

019

Safety of people at work on or near the line



Topic

Frequently Asked Questions (FAQ's) on Issue 12 of the standard and modules

Purpose

This document is designed to guide the user through Issue 12 of the standard

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General FAQ's

Q1	Where do I access the 019 Interactive Briefing Guide?
	<p>This is available to use from Safety Central, Corporate Workforce SharePoint, Network Rail Standard site for NR/L2/OHS/019 issue 12.</p> <p>https://safety.networkrail.co.uk/</p> <p>https://networkrail.sharepoint.com/sites/nrmyconnect-technicalauthority/SitePages/Workforce-Safety.aspx?web=1</p> <p>http://networkrailstandards/bsi/index.aspx</p>
Q2	I do not or cannot work with an online standard – Can I print off the standard and still use it?
	<p>Yes – The standard can be printed off and used as a paper copy Note: Any interactive functions such as hyperlinks will not work on a paper copy</p>
Q3	Why has section 9 of Issue 11 – Risk assessments for controlling task and location risk – been removed from Issue 12?
	<p>The view was that Planners and persons in charge should not be carrying out risk assessments on task and location risks.</p> <p>For Network Rail staff they shall use all or any of the following:</p> <ul style="list-style-type: none"> • Task Risk Control Sheets • Work Activity Risk Assessments • National Hazard Directory <p>For Non-Network Rail staff, they shall use extracts from:</p> <ul style="list-style-type: none"> • Construction Phase Plan • Work Package Plan • Task Briefing Sheet • National Hazard Directory
Q4	Why have the Level 3 version of the standard been removed?
	<p>The competency of Safe Work Leader 1 and 2, and Safe Works Manager (SWM) has been withdrawn following consultation and agreement with stakeholders. The Level 3 standard added more confusion to the process and was not applied consistently.</p>

Q5	Why have you simplified Issue 12 of the standard?
	In light of the recommendations of RAIB 07/217 Track Workers Class Investigation and RAIB Margam Report, Network Rail have continued their commitment to improve staff safety by completing an overarching review of the 019 standard and developing a simplified standard in line with the current 019 principles. Additionally, industry feedback suggested that the standard was too complicated in its current version
Q6	Why haven't you updated any of the principles from Issue 11?
	The remit for version 12 was to simplify the standard, including the layout and content. The principles were to remain the same
Q7	Why does this issue of the standard say you have to consider welfare and gender specific facilities?
	So that Network Rail can demonstrate that it is considering the needs and requirements of a diverse and inclusive workforce on site

Accountabilities and Responsibilities

Q8	Why does a person in charge need to hold the COSS competence?
	The person in charge capability mirrors some of the accountabilities and responsibilities of a COSS such as: <ul style="list-style-type: none"> Operational risk Site risk Therefore, the person in charge needs to have the same level of training and competence as the COSS and in addition takes on the accountabilities and responsibilities for Task risk
Q9	Why can't a person in charge also be a Lookout?
	Lookout is a single duty only and cannot be distracted by additional duties.
Q10	Why can't a person in charge also be a Site Warden?
	The Site Warden cannot be involved in the work, and cannot be distracted – the person in charge needs to be able to observe the work taking place as they are responsible for the site and task risk
Q11	Can one person be the Planner, person in charge and RM – Could you be the Planner and RM or the Planner and person in charge OR is this three separate people?
	One person cannot carry out more than two of the roles In addition to this the same person cannot be the person the charge and RM

Q12	Can you give examples where person in charge delegates duties?
	<ul style="list-style-type: none"> • Where a pre-planned, specialist COSS certification is required for a specific task/area, the person in charge may not hold • When the person in charge is required to be a Rail Incident Officer • Where the person in charge is required to undertake a technical activity • When a Protection Controller (PC) is required for shared protection of the line. The PC shall be responsible for operational risk and managing the line block with the signaller(s)
Q13	Can more than one person in charge be allocated to a workgroup or site of work?
	Yes – The person in charge needs to be able to oversee the works and tasks. If there are multiple tasks spread across a worksite, then the person in charge cannot oversee this. In this scenario, another person in charge shall be appointed
Q14	Can a subcontractor COSS working for a contractor perform the duties of person in charge?
	Yes – provided that the person in charge is involved in the planning and verification of the SWP with the planner and that this is carried out a minimum of a shift in advance
Q15	Does COSS competence automatically make you the person in charge?
	No – COSS competence provides training/knowledge and experience (over time) of site and operational risks, not task risks. The RM or team leader shall decide if a COSS is suitable to carry out the responsibilities of PIC For non-NR organisations, evidence of the decision making may be required for annual Rail Industry Supplier Qualification Scheme audits
Q16	I work in Asset Protection – How can I, as the person in charge, be responsible for the task risk of outside/third parties?
	By reviewing and accepting of the third-party Risk Assessments/Method Statements These can be included by the planner into the SWP By making sure that the task is undertaken in accordance with the agreed risk assessment(s) and method statement(s) to not affect Network Rail’s staff or infrastructure.
Q17	Does the person in charge have to be on site?
	Yes – the person in charge is the person named in the SWP. The person in charge is on site when the work is being undertaken and has overall accountability of supervising and overseeing works.
Q18	Why has person in charge remained if it is no longer planned to be a competence?
	Person in charge was in Issue 11 of the standard and is one of the current principles and changing the principles are not within scope of Issue 12
Q19	How will the person in charge be identified on site?
	The person in charge will be identified and named in the SWP. The person in charge will identify themselves either by briefing the Safe System of Work themselves or being identified through the COSS briefing. There is no armband for the person in charge.

