

The following information is associated with Network Rail Standard:
[NR/L2/OHS/019](#) Issue 8

Additional Content Access

Click the links below to access non PDF related content associated with this standard.

Word Document

- [RT9909](#)

If you have any questions, or need assistance, please contact [IHS Support](#)

Information accessed via the links above is the property of the Copyright holder

IHS Additional Content Page

Information for users

The document:

NR/L2/OHS/019

Issue 8

has an additional form.

From December 2010 the RT9909 form Record of Work Arrangements and Briefing form is no longer mandated by the Rule Book GE/RT8000 but by Network Rail Standard *Safety of People Working On or Near the Line* NR/L2/OHS/019 (Issue 8). The minimum requirements for this form have not changed and versions that meet the minimum requirements of the December 2003 version of the RT9909 form remain compliant.

However, to assist with adoption of the new Rule Book Terminology and to assist with compliance to NR/L2/OHS/019 (Issue 8) an enhanced RT9909 Form (December 2010) has been issued with the following changes:

- All references to Red Zone and Green Zone have been removed.
- The names of the Safe Systems of Work available have been updated in accordance with Rule Book Handbook 7.
- All references to COSS have been changed to COSS/IWA to allow the IWA to use the form.
- A field has been added to record the name and signature or authority number provided by the Responsible Manager to authorise a lower Safe System of Work than planned.

Proceed to document ►

For further information, please contact:

IHS Customer Support

Please click [here](#) to proceed to the Network Rail Standards' 'Support Contacts' for their latest contact details.

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Level 2

Safety of People Working On or Near the Line

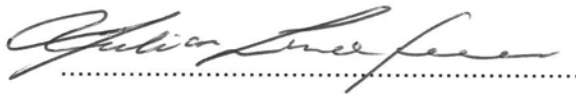
Endorsement and Authorisation

Endorsed by:



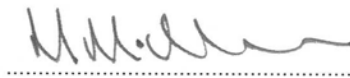
Janine Sykes, Working Group Chair

Authorised by:



Julian Lindfield, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.
© Copyright 2010 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.



Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Issue record

Issue	Date	Comments
1	April 2002	Supersedes RT/D/P/050 issue 1.
2	December 2002	Minor changes to align with Rule Book revisions. Improved guidance. New appendices covering the Green Zone Guide and Performance Indicators.
3	April 2004	Changes to reflect Network Rail re-organisation, Rule Book revisions and issue of separate instructions regarding ATWS outside this standard.
4	February 2005	Reformatted to migrate into the new Network Rail Standards Framework.
5	August 2005	Renumbered from RT/LS/S/019 issue 4. Minor change to correct errors in text and formatting and enhance guidance.
6	August 2006	Details of documentation to be provided as a "COSS Pack" to IWA/COSS for pre-planned work. Planner competence requirements defined in section 4.1. Guidance re-ordered. Applicability to T3 possessions specified in more detail. Flow charts for Planner and COSS added.
7	August 2008	Update of job titles as a result of the Network Rail Maintenance 2A and Engineering reorganisations in August 2008. Reformatted to the revised Standards Template and language requirements. Renumbered from NR/SP/OHS/019 to NR/L2/OHS/019 to comply with revised Standards numbering system. No other changes made.
8	September 2010	Changes to reflect the revisions to the Safe System of Work planning process and documentation to fulfil Network Rail and Rail Accident Investigation Branch recommendations. Includes verification of the plan, additional monitoring of the process and incorporation of relevant content from the former Network Rail Standard NR/L3/MTC/PL0094.

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04 December 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

GE/RT8000	The Rule Book
NR/L2/NDS/202	Engineering Access and NDS-Supplied Resource Planning
NR/L3/NDS/302	Planning of Engineering Access NDS-Supplied Resource for Work Delivers
NR/L3/NDS/303	T3 Possession of the line for engineering work delivery requirements
NR/L2/MTC/006	Maintenance and Contents of the National Hazard Directory
NR/L3/MTC/MG0229	Infrastructure maintenance restructure – Cross boundary working S&T response
NR/L3/MTC/PL0175	Maintenance Planning Handbook
NR/L3/MTC/PL0151	Works Planning Using PossMan
NR/SP/OHS/501	Track Warning Systems
NR/L2/TRK/001	Inspection and Maintenance of Permanent Way

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure Safe Systems of Work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this document from IHS. Tel: 01344 328039.

