



## 5 steps to the Perfect Safety 365 Truck Visit

In order to continually improve our service to you and your site workforce on the Safety 365 Truck, we have created the 5 steps to the Perfect Visit guide. As it is a guide you may not want to stick with it or use it for every visit, but if you are new to the trucks, or looking for inspiration the 5 steps may help us help you.

The Perfect Visit would last 45 minutes

- 10 minutes Safety Truck Co-ordinator input
- 10 minutes- local input
- 10 minutes millionaire survey
- 10 minutes open floor for attendees
- 5 minute wrap up

The 5 step approach will let you know the items we require, ideas that may help you, and what you can expect from us.

### Step 1- Booking the Truck

#### You-

- Check Safety Central ([www.safety.networkrail.co.uk](http://www.safety.networkrail.co.uk)) for availability.
- Once the desired date has been found, please fill out the online booking form to the best of your knowledge, including your local NR Health, Safety & Environment representative and which asset/project. This will enable us to inform local representation if they want to help prepare/deliver any material specific to your site.
- Importantly, include name and contact number of site individual who will be there on the day, and ensure they are aware of the booking.
- Block bookings are welcomed.

**Remember-** as we are on wheels, visiting more than one site in a day is feasible if you have sites close to each other.

#### Us-

- Once we receive your paperwork, we will confirm via email response copied into yourself, and if known local the Network Rail (NR) HS&E manager.
- We will endeavour to do this within 2 days of your booking being received.
- If there is a clash in dates with another booking, it will be decided on a first come first served basis.

## Step 2- Preparing for the Safety 365 Truck

### You-

- Is there space to park truck? In order to run silently, can we reach a 240v supply? (not essential) Are there any local access requirements truck team need to know about (local low bridges, level crossings etc)?
- Have you considered using the truck for a professional training session on site, (manual handling, asbestos) environmental training, using your behavioural safety coaches? Remember ideal for onsite theory and practical training, as workers can practice skills on work site.
- Is there a local contractor message that could be briefed out by a local member of staff? The sessions are enhanced if it's a joint message
- Any recent local accidents/incidents/trends, feedback from Safety Tours you would like to highlight? Any new change to work/site that needs to be highlighted?
- Any previously released 365 message that can help promote a relevant safety message?? Available via Safety Central.  
[www.safety.networkrail.co.uk/information](http://www.safety.networkrail.co.uk/information)
- Would you like to add any questions to the current "millionaire" survey, so you can gather data from your site?
- Is there any local assistance available to come to the truck? Either NR or contractor, can be HS or project manager, environmental dept, senior managers? Even if they do not present they may take in interest in comments from the site, in this open forum.

### Us

- Prepare latest health safety and environment "news" presentation containing incidents, accidents, close call information across the industry
- Source and prepare 365 material
- Source local asset/project presentation /news
- Source other industry safety alerts
- Research from previous Truck visits to that site, to remind ourselves of previous comments, possible actions.

## Step 3- Days (48 hours) before the visit

### Us-

- Contact the booker/site contact to confirm any finer location details, amendments to start time etc.
- Find out if local site support will be in attendance, either NR or contractor
- Request any questions for millionaire survey, so master can be amended in plenty of time
- Remind booker/site of current 365 material.
- Request any additional material to be sent or brought on the day via USB stick etc
- Find out if any actions have taken place since any previous visits have taken place if applicable

## **You –**

- Finalise any external personnel coming to site (trainers, coaches) have appropriate PPE etc
- Prepare/brief/send any presentation to truck/local presenters so they have it prior to any visit
- Ensure truck is contacted if any changes to site schedule has occurred (change of shift,) or visit needs to be cancelled

## **Step 4 –Visit**

### **You**

- Ensure any last minute changes/cancellations are relayed ASAP to Safety Truck
- Please feel welcome to visit the truck
- Encourage local guests to present any local information
- Promote any positive outcomes from previous truck visits, safety inspections, site comments etc

### **Us**

- Inform you and all associated personnel if visit got cancelled on the day
- We will present industry news
- Present relevant 365 material
- Run millionaire survey
- Promote discussion
- Open floor up to any guest speaker
- Try and answer any questions locally
- If requested leave “millionaire” results on site with a relevant person
- Take an attendance list
- Jot down any actions concerns to be passed to relevant personnel
- Take follow up booking where possible

## **Step 5- After the Visit**

### **Us**

- Thank any local support
- Fill in a summary of session and submit to Safety Truck Data Warehouse. Available to any NR staff, will allow non attendees to get an idea of what was discussed, and comments coming from the truck
- Within 48 hours- where possible/necessary/known, send across local sites millionaire results to relevant person, as well as any headline comments from site, and any answers to questions that possibly couldn't be answered on site

### **You**

- Answer any questions we may have from site
- Book truck again