

# Task Risk Control Sheet

## Use and Control of OTP

RCS No: NR/L3/MTC/RCS0216/MP01  
Issue: 3

### Key Risks!

- Struck by Train
- Derailment
- Electrocution
- Collision
- Communication
- Movement & use

### Personnel Involved

|           |   |
|-----------|---|
| E&P       | ✓ |
| S&T       | ✓ |
| Track     | ✓ |
| Off Track | ✓ |
| Property  | ✓ |

### Tools / Equipment

Bearers. Loose Lifting Accessories. Powered Lifting Accessories.

### Plant

This Risk Control Sheet applies to ALL OTP + trailer/attachment and is an addition to controls mandated by separate Risk Control Sheets.

## SECTION A – All Tasks

| Key Risks |                 | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Implemented By                                                                                                                                              |
|-----------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1         | All tasks       | <ul style="list-style-type: none"> <li>• Undertake a site briefing to include: - Machine Controller / Operator activities, Railhead conditions and Gradient</li> <li>• All OTP and their attachments shall be part of a planned preventative maintenance system</li> <li>• Only trained and competent staff shall undertake these tasks</li> <li>• Use in accordance with manufacturers instructions</li> <li>• Use in accordance with rules, standards and applicable legislation (e.g. LOLER).</li> <li>• Attach trailers and attachments in accordance with manufacturers instructions</li> <li>• Carry out OTP checks and check that OTP/trailers/attachments are fit for purpose and the intended use</li> <li>• Conduct supervision/briefing.</li> <li>• Establish safe system of work.</li> <li>• On/off tracking shall only be carried out at approved access points or at risk assessed locations.</li> <li>• <u>Emergency equipment shall be available at all times</u></li> <li>• <u>All risks shall be identified by site visit and suitably controlled or removed within planning timeframe prior to work commencement.</u></li> <li>• <u>Plant shall not be allowed to on-track until authorised.</u></li> <li>• All lifts shall be undertaken in accordance with the lifting plan</li> <li>• See Risk Control Sheet NR/L3/MTC/RCS0216/MP06 – Lifting &amp; Thimbling Rail Operations</li> <li>• The MC/Operator/CC shall use handsignals or back-to-back radios when performing all movements</li> </ul> | <p>MC/Operator<br/>Crane<br/>controller<br/>COSS</p> <p>Work owner</p> <p>PICOP/ES<br/>Crane<br/>controller</p> <p>MC/Operator<br/>Crane<br/>controller</p> |
| 2         | Struck by Train | <ul style="list-style-type: none"> <li>• See Risk Control Sheet NR/L3/MTC/RCS0216/GA01 – Work On or Near the Line</li> <li>• OTP shall only work within a Possession, Siding Possession or RETB possession</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | COSS / Team Leader                                                                                                                                          |
| 3         | Injury to Staff | <ul style="list-style-type: none"> <li>• Manual Handling, see Task Risk Control Sheet NR/L3/MTC/RCS0216/GH01 – Manual Handling</li> <li>• PPE shall be worn (Gloves, Hard Hat, Safety Footwear).</li> <li>• Adequate site lighting.</li> <li>• Supervision.</li> <li>• Competence.</li> <li>• Seat belts where fitted shall be worn by everyone in the vehicle whilst it is in motion</li> <li>• All movements and activities shall be planned</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COSS<br>MC/Operator<br>CC                                                                                                                                   |



