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## 1. INTRODUCTION

This pocketbook covers health and safety precautions for induction purposes and for your use at work sites – whether these are rail infrastructure, civil electrical or mechanical engineering, construction, maintenance, or office sites.

The pocketbook is arranged in alphabetical order and is designed to be a quick reference guide to help protect you at work. It is not a substitute for detailed work instructions or training.

It is important that you read it carefully and that you follow its guidelines. They are designed to help keep you safe in your working environment.

## 2. ABRASIVE WHEELS

You are only allowed to fit an abrasive wheel if you are trained to do so. The wheel must be the correct type for the equipment and the spindle speed must not exceed the permitted speed of the wheel. If a wheel shatters this could result in severe injury from flying particles.

Never use a grinder or abrasive cutter without the proper guard. This is dangerous and illegal. Always wear the correct PPE when grinding – gloves must not be worn because of the risk of entanglement.

## 3. ACCIDENT AND NEAR MISS REPORTING

*An accident is an unplanned, unforeseen event which has caused injury to people, damage to plant/equipment, the environment, or other loss. A near miss is an event that, under slightly different circumstances, could have been an accident.*

You must report any accident, near miss, injury, or workplace illness. The quickest way to do so is verbally but you must follow this up with a written report as soon as possible.

**Report any accident, injury or near miss to your supervisor and SWGR Control.**

SWGR investigates all accidents and near misses to ensure that we understand what happened and take steps to reduce the risk of recurrence.



## 4. ALARMS AND EMERGENCY PROCEDURES

Make sure you can recognise each type of alarm on your site and that you understand what action to take if you hear an alarm. Know how to raise the alarm if necessary.



## 5. ALCOHOL AND DRUGS

**SWGR is a drug- and alcohol-free workplace. We operate a strict policy to comply with the law, and our clients' requirements.**

You must never work for SWGR under the influence of alcohol or illegal drugs, or consume these at work.

If you are prescribed medication, tell the medical professional involved about your job and ask if the medication will affect your ability to work safely. If it does, and no alternative is available, tell your supervisor or manager. SWGR has a 24/7 facility to check the effects of medication if there is any doubt.

SWGR randomly selects a proportion of our workforce for unannounced drug and alcohol testing every year.

If you are involved in an accident or incident, you will be tested for drugs and alcohol if:

- ***You are involved in an accident or an incident***
- ***Your behaviour is abnormal and requires management intervention***

The test will check for alcohol and:

- ***Amphetamines***
- ***Benzodiazepines***
- ***Cannabis***
- ***Cocaine***
- ***Ketamine***
- ***Methadone***
- ***Opiates***
- ***Tramadol***

We use an accredited agency for drug and alcohol testing. The test method in use gives very quick and accurate results.

If you fail or refuse a drug and alcohol test this will lead to severe disciplinary action, a 5-year ban on the Sentinel system, and possible Police action.

If you believe you have a problem with drugs or alcohol that puts you at risk of breaching this policy, speak in confidence to your manager or to Human Resources. ***You must do this before you are selected for testing.***

**6 This section/page is spare for future content**

## 7. COMMUNICATIONS AND CONSULATION

SWGR encourages you to participate in the development of our health and safety systems. Our arrangements to ensure you are consulted and provided with the relevant information on health and safety matters include:

- Induction training, job orientation, and this Pocket Book
- Task supervision and instruction
- Team meetings and toolbox talks
- Safety signs and notices
- Safety management systems, company manuals, site instructions, codes of practice and guidance notes
- Alerts and bulletins posted on the SWGR app
- Safety Stand-Down events

**If you have any safety concern, you should always raise this first with your supervisor or line manager. If it is not resolved, you can report it to CIRAS on 0800 4 101 101**

## 8. CONFINED SPACES

Confined spaces are potentially dangerous places. Entering or working in a confined space may involve these risks:

- Fire and explosion from flammable substances and oxygen enrichment
- Toxic gas, fumes, vapour or lack of oxygen causing loss of consciousness or asphyxiation
- Drowning
- Engulfing by powder, or other solids
- Heat exhaustion and loss of consciousness due to high temperatures

A confined space is any place where one or more of these risks are present including vessels, pits, tanks, silos, tunnels, sewers, trenches. It does not need to be an obvious enclosure to be dangerous.

Never enter a confined space unless you have been trained and specifically authorised for the task.

## 9. “COSHH” (THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS) 2002

Under the COSHH Regulations, SWGR must assess the health risks from hazardous substances, tell employees about the findings, and take steps to eliminate or minimise these risks. Where possible, we choose safer alternatives.

