019

Safety of people at work on or near the line

Frequently Asked Questions - Update 5

This is the last version of the 019 FAQ document as the support model has now closed down and your route head of safety (routes) or head of S&SD (IP staff) are the lead for 019 issues. This document is broken down into five distinct areas as follows. Please click on the relevant link to the required section in this document:

- SSoWPS FAQs
- 019 Standard FAQs
- Roles and Responsibilities
- Ways of Working
- Safe Work Pack Guidance

Latest questions as of 17 October 2017

SSoWPS FAQs

Question: How should planners be planning work between SSoWPS v2.5go live on 12 June and the go-live of the revised 019 standard on 3 July? **(Updated on the 14 Jul 2017)**

Response: Learning from a trial in Anglia has informed that there should be a transition period for people to get used to the new ways of working. It has therefore been agreed that the transition period will be from 3 Jul to 23 September 2017.

The required approach is based on the date of delivery of the work in question. As such, all works delivered after 23 September should be planned and delivered in accordance with the revised Standard NR/L2/OHS/09 issue 9.

During this transition period your approach should be determined by the point at which planners, person in charge and the team have been briefed on the changes to both standard NR/L2/OHS/019 and the upgrades that have been made of SSoWPS v2.5. When this has occurred staff can utilise the improvements from the new arrangements. It is expected that from 23 September all staff will have been briefed on the revised standard and all Safe Work Pack will be created in SSoWPS v2.5.

Question: What information is required for 'first aid' in the new Safe Work Pack?

Response: Your first aid and emergency arrangements should be compliant with the NR 'First Aid at Work' standard NR/L2/OHS/00110 and should include the name and location of the nearest hospital, the name of a first aider, and any special arrangements.

The person in charge may support you with details of what's most appropriate for the work. You don't have to identify a fully trained first aider. It's great if a member of the team is, but you can also have a first aid appointed person who will take control in an emergency, they will call the emergency services, and assist the injured person.

Question: What information is required for 'welfare' in the new Safe Work Pack?

Response: The welfare standard has not changed. Your welfare arrangements should be compliant with the NR 'The Provision of Welfare Facilities' standard NR/L3/INI/CP0036

In SSoWPS v2.5 you can now identify what the welfare provision will be for the task. This provision should be based on the CP36 Welfare standard. A link to the welfare standard and a useful matrix is provided within SSoWPS v2.5. The person in charge will help the planner to choose appropriate welfare facilities if required.

Each of the routes is working on a plan to improve welfare facilities, so provision for welfare is expected to improve over time.

Question: The revised process requires the responsible manager to review the Safe Work Pack and authorise it within SSoWPS v2.5. To do this they will need to log in to SSoWPS v2.5. This will require them to have a sentinel number so that they can create their account. However, if a planner registers a responsible manager through the use of the planner's sentinel number, the responsible manager is then unable to log in and view the Safe Work Pack. How should a responsible manager proceed in order to enable them to review and authorise the Safe Work Pack within SSoWPS v2.5?

Response: The responsible manager should review a hardcopy version of the Safe Work Pack or an electronic version sent to them by the planner. This should be done in collaboration with the planner. The authorisation of the Safe Work Pack is achieved through the responsible manager's signature on the hardcopy Safe Work Pack or the email instruction from the responsible manager. Please refer to sections 16 and 17 in the SSoWPS v2.5 user guide on how this should be reflected in SSoWPS v2.5 by the planner (Please click on this link). Unless the responsible manager is a SSoWPS v2.5 user, they are not expected to login to SSoWPS v2.5 irrespective of how they were registered. Safe Work Pack authorisation is only achieved through the responsible manager signature on the Safe Work Pack irrespective of their ability to login to SSoWPS v2.5.

Question: What is the process for developing a Safe Work Pack for a non-cyclical re-occurring pack within SSoWPS v2.5? Currently there is an issue that the creation of a non-cyclical pack has also created a

number of sequential packs. The first pack is sent to GZAC, but the other sequential packs do not have a GZAC status.

Response: When a plan has been signed off by a person in charge / responsible manager and after the planner has updated SSoWPSv2.5, the plan/series of plans take on the appropriate active statuses that are shown in the table on page 36 of the SSoWPS v2.5 user guide (Please click on this link).

Please note that only the first plan in a series of plans will take an active status if the person in charge / responsible manager sign off has not been recorded. Until a plan has been set as being verified by the person in charge and authorised by the responsible manager, the plan will **not** become active and will not be submitted to GZAC.

Question: I have had difficulty in finding an individual that I had registered as a person in charge or responsible manager within SSoWPS v2.5. How long does it take for the system to refresh and what is the correct process required to ensure a registered individual can be located?

Response: If an individual is registered as a person in charge or responsible manager then they will be visible in the system instantly. The original information used for the initial request must be used. For example, if the initial registration used the name Andrew, then the search must also be done as Andrew; the system will not identify the name Andy with the registered profile.

Question: Once I have created and verified a cyclical pack, I am unable to copy it as it shows a greyed out "**RM Authorise**" box within SSoWPS v2.5, what does this mean?

Response: "**RM Authorise**" means that the plan still needs to be set as being authorised by the Responsible Manager.
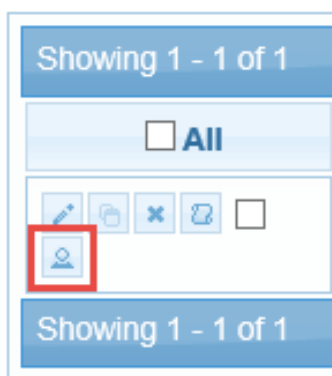
Underneath the "**RM Authorise**" tooltip graphic there is a button with a person on it that will take the user to the **responsible manager Authorisation** screen. The reason the plan can't be copied until it is **verified** AND **authorised** is because under the 019 standard, a plan is not considered fully created until these steps are completed. Further detail is available in the SSoWPS v2.5 user manual on page 28 (Please click on this link).

Question: As a member of Network Rail, how do I access the most up to date version of the SSoWPS v2.5 User Manual online?

Response: Access to the most up to date SSoWPS v2.5 User manual can be accessed through the SSoWPS v2.5 system, by clicking on the "**Useful Stuff**" link on the SSoWPS v2.5 front page. Then click on "**Useful Links**", which takes you to the link to the user manual. There is also a direct link on Safety Central; click on this link which takes you to the Safety Central webpage.

Question: How do I access the SSoWPS v2.5 Plan request sheet via SSoWPS v.2.5?

Response: To access the Plan Request sheet via SSoWPS v.2.5 please follow the steps below:

- Select **Useful Stuff** > **Useful Links** from the menu
- Enter SSoWPS v2.5 Plan Request sheet in the reference box and click this item when it appears in the dropdown.

It will be listed in the table with a name of "**SSoWPs Plan Request Sheet**" so just click that to open it.

Question: If I start to use the new SSoWPS 2.5 – do I have to update all my cyclic SWPs from v2.0 that are already developed and in the system for future works?

Response: Your cyclic v2.0 plans will need to be upgraded to v2.5 in line with the PDSW Transition Plan in your area of the business.

The SSoWPS system is v2.5. Prior to the planner changing their profile to v2.5, the system operates as per the old v2 system, with the v2.5 functions remained switched off until the individual transfers across.

