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## Level 2

# Competence and Training in Managing Site Safety

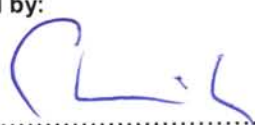
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## Issue record

| Issue | Date      | Comments    |
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| 01    | June 2011 | First Issue |

## Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail from 04 June 2014. The specification complements the requirements of company standard NR/L2/CTM/201 Competence Management.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

## Reference documentation

|               |                                                                                    |
|---------------|------------------------------------------------------------------------------------|
| NR/L2/CTM/201 | Competence Management.                                                             |
| NR/L2/CTM/202 | Quality Assurance in Training and Assessment                                       |
| NR/L3/CTM/306 | Competence Assurance – Assessment in the Line (AiTL)                               |
| NR/L2/CTM/021 | Competence and Training in Track Safety                                            |
| NR/SP/OHS/018 | Safety requirements for track safety medical & alcohol screening and certification |
| NR/GN/CTM/401 | Mentoring and Learning Support                                                     |

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## 1 Purpose

This standard sets out the minimum requirements for the training and assessment of people who manage site safety on Network Rail managed infrastructure. It defines processes that shall be implemented to confirm that people who manage site safety are competent to perform the work.

## 2 Scope

This standard applies to all Network Rail employees who manage the physical delivery of infrastructure maintenance, renewal or enhancement activities on Network Rail managed infrastructure.

This standard does not include the activities undertaken by a Controller of Site Safety as defined in NR/L2/CTM/021: Competence and Training in Track Safety.

## 3 Definitions

### Assessor

An individual approved by Network Rail who uses Network Rail competence standards and/or assessment materials to provide assessments in accordance with NR/L3/CTM/306 Competence Assurance – Assessment in the Line (AiTL)

### Assessment

A systematic process of gathering and judging evidence to 'prove' or 'determine' an individual's competence as defined in a competence standard.

Assessment includes the re-assessment of individual's competence.

### Assessment in The Line

Assessment in the Line (AiTL) is Network Rail's process for Competence Assurance and the internal process for managing competence of it's workforce for safety critical or safety related tasks.

### Behavioural Indicators

Those indicators that relate to the underpinning skills and characteristics associated with a person that result in effective performance of a job. Behavioural indicators are specific examples of behavioural competence as they apply in a work context. They can be used to judge whether an individual is demonstrating good or poor performance.

### Competence

The ability to undertake responsibilities and to perform activities to a recognised standard and on a regular basis. A combination of practical thinking skills, experience and knowledge, and includes a willingness to undertake work activities in accordance with agreed standards, rules and procedures.

In the context of this document it also includes the consistent achievement of an identified standard of performance under defined normal, abnormal, and emergency situations; the ability to undertake work to confirm the safety of any person who might be affected by the work; and an appropriate level fitness.

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## Competence Framework

A statement of:

- what an individual is able to do and how well, in order to achieve an intended outcome;
- the range of circumstances in which the ability has to be demonstrated;
- the knowledge requirement to complete the activity;
- the types of evidence needed to demonstrate that performance is consistent and can be sustained and how it would be assessed.

## Competence Management System (CMS)

A suitably resourced, logical and integrated cycle of activities within an organisation used to assure competence of those who, through a lack of competence, have an impact on the:

- a) safe operation and maintenance of Network Rail managed infrastructure;
- b) occupational health and safety of workers on or about the Network Rail;
- c) safety of other persons affected by their activities;
- d) performance of Network Rail's business.

## Competence Standard

Is a statement of:

- what a person shall be able to do and how well, in order to achieve the intended outcome of work;
- the range of circumstances in which the ability would have to be demonstrated;
- the knowledge required to complete the work;
- the types of evidence needed to demonstrate that performance is consistent and can be sustained;
- how this would be assessed.

## Mentoring

In the workplace 'mentoring' describes a relationship and an activity by which a more experienced colleague uses their greater knowledge and understanding of the work, tasks or range of activities to support the development of a less experienced colleague.

## Mentoring period

Is a period of time between satisfactory completion of training where the person shall undertake the work under supervision of a mentor. This period is used to enable the person to practice the activity, acquire the associated knowledge and collate the relevant evidence ready for assessment.

## Verification

A process by which the quality of assessment decisions and the supporting process are independently assured.

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## 4 Requirements

### 4.1 Deployment

Persons managing the physical delivery of work on site shall attend the Managing Site Safety training. Brief details are contained in Appendix A of this specification. This training is directly linked to the units of competence in appendix B and behavioural indicators in appendix C

### 4.2 Working On or Near the Line

Where an individual is required to work on or near the line they shall hold the relevant track safety competence(s) as described in NR/L2/CTM/021 Competence and Training in Track Safety.