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Contents

1 Purpose	6
2 Scope	6
3 Introduction	6
4 Definitions and Abbreviations	6
4.1 Definitions	6
4.2 Abbreviations	10
5 Planning Roles and Responsibilities	11
5.1 The Planner	11
5.2 The Responsible Manager	11
5.3 The COSS/IWA	12
5.4 The Access Co-ordinator	13
5.5 Green Zone Access Co-ordinator	13
5.6 The NDS Planning Specialist	13
6 The Safe System of Work Planning Process	13
6.1 Planning in Normal Circumstances	13
6.2 Summary of the SSOW Planning Process in Normal Circumstances	16
7 Planning the Safe System of Work	17
7.1 Hierarchy of Safe Systems of Work	17
7.2 Creating the Plan	18
7.3 Planning Line Blockages	19
7.4 Infrastructure Work	20
8 Protecting Work Using Green Zones	20
8.1 Availability of Green Zones	20
8.2 Green Zone Guide	21
8.3 Possession Planning	21
8.4 Green Zone Working - Guidance	22
8.5 Publication of Possessions and Line Blockages in Weekly Operating Notices	22
9 Red Zone Working Prohibitions	22
9.1 General Prohibitions	22
9.2 Network Rail National Hazard Directory	23
9.3 Working Where Red Zone Working is Normally Prohibited	23
9.4 Track Inspection and Patrolling at Locations Where Red Zone Working is Normally Prohibited	24

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

10 Documenting the Planned Safe System of Work	24
10.1 General	24
10.2 The Safe System of Work Pack	24
10.3 When a Safe System of Work Pack May Not be Required	25
10.4 Safe System of Work Pack for Worksites in Possessions Published in Weekly Operating Notices	26
10.5 Records	26
11 Verifying the Planned Safe System of Work	26
11.1 Verification Requirements for No-Cyclical Tasks	26
11.2 Verification Timescale Exceptions	27
11.3 Verification Requirements for Cyclical Maintenance Tasks	27
12 Implementing the Planned Safe System of Work	28
12.1 Responsibilities of the COSS/IWA	28
12.2 Responsibilities of the Responsible Manager	29
13 Planning in Exceptional Circumstances	31
14 Monitoring	33
14.1 Red Zone and Green Zone Working	33
14.2 Self Assurance	33
Appendix A Selection of Safe System of Work On or Near the Line	35
Appendix B Planning Check Sheet for the Safe System of Work	37
Appendix C SSOW Pack Verification Form	38
Figure 1 – Planning the Safe System of Work	15
Figure 2 – Implementing the Planned Safe System of Work	30
Figure 3 – Planning a Safe System of Work in an Emergency Situation	32
Figure 4 – Safe System of Work Post Implementation Process	34
Table 1 – Hierarchy of Safe Systems of Work	17

Copyright Network Rail

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

1 Purpose

To control the risks to personnel from train movements by requiring effective planning of on track activities and establishing a hierarchy of protection and warning methods.

To specify the requirements for establishing and publishing details of Green Zone availability and prohibitions on Red Zone working.

To support the requirements of the Rule Book by requiring effective Safe Systems of Work to mitigate the risk of people being struck by trains.

To define the process for planning and documenting the Safe System of Work arrangements both in normal and Exceptional Circumstances.

2 Scope

This specification applies to all work (including walking as a group) On or Near the Line carried out by or on behalf of Network Rail and outside parties, and their contractors and sub-contractors.

The specification applies to all work done either individually, by a Controller of Site Safety (COSS) or Individual Working Alone (IWA); by a group under the control of a COSS; or by groups under the control of COSSs where a Protection Controller (PC) has been appointed.

3 Introduction

Safety of People Working On or Near the Line was introduced in April 2002. Its introduction established the requirement that all work being carried out On or Near the Line would be subject to risk assessment. A Safe System of Work (SSOW) was required to be established taking into account the findings of the risk assessment and the hierarchy of protection (now called the Hierarchy of Safe Systems of Work). The aims were to maximise the use of Green Zones and provide clarity on the safe methods of working that could be utilised where Red Zone working was prohibited.

The standard was reviewed in 2005 to incorporate the introduction of the Network Rail Safe System of Work Planning System (SSOWPS) and the introduction of the Core Planner Skills competences for Planners.

