside of the work environment, and so we make this awareness programme available to all of our employees should you wish to complete the 15 minute video briefing.

What is happening?

Network Rail is committed to our vision 'Everyone Home Safe Every day', and that includes ensuring that actions taken do not have any adverse affects on our employees both now and in the future. Network Rail also has a legal duty not to adversely affect your health and safety, nor that of our neighbours who may also be affected by our business operations.

In relation to asbestos we have a duty to provide relevant information on the hazards associated with contact with asbestos containing materials (ACM). To meet this duty of care we have produced an asbestos awareness briefing package containing information about what action to take if you believe you have identified or come into contact with such materials. It will also provide you with information about where asbestos may be encountered, and how it can be recognised.

Who does this affect?

This awareness briefing should be undertaken by all employees, as detailed in the Requirement Update, with attendance or completion appropriately recorded. Those unable to attend a briefing session due to absence must be briefed as soon as practicable on their return. The majority of employees will never come into contact with ACM's in their day to day activities. Those that may be exposed, or are required to work in close proximity to ACM's, will receive further training.

When is this happening?

The Asbestos Awareness video briefing and e-learning will be available to download from OLM on Monday 3rd December 2012 and must be completed by the 31st March 2013.

What action is required?

All Network Rail staff as specified in the Requirement Update are required by legislation to undertake an asbestos awareness briefing as soon as possible on joining the company, and thereafter. To achieve full compliance, two methods of accessing the briefing are available:

1. For staff who have access to a networked computer, the briefing can be carried out by accessing the Asbestos Awareness E-Learning module (AA EL) which is available via the Oracle Learning Management (OLM) system.

2. For those who do not have access to a networked computer, this requirement is to be met by attending an asbestos awareness briefing session, where the Asbestos Awareness Video (AA VB) will be played. This is a fully narrated video that requires no additional materials or specifically qualified person to deliver it, and it is also available for download via OLM.

Both the e-learning module and the video take approximately 15 minutes to complete. For guidance on how to access either version please refer to Appendix A.

Recording of Completion of the E-Learning Module

Completion of the e-learning module will automatically be recorded onto the individual's competence profile as 'Level 3 – Briefed'.

Recording of Video Briefing

The process for recording completion of the video briefing is as follows:
The organiser of the briefing event will download the video briefing (see Appendix A for guidance notes), present the video briefing and record the date, individual names, employee numbers and signatures on a briefing record form, an example of which is attached at Appendix B.
The briefing details must then be recorded on the Oracle Competence Management System by the Line Manager or the AiTL Co-ordinator, by manually updating the individual's competence record with the appropriate course code: (AA VB) .

Non-office based Operations staff attending a video briefing as part of the Operations Safety Brief will have details of their attendance recorded on OLM.

A refresher is recommended every 36 months. The individual's Line Manager will receive an automated alert via OLM 6 weeks before this refresher date becomes due.

Where can I get further information?

For course information, please contact:

Penny Hunt

Project Manager (Training Design)
Tel: 07720 511 695
Email: Penny.Hunt2@networkrail.co.uk

For technical issues please contact

IT Helpdesk

Connect: http://connect/ithd
Tel: 01270 721600

For Asbestos queries please contact:

Adam Binney

Senior Surveyor (Asbestos)
Tel: 07515 620 006
Email: Adam.Binney@networkrail.co.uk
1 Eversholt Street, London, NW1 2DN