Once the planner has changed their profile over to SSoWPS v2.5 then all new plans produced will be v2.5 packs, but the planner will still have access to the v2.0 plans. After a planner changes their profile to v2.5 they are able to access and edit v2.0 plans and keep them as v2.0 but will be forced to upgrade the plan to version 2.5 when copying. The system will migrate most of the plan data for the user but some of the additional fields are required to be completed by the user to produce a v2.5 plan.

Only v2.5 plans enable compliance with the revised 019 standard. Please also see the Part 4 of the SSoWPS v2.5 briefing launch presentation on Safety Central accessible here where the transition process is explained (Please click on this link). Please make sure that you are aware of your Route directive on when you are required to be compliant.

Question: Within SSoWPS v.2.5 why are we now being requested to complete the mileage and signal box details each time we copy and re-date packs?

Response: This is in place to ensure that all details are still correct, providing greater safety around the development of the pack. This provides greater accuracy and consistency of information within the planning process as signal boxes and mileage data may change.

Question: Within the SSoWPS v.2.5 system I am unable to copy a previously created plan to amend for future work, why is this?

Response: To enable the original plan to be copied for use, it is required to have been verified and authorised before it is then copied; under the 019 Standard a plan is not considered fully created until these steps are completed.

Question: How can I add a person in charge and responsible manager to the SSoWPS v2.5 system?

Response.   Please refer to the user manual which is hosted on Safety Central (Please click on this <u>link</u>). To navigate to the corresponding section click on the `**Useful Stuff** `tab on the SSoWPS v2.5 system, under the `**Useful Links**' tab.

Question: Why are some of the SSoWPS v2.5 functions not working correctly or appear properly on my screen?

Response: SSoWPS v2.5 has been designed to work best in Internet Explorer 11. If you are running an older version then you will need to get it upgraded. To upgrade, raise an IT helpdesk request to move to Internet Explorer 11. You then download and install and this will fix these issues.

Question: Is it possible to obtain a process diagram of the correct method to follow for the development of a non-cyclical plan within SSoWPS v2.5?

Response: See page 10 of the user manual **(**Please click on this <u>link)</u> which details the high level process flow for the creation of a new plan which, though not specific, is still applicable to a non-cyclical plan.

Question: Are any changes being made to interface between SSoWPS v2.5 and GZAM?

Response: No. There are no changes in the way SSoWPS v2.5 interfaces with GZAM in V2.5 of the SSOWPS software.

Question: Within SSoWPS v.2.5, how do I create a pack for a multi-location work site with Persons in Charge from a number of disciplines (such as welding, S&T)?

Response: This would normally relate to a possession where a number of work groups from different disciplines are required to work in a worksite. A master SWP for the possession site would be created which, once verified and authorised, allows the UPC/Under PICOP option in SSoWPS (see user manual) to be used and a SWP generated for each work group. This allows the common shared protection provided by the Possession / worksite to be utilised for multiple groups. Each group will have their own PIC and the applicable task/site risks etc. included for that team can be input and a SWP produced. This is discussed in the working together video (Please click on this link).

Question: What is the process to amend a profile that has been created with errors within the profile? For example, a planner created a profile for a PIC within the section, but after accepting the request realised that name was spelt incorrectly.   How can this be addressed and what is the process to follow?

Response: This can only be changed by an IT SSoWPS administrator. The user will need to contact the IT Helpdesk to raise an issue. This will then be passed to the relevant IT team who will address the problem.

Question: New SSoWPS users within DUs are able to log in and have access to SSoWPS v2.5 without having received the SSoWPS briefing or understanding the system. What training has been developed to enable new planners up to be brought up to a level where they can effectively use SSoWPS v.2.5? If no training is available, what is the process to revert them back to SSoWPS v2.0 to first understand the systems and processes required to create SWPs?

Response: For new users training has been via the Computer Based Training (CBT) material in SSoWPS. A new CBT training package is currently being developed. In the meantime both Safety Central and SSoWPS contain links to videos which will walk a planner through the production of a SWP in SSoWPS as well as a user guide and annotated presentations about creating a plan in the new system. This will take a planner through page by page the creation of a plan. The Sentinel Planners Course has been updated to cater for the provisions of 019 Standard. There is no reason to revert back to SSoWPS v.2.0 to understand how to use the system. The 019 Standard, at Section 5.1 identifies the key competence that a planner is required to achieve for the role.

Question: What is the process within SSoWPS for amending incorrect details for signal boxes?

Response: Upon the identification of any incorrect signal box information, which may be safety critical, immediately raise a call with the IT helpdesk. This call will then be directed to the GZAM BOSS team who will then correct the relevant information.

Question: The plan has been rejected due an indication that there are no permits required for the work being done on site, which has resulted in the plan being rejected by the authorising individual. How can this be addressed to allow the plan to be used for the work required?

Response: The F01 has now been addressed in SSWoPS v.2.5 to include a "N/A" option to prevent any misunderstanding in new packs produced. Where a F01 is being used without the N/A option, the person in charge or responsible manager reviewing SWPs, need to consider whether the content is correct from their knowledge of the task. If no permits are required and the pack is suitable they should select yes i.e. the pack is acceptable. Any rejection should include commentary as to why the pack is not suitable i.e. permits that are missing or not arranged that would be required for the works.

Standard 019 FAQs

Question: Can a member of the contingent labour workforce undertaking work in Route Businesses (i.e. maintenance work in a route) perform the role of a person in charge?

Response: Yes. A member of the contingent labour can perform the role of the person in charge providing the following criteria are met:

- They have been allocated to be the person in charge by the Primary Sponsor's responsible manager for that work (ie NR / PC or RCC organisation)
- They have been involved in the planning of the work
- They have the appropriate local knowledge
- And they deliver the work on the night i.e. it must be the same person in charge who plans and delivers the work

Question: Will a person in charge be identified by wearing an armband or helmet / hard hat when on site?

Response: There will be no identification of the person in charge on site. The COSS armband will remain in place.
In IP when using a Safe Work Leader (SWL) competence, the SWL armband will be utilised.
IP track are currently trialling the use of a black helmet to identify supervisors. This is additional to the use of armbands to identify SWLs. As part of a post implementation review the programme will consider using different colour helmets for the person in charge.

Question: What will a person in charge brief their team on regarding task risk control?

Response: The person in charge should brief staff about how the risks from the work the team are about to perform are controlled. For Route based teams, this information is likely to come from the task Risk Control sheets (TRCS). These are an aide memoires for persons in charge to remind themselves and their teams of the controls to be applied on site. Staff should have all been trained to undertake the tasks they will perform and the TRCS reminds all involved, of the controls that need to be applied.

Question: Do you need to have <u>the</u> same person in charge (i.e. <u>the</u> same individual) to verify the Safe Work Pack <u>and</u> deliver person in charge duties on a worksite or can this be two different people (i.e. <u>a</u> person in charge)?

Response: It is difficult to answer this question purely using the terms "The" and "A" as people use the terms interchangeably for the same meaning, sometimes referring to the person who verifies the Safe Work Pack, and sometimes referring to the person who leads the work on site.

During the production phase of the Safe Work Pack, "The/A" person in charge will be involved by collaboratively working with the planner and the responsible manager. This same person in charge will VERIFY the Safe Work Pack at least once shift in advance.

