

**NetworkRail**

# *Visual Standards*



**everyone  
home safe  
every day**

# Visual Standards

This manual has been produced for Infrastructure Projects by SHELT, a collaboration between Network Rail and the supply chain, to set minimum standards for what good looks like on our worksites.

How to use this manual:

- Ensure the manual is available on all worksites
- Check the photographs and read the text to create actions for the site
- All principal contractors, and their supply chain, should check their sites regularly to ensure they are meeting the required standards
- Brief all staff on what is expected
- Use these standards in briefings, toolbox talks and other site meetings; they can be used to focus on each day's work and the relevant standards
- Conduct site tours looking for good and bad, and take action

Expect other site inspections to check your sites against this manual. This manual is an essential guide to what is expected by SHELT. These standards are in place to protect all of us and ensure we work in a way that does not damage the environment around us.

This manual is available electronically from  
[IPW&WS&SDCentralTeam@networkrail.co.uk](mailto:IPW&WS&SDCentralTeam@networkrail.co.uk)



# Personal Protective Equipment - PPE



## Key Points:

- Minimum requirement is orange high-visibility top and trousers, head, foot, hand and eye protection specified to relevant BSENs
- Provided free of charge by employer with instruction on use and maintenance. Replaced when required
- Contractors name clearly displayed on tops
- Kept clean and in good condition
- Issue formally recorded
- In bad weather, PPE must be to C3 standard for waterproof and breathability
- Task specific hand and eye protection as required

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# Railway Access Points



## Key Points:

- Only use authorised access points
- Must be appropriate for the intended work
- Prevent unauthorised entry – always secure gates
- Steps must be firm underfoot with handrail provided
- Kept clear of tripping hazards, such as vegetation or loose material



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# Site Access Points



## Key Points:

- Ensure appropriate access to site
- Must be suitable for the intended work, persons, equipment and vehicles
- Prevent unauthorised entry – keep secure
- Steps must be firm underfoot with handrail provided
- Kept clear of trip and slip hazards

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# Walking Routes



## Key Points:

- Clear access routes provided to all work areas
- Segregated from other activities around the site
- Kept free of trip and slip hazards
- Clearly defined with clear signage
- Lit at night, if used
- Regularly maintained and inspected

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# Exclusion Zones



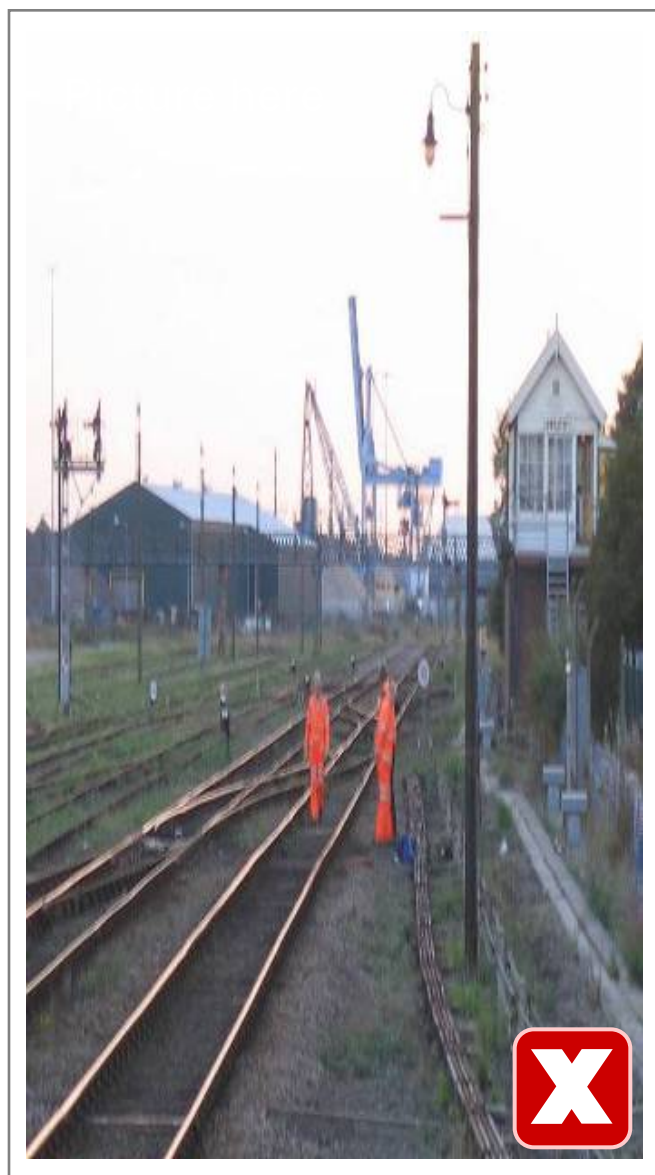
## Key Points:

- Exclusion zones must be provided where works or falling materials present a risk of coming into contact with people
- Clearly defined with warning signs displayed
- Provide sufficient space around plant
- Access controlled or barrier in place to prevent unauthorized access
- Clear communication links must be established to allow persons to enter exclusion zone



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# Working On or Near The Line



## Key Points:

- Preferred 'Safe System of Work' options to be used are 'Safe Guarded' (Possession or Line Blockage) or Fenced
- If any other method is used then prior authorisation from Network Rail Programme Director must be sought
- Magnetic fencing is an option to segregate persons working from live running lines



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# Storage of Materials - Inside



## Key Points:

- Appropriate accommodation to be used
- Security to be considered and access restricted
- Items must be easily accessible
- Risk of contamination to be controlled
- If not needed, remove item and dispose of appropriately
- Arranged to control slip or trip hazards
- Use shadow boards

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# Storage of Materials - Outside



## Key Points:

- Clear access routes
- Easily accessible by person or plant
- Securely stacked
- Free from slip and trip hazards
- Controls to reduce spillage or contamination risk
- Dispose of packaging responsibly

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# Mobile Elevated Work Platforms (MEWPs)



## Key Points:

- Must be thoroughly examined, inspected and maintained regularly
- Daily visually check for any defects
- Exclusion zone should be provided under and around the operating area
- Control risk of people or materials falling
- Emergency rescue plans in place and practised
- Competent operators with familiarisation training
- Ensure operation on firm and even ground
- If in use on station platforms work parallel to track



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# Safe Storage of Lifting Accessories



## Key Points:

- Dedicated storage areas to prevent lifting accessories from becoming worn, damaged or excessively dirty when not in use
- Nominated person(s) to manage; store; issue and inspect lifting accessories
- Ensure regular 'thorough examinations' and test certificates available
- Visually inspected prior to use, look closely for 'Single Use Only' marking
- Worn or damaged equipment taken out of service and quarantined
- Equipment individually identified, tagged and colour coded stating the date of next inspection



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# Edge Protection



## Key Points:

- Edge protection must be in place around all walkways and access platforms to prevent objects and people falling from height
- Ensure these are fitted securely
- Where required other protection should be used to prevent 'falls from height' – nets, catch boards and harnesses
- All proprietary edge protection to be installed by EPF qualified staff



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# Working at Height - Harness



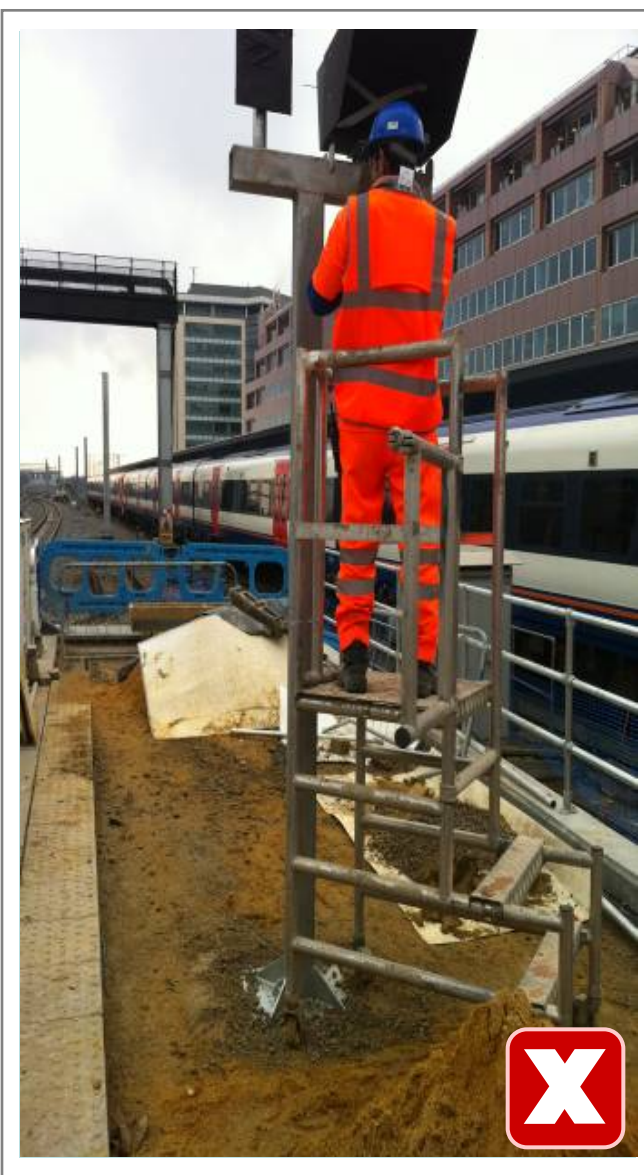
## Key Points:

- Use of safety harness must be subject to detailed risk assessment
- Operative trained in use and inspection of harness and lanyard
- Secure anchor points identified and confirmed
- Anchor point chosen to minimise fall factor
- Emergency rescue arrangements in place
- Inspected prior to use to ensure no wear, damage or defects
- Any damaged or defected harnesses removed from service and quarantined
- Regular inspection and maintenance and test certificates available
- Task and user appropriate



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# Working at Height – Podium Steps



## Key Points:

- To be erected and used in accordance with manufacturers' instructions
- Inspected and tagged by a competent person
- Gates closed when in use
- Used on firm and level ground only
- All wheels locked when in use



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# Cable Management



## Key Points:

- Permanent cable housing should be in place as soon as possible
- All principles of good housekeeping apply, including measures to prevent trips
- Cables should not be handled until isolated.
- All cable ends should be finished correctly
- Cables must be free of twists, snags, bends and crushing
- Security arrangements should be considered where cable theft poses a risk



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# Protecting Holes



## Key Points:

- Fit approved temporary covers
- If you cannot cover the hole, fence it off to prevent unintentional access
- Consider weight restrictions for potential heavy loads or vehicles
- Control fall and trip hazards
- Managed by an appointed person
- Monitored and recorded daily
- Hole protection measures are only altered with permission of the appointed person

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# Scaffolding



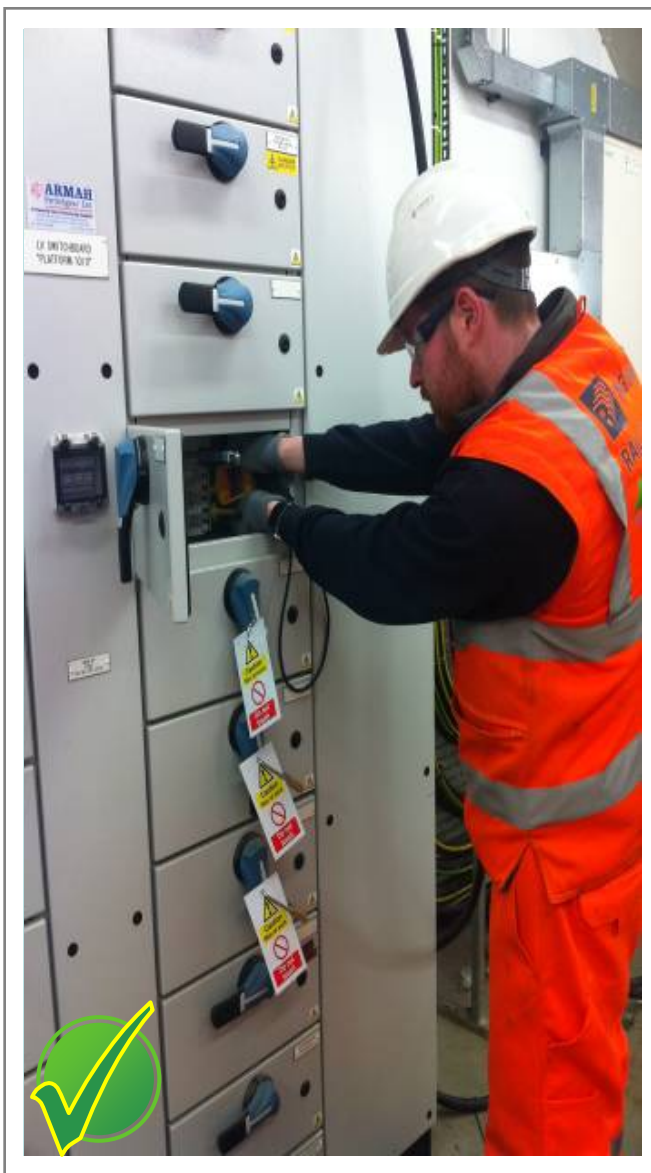
## Key Points:

- Erected and altered by approved scaffolders
- Ensure all scaffolding is inspected and tagged before use
- Scaffolding is regularly checked and records kept
- Designed if non-standard
- Ensure unauthorised access is prevented
- Use staircases for access wherever practicable
- Guarding to be installed to prevent falling materials



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# Electrical Isolations



## Key Points:

- Never assume any equipment is isolated – always test before touch
- Always test before applying earths
- Always have the required plans and permits before starting work
- Only approved competent persons to test live electricity



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# Cold Weather Protection



## Key Points:

- Ensure head gear does not obstruct vision or hearing
- Regularly check weather forecast and be aware of the outlook
- Ensure walkways have de-icer or anti-slipping granules applied when necessary
- Ensure hot drinks and heating are available in welfare facilities and offices
- Take regular breaks to warm up
- Ensure suitable warm weather clothing is available and worn
- Wear gloves and suitable socks

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# Dust



## Key Points:

- Control the level of exposure to dust
- Consider wet cutting tools, damping down or exhaust ventilated tools
- Regularly clean area with industrial vacuum cleaner
- Formally recorded maintenance details and instructions provided to user
- Disposable masks are disposed of after use and reusable filters cleaned regularly
- Consider impact upon line-side neighbours
- Task and user suitable masks to be worn if suitable ventilation is not possible

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# Handling Concrete Troughing



## Key Points:

- Use machinery and mechanical aids as preferred option
- Plan lifting operations before acting
- When machinery or mechanical aids are not available, a detailed manual handling risk assessment must be completed and used for the operation

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# Hearing Protection



## Key Points:

- Eliminate / reduce the exposure at the noise source
- Establish noise exclusion / protection zone
- Assess the sound level of the operation and identify need for hearing protection
- Provide appropriate hearing protection and brief users
- Ensure ear plugs are cleaned or disposed off after each use
- Provide health surveillance where required

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# Eye Protection



## Key Points:

- Light eye protection must be worn unless a specific Risk Assessment is present that deems it not required
- Use task appropriate eye protection with sufficient impact or chemical resistance
- Consider compatibility with other PPE such as ear defenders and respirators
- If eyewear feels uncomfortable during use request alternative
- Regularly inspect and dispose of if damaged or worn

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# Drain Protection



## Key Points:

- Protect drains against spillages and silt runoff
- A 'Terram' lining is usually sufficient, however more comprehensive devices can be purchased
- Empty the covers regularly
- Consult your site drainage plan and mark up whether the drains are foul or surface water

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# Mud Nuisance



## Key Points:

- It is a legal requirement to keep public roads free from mud
- Ensure the wheels of all vehicles leaving site are clean and install a wheel wash if necessary
- Regularly maintain the roads with a road sweeper

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# Concrete Washout



## Key Points:

- Do not deposit concrete on to the ground
- Store in a lined skip or specially dug and lined pit
- Consider using a concrete sock on the end of the chute or adding water into the wagon and returning it to the concrete supplier for reuse

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# Waste Management



## Key Points:

- Ensure that waste is segregated
- Ensure containers are labelled clearly and maintained
- Cover waste as appropriate to prevent overflow, odour or vermin infestation
- Monitor and empty regularly to prevent overflow

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# Refuelling



## Key Points:

- Always wear appropriate gloves.
- Use drip trays to avoid spills contaminating the ground
- Store fuel in suitable containers which are in good condition
- Use a funnel if pouring from a can
- Do not lock off the nozzle to prevent over-filling when using a pump
- Do not smoke
- Lock bowsers and generators when not in use

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