SbD
Safe by Design

Guidance on how to upload content to the Safe by Design Collaboration Site
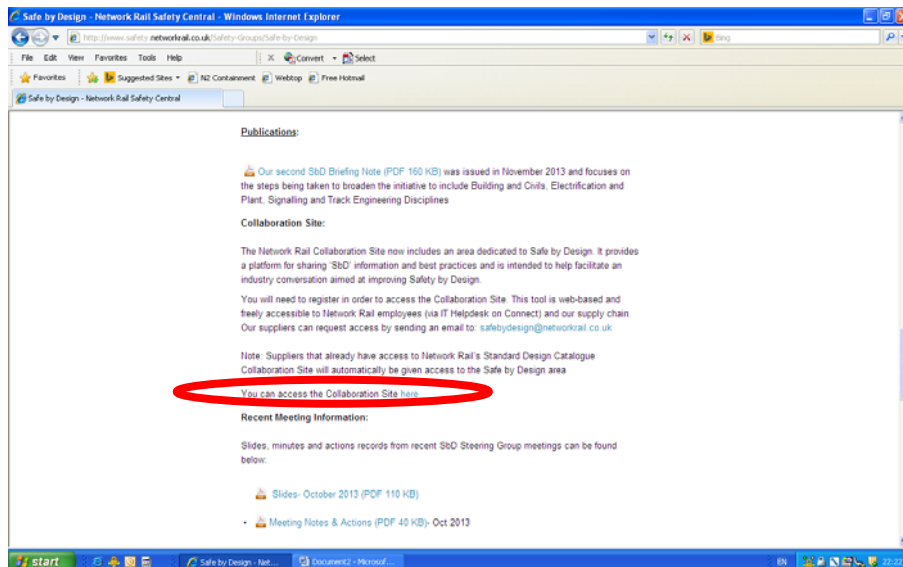
The purpose of this document is to provide guidance on how to upload content to the Safe by Design Collaboration Site.