Documents

Document Sharing Hub

# Task Risk Control Sheet

| Key Risks |                                                      | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Implemented By                                                                                              |
|-----------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 4         | Derailment                                           | <ul style="list-style-type: none"> <li>Check inventory of materials.</li> <li>Uniformly load - unload in accordance with manufacturers instructions.</li> <li>Check that the points are set to the correct position prior to traversing S&amp;C.</li> <li>Check axle stabiliser setting and speed of movement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COSS<br>MC/operator<br>ES                                                                                   |
| 5         | Fouling Adjacent Line                                | <ul style="list-style-type: none"> <li>Protect adjacent line when operations may foul.</li> <li>Load shall be within structure gauge.</li> <li>Inventory check of materials.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CC / MC /<br>Operator<br>COSS                                                                               |
| 6         | Bio/Chemical Hazards                                 | <ul style="list-style-type: none"> <li>See Risk Control Sheet NR/L3/MTC/RCS0216/GH03 – Biological &amp; Chemical Hazards</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Team Leader/<br>COSS                                                                                        |
| 7         | Possession irregularity                              | <ul style="list-style-type: none"> <li>Prevent SPAD or other irregularity by moving OTP in accordance with instructions and as per the method statement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | MC/operator<br>COSS<br>ES                                                                                   |
| 8         | Collision with road vehicle                          | <ul style="list-style-type: none"> <li>Check that level crossings are locally controlled if in the vicinity of the work</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ES                                                                                                          |
| 9         | Electrocution due to OHLE / DC Electrified Lines     | <ul style="list-style-type: none"> <li>See Task Risk Control sheets NR/L3/MTC/RCS0216/GA20 Working Adjacent to DC Electrified Rails Risk Level 1- 5,</li> <li>See Task Risk Control Sheet NR/L3/MTC/RCS0216/GA21 - Working Near Electrical Overhead Line Equipment</li> <li>Adhere to the Rule Book, including Modules OTP, AC1 to AC3</li> <li>Unless especially authorised by the E&amp;PME on Form SMF/ME462 an isolation of railway electrical equipment shall be in place before any OTP is placed on the rails</li> <li>Electrical warning signs shall be displayed on all OTP warning of the dangers of overhead or third rail electrical equipment.</li> <li>OTP shall only work and transit under isolated OLE unless the work plan is authorised by the E&amp;PME on Form SMF/ME462 and if the OTP is certificated to work under live OLE.</li> <li>DC traction current shall be isolated prior to on/off-tracking and during operation.</li> <li>Plant shall only be on/off tracked within a worksite.</li> </ul> | Line Manager /<br>MC / operator /<br>ES / PICOP /<br>Isolation<br>Planner / Team<br>Leader / NREE<br>/ ECRO |
|           | Contact with non-railway OHLE / DC Electrified Lines | <ul style="list-style-type: none"> <li>Non-railway OHLE shall be identified, goal posts and warning signs shall be provided and any necessary isolation obtained</li> <li>Boom shall be fixed in correct slew position to avoid contact with overhead services</li> <li>Contact shall be made with non-railway organisations to determine whether OLE shall be isolated during the planning process</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Team Leader/<br>COSS                                                                                        |
|           | Contact with Structures                              | <ul style="list-style-type: none"> <li>Beware of fixed objects/parts of the Infrastructure e.g. gantries, bridges, retaining structures, signals etc</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Machine<br>Controller /<br>Operator                                                                         |
| 10        | Fuelling                                             | <ul style="list-style-type: none"> <li>See Task Risk Control Sheet NR/L3/MTC/RCS0216/GA17 - Decanting Fuel and Fuelling Small Plant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All Staff                                                                                                   |
| 11        | Noise                                                | <ul style="list-style-type: none"> <li>Ear protection shall be used by all staff required to work around OTP</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Machine<br>controller                                                                                       |

# Task Risk Control Sheet

| Key Risks |                                       | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Implemented By                                       |
|-----------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 12        | Communication                         | <ul style="list-style-type: none"> <li>Railway Communication Training</li> <li>Use competent and trained operators, including assessment</li> <li>All staff shall use railway approved communications (Phonetic Alphabet)</li> <li>Back to Back radios shall be used where available</li> <li>Recognised hand signals shall be used and briefed to staff</li> <li>Prior to any changes in to planned work, staff shall be taken to a place of safety and briefed on the changes and relevant controls</li> <li>Possession checks and monitoring of communication</li> <li>Conduct pre-Work Planning and Site Meetings</li> </ul> | Line Manager<br><br>Team Leader / MC/Operator        |
| 13        | Movement of OTP Under T3 arrangements | <ul style="list-style-type: none"> <li>Having agreed with the COSS that Green Zone working applies, the ES shall instruct each driver or Machine Controller that movement shall be made at extreme caution and no greater than walking pace</li> <li>Having agreed with the COSS that Red Zone working applies, during darkness, poor visibility or if in or near a tunnel the ES shall instruct each driver or Machine Controller that movement shall be no greater than 20 mph</li> </ul>                                                                                                                                      | Engineering Supervisor                               |
| 14        | OTP Preparation                       | <ul style="list-style-type: none"> <li>Coupling and uncoupling and preparation of OTP and attachments shall only be performed by competent and trained persons</li> <li>Pre-use checks shall be performed and all defects reported immediately</li> <li>A brake check shall be performed and shall be taken out of service if the brakes are defective or suspect</li> </ul>                                                                                                                                                                                                                                                     | Team Leader / Machine Operator                       |
| 15        | Driving of OTP                        | <ul style="list-style-type: none"> <li>Operators shall check Weekly Operating Notices and late notices for emergency or temporary speed restrictions</li> <li>Speed limits shall not be exceeded</li> <li>Gradients shall be identified and issued to Machine Operator before start of Operation</li> </ul>                                                                                                                                                                                                                                                                                                                      | Machine Operator<br><br>Machine Controller / Planner |
| 16        | Unsafe Loading / Unloading            | <ul style="list-style-type: none"> <li>See Risk Control Sheet NR/L3/MTC/RCS0216/MP04 – Load / Unloading Materials and people onto OTP</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Machine Operator / Crane Controller                  |