

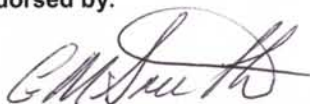
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Level 3

Safety management of contractors

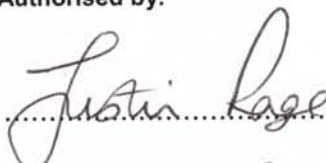
Endorsement and Authorisation

Endorsed by:



Graham Smith, Working Group Chair

Authorised by:



Justin Page, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No deviations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box **with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if deviations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled deviations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless deviation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar **and with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Deviations **may** be permitted. Deviations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** deviations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve **Red** and **Amber** requirements.
- Guidance shall be presented with a dotted green sidebar **and with the word “should” (usually in notes) or as a direct instruction**.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

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Issue record

Issue	Date	Comments
1	September 2009	First issue of document
2	March 2012	Updated document incorporating changes to address CDM responsibilities and further clarify monitoring arrangements

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 02/06/2012.

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

L144 - ACOP	Construction (Design and Management) Regulations 2007
NR/L2/OHS/019	Safety of People Working On or Near the Line
NR/L3/MTC/RCS0216	Maintenance Task Risk Control Sheets
NR/L2/INI/CP0047	Application Of Construction (Design and Management) Regulations to Network Rail Construction Works
NR/L3/INI/CP0044	Work Package Planning
NR/L3/MTC/WD0234	Network Operations Engineering Management Plan for Projects
NR/L2/OHS/021	Personal protective equipment and workwear (PPE)
NR/L2/ERG/003	Management of Fatigue: Control of Working Hours for Staff Undertaking Safety Critical Work
NR/L2/OHS/005	High Street Environment and Conditions for Work Outside Network Rail Controlled Infrastructure
NR/L3/INV3001/RIM101	General requirements for reporting accidents, incidents and occupational ill health
NR/L1/CTM/001	Competence Management (formerly NR/CS/CTM/001)
NR/L2/CTM/209	Competence and Training in Safe System of Work Planner
NR/L3/MTC/SE0117	Planned General Safety Inspections and Site Surveillance
NR/L1/CPR/101	Sourcing and Purchasing Policy
NR/L1/CPR/102	Sourcing and Supplier Governance Policy

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1 Purpose

The purpose of this standard is to describe the controls to be applied in the safety management of Contractors undertaking work for the Network Operations (Maintenance) function in order to manage the imported safety risk.

2 Scope

This procedure applies to all Network Operations (Maintenance) managers and employees with responsibility for the selection and control of Contractors and also to Contractors following the award of a contract.

This standard excludes the design element of any contracts let on behalf of Network Operations (Maintenance).

This standard supports the requirements contained in NR/L1/CPR/101, NR/L1/CPR/102, the associated "Sourcing Directs and Business Support Policies Briefing Document" and individual Contracts already in place.

3 Definitions

Contractor	A company, individual or group employed by Network Operations (Maintenance) to carry out work or deliver a service under contract.
Network Rail Supervision	Network Rail operative / supervisor / team leader in control of and taking responsibility for the work.

Note:

- 1. This could be a Contractor who is competent in the activities being supervised and has been included in NR management arrangements and technical briefing of new standards.*
- 2. This does not include Rule Book Track Safety competences, e.g. COSS, Machine Controller for which specific provision should be made as part of the arrangements*

Contractor Supervision	A member of Contract staff competent in the activity being performed, capable of carrying out the safety critical element of the work should it be needed and supervising the contract work at all times.
Safety Critical Work	Work by a person as a driver or in any other capacity in which he can control or affect the movement of a vehicle. Also work by a person acting in a maintenance capacity or as a supervisor of, or look-out for, persons working in a maintenance capacity. For this purpose, a person works in a maintenance capacity* if his work involves maintenance, repair or alteration of (a) the permanent way or other means of guiding or supporting vehicles,

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(b) signals or any other means of controlling the movement of vehicles

(c) any means of supplying electricity to vehicles or to the means of guiding or supporting vehicles

**Note: where more than one person working on an activity has the competence to deliver the safety critical work it is the competent person signing off the work as complete who carries out the safety critical element of the work.*

Specialist High Risk Activity	Work of a specialist nature where the hazards involved could lead to serious injury or death unless detailed planning and control is applied. These activities are normally controlled by Permit to Work or similar formal managing arrangements. Examples include removal of asbestos, work in confined spaces (where breathing apparatus may be required) and working with/in extreme temperatures etc.
Employing Manager	The manager, or his nominated representative, responsible for the work the Contractor has been employed to carry out. E.g. Infrastructure Maintenance Engineer, Section Manager, Programme Manager or their nominated representatives.
Work Package Plan	Document describing what and how works will be undertaken (in each particular package of work) including how significant risks identified in the Construction Phase Plan and arising from the works will be controlled.
Task Risk Control Sheet	Network Operations (Maintenance) generic risk assessment of an activity, either specific to discipline or general across all disciplines. TRCS contain details of the risks and controls for the activity together with details of individuals who are allocated responsibility for implementing controls.
Principal Contractor	Corporate entity capable to operate as a Principal Contractor (PC) under " <i>The Construction (Design and Management) Regulations 2007</i> " - i.e. the main or managing contractor for a construction project appointed by the client to assume the duties of Principal Contractor. The contractor responsible for the overall health and safety management of a site or sites.
Link-Up Categories	Registration – non business critical product groups nor importing risk Scored evaluation – desktop questionnaire to be completed by the supplier Auditable – audit required for core module and relevant product codes
Construction Phase Plan	A formal document produced by the Principal Contractor in accordance with the CDM Regulations 2007