The latest review of this standard was prompted by the recommendations from Network Rail and Rail Accident Investigation Branch investigations into a number of incidents involving the SSOW planning process. The standard has been revised to give more ownership of the planned SSOW to the COSS/IWA who is to implement it and to mandate an increased level of monitoring by Responsible Managers.

4 Definitions and Abbreviations

4.1 Definitions

Access Co-ordinator	Access co-ordinator within Maintenance Delivery Units or an other person who co-ordinates access requests.
----------------------------	--

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Automatic Track Warning System	As defined within the Rule Book Handbook 1 (GE/RT8000/HB1): <i>“An automatic system of warning track workers when a train is approaching”.</i>
Controller of Site Safety	A person certified as competent and appointed to provide a Safe System of Work to enable activities to be carried out by a group of persons on Network Rail railway infrastructure in accordance with the requirements of the Rule Book (GE/RT8000).
Cyclical Maintenance Task	An inspection or maintenance task which is performed to a frequency schedule specified in Network Rail standards.
Exceptional Circumstances	Any circumstance when there is a need to undertake work to avoid or reduce risks to people, or significant disruption to train services, which could not foreseeably have been planned in advance by the designated Planner.
Emergency Situation	A type of Exceptional Circumstance where urgent track access is required as a result of an incident, fault or failure which is affecting the normal passage of trains.
Green Zone	A site of work on or near the line within which there are no train movements. (The only exception to this is within an engineering supervisor's (ES) work site for movements of engineering trains or on-track plant. These movements will be made at walking pace.)
Green Zone Access Co-ordinator	An individual who has been trained and passed competent in Core Planner Skills 2 and who can optimise planned work and arrange bookings in the appropriate systems.
Green Zone Access Management	The system used to book Green Zone protection that is not required to be published in the Weekly Operating Notice or that is scheduled to take place within eight weeks.
Individual Working Alone	A person appointed and certified as competent to provide their own protection to enable them to carry out activities in accordance with the requirements of the Rule Book (GE/RT8000).
Infrastructure Contractor	A contractor whose contract with Network Rail requires them to undertake construction, inspection, maintenance, repair, installation or renewal activities on Network Rail's managed infrastructure.

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Infrastructure Maintenance Organisation

Generic term encompassing both Network Rail's in-house maintenance workforce and any contractor engaged to carry out infrastructure maintenance work.

Lookout Operated Warning System

As defined within the Rule Book Handbook 1 (GE/RT8000/HB1):

"A system operated by a lookout used for warning track workers when a train is approaching".

It is typically used to provide a warning for small groups and for short duration work.

National Hazard Directory

A database that identifies the hazards on Network Rail's controlled infrastructure. It also contains access point information and information about other locations (e.g. stations and sidings) on the rail infrastructure.

Normal Circumstances

Any circumstances which are not within the definition of Exceptional Circumstances.

On or Near the Line

As defined in the Rule Book Handbook 1 (GE/RT8000/HB1):

"You are on or near the line if you are:

- *within 3 metres (10 feet) of a line and there is no permanent fence or structure between you and the line*
- *on the line itself.*

You are not on or near the line if you are on a station platform unless you are carrying out engineering or technical work within 1.25 metres (4 feet) of the platform edge."

Planner

A competent person planning Safe Systems of Work with suitable and sufficient knowledge and experience to discharge this responsibility in a competent manner.

Position of Safety

As defined within the Rule Book Handbook 1 (GE/RT8000/HB1):

"If the maximum speed is 100 mph or less, you are in a position of safety if you are at least 1.25 metres (4 feet) from the nearest line on which a train can approach. If the maximum speed is over 100 mph, the distance increases to 2 metres (6 feet 6 inches)."