It is good practice that the person in charge who verified the Safe Work Pack is also the same person in charge, which accepts the Safe Work Pack at the time of the work. i.e. the person involved in the planning is the same person in charge of the workgroup on the shift. However, we recognise that under certain circumstances, such as short term illness. It may be necessary for a different person in charge to the original to accept the Safe Work Pack, once it has been verified.

This is acceptable providing this new person in charge has had the necessary time to satisfy themselves that the Safe Work Pack is suitable for the tasks in hand, the site conditions and geography and operational considerations. One of the measures of the revised standard will be to identify on how many occasions the same person in charge who verified the pack, also accepted it at the site of work.

In summary:

- The person in charge verifying has to have been involved in the production of the Safe Work Pack and verify at least one shift in advance.
- The person in charge accepting and leading the work on site has to have had time to satisfy themselves that the Safe Work Pack is suitable before work begins

Question: What duties is an individual unable to perform whilst being a person in charge?

Response: In all circumstances a person in charge must **NOT** be a lookout / site warden'.

The critical part is for the responsible manager and the person in charge to have planned the work to be able to be delivered by the staff undertaking the work. The planning phase of the work enables the person in charge to make sure the right people with the right competencies are organised to perform the work.

If an individual is unhappy with the duties assigned that have been assigned to them they can invoke the Work Safe Procedure act.

Question: Why is SWL only being used in IP and not in Route Businesses?

Response: The new 019 standard requires all parts of the industry to operate to a consistent framework for the first time and therefore both IP and Route Businesses are required to undertake work using a person in charge.

IP have consulted with their suppliers and workforce and as a result of this have decided that they would use the Safe Work Leader (SWL) competence as the requirement for the role being performed by the person in charge.

Question: How should a DU determine which COSS certified / IWA (Individual Working Alone) individuals should be a person in charge?

Response: A person in charge is a capability and not a competence. The responsible manager should determine which individuals are appropriate to fulfil this capability on a job by job basis.

Guidance on the key considerations to help with decision making can be found in the PDSW Route Businesses Level 3 document that is located on Safety Central.

Question: Do Individuals Working Alone (IWA) need a COSS competence to become a person in charge?

Response: No. The standard is clear that an IWA acts as a person in charge when they are an IWA. An IWA cannot be a person in charge for a team of people, in such case the person in charge must hold COSS/SWL.

Question: When splitting a four person team to perform an isolation, two staff will need to leave to carry out the isolation. Must they have an appointed Safe Work Pack and person in charge?

Response: Yes. The isolation activity should have its own person in charge and SWP. If any work entails going outside of sight or communication (including distant lookouts) of the primary site of work then a Safe Work Pack covering that activity is required.

Question: Will Network Rail supply chain partners need to use both a person in charge with SWL or COSS when undertaking work for IP and Route Businesses on separate jobs?

Response: Yes. All work being undertaken on or near the line requires a person in charge to be in place.

For work being undertaken across the majority of Network Rail activity, the person in charge will hold the COSS competence.

The exception to this is for work being undertaken for IP where the supply chain will exercise this through the use of a SWL.

It is recommended that the supply chain schedule staff in a way that they would be consistent in working for either a Route or Infrastructure Projects. We do not recommend that staff change from working in Route

Businesses under a person in charge with COSS competence and then in Infrastructure Projects with a person in charge using SWL.

Question: What information is required for 'runaway' in the new Safe Work Pack?

Response: Runaway is essentially about mitigating the risk caused by having steel wheels on rail.
Planning for runaway in SSoWPs v2.5 is essentially 3 things:

- Working with the person in charge you will need to determine if the work is on or within 5 miles of a gradient of greater than 1 in 100. Information to do this is contained in SSoWPs v2.5 and supplements existing 5 mile line diagrams and the sectional appendix.
- Identify if adjoining work could be a risk to you. You can use the Possession Planning System (PPS) to identify adjoining possessions that will be in place at the time of your work – then speak to the person coordinating the possession to see if they are using anything that could create a runaway risk to you. This is typically undertaken at de-confliction meetings.
- Where run away risk has been identified, putting in place mitigating actions, for example, you could change the date when the work takes place, have points set to prevent a runaway reaching you or deploy a secondary warning system such as the Vortok rear guard.

Question: Is a Safe Work Pack needed for walking on or near the line?

Response: No. You are not required to have a Safe Work Pack if you are walking on or near the line in order to join a team already at work.
It is good practice to have a copy of the Safe Work Pack for that team and be familiar with the work being performed and therefore the risks associated with your journey to that worksite (including worksites you may be travelling through).
The revised 019 standard does not change the rulebook requirements, walking is still permitted.

Question: In major works how is the person in charge defined? Based on this how are further Safe Work Pack produced, coordinated and briefed?

Response: The 019 standard provides a framework for how to plan work. It is the responsible manager's role to organise the plan that is most efficient and effective for the task to be performed. They may wish to consider the complexity of the task and experience of the team performing, number of disciplines involved etc. This may then result in the following being adopted:

- One person in charge who plans for multiple disciplines or
- Each discipline within the plan providing a bespoke person in charge + Safe Work Pack that includes how they interact with the other person in charge (if relevant).

Please remember that the person in charge should always be able to see and communicate with their work team. For every stand-alone intended activity (i.e., replacing a set of switches, felling a tree, taking an isolation or location inspection), there should be ONE person in charge and ONE Safe Work Pack.

On long sites such as CWR re-railing, if the person in charge cannot maintain reasonable communication with all activities, separate person in charge's (with their own Safe Work Packs) should be appointed. An information video has been created to assist with understanding this question, which is located on Safety Central **(**Please click on this <u>link</u>**).**

Question: How should planners de-conflict a worksite and what documentation and processes should we use to manage multi-discipline worksites and maintenance going into an IP possession and vice versa?

Response: Where more than one work activity is planned within a possession or line blockage, a confliction assessment should be carried out. This may be different work activity within a worksite (worksite de-confliction), or different activity within a possession (possession de-confliction).

This requires the planner to contact other work owners to establish if work is complementary, or if it conflicts. If it conflicts, the work should be adjusted / prioritised / re-planned as appropriate, to ensure safety is not compromised.

Following discussion between work owners, there is a final check at the T-10 meeting (this may vary by route) to ensure de-confliction has occurred and a final chance for work owners to speak to each other if not been able to. An information video has been created to assist with understanding this question, which is located on Safety Central (Please click on this <u>link</u>).

Further guidance on the key considerations to help with de-confliction can be found in the PDSW Route Businesses Level 3 document that is located on Safety Central (Please click on this <u>link</u>).

Question: What information will Route based person in charge have available to brief task risk?

Response: The new version of SSoWPs v2.5 contains a list of all task risk control sheets that may be applicable for the work being planned. The person in charge should work with the planner to identify those that are most relevant to the work being planned to control the significant risks on site. The identified task risks will be listed in the SWP and it is the responsibility of the person in charge to ensure a relevant task risk briefing is conducted at site.

SSoWPs v2.5 provides hyperlinks to the task risk control sheets to enable the person in charge to print them out in advance if required.

When working in IP the person in charge will be able to use the briefing material that is contained in the Works Package Plans.

Question: Can changes be made to a Safe Work Pack on site?