Lifesaving Rules most relevant to Asbestos Awareness

Never undertake an activity unless you have been trained, assessed as competent and have the right equipment.
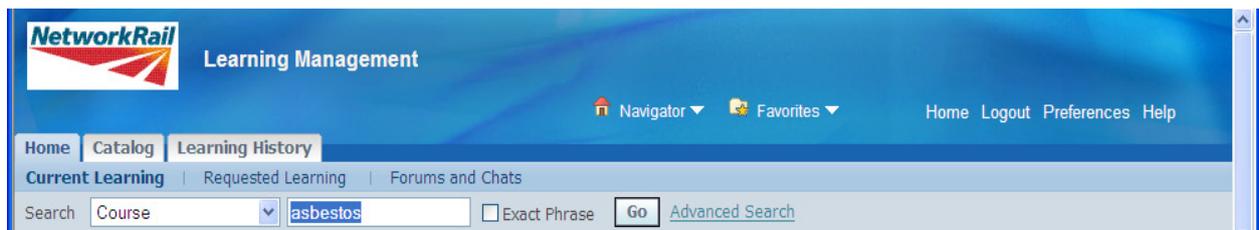
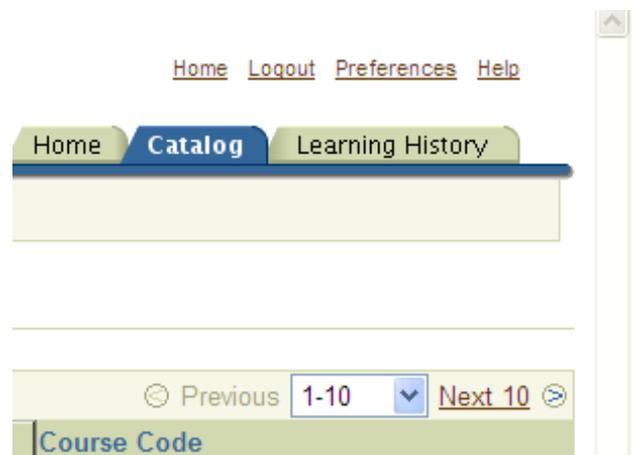## Asbestos Awareness Briefing Video and E-Learning Instructions

Video Briefing

Please follow the instructions below to access the Asbestos Awareness Briefing Video via Oracle Learning Manager (OLM):

- On your computer Desktop, log on to E-Business Suite

- Click on 'OLM Learner Self Service NR'

- In the Search fields, next to *'Course'*, type *'asbestos '* and click *'Go'*

- The video briefing you are looking for may not initially appear on the visible list. This is because it may not appear within the first 10 search results. If this is the case, click on 'Next 10' at which point a further list will appear containing your desired e-learning module

- Select the video briefing event you require from the list provided

- Under the heading *'Offering Name'*, select the video briefing you require

- Click on the briefcase symbol to *'Enrol'* on the event

Click *'Apply'*

- Your *'Current Learning'* screen will then be displayed – Click the *'Play'* button for the video briefing you have just enrolled on, this is the blue button to the right of the module name

tion Date	Start Date	Start Time	End Date	End Time	Time Zone	Play	Move to History
011 11:25:45	28-Oct-2011	00:00			GMT	▶	

- When the module loads a box will appear (see below)

Security Warning

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

[More Info]   [Yes]   [No]

- You must click on *'No'* for the program to launch
- Follow the on-screen instructions to download the video

- To exit the course in OLM, click on the Home icon at the top right hand corner of the webpage

Note: *The briefing video contains audio; please ensure that you have the volume set to an audible level to benefit from this functionality*
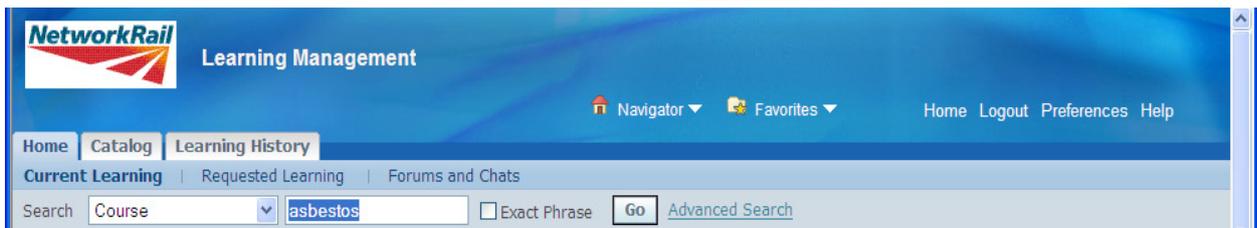
E-Learning

Please follow the instructions below to access the Asbestos Awareness E-Learning module via Oracle Learning Manager (OLM):

- On your computer Desktop, log on to *E-Business Suite*

- Click on '*OLM Learner Self Service NR*'

- In the Search fields, next to '*Course'*, type *'asbestos e-learning'* and click *'Go'*

