

Category 1 Standard

S1602 Corporate Medical Standard for Personnel Requiring Safety on the Track Certification



Please read the Written Notices
attached to this standard

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1 Purpose

- 1.1 The purpose of this Standard is to specify the Medical Standards for personnel requiring track certification and for those staff requiring retraining and validation for track certification.

2 Scope

- 2.1 This Standard applies to all personnel whose duties require them to obtain certification as defined by the London Underground (LU) Rule Book for the operation and maintenance of the Railway.

3 Requirements

SECTIONS 3.3 AND 3.4 PROVIDE REQUIREMENTS FOR LU AND TFL EMPLOYEE'S.

SECTION 3.5 PROVIDES REQUIREMENTS FOR CONTRACTORS AND OTHER SUPPLIERS.

REQUIREMENTS THAT APPLY TO ALL ARE CONTAINED IN SECTIONS 3.1, 3.2, 3.6, 3.7, 3.8, 3.9 AND 4

3.1 General

- 3.1.1 It is the responsibility of the employing manager of staff requiring track certification that staff are able to speak and understand oral and written English and understand safety instructions. If in the course of medical assessment doubts arise regarding compliance, Transport for London Occupational Health (TfL OH) or an approved provider of medical assessments will immediately contact the appropriate employing manager.

3.2 Medical Standards

- 3.2.1 All personnel requiring track certification training must be medically assessed before referral for initial training. The medical assessment and training certification process shall form part of a continuing programme to ensure that staff continue to meet LU track medical standards.
- 3.2.2 Staff must not suffer from any condition or disability or take treatment which may affect their own safety, or that of others, when on or about the track. This includes medical conditions or treatment which may cause
- a) sudden incapacity or loss of consciousness
 - b) impaired vision or hearing
 - c) impairment of awareness, concentration, balance or co-ordination
 - d) significant limitation of mobility
- 3.2.3 The purpose of medical assessment is to establish that the person is medically fit for being on or about the track.

3.3 Procedure for LU, and TfL employee's

3.3.1 Medical assessment prior to initial training

- 3.3.1.1 Required for all prospective new LU, and TfL employees, and existing staff [including agency and short term contract staff] not previously assessed, where track working is required to be part of the duties.



3.3.1.2 Employing managers or a member of Resourcing Services shall notify TfL OH or an approved provider of medical assessments as applicable and request a medical assessment by completing form **TfL, and LU only- London Underground Safety on the Track (Medical Component) Medical Assessment for London Underground Certification (TSW 027)**. Details to be notified will include frequency of such work and the type of certification required.

3.3.2 Initial training

3.3.2.1 Prior to commencement of initial training for Operational Procedures Training (OPT) and Track Certification course trainers will ensure that staff reporting for training have been medically assessed by TfL OH or an approved provider of medical assessments as fit to be on or about the track.

3.3.2.2 The **TfL and LU only - London Underground Safety on the Track (Medical Component) Medical Assessment for London Underground Certification (TSW 027)** form stamped by the medical assessor, must be retained by the employing manager on the employee's staff file, this does not need to be presented at training

3.3.2.3 The staff member presenting themselves for training must produce the completed **Medical and Competence Declaration Form (TSW 029)** (signed by themselves and their manager (a copy is acceptable). A copy must be retained in the employees staff file

3.3.2.4 Where trainers have any doubts about the medical fitness of any trainee during the course, particularly during the practical tests outlined at paragraph 3.8, they must immediately contact the appropriate employing manager who should refer the trainee to TfL OH or an approved provider of medical assessments for advice.

3.4 Continuous Review

3.4.1 Personal Responsibility

3.4.1.1 To ensure that they remain medically fit to be on or about the track, holders of track certification must immediately inform their Employing Manager of any change in circumstances which may affect their fitness.

3.4.1.2 A guide to this is outlined in the **Safety on the Track re-certification - Medical Fitness Self-Assessment Questionnaire (TSW 024)**.

3.4.1.3 The following conditions apply when track-certificated staff are on or about the track:

LU Individual Working Alone / Depot Track Access / Protection Master / Protecting Workers on the Track – Engineering Hours / Basic Track Awareness/ Track Access Qualified (LU only) / Depot track safety for LU Operational learning trainers

- a) vision conditions as defined in **Vision standard for personnel requiring safety on the track certification**, section 4.0.2
- b) hearing conditions as defined in **Audiology standard for personnel requiring safety on the track certification**, section 3.2.1 & 3.2.2
- c) mobility is required as defined in section 3.8.3.1 below

3.4.2 Re-certification

3.4.2.1 Where staff require periodic re-training, the employing manager shall review suitability before referral for training.. The **Safety on the Track re-certification - Medical Fitness Self-Assessment Questionnaire (TSW 024)** form shall be completed satisfactorily and the declaration (**Medical and Competence Declaration Form TSW 029**) completed by both the employing manager and employee.

3.4.2.2 The staff member presenting themselves for training must produce the completed **Medical and Competence Declaration Form (TSW 029)** signed by their employing manager and themselves, (a copy is acceptable). A copy of the whole form and the TSW 024 must be retained on the employees' staff file.



- 3.4.2.3 Where doubt on medical fitness exists, advice shall be sought from TfL OH or the applicable authority responsible for medical assessment of staff.