Response: Yes. Changes can be made to the Safe Work Pack at site, but this should be the exception rather than the normal. Adding additional task risk controls or going up the hierarchy can be done by the person in charge without approval but must be recorded on the Safe Work Pack.

Any changes that weaken the Safe Work Pack i.e. going down the hierarchy, removing task controls or delegating COSS responsibilities needs to be approved in advance by the responsible manager or on call manager and will require an authority number.

Question: What are individuals now signing for (in the Safe Work Pack) at the start of a shift?

Response: On signing the Safe Work Pack, individuals are indicating that they have received a briefing on the work being undertaken, the risks and mitigating controls and they are happy to undertake the work being proposed. The new Safe Work Pack explicitly includes a section on the proposed controls to mitigate the risk of injury from conducting the task i.e. the risk from working at height.

Question: How should the DU manage the return of the IRP paperwork?

Response: The person in charge is responsible for returning the IRP at the earliest opportunity; this should be no later than one week after the incident. Completed paperwork should be returned to the designated planner or responsible manager. The responsible manager is accountable for the storage and retention of the IRP in accordance with NR/L3/INF/02226 corporate records retention schedule.

Question: How are signallers and route control being informed on the changes impacting them as a result of the revised 019 standard?

Response: A briefing presentation was delivered by Tony Raine on 24 May beginning the cascaded out of the signaller and control staff briefing. A copy of the slides detailing the changes can be found on Safety Central.

Question: How are the smaller 3rd party contractors being briefed and managed?

Response: A communication from Achilles (the system that enables NR to communicate with its supply chain) is being issued no later than Tuesday 30 May to inform them.

Question: What does the term 'on or near the line' actually mean?

Response: The 019 standard applies to all persons involved in the planning and delivery of work 'on or near the line' or which could affect the area termed 'on or near the line', carried out by or on behalf of Network Rail, outside parties, third parties, their contractors and sub-contractors. This is considered to be:

- Within 3 metres (10 feet) 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 1.25 metres (4 feet) of the platform edge.

Please note: This standard does not specifically cover the electrical risks associated with working on or near electrified lines.

Question: Is there any additional forms that I can use to help me plan more complex worksites?

Response: Where work at a more complex worksite is being planned. The individual planning the work may wish to use either the 'supporting form' for cross discipline work or the 'subsidiary form' for where there are multiple work activities (piggy backing) taking place within the same possession. Further information is contained in the Route Businesses L3 document located on Safety Central.

Question: How can a person in charge be accountable for managing tasks that they are not competent in?

Response: A person in charge does not have to be certified competent in all the tasks that are being performed in their Safe Work Pack. They do need to understand the activity required to enable them to put in place suitable task risk controls in the Safe Work Pack and manage the work on site.

Question: What planning do I need to undertake to enable an individual or gang to travel through another worksite?

Response: The revised 019 standard does not change this. The person in charge should have a Safe Work Pack that takes into account how the gang will get to their site of work.

Question: At what point does a delegated COSS need to endorse the Safe Work Pack?

Response: The delegated COSS should work with the person in charge to check the operational safety element of the Safe Work Pack. This should be undertaken during the planning stage of the work and not at the time the work is being undertaken.
The delegated COSS should endorse the Safe Work Pack during person in charge verification and should do this in collaboration with the person in charge.
The delegated COSS should interact primarily with the person in charge as it is the person in charge who needs to verify the SWP to assure themselves that the arrangements are suitable and sufficient.
Where a person in charge has decided to delegate COSS responsibilities, this needs to be done during the planning of the Safe Work Pack to enable COSS endorsement during the verification at least one shift in advance.

Question: How long does a Safe Work Pack and IRP need to be retained for?

Response: We need to keep Safe Work Pack & IRP for a minimum of 3 years. This is in-line with the corporate record retention policy for this type of document.

Question: When creating the welfare component of the plan, is it acceptable to utilise local commercial facilities that provide 24 hour access?

Response: Currently, as long as the proposed option is available and agreed then it can be used, provided local agreement has been received by the company that owns the facilities. However, each route is developing their Welfare Plan and mapping all available welfare resources within their areas of responsibility. On completion of this exercise, the Welfare Plan will need to be consulted and only facilities that are included and recognised within that document should be used.

Question: Can the person in charge also be the planner or the responsible manager?

Response: The individual who authorises the Safe Work Pack cannot also be the individual who verifies the document. For example:

- The planner **can** also be the authoriser
- The planner **can** also be the verifier
- The authoriser **cannot** be the verifier

The Safe Work Pack needs to be Verified and Authorised by separate people. The Safe Work Pack cannot be verified and authorised by the same person, therefore the person in charge cannot be the same person as the responsible manager. This ensures extra checking is applied to the Safe Work Pack which in turn reduces risk.

Question: In major works how is the person in charge defined? Based on this how are further Safe Work Pack produced, coordinated and briefed?

Response: The 019 standard provides a framework for how to plan work. It is the responsible manager's role to organise the plan that is most efficient and effective for the task to be performed. They may wish to consider the complexity of the task and experience of the team performing, number of disciplines involved etc. This may then result in the following being adopted:

- One person in charge who plans for multiple disciplines or

- Each discipline within the plan providing a bespoke person in charge + Safe Work Pack that includes how they interact with the other person in charge (if relevant).

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Question: How should planners de-conflict a worksite and what documentation and processes should we use to manage multi-discipline worksites and maintenance going into an IP possession and vice versa?

Response: Where more than one work activity is planned within a possession or line blockage, a confliction assessment should be carried out. This may be different work activity within a worksite (worksite de-confliction), or different activity within a possession (possession de-confliction).

This requires the planner to contact other work owners to establish if work is complementary, or if it conflicts. If it conflicts, the work should be adjusted / prioritised / re-planned as appropriate, to ensure safety is not compromised.

Following discussion between work owners, there is a final check at the T-10 meeting (this may vary by route) to ensure de-confliction has occurred and a final chance for work owners to speak to each other if not been able to. An information video has been created to assist with understanding this question, which is located on Safety Central (Please click on this [link]).

Further guidance on the key considerations to help with de-confliction can be found in the PDSW Route Businesses Level 3 document that is located on Safety Central (Please click on this [link]).

Question: Can a person in charge, who is also acting as the COSS, carry out tasks as part of the site working team?

Response: The person in charge must hold a COSS competency. They can choose to delegate their COSS duties within the job but this has to be detailed within the planning stages and agreed.
The 019 Standard does not specifically state what duties a person in charge cannot carry out. However, the Rulebook takes priority over the 019 Standard and restricts activities a person can carry out. The Rulebook

consequently affects what a person can do. This will restrict a person in charge from acting as a site warden and always prohibit them from acting as a lookout.

In Rule book 3, the section "*Duties of a Lookout and Site Warden*" give direction on this issue. If you are a site warden you must not:

- Take part in the actual work
- Carry out any other duties, unless you are also the COSS or SWL
- Allow yourself to be distracted.

Acting as a person in charge means you will be taking part in the "actual work" activity as you are in charge of it and could also become distracted by it. Even if you are only directing others or doing non-physical works, such as training, this is "taking part in the actual work" and means you cannot act as site warden when acting as person in charge.

The Rule book allows COSS to be a site warden to convey a group to site but whilst working they cannot act as COSS and site warden if they have other duties. This means a person in charge could act COSS and site warden to convey a group to site only. At the site of work, undertaking the duties of a person in change would prevent you from acting as a site warden at the same time.

