1 PURPOSE

This Standard details the actions to be taken, and by whom, following an incident involving OTP and is in addition to the requirements set out in NR/L2/INV/002.

2 SCOPE

This Standard details the engineering technical aspects of incident management. Plant Operator Licence holders (POLs) of OTP shall have in place plans for dealing with personnel issues, the actions to be taken, and by whom, following incidents to OTP, it does not cover locomotives, wagons or on-track machines inside (or outside) possessions.

NOTE With regard to incidents,companies have clear guidelines for Alcohol & Drug testing, relieving of duty etc – these are not dealt with in this document - this may immediately affect the responsibilities of the persons indicated in this document.

3 Definitions

Accident - Unplanned, uncontrolled event giving rise to death, ill health, injury or other loss or damage to personnel, vehicles or infrastructure.

Collision - Any unintentional contact with any other vehicle, structure, building, construction, overhead line equipment, railway track including third/forth rail equipment, personnel and livestock etc.

Consist - Two or more possession-only rail vehicles coupled together [normally in the form of towing vehicle and trailer(s)].

Derailment - Where one or more rail wheels have unintentionally come off and remain off the rail.

Dragging brakes - Unintended continuous application of the brakes on a vehicle or vehicles either when the related controls are in the release position, or where a parking brake has been or becomes partially or fully applied during transit.

ES - Engineering Supervisor – the person in charge of a worksite.

Incident - Unplanned, uncontrolled event which under different circumstances could have resulted in an accident.

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machine controller - For the purposes of this document this is the person responsible for the OTP, who is normally a machine controller (or Crane Controller). In some circumstances (e.g. where the operator is also acting as a Machine Controller) the person responsible could be the Controller of Site Safety. During travelling without a machine controller this will be the machine controller closest to the incident (where the operator is unsure of their exact location this shall be the machine controller at the site travelling to).

POL – is a Rail Plant Operating Company in Possessions License Holder

Rail Plant Operating Company in Possessions License Holder
For the purposes of this document, means the organisation holding a Network Rail Plant Operators Licence and are responsible for operation of items of OTP in possessions.

operator - For the purposes of this document, the operator, when written with a lower case 'o', means the person who is handling the controls of the vehicle.

OTP – On-Track Plant (OTP) is known as possession only rail vehicles with rail wheels capable of running on railway track, limited by their engineering acceptance to running within a possession only. For the purposes of this standard they are split into three main groups: rail mounted maintenance machines (RMMMs), road-rail vehicles (RRVs), wheeled attachments and trailers.

PICOP - Person in charge of a possession – the person who arranges the protection arrangements for a possession, gives permission for movements between worksites, and hands back the possession to the running railway.

RAIB - Rail Accident Investigation Branch.

Technically competent person - Person agreed by vehicle owner or IPPOL, who by virtue of training and experience, is able to identify inspection and testing requirements and make decisions for the specific vehicle concerned.

Uncontrolled movement – an uncontrolled movement of a consist or vehicle along the track.

4 Reference documentation

NR/L2/INV/002	Accident and Incident Reporting and Investigation
NR/L3/INV/0107	Reporting of Fires
NR/L2/RMVP/0200/P007	On/Off & Cross Tracking of On-track Plant
GE/RT8000	Rule Book
M&EE COP0014	Code of Practice for Trailers and Attachments with RRVs and RMMMs

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5 Basic requirements

5.1 Action following an incident

POLs shall have in place a documented system of the actions necessary for reporting, recording, examination and testing of OTP after any incidents.

The first priority following any incident shall be the safety and security of the managed infrastructure, safety of staff, other personnel and other railway users.

NOTE Where practicable photographs of the incident site and OTP should be taken.

All incidents shall be recorded by the machine operator in the vehicle log book.

Recommendations for specific types of incident are made in the following sections:

- Derailments (clause 4.2)
- Collisions (clause 4.3)
- Point run-throughs (clause 4.3)

This list is not exhaustive.

All incidents of overturning, including those during on and off tracking, shall be dealt with as a derailment (Clause 4.2).

Depending on the severity of the incident an additional investigation may be undertaken by other parties (e.g. RAIB, ORR, BT Police etc). Where the POL investigates the incident the investigation shall be commensurate with the occurrence.

In all cases the cause of the incident shall be established. The POL shall determine the competency of their personnel who undertake this work.

Where the POL is responsible for the investigation and considers testing is necessary, they shall have in place arrangements to verify the following:

a) records (including photographs / videos where appropriate) are made at the scene of the incident of the condition/state of any components/assemblies which could be pertinent to the potential causes of, or contributing factors to, the incident.

b) competent people are used for all the actions.

c) appropriate and calibrated equipment is used.

d) appropriate precautions are taken to verify safety if the vehicle is to be left in the as found condition before and during a transit move to a test location.

e) suitable instructions and check lists, for all reasonably foreseeable situations, are in place and available.

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f) test results are transmitted to those needing to know for:
   i) corrective action to be taken
   ii) defect reporting
   iii) incident investigation
   iv) recording purposes.

g) evidence is collected and can be provided, as necessary, and where appropriate, that evidence is preserved.

In all accidents personnel shall be aware of their responsibilities shown in the Rule Book.

5.2 Derailments

5.2.1 Initial safety

5.2.1.1 Initial action by the operator

Once the operator is aware that the vehicle is derailed they shall STOP all movements.

The operator shall assess the situation of the vehicle(s) and the potential for the derailed vehicle(s) to be foul of another railway line.

Where the operator considers an adjacent line is fouled they shall follow the instructions in Rule Book.

In all cases the operator shall then report to the machine controller.

5.2.1.2 Initial assessment

The machine controller shall attend the accident immediately. Their first duty shall be to assess the situation of the vehicle(s) and assess the potential for the derailed vehicle(s) to be foul of another railway line.

Where an adjacent line is fouled the machine controller shall follow the instructions in the Rule Book and then report to ES or PICOP and advise the POL on-call contact.

The ES or PICOP shall assess the derailment and where the site is under overhead line equipment or third/fourth rail area shall immediately inform the electrical control room, or arrange for this to be done.

The machine controller shall assess the operator for any injury. During this assessment they shall form an opinion if the operator is in a fit state to continue operating.

Where the machine controller is in any doubt about the condition of the operator the machine controller shall seek medical advice (first aid, emergency services etc depending on the seriousness of the incident).

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