

27<sup>th</sup> April 2017

Dear Sir/Madam,

### Revised 019 Standard 2017 Briefings

The Planning and Delivering Safe Work programme will deliver a change in the way we approach the management and planning of work. Fundamentally, there will be one person accountable for managing task and operational safety risk and that person will have been involved in the planning of the work. This will deliver better managed, safer workplaces for everyone working on the railway.

The first part of the programme involves the introduction of a revised 019 Standard – Safety of People at work on or near the line. This Standard will introduce:

- **A person in charge:** Accountable for safely delivering the work
- **Involvement in planning:** The person in charge will collaborate with the planner to produce a Safe Work Pack (SWP)
- **Task risk:** A Safe Work Pack (SWP) will provide clear information such as task and site risk assessments so the person in charge can effectively manage all the risks.

### Please record your briefings on Sentinel

You will all be in various stages of briefing this standard update to your workforce. To enable you to record this briefing, I am asking all Primary Sponsor Administrators to add the Standard 019 2017 briefing event to the profiles of their Sentinel card holders.

The [019 Briefing Materials](#) are available on Safety Central, and you can also download and use our [019 communications toolkit](#)

To enable an easy update onto Sentinel I have set out below the process that the Sentinel Administrator can follow to enable the correct recording within Sentinel.

To add an event to a card holder, click 'Event Notification' on your System Dashboard.



- enter the Event Date
- enter the Card Holder's Sentinel Number
- select the Event Name from the drop down box
- click 'Save'



If you have any queries please contact the Sentinel Helpdesk on 0330 726 2222

Yours sincerely,



**Rupert Lown**  
Head of Corporate Workforce Safety