Question: How is the Hazard Directory updated and what is the process that is in place?

Response: The process for updating the National Hazard Directory is delivered through Delivery Units. The custodian of the Hazard Directory updating process is the workforce health and environment safety advisor (WHESA). There has been no change in the process for updating the Hazard Directory.

Question: Will Supply Chain Organisation require a local person in charge for all future rail deliveries?

Response: Routes currently supply a member of staff to work with stone blowers and tampers, while Grinding trains are self-sufficient and there have been no changes to this as a result of 019.

Where a Route has requested a rail delivery train, the local Delivery Unit will need to supply a person in charge to provide local knowledge and the correct protection. This will provide support to the Supply Chain Organisation, which will continue to operate the train and remain the risk specialists. This is not likely to be too onerous due to the frequency for most maintenance depots.

Question: On the new Safe System of Work validation form (NR/L2/OHS/019/F01 issue 1) it references 3 appendices (A, B and C). However, recent communications suggest that there should only be one appendix – Appendix A; is this an error? If not where can these appendices be obtained from?

Response: The reference to appendices B & C have been removed from forms created by the main software systems used by industry SSoWPS for Network Rail and the On-trac system. The form published on the standards site will be updated in due course in line with the Network Rail standard change process.

Question: What is the process for ordering replacement Incident Response Packs?

Response: The Incident Response Packs have been developed in A4 and A5 size. The product numbers are:
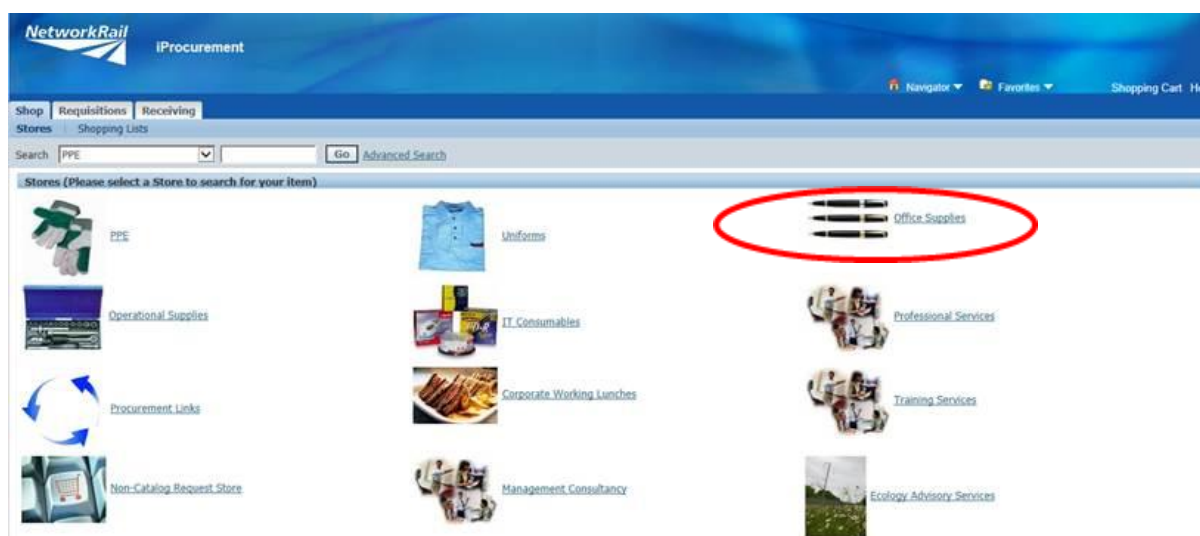
A5 Size: NR019 IRP 7/17
A4 Size: NR019 IRP A4 7/17

The process for ordering replacement incident response packs is as follows:

Step 1:
Logon to Oracle eBusiness/I-Procurement
Select Office Supplies

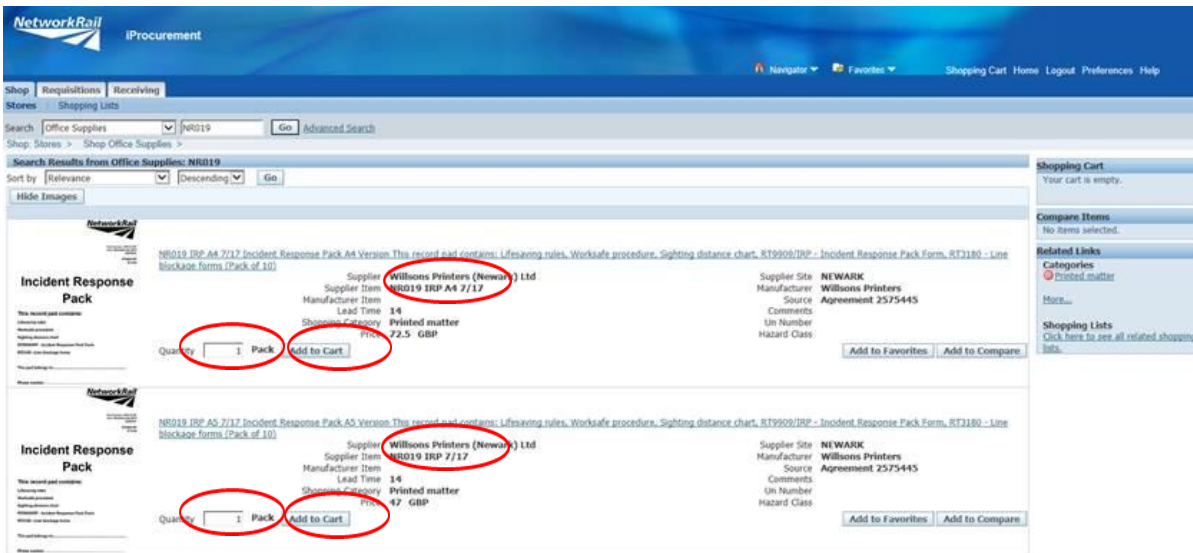Step 2: Enter NR019 in the search field and press 'Go'

Step 3:

IRPs are available in either A5 (NR019 IRP 7/17) or A4 (NR019 IRP A4 7/17)

Select quantity of required IRPs and 'Add to Cart'

Follow check out process as standard.

Question: Within the SWP development process it is stated that the COSS needs to sign the new SWP Validation form a shift in advance, though it does not indicate what the process to follow is if this may not be possible (e.g. a change in COSS due to illness). What process should be followed in these circumstances?

Response: The SWP needs to be verified a shift in advance by the person in charge. This additionally means, in the situation where COSS duties are to be delegated to another person that COSS also needs to endorse the SWP before it is verified by the person in charge. In the event of sickness or unforeseen absence it is permissible for the SWP to be verified on the shift by the person in charge (and endorsed any delegated COSS) but they need to have sufficient time to be able to understand the contents and be happy they can implement the arrangements. Authority for the pack to be verified on the shift needs to come from the Responsible Manager who may sign the form or issue a verbal authority number for the pic to record on the Validation form.

As planning a SWP can require a number of number of people (pic and COSS) to review the SWP as well as the RM to Authorise, it is better to plan works in advance rather than work to minimum deadlines of a shift in advance for verification and authorisation. Remember, where Cyclical or Repeated SWPs have been produced, only the first pack in the series requires the verification and authorisation signature which remains valid for the rest of the series.