- Suppliers must provide manufacturers safety data sheets for all hazardous materials in accordance with SWGR’s purchasing procedure
- COSHH assessments and safety data sheets are held on site and so you should be made aware of the specific risks and control measures involved. If in doubt, ask your supervisor – you have the right to see the COSHH assessment
- Ensure that a COSHH risk assessment is available and that you understand it before working with hazardous substances
- Follow written instructions
- Store containers safely and in line with instructions on the label
- Use personal protective clothing and equipment as instructed
- Report any hazards, spills, defects, or concerns
- Never mix substances together
- Dispose of waste safely



## 10. DRIVING

**SWGR depends on road transport to get to work sites at all hours of day and night, in all weathers, 365 days a year. Driving a road vehicle is probably the biggest risk to your safety, and the safety of other people. For this reason, we monitor driving behaviour closely.**

- You may only use a vehicle provided by SWGR for SWGR business – you are not covered by insurance for personal or any other use
- You will be issued with a personal key transponder fob – never allow anyone else to use this
- Report any change to your driving licence (e.g., penalty points)

- Keep the vehicle clean and report any defects or damage. Regularly check tyre pressures and lights, and top up the screen wash bottle
- Never drive if you are fatigued, or under the influence of drugs or alcohol
- Always wear the seat belt and make sure any passengers do too
- Never use a hand-held or hands-free phone, or programme any other mobile device, while driving
- Drive to the road conditions
- Park considerately
- Obey the speed limit (SWGR vehicles have telematics units that detect speeding) and remember it's a limit – not a target
- Reverse park at SWGR offices and sites
- Secure tools and equipment to prevent injury when cornering or braking

Check the SWGR app for advice on driving in poor weather conditions like snow, ice, fog, and heavy rain - as well as tips on other road risks like collisions with deer.

- Give yourself time for your journey
- Give cyclists room when you are overtaking them
- Never get into confrontations with other road users

#### **If you have a road traffic accident:**

- ***Get emergency help by dialling 999 if necessary***
- ***Make the accident site safe if you can – get the vehicle off the road, turn the engine off, and put the hazard flashers on***
- ***Report the accident to Control and make a record of what happened while it is still fresh in your mind***

## **11. ENVIRONMENTAL POLICY**

SWGR recognises our duty to take care of the environment. We will seek continual improvement in our environmental performance by adopting the “4 Rs” principle:

### **1 Reduce**

We will reduce our use of commodities like electricity, fuel, water, and paper

### **2 Re-use**

We will use items such as containers more than once, and avoid the use of single-use products where possible

### **3 Repair**

Where this can be done safely and economically, we will repair instead of replacing equipment and assets

### **4 Recycle**

We will recycle as much waste material as practicable

As part of our commitment to the environment, we never dispose of waste irresponsibly and try to avoid pollution of all kinds – this includes noise and light pollution.

## 12. FIRE SAFETY AND HOT WORK

You have a responsibility to prevent fires.

- Know what to do if the fire alarm goes off, and how to raise the alarm
- If you smoke, only do this outside in the designated areas. Don't chuck cigarette ends into the grass where they may cause wildfires
- Don't overload electric sockets, or cover heaters
- Keep emergency exits clear
- Don't wedge fire doors open
- Never start "hot work" such as welding, oxygen/gas cutting and grinding unless you are trained and authorised for the task and all the necessary safety arrangements are in place
- Always clean up spills of oil and other flammable liquids



## 13. FIRST AID

Each site has arrangements for the provision of first aid.

Some locations have an Automated External Defibrillator (AED), which can resuscitate a person who has had a potentially fatal heart attack. You do not need any special training to use an AED – just turn it on and follow the audible and/or visual instructions it will give you.

All accidents and injuries must be reported (see Section 3)





## 14. GENERAL SAFETY RULES

- If you are unsure about anything, take 5 to get clarification
- Never work under the influence of alcohol or drugs, or while you are fatigued
- Only do work that you are competent to do, unless you are under the direct personal supervision of someone else who is
- If the job requires Personal Protective Equipment (PPE), use it
- If the job requires tools or equipment, check it first and use the right kit

## 15. HEALTH AND SAFETY POLICY

Your safety, that of your colleagues, our customers, our contractors, and the community is SWGR's first priority. Our Health and Safety policies and arrangements are detailed in the company's manuals and procedures.

## 16. HOUSEKEEPING

Good housekeeping is fundamental to good health and safety. Poor housekeeping causes slips, trips and falls and can be a fire hazard. It also creates a bad impression to colleagues and customers.