- The e-learning module you are looking for may not initially appear on the visible list. This is because it may not appear within the first 10 search results. If this is the case, click on *'Next 10'* at which point a further list will appear containing your desired e-learning module
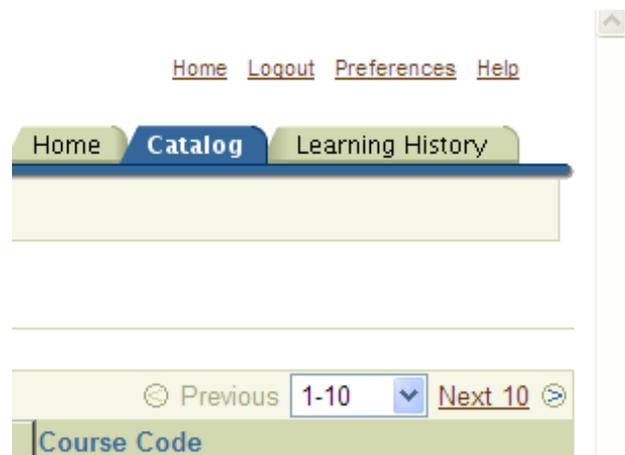
- Select the e-learning module you require from the list provided

- Under the heading *'Offering Name'*, select the e-learning module you require

- Click on the briefcase symbol to *'Enrol'* on the event

Class Status	Enrollment Status	Enroll
Normal	Not Enrolled	

- Click *'Apply'*

- Your *'Current Learning'* screen will then be displayed – Click the *'Play'* button for the e-learning module you have just enrolled on, this is the blue button to the right of the module name

tion Date	Start Date	Start Time	End Date	End Time	Time Zone	Play	Move to History
011 11:25:45	28-Oct-2011	00:00			GMT		

- When the module loads a box will appear (see below)

Security Warning

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

More Info   Yes   No

- You must click on *'No'* for the program to launch

- Follow the instructions in the e-learning module. The module includes a video and a series of questions at the end. You need to answer all the questions correctly to successfully complete the module

- To exit the e-learning module correctly, click the FINISH button at the bottom of the screen. This will record your result on the OLM
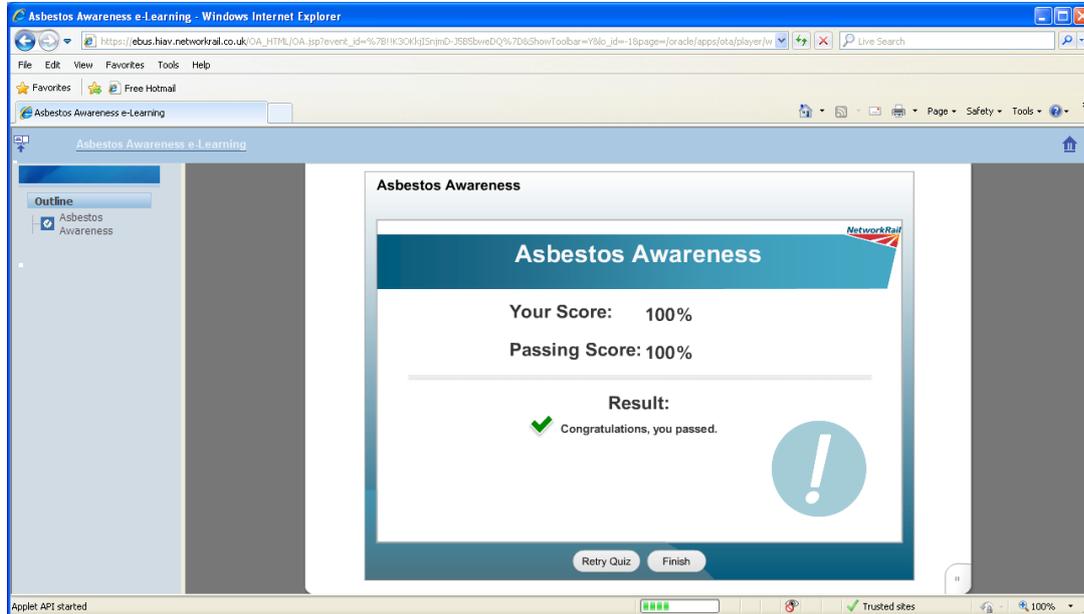
Note: *This e-learning module contains audio narration; please ensure that you have the volume set to an audible level to benefit from this functionality*

Asbestos Briefing Record & Feedback Form

MEETING:	
PERIOD:		BRIEFER:	
DATE OF BRIEF:		POST:	
LOCATION:	

ITEMS BRIEFED (include all Technical and Awareness Briefs)
(List items or attach record to this form e.g. agenda, briefing pack, copy of electronic directory list)

1.	
2.	
3.	
4.	
5.	
6.	

Name	Job Title	Signature	Date Briefed	How Briefed (Oral/Written)