End of latest questions

Please click the links below to navigate the remaining FAQs. The latest questions will be grouped and placed into this navigation for the next update.

Roles and Responsibilities
- COSS
- Engineering Supervisor (ES)
- Individuals Working Alone (IWA)
- Person in charge (PIC)
- Planner
- Responsible Manager (RM)
- Signaller

Ways of working
- De-confliction
- Faulting
- First Aid
- Incident response
- Possessions
- Protection and Warning hierarchy
- Site access
- Welfare Facilities

Safe Work Pack (SWP)

Creation of the revised Standard 019

Role and Responsibilities

Roles and Responsibilities - COSS

If COSS duties have been delegated, how does this impact the relationship with the ES?
Existing rulebook roles still have same duties and relationships with each other, for example: COSS to ES, ES to person in charge, person in charge to signaller etc.

The person in charge will oversee the control of task and site risks for the work activity and the COSS will undertake rule book duties (Operational safety risk) delegated to them by the person in charge.

The person in charge would not liaise with the ES for any COSS rulebook duties. Please remember that the expectation is that the person in charge will normally discharge the COSS duties. Delegated duties can only be carried out when they have been pre-planned and detailed in the authorised Safe Work Pack.

Is it still the COSS that signs-in?

Yes. If the person in charge is undertaking COSS duties the person in charge (wearing COSS Armband) will sign in with the ES as the COSS. The ES to COSS relationship remains the same.

If a person in charge delegates COSS responsibilities, who rings the signaller to arrange protection?
Duties remain as per the Rule Book, so it is always the COSS that phones the signaller. If the person in charge is not the COSS, the COSS will also deliver the COSS brief.

Roles and Responsibilities – ES
In Possession where there are multiple persons in charge & Works conflicts, are we going to have issues with them affecting ES duties?

ES duties are detailed in the appropriate Rule Book handbook. The changes to the standard and introduction of person in charge do not change how the rulebook process/procedure is applied. This does not prevent a conversation between the ES and person in charge but the person undertaking the role of COSS on site still works with the ES to existing rulebook requirements. The process to discharge COSS duties from the person in charge is clarified above.

If the person in charge is an Engineering Supervisor (ES) can they delegate ES responsibilities?
No, not under any circumstances.

Roles and responsibilities – Individuals Working Alone (IWA)
Will an IWA become a person in charge also? If so, how can they inform the planner of their work?
The standard details that a person acting as IWA will be a person in charge. The process for planning the work does not change from that detailed in the standard, e.g. work with the planner to create a Safe Work Pack that is verified by the person in charge (in this case the IWA) and then authorised by the responsible manager.

Roles and Responsibilities – Person in charge

How does the person in charge become involved in planning?
The interaction of the planner and verifier could be done over the phone, by email, or by leaving the paperwork for review in a pigeon hole. The critical thing is that the person in charge and the planner have exchanged views about what is required to produce the plan. This may include things such as, the amount of people required, tools needed, and the duration of the work. It is important that the person in charge is able to review and input into the plan before it is authorised.

Does the person in charge need to verify the plan by sitting with the planner?

No, though this would be desired on larger work. The interaction of the planner and verifier could be done over the phone, by email, or by leaving the paperwork for review in a pigeon hole. As long as the person in charge is able to review and input into the plan before it is authorised. This will generally be agreed by the relevant Responsible Manager.

How will the person in charge be visible on site?

The person in charge does not require a badge/visible identification. It will be clear who the person in charge is because they will brief all those working under their supervision prior to work commencing or as changes occur on site. This is consistent with other capabilities in the business.

Can a person in charge carry out Site Warden or Lookout duties?

No. Even if COSS duties have been delegated, the person in charge must not carry out these duties.

The person in charge has to agree the safe work pack but I do not hold competencies in every area of work that occurs. How do I do this?

The revised standard does not require the person in charge to be competent in the activities within the Safe Work Pack, but does need the person in charge to have an understanding of the risks associated with task, locations and method of warning/protection.

A person in charge is required to have COSS competence but COSS duties can be delegated during the planning of the Safe Work Pack. Where a separate competence is required for a particular method of warning or protection (e.g. LOWS COSS), and the person in charge does not have that specific competence, they can still be a person in charge but will need to understand that method of warning/protection and how it will be delivered.

In this instance the OLE team LOWS COSS would provide the warning arrangements and the Rail Testing team would provide the person in charge.

What if a person goes sick before the shift and the next person in charge doesn't have enough time or feel comfortable with the pack?

If the replacement person in charge does not have time to review and accept the pack then the work shall be cancelled.

However, the standard allows for same shift verification and authorisation with an authority number issued by the responsible manager.

In this particular example it would be reasonable for a responsible manager who is familiar with the task, site of work, method of protection and the competence and capabilities of the replacement person in charge, to discuss the Safe Work Pack with the replacement person in charge and seek their agreement to continue with implementing the Safe Work Pack.

This would require the responsible manager to provide an authority number to the person in charge and record the number and reason for the change for compliance purposes.

The person in charge would still need to accept the Safe Work Pack once on site by completing the acceptance part of the F01 form.

Will the person In charge perhaps take personal responsibility away from others?
No. The standard is designed to make it clear who has overall responsibility for the planning and safe delivery of work. Safety has and always will be everyone's responsibility.

If the responsible manager appoints someone as the person in charge, and they are not usually the team leader, won't this create conflict between them and the team leader?
Where the responsible manager is in a line management role and nominates a person in charge that is not the usual team leader, the line manager will need to discuss the reasons for the nomination with those with both parties to avoid conflict within the team.

Can the person in charge undertake multiple tasks/roles?
Yes, they can delegate some duties to other competent staff, for example if they can't adequately carry out COSS duties they can delegate COSS duties, which must be arranged and agreed during the planning stage. The person in charge retains overall accountability for safety.

Roles and responsibilities – Planner

What competency does a planner need with regard to task, site, and operational risks?
The competency requirements for the planner have been determined as Safe System of Work Planner competency. This accounts for the need to use the relevant system to produce the operational risk element of the Safe Work Pack (e.g. SSOWPS v2.5 element). For task and site risk this is why there is a need to collaborate with the responsible manager and person in charge during planning.

How does planner demonstrate that they have considered all risks?
This is demonstrated through the person in charge verification process as the person in charge checks the pack for suitability and, where risks have not been identified, these are fed back to the planner for amendment to the Safe Work Pack.

Is there a plan to lessen workload and employ additional section planner/admin?
Your Routes leads are working hard to identify local resource issues and understand the impact on workload for the person planning the work. These will be managed locally as each Route, DU and Section will have differing needs.
In order to ensure the smooth introduction of the revised standard, a trial will be conducted on the London Fenchurch Street to Shoeburyness line and associated lines – part of the Anglia Route.

The objective of the trial is to understand the resource implications on the existing workforce to successfully and compliantly implement the revised standard.

The trial is being designed, developed and delivered by a cross industry team which includes representatives from TSSA and RMT and will allow us to work together to collaboratively respond to concerns of the trades unions regarding the impact on the workforce of the revised standard.

