# Standard 019 update briefing - video only

# Guidance notes

# Recommended hand-outs for each delegate:

* Standard 019 Core module
* Module 1
* Module 2
* Module 3
* Module 4
* SWP validation form

*This video will take you through the key updates to standard 019 by introducing the core overview and the 4 supporting modules. The video has 6 stopping points to highlight the key summary point (detailed information below) and answer any clarifying questions your group may have.*

|  |  |
| --- | --- |
| **Key summary points in the video** | **Time laps** |
| Summary of Standard 019 | 12:22 |
| Summary of module 1, planning and working during incident response. | 17:20 |
| Summary of module 2, planning and working in a possession. | 25.11 |
| Summary of module 3, planning and working using protection arrangements. | 32.35 |
| Summary of module 4, planning and working using warning arrangements. | 40.06 |
| Summary of all the key points raised in this video. | 42.00 |
| End of the video summary and group activity | 43.08 |

**Setting the scene for the group before watching the video**

The standard 019 has been updated to ensure your safety when working on or near the line. On worksites today there is often no clear person in charge of task and site risks and this revised standard provides a clear understanding and who is responsible for delivering the work safely and most importantly, getting you home safe every day.

Let’s start with the introduction of the revised 019 standard and the core module overview.

*Play the video until time laps 12:22 where you will be able to summarise the key points.*

## Summary of Standard 019

**Key summary points – Time laps 12:22**

* The person in charge is new, it’s a new capability, not a competence
* The person in charge will be appointed by the Responsible Manager on their ability to manage the work activity planned and have an understanding of the risks
* The person in charge on site will oversee all work to make sure that all risk controls have been implemented
* Person in charge must hold a minimum of a COSS competence or be a Safe Work Leader
* The person in charge will verify the Safe Work Pack
* The Responsible Manager will authorise the Safe Work Pack

The new capability of a person in charge must hold a minimum of a COSS or SWL competence. They will undertake the role of a person in charge when appointed by the responsible manager, this will be based on their ability to manage the work planned and have an understanding of the risks. The person in charge will have input to the planning of the SWP to ensure it is fit for purpose, they can only accept a pack that has been authorised by the Responsible Manager and then person in charge and verify it.

## Summary of module 1, planning and working during incident response.

**Key summary points – Time laps 17.20**

* It’s really important that the person in charge verifies that the Safe work pack is suitable for the conditions found on site. If any changes need to be made, these should be reported to the on call manager.
* Possession planning meetings are important to deconflict between work groups.
  + These can be attended by planners but on occasion may need the Person in Charge or even the Responsible Manager to help resolve difficulties
* The Planner will still create a Safe System of Work pack but will need additional documents alongside to create the Safe Work Pack. These additional documents are:
  + Safe Work Pack validation form
  + Site risk information and controls required
  + Task risk information and controls required
  + Permits
  + Welfare arrangements and location
* Formally there were 7 levels of hierarchy, known as red and green zone working. Now there are 8 levels of hierarchy and they are now known as protection and warning arrangements

The person in charge will be will be contacted as the most appropriate person to respond to a particular incident and they identify the right Safe System of Work by using the Incident response Pack (IRP). They will identify what task and site controls are required by selecting the most appropriate hierarchy of control for the particular incident they are responding too. As you have seen in the video the hierarchy levels have changed from red and green zone working to protection or warning arrangements and full details on the levels can be found in the core 019 Standard. *(Briefer to hand out or make reference to the new hierarchy of controls in Standard 019)* The Incident Response Pack will be completed by the person in charge and full details will be given to the planner for storing in accordance with the timescales detailed in the standard.

## Summary of module 2, planning and working in a possession.

**Key summary points – Time laps 21.11**

* Planners should plan for the highest level of protection possible.
* It’s really important that the person in charge verifies that the Safe work pack is suitable for the conditions found on site. If any changes need to be made, these should be reported to the on call manager.
* The responsible manager can authorise repeat use of the pack for up to 12 months without further need for authorisation.
* The Planner will still create a Safe System of Work pack but will need additional documents alongside to create the Safe Work Pack. These additional documents are:
  + Safe Work Pack validation form
  + Site risk information and controls required
  + Task risk information and controls required
  + Permits
  + Welfare arrangements and location

When working in a possession the planner will apply for a worksite under possession using the possession planning tool, if there are any conflicting Safe System of Work arrangements including site, task or operational risks, the planner will consult the person in charge plus any other teams who are also planned to be at the worksite. If the conflict cannot be resolved, then the planner needs to inform both the person in charge and the Responsible Manager so further discussions or arrangements can be put in place. When creating a SWP for working in a possession, the core module of standard 019 details the minimum requirements and this can be used as a prompt when compiling a SWP. This pack will be similar to the SSOW pack, however there are a few extra documents required to create a SWP this includes, site risk information and controls required for example extra lighting requirements if the gang are working at night and there are poor lighting conditions on site. Task risk information and controls required, for example task risks control sheet, work package plans or task briefing sheets (regarding the tools / plant / equipment required for the job on that site) Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces and the welfare arrangements and their location. As previously mentioned and in the video the hierarchy levels have changed from red and green zone working to protection and warning arrangements. *(Briefer to hand out or make reference to the new hierarchy of controls in Standard 019)* When the person in charge arrives on site with their SWP it’s really important they verify the pack and ensure the content is suitable for the site conditions. If any changes are required, these should be reported to the on call manager.

