

# MANAGED STATIONS MANUAL

Procedure: MS-08

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Issue: 6

Date: 02 June 2012

## SAFE USE AND OPERATION OF STATION VEHICLES

### 1 PURPOSE

To put in place a system to manage the maintenance, specification, operator training, pre user inspections and safe system of work for all station vehicles.

### 2 SCOPE

This procedure applies to all vehicles used in all Network Rail Managed Stations premises. This does not include worksites where the contractor is managing the area. The following items are included but are not classed as vehicles: trailers, non powered tanking bowzers, un-braked or braked cages and catering modules.

### 3 DEFINITIONS

|                                     |                                                                                                                                                                                             |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Station Vehicle</b>              | Any powered or unpowered vehicle used for the purpose of transporting people, articles, materials or for maintenance or cleaning purposes.                                                  |
| <b>Caged Trolley</b>                | An unpowered wheeled vehicle or cart that is manually operated and pushed by hand.                                                                                                          |
| <b>Fork Lift Truck</b>              | A mobile power driven vehicle used to carry, push, pull, lift, stack or tier goods.                                                                                                         |
| <b>Competent Person</b>             | A person assessed as having technical knowledge and training to enable them to avoid risk of danger or injury.                                                                              |
| <b>Responsible Manager</b>          | A person who is nominated by a company for management and accountability of a specific operation or procedure.                                                                              |
| <b>Station Vehicle Modification</b> | An alteration or adjustment that changes the functionality of a station vehicle.                                                                                                            |
| <b>Approved Supplier</b>            | A business or company that is accepted or recognised by Network Rail or a third party (i.e. Rail Gourmet or Initial Cleaning) to supply station vehicles, maintenance or training services. |

## SAFE USE AND OPERATION OF STATION VEHICLES

### 4 REFERENCE DOCUMENTATION

RIS-1700-PLT – Rail Industry Standard for Safe Use of Plant for Infrastructure Work

GE/RT8070 – Drugs & Alcohol

[NR/L1/OHS/051](#) – Drugs & Alcohol

[NR/L2/OHS/018](#) – Supplier requirements for the approval of medical assessments and drugs and alcohol screening and certification

[NR/L2/OHS/00119](#) – For Cause Testing for Drugs and Alcohol

[NR/L3/CTM/303](#) [Issue: 1] – Trainer Approval

ATOC Good Practice Guide TOSG/GPG012 – Safe Use of Station Vehicles

[NR/L2/INV/002](#) – Accident and Incident Reporting and Investigation

Network Rail Safety Management System

Manufacturers respective planned preventive maintenance guidance

### 5 COMPETENCIES AND TRAINING FOR MS-08

#### 5.1 To Train Others to Use a Station Vehicle

‘Train the Trainer’ competency required from a Network Rail or third party approved **external** supplier of such training. Records of this competence shall be retained, if a certificate is not available then written confirmation from the trainer will be sufficient.

#### 5.2 To Drive a Station Vehicle

Completed the training as defined in section 13 of this procedure.

#### 5.3 To Produce Risk Assessments

IOSH, NEBOSH or other risk management qualification.

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### 6

### RESPONSIBILITIES

R – Responsible for carrying out the task.

A – Accountable for seeing that the task is carried out

C – Consulted and provides input

I – Informed, no formal need for input

|             |                           | Station Manager | Shift Station Manager | Responsible Manager | Vehicle Operator | Buildings Maintenance Engineer | Competent Trainer | Competent Assessor |
|-------------|---------------------------|-----------------|-----------------------|---------------------|------------------|--------------------------------|-------------------|--------------------|
| 7.1         | Vehicle Approval Request  | ARI             |                       | AR                  |                  | I                              |                   |                    |
| 7.2         | Vehicle Approval          | AR              |                       | I                   |                  | C                              |                   |                    |
| 8           | Risk Assessment           | AR              | R                     | C                   | C                | C                              |                   |                    |
| 9           | Safe System of Work       | A               | R                     | I                   | I                |                                |                   |                    |
| 10.1        | Vehicle Log Book          | A               |                       | R                   | I                |                                |                   |                    |
| 10.2        | PPM                       | A               |                       | R                   | I                |                                |                   |                    |
| 10.3        | Pre-use inspections       |                 |                       | A                   | R                |                                |                   |                    |
| 10.4        | Vehicle storage           | A               |                       | RI                  | RI               |                                |                   |                    |
| 10.5        | Defective vehicles        | A               |                       | R                   | R                |                                |                   |                    |
| 11          | Vehicle Monitoring        | A               | R                     | C                   | C                |                                |                   |                    |
| 12          | Medicals                  | A               |                       | R                   | C                |                                |                   |                    |
| 13.1        | Training                  | A               |                       | R                   | I                |                                |                   |                    |
| 13.2        | Safe System of Work Brief | A               |                       | R                   | I                |                                | R                 |                    |
| 13.3        | Theory Test               | A               |                       | R                   | C                |                                | R                 | R                  |
| 13.4        | Theory Test Content       | A               |                       | R                   | I                |                                |                   |                    |
| 13.5        | Vehicle Theory Training   | A               |                       | R                   | I                |                                | R                 |                    |
| 13.6        | Practical Training        | A               |                       | R                   | C                |                                | R                 |                    |
| 13.7        | Practical Assessment      | A               |                       |                     | C                |                                |                   | R                  |
| 13.8 & 13.9 | Vehicle Licence           | A               |                       | R                   | I                |                                | R                 |                    |
| 13.10       | Post Licence Monitoring   | A               |                       | R                   | I                |                                |                   | R                  |
| 13.11       | Training Records          | A               |                       | R                   |                  |                                |                   |                    |
| 14          | Refresher Training        | A               |                       | R                   | I                |                                | R                 |                    |
| 15          | Fork Lift Trucks          | A               |                       | R                   | I                |                                |                   |                    |