When creating a Safe Work Pack the planner will need to speak to the person in charge and maybe also a COSS/SWL or person with task specific competence. Does everyone involved in the creation of the plan have to have input in to it?
No. The intent is that where specialist knowledge (e.g. specialist competency, task/site knowledge) is required as a part of creating the Safe Work Pack, appropriate people should be consulted to make sure that knowledge is included in the pack.

Some people nominated as the person in charge may not know the location where the work is being planned. Are we expected to make sure that person in charge completes a site visit?
There is no mandatory requirement for a site visit in the revised 019 standard but is a very sensible step to take especially for one off or complex tasks. Any request should be considered on a case by case basis.

How will the designated person in charge be determined when work will involve several functions, such as track work, welding, S&T disconnections / reconnections, RRV movements etc.? Will the person in charge be able to delegate certain responsibilities?
There should always be one person in charge of the work. When planning the work functions should agree who that person will be. This is so everyone understands that person is in charge and can make the right decisions to enable the work to be done safely and effectively – this will include the delegation of tasks so that the right competent people undertake the right jobs i.e. S&T staff undertake the disconnections.

Roles and Responsibilities – Responsible manager

Does the responsible manager need a COSS competence and detailed understanding of work activities?
A responsible manager will have a broad understanding of the task but does not require the same individual competencies as the person in charge. A responsible manager does not need to hold COSS/IWA/SWL.

Can the responsible manager be delegated to supervisor level?
The standard highlights a variety of roles that can be identified as responsible manager. Section supervisor is one of the many roles that can deliver the requirements of responsible manager.

Who would typically be the responsible manager?

In Network Rail Routes this would probably be a section manager, for Principal Contractors or Network Rail Works Delivery it would typically be a project manager. This is because they decide who does what work on a day-to-day basis.

How can a responsible manager be expected to authorise a Safe Work Pack (including the operational risk element) if they do not also hold a COSS competence?

The person in charge (as the competent person) will verify the operational risk element of the Safe Work Pack on behalf of the responsible manager, which would typically be a section manager. Both the responsible manager and the person in charge will come to an understanding and agree the best controls for the work.

Roles and responsibilities – Signaller

Has signaller workload been considered given a higher system is always used as additional protection?

The revised (issue 9) 019 standard has not changed this requirement. Issue 8 requires that the highest level of SSoW should be planned for.

It is not clear that the process has sufficient capacity to allow greater usage of line blocks due to signaller workload - How is this to be improved?

Local instructions will dictate the availability of line blockages on any particular signal box, signalling panel or workstation. The important point here is that the planner and the person in charge should correctly identify and plan for line blocks with the correct limits. Correct planning leads to improved efficiency because signallers will not have to change line block arrangements during the work.

Ways of working

Ways of working – De-confliction

How does the de-confliction meeting work? Should the Planner and/or the person in charge attend these meetings?

There is no formal de-confliction meeting specified in Standard 019, but there is a legal obligation under Construction (Design & Management) (CDM) regulations that all duty holders must communicate and cooperate to make sure health and safety is managed effectively.

Those planning and managing the work must cooperate and coordinate to resolve conflicts so the person in charge and Planner will need to be involved.

The processes are documented in detail in the possession planning standards 202 & 303:

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Ways of working – Faulting

Will colleagues continue to attend faults?

Colleagues will be able to attend faults under incident response in which case the person in charge can follow the incident response module and create an Incident Response Pack on site. If it is not possible for a planner to pre-plan a Safe Work Pack, and the work is not foreseeable, the person in charge called to attend the incident can create the IRP on site.

Incident Response is not applicable for works to be completed in short timescale deadlines which are not immediate incident response matters.

Ways of working – First aid

Who is the first aider on site and what's the process for making an emergency call?

The person in charge will decide the required first aider provisions during planning based on the nature of the work and risks involved. The person in charge can agree this with the Responsible Manager in line with Standard NR/L2/OHS/00110 – Issue 5 First Aid at Work (formerly NR/HSSM/16.04).

Please note: Standard NR/L2/OHS/00110 is currently being consulted and updated.

Ways of working – Incident response

How will the person in charge obtain all the info required to create an incident response pack? How will they access information such as track plans, hazards, sectional appendix etc. in no internet areas?

Where information critical to completing the IRP is not readily available to the person in charge on site, they should contact either their Route/Fault Control or their responsible manager to obtain relevant information.

This requirement is not new to the revised standard 019 and would need to be managed as part of the existing issue 8 requirements.

If the MOM gets there first, who is the person in charge?

If they are doing work and looking after themselves and others they will be the person in charge.

Should the MOM then leave site and leave other technicians working on resolving the incident then a person in charge for that work group needs to be appointed.

If the person in charge is the on call manager/supervisor, will they be required to attend site with staff to attend rapid responses?

No. When an incident occurs, the Route/Fault Control deploy the appropriate resources to attend. The first competent person to arrive will undertake the role of person in charge. However, as the incident progresses it may be appropriate to change the person in charge if a more appropriate person arrives on site.

This decision to change the person in charge will be discussed by both the initial person in charge and the person nominated to take over the responsibility. If it is agreed that the person in charge is to be changed, Route/Fault Control shall be updated by the initial person in charge.

Ways of working – Possessions

Does the planner have to attend possession meetings?

This is not directly specified in Standard 019. The right people need to attend possession meetings and these are specified in Standards 202 and 303:

- [NR/L2/NDS/202 - Principles, Timescales and Functional Responsibilities for Engineering Work, Access and Heavy Resource Planning](#)

- [NR/L3/OCS/303 - T3 Possession Of The Line For Engineering Work Delivery Requirements](#)

There is a legal obligation under CDM regulations that all duty holders must communicate and cooperate to make sure that health and safety is managed effectively, attending possession meetings is a way by which communication and cooperation can take place to plan and resolve conflicts.

Would the Operations Delivery Manager who conducts site audits/inspections on possession staff i.e. PICOP and possession staff need to have a Safe Work Pack if accessing inside possession limits with the PICOP's Authority 2?

An ODM would be required to either hold a Safe Work Pack or be signed into another person in charge's Safe Work Pack when undertaking this type of activity. The Safe Work Pack includes information on task and site risks and where someone is expected to be on or near the line as part of their duties, they will require this information to enable them to understand these risks and how they are to be managed.

Who will be responsible for the Possession Support Staff?

Where there is a process/procedure defined in the rulebook, Standard 019 does not change the rulebook requirement.

Possession Support Staff (PSS) will follow the instructions of the PICOP when setting up the possession. However, the on site management of health, safety and welfare of those possession support staff will be determined during the planning of the possession and the person(s) in charge nominated by the responsible manager (e.g. Each PSS may be identified as their own person in charge).

A contract PSS who is nominated as a person in charge will need to involved in planning and creating the Safe Work Pack. They cannot accept and work to a Safe Work Pack that has been produced by another person in charge.

What are the criteria for a "significant change" when applied to possession staff?

A "significant change" is when the plan that the person in charge is expecting to deliver has changed such that the task, site or operational controls required will be different from the authorised plan.

Significant change in relation to possession staff could include: Access point/location; possession limit changes; communication issues (e.g. damaged SPT).

Significant change also includes where there is a requirement to reduce level of the hierarchy of operational risks in the Safe Work Pack from that which was planned.