Step 1: Go to Safe by Design pages on Safety Central

Step 2: Scroll down to the 'Collaboration Site' section and click the link
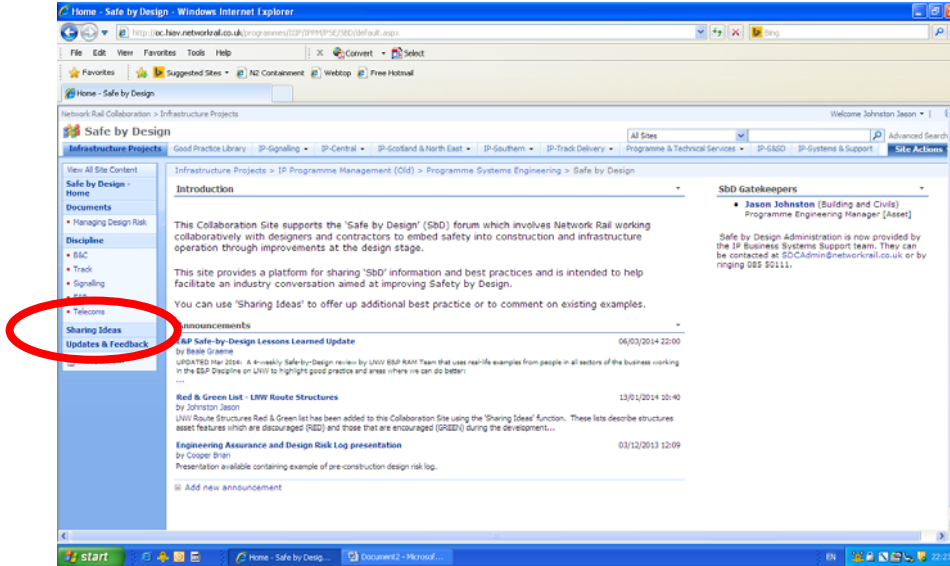
Note: you will need to register in order to access the Collaboration Site. This tool is web-based and freely accessible to Network Rail employees (via IT Helpdesk on Connect) and to our supply chain. Suppliers that have not already received their 'company' password can request this by sending an email to: safebydesign@networkrail.co.uk
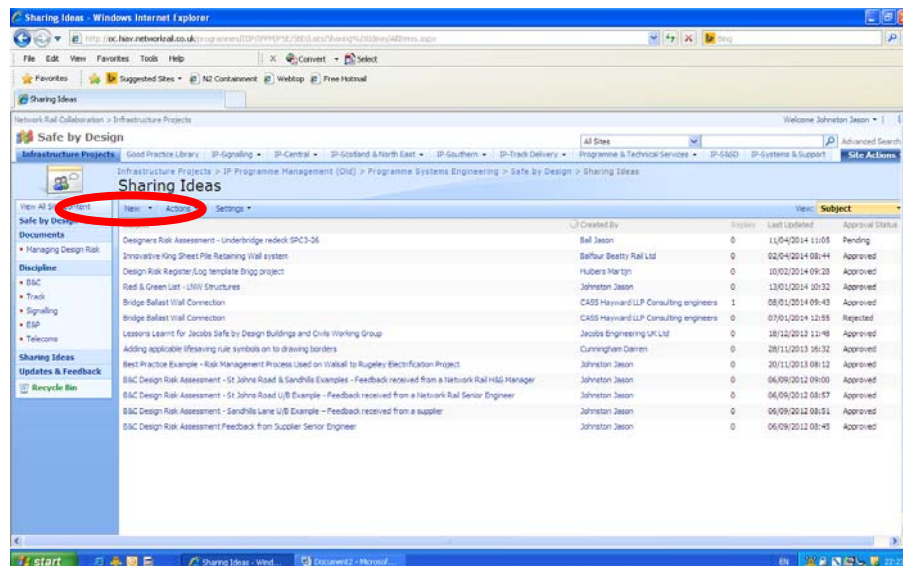
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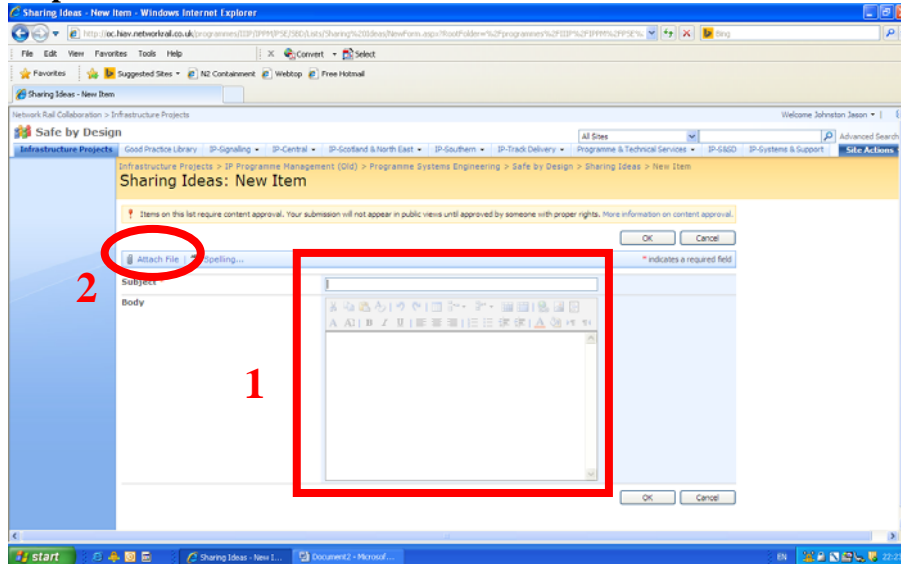## Safe by Design

Step 3: Click 'Sharing Ideas'

Step 4: Click 'New'

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Step 5: Provide details of the new content

Note 1: Include an explanation of why the new content has been added to the Collaboration Site (e.g. why it is a 'SbD' good practice, or why it is a 'SbD' lessons learnt).

The new content will initially be reviewed by a member of the SbD leadership group and if suitable will be made available for general viewing and feedback.

Note 2: The SbD page on Safety Central has a template that can be used to help capture and attach details of the best practice or lessons learnt on the Collaboration Site.

Example showing use of standard template