3.4.3 Medical fitness examinations

- 3.4.3.1 LU, and TfL safety critical employees or holders of track certification who reach the ages 20, 25, 35 shall complete a confidential questionnaire screened by TfL OH or an approved provider of medical assessments and undergo medical examination if the screening indicates this is necessary.
- 3.4.3.2 LU, and TfL safety critical employees or holders of track certification reaching ages 30, 40, 45, 50, 55, 60 and 63 and annually over 65 years will complete a confidential questionnaire (PAA1) and must undergo medical examination.

3.4.4 Continuous Development Programme (CDP)

- 3.4.4.1 LU requires that a CDP assessment for operating staff is undertaken. Employing managers must review medical fitness for safety on the track before referral for CDP.
- 3.4.4.2 The **Safety on the Track re-certification - Medical Fitness Self-Assessment Questionnaire** (TSW 024) and **Medical and Competence Declaration** (TSW 029) shall be completed every two years.
- 3.4.4.3 Where doubt on medical fitness exists, advice shall be sought from TfL OH or an approved provider of medical assessments.

3.5 Arrangements for Contractors and any other LU suppliers who have Contractors staff who hold Safety on the Track Certificates or carry out Safety Critical work

- 3.5.1 Medical fitness must be maintained in people who have safety on the track certification and safety critical licences.
- 3.5.2 Contract QUENSH conditions require arrangements to be made to maintain this as part of a health and safety management system.
- 3.5.3 Contractors must ensure that they conform in every respect to the Standard especially with regard to the requirements stated in 3.1, 3.2 and 3.3.
- 3.5.4 External contractors' staff who hold safety on the track certification will undergo medical examinations before a person is issued a safety on the track certificate for the first time and thereafter at five yearly intervals and annually over 65 years of ages.
- 3.5.5 Medical assessments must be conducted by TfL OH or an approved provider of medical assessments. Signed confirmation that the medical standard has been met must be provided on the form **Contractors & Suppliers only - London Underground Safety on the Track (Medical Component) Medical Assessment for London Underground Certification (TSW 028)**., this does not need to be presented at training
- 3.5.6 The contractors' medical assessor must ensure that the current LU Medical Standards are applied for these medical assessments.
- 3.5.7 The staff member presenting themselves for training must produce the completed **Medical and Competence Declaration** Form (TSW 029) (signed by themselves and their manager (a copy is acceptable). A copy must be retained in the employees staff file
- 3.5.8 If training takes place more than 3 months from the date of signature by the medical assessor then the **The Safety on the Track re-certification - Medical Fitness Self-Assessment Questionnaire** (TSW 024) form shall be completed and the employing manager shall review suitability before referral for training..
- 3.5.9 Certification of medical fitness for safety on the track certification is valid for 5 years from the date of issue for all levels of track certification (unless a shorter validity time is applied by the assessing authority), after which time a medical examination is required.



- 3.5.10 Where contracting staff require periodic re-training, the employing manager shall review suitability before referral for training.. The **Safety on the Track re-certification - Medical Fitness Self-Assessment Questionnaire** (TSW 024) form shall be completed satisfactorily and the declaration (TSW 029) completed by both the employing manager and employee.
- 3.5.11 The contractor presenting themselves for training must then produce the completed **Medical and Competence Declaration Form** (TSW 029) signed by their employing manager and themselves, (a copy is acceptable). A copy of the whole form and the TSW 024 must be retained on the employees' staff file.

3.6 Requirements for All (LU, TfL , external Contractors and other suppliers to LU)

3.6.1 Employing/Project Manager's Responsibility

- 3.6.1.1 To ensure that track certificated staff remain medically fit to be on or about the track the employing/project manager shall regularly monitor the behaviour, work performance and attendance in particular with attention to reasons for absence.
- 3.6.1.2 Where any track certificated personnel develops any medical condition which may affect their own or others safety while on or about the track, whether this causes sickness absence or not, the employing/project manager shall contact TfL OH or the applicable authority responsible for medical assessment of staff for advice.
- 3.6.1.3 Employing/project managers must ensure that track certificated staff comply with paragraph 3.4.1.3.

3.7 Pre-Training Medical Examinations

3.7.1 Medical Assessment

- 3.7.1.1 An appropriate medical examination shall be carried out by TfL OH or an approved provider of medical assessments.

3.7.2 Vision Assessment

- 3.7.2.1 Vision assessment must be to the clinical standards specified by LU for aided, unaided, and colour vision.

3.7.3 Hearing Assessment

- 3.7.3.1 Hearing assessment must be to the clinical standards specified by LU for unaided hearing.

3.7.4 Mobility

- 3.7.4.1 Mobility shall be assessed as part of the general medical assessment with reference to the requirements specified at 3.8.3 below.

3.8 Practical Tests during Training Courses

- 3.8.1 In addition to the medical assessment, trainers will carry out practical tests as part of the training course. This does NOT include CDP and no practical tests will be carried out as part of that LU process. The outcome of this assessment is recorded on the Track Safety (Re)-Certification (Medical Component) - Practical Testing - TSW026. If a candidate fails any element of these tests, they should be referred to **TfL OH** or an approved provider of medical assessments and should not be issued with the relevant track certificate (any existing certificates should be suspended) pending medical advice re fitness assessed against LU standards.

3.8.2 Vision Test

- 3.8.2.1 The following shall be established under trackside conditions in simulated and actual situations.

d) the ability to see obstructions in daylight and artificial light and move safely about the track

Documents

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