## Summary of module 3, planning and working using protection arrangements.

**Key summary points – Time laps 32.35**

* Planners should plan for the highest level of protection possible.
* It’s really important that the person in charge verifies that the Safe work pack is suitable for the conditions found on site. If any changes need to be made, these should be reported to the on call manager.
* The responsible manager can authorise repeat use of the pack for up to 12 months without further need for authorisation.
* The Planner will still create a Safe System of Work pack but will need additional documents alongside to create the Safe Work Pack. These additional documents are:
  + Safe Work Pack validation form
  + Site risk information and controls required
  + Task risk information and controls required
  + Permits
* Formally there were 7 levels of hierarchy, known as red and green zone working. Now there are 8 levels of hierarchy and they are now known as protection and warning arrangements

When creating a SWP for working using protection arrangements, planners should plan for the highest level of protection possible using the hierarchy of control. The core module of standard 019 details the minimum requirements and this can be used as a prompt when compiling a SWP. This pack will be similar to the SSOW pack, however there are a few extra documents required to create a SWP this includes, site risk information and controls required for example extra lighting requirements if the gang are working at night and there are poor lighting conditions on site. Task risk information and controls required, for example task risks control sheet, work package plans or task briefing sheets (regarding the tools / plant / equipment required for the job on that site) Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces and the welfare arrangements and their location. The responsible manager can authorise the repeat use of this pack for up to twelve months and it is their responsibility to maintain a record of the authorisation, including the date and the name of the person in charge involved in the planning process. When the person in charge arrives on site with their SWP it’s really important they verify the pack and ensure the content is suitable for the site conditions. If any changes are required, these should be reported to the on call manager.

## Summary of module 4, planning and working using warning arrangements.

**Key summary points – Time laps 40.06**

* Planners should plan for the highest level of protection possible.
* It’s really important that the person in charge verifies that the Safe work pack is suitable for the conditions found on site. If any changes need to be made, these should be reported to the on call manager.
* The responsible manager can authorise repeat use of this pack for up to 6 months without further need for authorisation
* The Planner will still create a Safe System of Work pack but will need additional documents alongside to create the Safe Work Pack. These additional documents are:
  + Safe Work Pack validation form
  + Site risk information and controls required
  + Task risk information and controls required
  + Permits
  + Welfare arrangements and location
* Formally there were 7 levels of hierarchy, known as red and green zone working. Now there are 8 levels of hierarchy and they are now known as protection and warning arrangements

When creating a SWP for working using warning arrangements, planners should plan for the highest level of protection possible using the hierarchy of control. The core module of standard 019 details the minimum requirements and this can be used as a prompt when compiling a SWP. This pack will be similar to the SSOW pack, however there are a few extra documents required to create a SWP this includes, site risk information and controls required for example extra lighting requirements if the gang are working at night and there are poor lighting conditions on site. Task risk information and controls required, for example task risks control sheet, work package plans or task briefing sheets (regarding the tools / plant / equipment required for the job on that site) Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces and welfare arrangements and their location. The responsible manager can authorise the repeat use of this pack for up to six months and it is their responsibility to maintain a record of the authorisation, including the date and the name of the person in charge involved in the planning process. When out on site, it’s really important that the person in charge verifies the Safe Work Pack and ensure the content is suitable for the site conditions as they will oversee all work to make sure all risks controls can be implemented as planned. If any changes are required, these should be reported to the on call manager.

## Summary of all the key points raised in this video.

**Key summary points – Time laps 42.00**

* The person in charge is new, it’s a new capability, not a competence
* The person in charge will be appointed by the Responsible Manager on their ability to manage the work activity planned and have an understanding of the risks.
* The person in charge will verify the Safe Work Pack
* Person in charge must hold a minimum of a COSS competence or be a Safe Work Leader
* The person in charge on site will oversee all work to make sure that all risk controls have been implemented. If any changes need to be made, these should be reported to the on call manager.
* The Responsible Manager will authorise the Safe Work Pack
* The Planner will still create a Safe System of Work pack but will need additional documents alongside to create the Safe Work Pack. These additional documents are:
  + Safe Work Pack validation form
  + Site risk information and controls required
  + Task risk information and controls required
  + Permits
  + Welfare arrangements and location
* Planners should plan for the highest level of protection possible.
* Possession planning meetings are important to deconflict between work groups.
* Formally there were 7 levels of hierarchy, known as red and green zone working. Now there are 8 levels of hierarchy and they are now known as protection and warning arrangements
* Incident response Pack is there to enable you to plan how to respond to an incident safely, importantly this now includes task and site risk assessments

The new capability of a person in charge must hold a minimum of a COSS or SWL competence. They will undertake the role of a person in charge when appointed by the responsible manager, this will be based on their ability to manage the work planned and have an understanding of the risks.

