

## B6 Communications and Contact Details

All Staff will have mobile phones. For non emergency issues the Supervisor for the worksite will contact their Line Manager. For Emergency issues see below:

### B7 Emergency Arrangements

Description	Contact Number
NWR SB:	
ECR/ECO:	
EMERGENCY SERVICES FIRE, POLICE OR AMBULANCE	
British Transport Police	
POS REP:	
Client:	
LOCAL A&E HOSPITAL:	In Emergency:  Lat: Long:
First Aider:	
Major Accidents/Incidents Compliance Director: Darren Matthews	
Accidents Readypower On-Call	
ENVIRONMENTAL AGENCY INCIDENT HOTLINE	

## B8 Welfare

Toilets and welfare facilities will be arranged by the PC

## B9 Interfaces

### B9.1 Public

Disruption to the public will be kept to a minimum; there are no residential areas within the vicinity of the working area. If any members of the public encroach on the working area the following action is to be followed.

- Stop all operations,
- make safe vehicle
- advice Public to use designated walking route and to leave area

### B9.2 Other Contractors, work activities

None identified during planning identify at start of shift

## B9.2 Environment

Control measures will be put in place for spillage of oils and fuels, waste, noise and an Environment Emergency Plan with spill kit. All RRV will have a spill kit.

## Additional Notes

### Lifting Operations

#### Selection of Equipment

All equipment must be used for the purpose it was designed for to avoid any foreseeable risk of injury to anyone from the lifting operation. Therefore the RRV must be suitable for the nature of work. The RRV must have sufficient capability to lift the required load to ensure the crane is not overloaded which will result in overturning the crane and or damage to the lifting equipment.

#### Duty Charts

Each excavator crane has a duty chart which indicates the SWL at a specific radius and height. The radius is the distance from the centre of the machine to the dipper nose pin. The height is measured from the rail to the dipper nose pin i.e. where the load is connected.



### Lifting Plan

A lifting plan will be developed by a competent person and will be issued to the Crane Controller who will have the plan available at all times. Any alterations to the lift plan must be authorised by the Compliance Director or his authorised Lift Planner.

#### Note:

All MC/CC shall walk the route RRVs are planned to take to ensure the points are set correctly once confirmed authorisation for the move will be given using the Duplex Comms.



Insert  
Company  
Logo here

# Task Briefing

Customer:

Project:

Location:

ELR Mileage:

Dates:



Version	Prepared by	Date	Approved by
Signed		Signed	

## A Task Details

### A1 Description of the work

- Prior to start receive Temporary Project Briefing.
- Machine/Crane Controllers will brief and 'sign in' their Machine Operators.
- Operators will carry out their function checks on the RRV and attachments, and will record their findings in the machine Log Book.
- Machine Controller (MC) will complete their checks recording their initial findings on the form L3NDS048/TMM003/F015 (Form 015).
- MC and machine operator will perform the 'pairing' checks on the DECT Comm radios and log it with **NWR High Output**.
- Where applicable, MCs to log in with NDS 24/7
- Wait for authorisation from the ES to 'on-track' once all mileage limits, additional hazards are identified.
- MC/CC will co-ordinate the lift of trailers on to the line (RRV-LP-NWRHO-EBBW-004) & carry out the mandatory push brake tests on the trailer. Once this is completed, the remainder of Form 015 can be completed and the OTP can be logged into the possession.
- RRV shall on track and carry out a brake test before coupling up the trailer(s) and carrying out a final brake test. The operator will complete the machine log book.
- Equipment including spare and contingent attachments will then be loaded onto trailers by the RRV using strops/Chains (NOTE: If using the RRV with Strops/Chains, it will be done in accordance to lift plan (RRV-LP-NWRHO-EBBW-004).
- **MC/CC shall walk the route to ensure points are set correctly, Operator shall not move until authorised by MC/CC.**
- The RRV will travel to site at walking speed. Must be limited to 4mph if the MC/CC walking next to machine to the worksite under the control of the MC/CC once authorisation is given by the ES giving caution to points and signals. (MC/CC must be at ground level and give clearance to pass over points). The RRV may enter the worksite, once permission is given by the COSS.
- The RRV undertake the tasks under instruction from the NWR High Output Site management which will include but not be limited to moving of scrap rail and sleepers, ballast brushing and thimbling operations
- On completion of the works, with the authorisation from the ES and MC/CC, the RRV can travel to the on/off tracking point in readiness to clear the line,
- Each trailer must be connected to the lift hook of the RRV before uncoupling the brake pipes & draw bar. Brake pipes must not be uncoupled until at least 30 seconds have passed following the operator applying the park brake on the RRV. Once uncoupled, a push brake test must be undertaken to ensure trailer brakes have engaged before off tracking RRV. It is preferred that trailers be lifted from Track in Road Mode.
- Remove Trailers from the track (RRV-LP-NWRHO-EBBW-004) in accordance with the lift plan.
- The machine will then be off tracked and stabled in a place of safety clear of the line. (Preferably 10m from the running line to avoid Adjacent Line Open (ALO) risks when low loaders are deployed for collection of equipment).