Q20	Why is task risk controller not included in the new issue 12 of the standard?
	Task risk controller is not covered in the existing issue of the standard, the remit of the work was to simplify the standard not to introduce additional roles

Producing the Safe Work Pack

Q21	Different regions have got different variations in terms of safe work planning. Could Network Rail provide region by region variations which is hyperlinked to this?
	No – There is only one version of the standard – There will be no Level 3 variations permitted within regions
Q22	Can a Safe Work Pack (SWP) still be produced without using an online planning tool?
	Yes, provided the minimum requirements of the main standard and any relevant modules are met. The preference is to produce the SWP using an online planning tool as these have inbuilt assurance controls
Q23	Why has the F01 form not been amended as part of the work on the standard?
	This was out of scope of simplification and reviewed at a later date by the standard owner
Q24	Why has the RT9909 not been updated as part of the work on the standard?
	This was out of scope of simplification and will be reviewed at a later date by the standard owner
Q25	Can a cyclic or repeatable SWP cover more than one shift?
	A cyclic and repeatable SWP can cover more than shift if it has been planned to do so in the SWP.

Verification and Authorisation

Q26	Can we have examples of shift in advance?
	<p>Scenario 1: The person charge is rostered for a Saturday night shift in week 52. The person in charge is on annual leave throughout week 51. The latest the person in charge can review and verify the SWP is Friday day of week 50</p> <p>Scenario 2: The person in charge is rostered for a Saturday night shift in week 52. The person in charge is rostered on night shifts on Wednesday and Thursday nights of week 51. Therefore, the person in charge is having rest periods on Thursday and Friday days of week 51.</p> <p>The latest the person in charge can review and verify the SWP is Tuesday day of week 51 before they start their night shifts.</p>
Q27	Why are there no timescales for shift in advance?
	<p>As per the above scenarios, the person in charge may not be available due to work rosters or personal commitments such as leave. Therefore, the RM in allocating resources such as the person in charge and the time required to plan and verify the works, needs to take this into account.</p> <p>It was considered that placing a timescale for shift in advance, would lead to that timescale being the default cut-off</p>
Q28	How does a person in charge who works for a contract labour verify a SWP a shift in advance?
	As per the above scenarios. When a RM appoints a contract labour person in charge, the RM must factor in the availability of the person in charge to review and verify the SWP
Q29	Where a signature is required, does this have to be a wet signature?
	No, it can be digital, an email confirmation or within a planning system

Assurance

Q30	What is a Network Rail period?
	<p>Network Rail yearly calendar runs from April to March</p> <p>For financial reporting deadlines, months are split into periods</p> <p>There are 13 periods within the Network Rail calendar year.</p> <p>Period weeks and period reporting end dates can usually be found on industry wide railway calendars</p>

Modules FAQ's

Q31	Why has the runaway risk module been removed from the standard?
	<p>The Runaway Risk Module (previously Module 5) has now been removed from the standard and additional guidance will be published on this shortly by Corporate Workforce Safety. Runaway Risk is contained within the planning systems and within the main standard, Sections 4.2.3 Contents of the SWP and Appendix A: Contents of a Safe Work Pack</p> <p>Further information can be requested via the following mailbox: CWSafety@networkrail.co.uk</p>
Q32	Why have protection arrangements and warning systems been combined into one module?
	<p>In removing duplication from the modules, the warning systems module was very short and therefore the decision was taken to combine the two modules</p>
Q33	Why is there a module 6 listed but no module 5?
	<p>Network Rail standards team suggested retaining module 5 as a placeholder as users may still think of this as runaway risk. Planning & working for isolation duties and possession support has been numbered as module 6. Module 5 has now been removed from the standard</p>
Q34	Why are the modules shorter in issue 12 than in issue 11?
	<p>There was a lot of duplication between the main standard and modules in Issue 11. In simplification of the standard, this duplication has been removed in issue 12</p>