When working in a possession the planner will apply for a worksite under possession using the possession planning tool, if there are any conflicting Safe System of Work arrangements including site, task or operational risks, the planner will consult the person in charge plus any other teams who are also planned to be at the worksite. If the conflict cannot be resolved, then the planner needs to inform both the person in charge and the Responsible Manager so further discussions or arrangements can be put in place.

When creating a SWP, planners should plan for the highest level of protection possible using the hierarchy of control. As previously mentioned and in the video the hierarchy levels have changed from red and green zone working to protection and warning arrangements. *(Briefer to hand out or make reference to the new hierarchy of controls in Standard 019)* The core module of standard 019 details the minimum requirements for creating a SWP and this can be used as a prompt for the planners. This pack will be similar to the SSOW pack, however there are a few extra documents required to create a SWP this includes, site risk information and controls required for example extra lighting requirements if the gang are working at night and there are poor lighting conditions on site. Task risk information and controls required, for example task risks control sheet, work package plans or task briefing sheets (regarding the tools / plant / equipment required for the job on that site) Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces and welfare arrangements and their location. Once this has been completed the responsible manager will authorise the SWP and the person in charge will verify it as fit for purpose.

The responsible manager can authorise the repeat use of a SWP when working with protection for up to twelve months and a SWP when working with warning arrangements for up to six months without the need for further authorisation. It is their responsibility to maintain a record of the authorisation, including the date and the name of the person in charge involved in the planning process. It’s really important that the person in charge verifies the Safe Work Pack when out on site to ensure the content is suitable for the site conditions as they will oversee all work to make sure all risks controls can be implemented as planned. If any changes are required, these should be reported to the on call manager.

When dealing with an incident, the person in charge will be will be contacted as the most appropriate person to respond to a particular incident and they will identify the right Safe System of Work by using the Incident Response Pack (IRP). They will select the task and site controls that are required by selecting the most appropriate hierarchy of control for the particular incident they are responding too.

SWP’s should be returned to the planner from the person in charge, whether they have been used or not. If there have been any changes to the SWP the planner can update the systems and store the Safe Work Pack in accordance with the timescales in the 019 standard. If your part of the business doesn’t have a designated planner, then the safe work pack is returned to the Responsible Manager, they will review it and update the systems if required.

## End of the video summary and group activity

Time laps – 43.08

At the beginning of the video it explained that you would hear about new terminology that you haven’t heard before, they were

* The person in charge
* The Safe Work Pack
* Task risk
* Verification and Authorisation

**Person in charge**

The new capability of a person in charge must hold a minimum of a COSS or SWL competence. They will undertake the role of a person in charge when appointed by the responsible manager, this will be based on their ability to manage the work planned and have an understanding of the risks

**The Safe Work Pack**

When creating a SWP, planners should plan for the highest level of protection possible using the hierarchy of control. As previously mentioned and in the video the hierarchy levels have changed from red and green zone working to protection and warning arrangements. *(Briefer to hand out or make reference to the new hierarchy of controls in Standard 019)* The core module of standard 019 details the minimum requirements for creating a SWP and this can be used as a prompt for the planners. This pack will be similar to the SSOW pack, however there are a few extra documents required to create a SWP this includes, site risk information and controls required for example extra lighting requirements if the gang are working at night and there are poor lighting conditions on site. Task risk information and controls required, for example task risks control sheet, work package plans or task briefing sheets (regarding the tools / plant / equipment required for the job on that site) Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces and welfare arrangements and their location.

**Task Risk**

Will be included in the SWP (*information detailing this is included in the above*)

**Verification and Authorisation**

Once a SWP has been completed the Responsible Manager will authorise the pack and the person in charge will verify it as fit for purpose, before the shift starts.

**Group activity**

Now it’s time to think what this means for you and the work you do. In groups please have a discussion on the following…

***Briefer note:*** *split the delegates into three groups and allow 10 minutes to discuss the following questions and allow a further 5 minutes for each group to summaries their discussion. At the end of this session you should gather as much information as possible on how the group is going to plan to implement the update to standard 019 in your area.*

1. What are we currently doing that meets the requirements in the updated zero one nine standard?
2. What's new for us in the updated zero one nine standard?
3. What do we need to do in our team to meet the requirements of the updated zero one nine standard?