- The ES will be informed that the OTP is clear of the line, and it will be booked out of the possession.
- The operators and MC/CCs will book out with Client and the POS/REP Manager leaving time sheets, completed Form 015s, and any other relevant info with the POS REP/Manager for Readypower records Where applicable, MC/CCs to Log out with NDS 24/7
- Where applicable, MC/CCs to Log out with NDS 24/7

Please refer to the 'Faults' document at the end of this briefing.

**The POS Representative Must ensure they brief all relevant persons on the Readypower OTP Plan and any other information provided by the PC / Client.**

### A2 Control of Activity Risks

Risks Identified	Controls Specified
No identified Person" on site with regarding setting up safe system of work	Readypower to ensure a qualified POS Representative is appointed and present at site at all working times.
Personnel being struck by RRV.	MC to keep a minimum 2 metre exclusion zone around the RRVs. MC may extend that 2m exclusion zone to represent site conditions as he / she sees appropriate. MC must inform other site personnel clearly of his / her exclusion zone arrangements, and maintain duplex radio contact with the operator.
Slips, trips and falls	Adequate lighting to be used where possible. Safety footwear to be worn. 3 points of contact when mounting or dismounting machines. Consideration of typical ground conditions associated with railways.
Collisions between plant machines, structures and other vehicles	MC or banks-man must be available. Exclusion zones maintained. Speeds controlled as per RRV data Panel.
Reduced visibility during bad weather conditions	Weather conditions are to me monitored by the POS Rep. If adverse weather poses a genuine threat to safety, the POS Rep must inform the PC and jointly agree continuity action which may result in standing down.
Public, other staff in vicinity of works	Person(s) with overall charge of the site will be responsible for keeping public separated from work activities. If the operator, MC, or POS Rep feel public or other personnel are in danger, the MC must stand the RRV and re-set the exclusion zone prior to resuming work.
Manual handling	Use mechanical means where possible, Kinetic lifting, no more than 25kg per man. Ask for assistance if a risk of injury is likely.

Poor communications	The POS Rep must ensure Duplex Radios are available and used. The POS Rep shall be the single point of contact between POS and the PC / Client on site.
Noise – From other mobile plant in the working area	POS Rep to ensure hearing protection is available if required on site. Consideration of hearing protection types to prevent conflict with Duplex Radio communication.
Operation of Plant on gradients, ALO, or under Live OLE	POS Manager to ensure relevant risk assessments are available in the OTP Plan in readiness before the site begins work. RAs to detail suitable control measures for OTP operations.

### A3 Resources

#### A3.1 Manpower

Competent Operator(s), Machine/Crane Controller(s), POS Representative.

#### A3.2 PPE

Hard hat, orange hi-viz vest/jacket and trousers, protected toe and sole boots (NOT RIGGER), Safety glasses must be worn, and Additional PPE as identified by any specific Risk Assessment of an activity.

#### A3.3 Plant

#### A4 Permits

## B Site Details

### B1 Access

### B2 Location

### B3 Control of Site Risks

As per Risk Assessments

### B4 Protection Arrangements

Possession arrangements as set up by PICOP & ES

### B5 On-track Plant and Machinery Movements

1 x RRV, 1 x trailer, 1 x tow bar, 1 x profile bucket, 1 x engcon tilt rotator, 1 x 12" clamshell, 1 x man cage, 1 x thimble, 1 x panel grab, 1 x Drag Clamp