Ways of working – Protection and warning hierarchy

Can the person in charge change the signal protection arrangements e.g. from MP103 to MP107?

The person in charge can only consider changing the signal if they are acting as COSS and haven't delegated those duties. The responsible manager will need to authorise any changes. Line Blockage zero tolerance or other instructions may prevent any alterations to signal limits being changed to that planned. Changes to limits will need agreement from the COSS and signaller following their rule book duties.

How does the new standard prevent colleagues defaulting to a lookout warning as their safe system of work?

The additional step of the responsible manager authorising the Safe Work Pack after Verification is the additional control. The responsible manager is accountable for the process being followed and would be held accountable if planning was not followed correctly.

Will the revised Safe System of Work Pack (SSoWP) enforce the minimum Protection requirements as stated in TATI Codes?

The responsible manager will need to make sure that the correct system is being selected when they authorise the Safe Work Pack (with respect to TATI codes) as they are accountable for the Safe Work Pack and the planning and implementation of the works.

Why is SATWS below LOWS in the list?

Technical research has been undertaken on all types of controls available. SATWS is ranked below LOWS based on the research although this may seem to contradict conventional views.

Ways of working – Site access

Can I walk to site with a PTS to join a work group without a Safe Work Pack?

If you are required to go on or near the line to walk to site you will either need a Safe Work Pack and be acting as a person in charge or contact the site of work person in charge and sign into their Safe Work Pack.

Ways of working – Welfare facilities

The Standard references welfare facilities, is anything being done to look at these?

Each Route has a work stream lead reviewing on-site welfare facilities.

What are "welfare arrangements"?

This basically means toilet and hand washing facilities. It might mean the arrangements include things like returning to the depot to use facilities, and this needs to be included in the Safe Work Pack.

Safe Work Pack (SWP)

What is the difference between cyclical and repeat work?

Cyclical activity is work such as a track inspection that requires the same Safe Work Pack; an inspection or maintenance task which is performed to a frequency schedule specified in Network Rail standards.

Repeat activity is for one job on multiple days, for example, a track team lifting and packing the same site over a few days. When planning repeat work, it is crucial to take into account any changes that may occur on various days.

When does the Safe Work Pack need to be available to the on-site person in charge?

This should be provided **at least one shift** before, other than for incident response.

If changes happen on a shift, is any authorisation needed?

Authorisation by a responsible manager (or on call manager) is required where significant change occurs. This would include where there is a change in responsibilities on site such as person in charge or COSS.

The standard talks about a risk assessment being completed and available for every task where the control measures are identified in the Safe Work Pack – is this Task Risk Control Sheets (TRCSs)?

Yes, for Network Rail Routes TRCS's will form the risk assessments. Other parts of the industry (Network Rail Works Delivery) or Principal Contractors/Contractors may use extracts from their Work Package Plans and Task Briefing Sheets to fulfil their duties for completing and communicating risk assessments.

Will we mandate a minimum standard for site risk assessment?

The minimum level of risk assessment should be appropriate to the task being undertaken. The primary duty is for the risk assessment to be suitable and sufficient.

On a big site of work, for example a mile long re-rail, can we have one person in charge discharging duties to COSS's for different tasks. If so would this use the same work pack?

No. The responsibilities of COSS are defined in the rule book and purely in relation to managing operational risk, not managing task/location risk.

In big worksites, jobs can be planned in many different ways. A person in charge must be confident that they can discharge their planned activities. Similarly COSS or COSSs working within those planned works must be able to discharge their rule book responsibilities. As a result in a big site of work it would be unlikely that one safe work pack would cover one activity with a number of COSS linked to it.

The critical part of planning work is for the person in charge to have sufficient staff and succinct information to enable work to be undertaken safely. The pack should not have numerous pieces of paper that the person in charge cannot follow.

What is the process for when the responsible manager (i.e. section manager.) is actually the PIC of the works - Who Verifies/Authorises the Safe Work Pack?

In this instance the section manager would verify and accept but there would need to be an authorisation by another responsible manager.

Under no circumstances can the same person authorise and verify the same Safe Work Pack.

Can the same person plan and verify the same Safe Work Pack?

Yes, if approved by the responsible manager, as long as they hold planner competence, and have been designated as the person in charge.

Under no circumstances can the same person authorise and verify the same Safe Work Pack.

Can the same person verify and authorise the same Safe Work Pack?

No, this is the one stage in the process that **MUST** be done by different people; otherwise it would be the same person checking the paperwork twice.

How do we sign emailed works packs to satellite depots?

Electronic signatures are allowed for this purpose; equally authorisation can be via email. This will be subject to each Route agreeing their own process.

Why has verification reduced to six months for cyclical Safe Work Packs using warning? Surely this is pointless. These packs are less complicated than 'protection' plans yet verification is sooner?

The requirement of the review shall include evaluating the level of operational risk control in the hierarchy with consideration of increasing the level of warning/protection. It should be noted that six monthly reviews of packs that include working with warning has been introduced because working with warning presents a potentially greater risk from operational movements than working under protection.

Is there a maximum amount of Safe Work Packs a planner can create in a day or week?
No.

Is there a maximum limit number of Safe Work Packs an RM can authorise?

No.

Is there a maximum limit number of Safe Work Packs the person in charge can verify?
No.

What does a risk assessment look like? Is there a standard form we need to use?
The requirement for risk assessment to be included in the Safe Work Pack can be satisfied through including risk control sheets, work activity risk assessments or details from within either or additionally by using task briefing sheets or work package plan information where these are used in the organisation.

The person in charge will be part of the planning process with exception of Cyclical Safe Work Pack. So can this be the team leader or COSS?
In this situation cyclical/repeat Safe Work Packs will be verified by a person in charge who has knowledge of the work to be done and knowledge of the geographical area where work will be completed. Because the packs are verified either for six months or 12 months, it is unlikely that the person in charge who actually leads the work will be known at the point of verification. However, the person in charge leading the work will review the Safe Work Pack before the work is done to ensure the pack remains correct.

Do Protection Support Staff need a Safe Work Pack?
Yes. As is often the case today Protection support staff will need a Safe Work Pack for their activity. The Standard has been made more explicit of this requirement because we have seen and continue to see high numbers of errors and near misses with PSS who have inadequate information about the task/s they will perform and how to do so safely.

When do I get time to release "person in charge" so they can sit with the planner?
There is no mandatory requirement for the person in charge to sit with the planner when the Safe Work Pack is being created. The standard requires collaboration; this can be face-to-face, phone call, email or written note.
The intent of this is to make sure that the person in charge is involved in the Safe Work Pack planning and when the pack is ready for verification there are no surprises in there for the person in charge.

Is there a template for the Safe Work Pack to be used with the 019 standard?
Yes, the updated SSOWPS 2.5 system provides a template for the Safe Work Pack.

Creation of Standard 019

Have Standard 202 and 303 been linked with 019?
Yes, they have been linked and included in Standard 019 as reference documentation.

Will supporting Standards for 0175 (Planning Standard) be changed to support Roll Call Meetings, Planning Meetings, Potential Meetings, SP M/PIC)?

The Infrastructure Maintenance Planning Handbook is not being changed as a part of this Standard revision. The last issue of this handbook was prior to issue 8 of Standard 019 in 2010 and the majority of planning requirements in the revised (issue 9) Standard 019 do not differ.