In addition, persons shall be able to demonstrate medical fitness and be screened for alcohol and drugs in accordance with Network Rail Specification NR/SP/OHS/018: Safety requirements for track safety medical & alcohol screening and certification.

### 4.3 Training

Any individual delivering the training shall be approved by Network Rail in accordance with the requirements of NR/L2/CTM/202: Quality Assurance in Training and Assessment. Trainers shall only use authorised training materials and assessments provided by Network Rail to deliver the training event.

### 4.4 Mentoring.

Following the successful completion of training, each person shall undertake a period of workplace experience. The detailed mentoring requirements shall be provided to the employee.

The person's line manager shall appoint a mentor who shall be responsible for supporting the workplace experience. Line managers shall confirm that appropriate supervision is maintained during the period of mentoring.

Each line manager shall provide a work experience sheet to record what work the person has completed during the workplace experience.

*NOTE 1: Initially mentors should be selected from the group of managers who have completed the Practical Leadership Programme (PLP). Once a person has been successfully assessed as competent against the standards in appendix B they should be observed to confirm their continued competence before being utilised as a mentor. Additionally reference should be made to NR/GN/CTM/401, Mentoring and Learning Support.*

### 4.5 Assessment.

Following successful completion of the training and mentoring the person shall be assessed, by an approved assessor, against the requirements of the relevant unit of competence contained in appendix B of this standard.

- On completion of the assessment the person's competence records shall be updated in accordance with NR/L3/CTM/306 Competence Assurance - Assessment in The Line (AiTL)

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- If the person is competent they shall be able to manage the physical planning, delivery and review of works on site without supervision. The competence shall be reviewed in accordance with **4.4**

*NOTE 2: Assessment should take account of the behavioural indicators shown in appendix C. The indicators are specific examples of behavioural indicators as they apply in a work context. They can be used to judge whether an individual is demonstrating good or poor performance.*

If the person is not yet competent;

- the line manager shall agree and implement a development action plan;
- the employee can then continue workplace experience under supervision;
- on completion of development action plan the person shall be re-assessed for the specific competence.

*NOTE3: If the person is not competent they may be required to attend initial training*

## 4.6 Certification

### Issue of certification

Certification shall be issued on successful completion of the 'Managing Site Safety' training.

### Withdrawal of certification.

Certification shall be withdrawn or suspended if:

- the conduct of the holder gives cause to suspect lack of competence when managing work activities on site;
- the holder is unable to meet medical fitness requirements in line with the specific competence;
- the holder is suspected to have caused or contributed to an incident, or accident;
- the holder makes decisions or takes actions that result in a major breach of safety or endangers the safety of others.

Competence shall only be restored when competence or medical assessment has shown that the individual concerned complies with the requirements of this specification.

## 4.7 Verification

Employers shall have in place verification procedures to demonstrate that at least 10% of completed assessments are verified.

## 4.8 Competence Review

Line managers shall have systems in place to assure the continued competence of persons managing site safety. These systems shall consist as a minimum of at least every year:

- a) an on site surveillance of the person managing site safety;

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- b) the use of a work experience sheet to record work experience which shall be reviewed by a responsible manager to confirm the person has practised the competence at least 12 times a year;
- c) confirmation that any incidents, accidents or near misses as a result of the person completing the work have been appropriately considered and addressed.
- d) the person has the knowledge defined in the relevant unit of competence

Where continued competence cannot be confirmed through the interim review/re-assessment, arrangements shall be made for the competence to be reviewed. The responsible manager shall develop a plan to restore the person's competence which can include retraining and/or further mentoring and re-assessment.

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## Appendix A: Managing Site Safety Training - Framework Summary

### A1 Training general

This module is designed to develop delegates abilities to manage site safety during maintenance, renewal and/or enhancement activities.

The aim of the module is to provide team leaders or those implementing work on site with the necessary skills to manage their teams to safely deliver physical work activities on the infrastructure.

### A2 Training aims and objectives

- a. The aims of this programme are:
  - to raise awareness and understanding amongst team leaders/site managers about their role as a leader of site safety;
  - to develop new ways of thinking and behaving in this role;
  - to plan for, deliver and review safe and effective working environments and work practices by applying safety leadership behaviours and competencies.
- b. The objectives of the programme are to enable delegates to:
  - identify their role in leading and developing a safety culture within Network Rail;
  - assess and manage the effects of work related hazards;
  - plan work activities;
  - organise and control the work activities of the team;
  - manage work activities to maintain a safe and effective worksite;
  - manage people to maintain a safe and effective worksite;
  - support accident and incident investigation;
  - learn from accidents, incidents, close calls and other safety related information and events.

*NOTE4: Delegates should also use other specific safety training to gather the necessary skills and knowledge to support the units of competence detailed in this standard. Examples of these could include Manual Handling, Safety Critical Communications and relevant Track Safety training etc.*