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Possession	A line is under possession when arrangements have been carried out to block the line completely to the normal passage of trains in accordance with the Rule Book GE/RT8000 so that engineering trains or on track plant can be used.
Protection Controller	A person certified as competent and appointed to take overall control of a shared line blockage where two or more COSSs/IWAs are sharing the same protection.
Responsible Manager	The person responsible for the management of staff who will work on or near the line. This could be their line manager or their on call manager (e.g. Section Manager within Network Rail Maintenance Delivery Units or Local Operations Manager within the Network Rail Operations and Customer Services).
Red Zone	A site of work on or near the line, which is not protected from train movements.
Safe System of Work	Arrangements to make sure a workgroup, including lookouts, that is to walk or work on or near the line is not put in danger by passing trains or movements. This includes the arrangements for: • entry to and exit from railway infrastructure • walking on or near the line • walking to or from a site of work • setting up and withdrawing protection or warning arrangements • carrying out work.
Safe System of Work Pack	A pack of information used by the COSS/IWA that provides details of the site of work, the work to be done and the suggested Safe System of Work in accordance with this specification and the Rule Book GE/RT8000.
Safe System of Work Planning System	The standardised Network Rail application for planning Safe Systems of Work, available on Connect. Within Network Rail it provides visibility of planned arrangements and generates the documentation for the Safe System of Work Pack.
Task Risk Control Sheet	A Network Rail document based on Infrastructure Maintenance tasks that describes the risk associated with the work, the controls for those risks and the person(s) responsible for implementing the controls.

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

Train Operated Warning System

As defined within the Rule Book Handbook 1 (GE/RT8000/HB1):

“A system operated by trains used for warning track workers when a train is approaching.”

Weekly Operating Notice

The official notice referred to in Rules and Regulations for giving details of:

- Temporary speed restrictions;
- Engineering arrangements;
- Signalling and permanent way alterations;
- Amendments to National Operations Publications (NOPs), Sectional Appendices, and other notices.

Work Experience Books

Books designed to be used by individuals to record evidence of when, where and how they performed a particular duty.

Work Package Plan

Document describing the works that will be undertaken in each particular package of work for a project. It includes details of the intended control measures for the significant risks arising from those works that have been identified in the Construction Phase Plan (as required by the Construction Design and Management Regulations, 2007).

4.2 Abbreviations

Abbreviation	Full term
COSS	Controller of Site Safety
ES	Engineering Supervisor (supervisor of a Worksite in a Possession)
GZAC	Green Zone Access Co-ordinator
GZAM	Green Zone Access Management
IWA	Individual Working Alone
LOWS	Lookout Operated Warning System
NDS	National Delivery Service
PC	Protection Controller
PICOP	Person in Charge Of Possession
PossMan	Possession Management (computer software) system
PPS	Possession Planning System
SSOW	Safe System of Work
SSOWPS	Safe System of Work Planning System
TOWS	Train Operated Warning System
WON	Weekly Operating Notice

Ref:	NR/L2/OHS/019
Issue:	8
Date:	04 September 2010
Compliance date:	04 December 2010

5 Planning Roles and Responsibilities

5.1 The Planner

The Planner is responsible for planning the work in accordance with the priorities set by the Responsible Manager. The Planner shall plan a proposed SSOW applying the principles of the Hierarchy of Safe Systems of Work (see clause 7.1) and seek acceptance of the plan from the Responsible Manager.

The Planner shall be assessed and certified as competent in Core Planner Skills 2 and assessed as competent to the requirements of the Network Rail document "Training and Assessment Arrangements for Core Planner Skills" (available through Network Rail Competence & Training Management). Where the Planner holds only Core Planner Skills 1 or does not hold either competence, they shall work under the authority of a Responsible Manager. In this case the Responsible Manager shall hold Core Planner Skills 2 competence and will usually be the line manager of the Planner.

To assist them develop a SSOW plan, Planners shall have access to, and extract information from, documents such as:

- the Sectional Appendix;
- the National Hazard Directory;
- signalling diagrams.

Training shall be provided to enable Planners to read and interpret the content of these documents.

These documents shall be supplemented with (where appropriate):

- photographs or other visual aids to help validate assumptions about the site of work (particularly when planning Red Zone working);
- track diagrams;
- a site visit, if required.

NOTE 1 It is recommended that Planners hold the Personal Track Safety competence (PTS) and undertake site visits to provide geographical knowledge and record these visits in their PTS Work Experience Book.

The Planner shall, upon receipt of a rejected planned SSOW from the Responsible Manager or nominated COSS, review the SSOW and the reasons for its rejection. In consultation with the Responsible Manager the Planner shall then make any changes required to create an appropriate SSOW.

The Planner shall check all completed and implemented SSOW packs returned to him/her for recorded errors and changes. Any errors or changes shall be noted for correction in all future planning and all incorrect plans shall be withdrawn from use.

5.2 The Responsible Manager

The Responsible Manager is accountable for the preparation of SSOWs and this work is normally delegated to the Planner. The Responsible Manager shall decide how work is to be prioritised, planned and delivered. They shall provide the Planner