You have a responsibility to follow basic good housekeeping rules:

- Take pride in your work and work area. Operate a "clean as you go" policy
- Keep stairways and passageways clear of obstructions
- Dispose of litter and other waste in the approved containers
- Keep toilets and washrooms tidy for your own comfort and hygiene – leave them as you would expect to find them
- Keep stairs, passageways, emergency routes, and exits clear at all times
- Do not leave items lying at height where they may fall, or where you have to reach up for them
- Stack materials neatly and securely



## 17. LADDERS

Falls from ladders cause many serious accidents at work.

Use a ladder only for short duration jobs. Visually inspect the ladder before working on it. If it is damaged, do not use it. Ensure it is secure at the top and bottom and fall arrest systems are in use where practicable.

If you must use a ladder, maintain 3 points of contact throughout the job – for example, 2 feet and 1 hand, 2 feet and your upper body, 1 foot and both hands.

Portable ladders should show a ladder tag or inspection label to confirm that they have been routinely inspected by a competent person. If ladders form part of a scaffolding, check the Scaff-tag label.

Ensure ladders are the correct type and length, positioned correctly (4:1 incline) and securely fixed at the top or “footed” and positioned on level firm ground.

Ladder rungs and footwear should be clear of mud, grease and ice.

Do not use a ladder that has been painted.

Never use a “substitute ladder” like a chair, desk, or box.

## 18. LAW AND YOU (LEGAL RESPONSIBILITIES)

We all have legal responsibilities under the Health and Safety at Work Act and other legislation.

Your legal duties include:

- Never working under the influence of alcohol or drugs
- When driving, wearing a seat belt, never using or programming a phone or other hand-held device, and obeying speed limits and road signs
- Taking care of your safety while at work (e.g., wear the PPE provided, follow instructions and procedures, and always stay alert)
- Taking care of others who may be affected by what you do or don't do (e.g., do not leave items lying around which may fall from a height or cause someone to trip. Warn other people of hazards as necessary)
- Co-operating with your employer on Health and Safety issues
- Never interfering with anything provided in the interest of Health and Safety (e.g., fire extinguishers, guards, barriers, scaffolding, safety devices)

Your contract of employment requires you to work safely. **If you feel a job is unsafe then don't do it until you are satisfied it has been made safe.**

**A breach of Health and Safety law could lead to your dismissal. It could also lead to legal action being taken against you by an enforcing authority resulting in a fine or imprisonment.**

## 19. LPG, GAS AND OXYGEN CYLINDERS

The handling and use of gas and oxygen equipment creates a risk of fire and explosion. You must only use gas and oxygen equipment if you have been trained and are competent to do this.

- Set the equipment up correctly, check it before you use it, and never use faulty equipment
- Check location of flash back arrestors and non-return valves
- Some by-products such as welding fume can be very hazardous to health, and the job may require local exhaust ventilation or respiratory protection equipment (RPE) especially if it is inside a building, tunnel, etc. If in doubt, ask
- Always turn off supply at mains and purge hoses when not in use, even for short periods
- Fix and store cylinders in strict accordance with guidelines.



## 20. MANUAL HANDLING

More than a quarter of workplace injuries reported every year involve manual handling.

The wrong manual handling techniques can injure your back, your hands, or other parts of your body. If the job involves manual handling beyond simple tasks you must be trained in proper manual handling techniques and manual handling risk assessments are required.

Never lift anything beyond your capabilities.

Stop and think. Plan the lift. If you will be lifting heavy, hot, sharp, fragile or awkward items, ask for advice or assistance. Ask to see the manual handling risk assessment. Use a trolley or other lifting equipment if this is possible. Wear PPE including gloves.

## 21. MUSTER POINTS

The muster point is the place you must go to if it is necessary to evacuate the site. Check on every site that you know where this is.

Do not re-enter any site after evacuation until you are authorised to do this.

## 22 NOISE

Some sites where you work may have high noise levels. Usually these will be designated ear protection zones. If you do not protect yourself, you could cause irreversible damage to your hearing. Always use hearing protection where necessary.



## 23 PERMIT TO WORK

A permit to work is required before doing hazardous work involving such items as electrical, mechanical, and piping equipment, digging, confined spaces, radiography and pressure testing. Your supervisor will inform you when a permit is required.

Make sure you see a copy of the permit, read it, and make sure you understand the risks and precautions involved before you start work.

The use of the permit to work will be documented within the risk assessment.

## 24 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is the “last line of defence” in controlling risks. It is important that you wear it correctly whenever and wherever it is necessary.

When PPE is necessary, you will be issued with it free of charge. Depending on local site or area conditions PPE requirements may include safety footwear, high visibility clothing, overalls, safety helmet, ear defenders, eye protection, respiratory protection, and gloves. Your hard hat and high visibility jacket/vest will carry the SWGR corporate logo.

If you are working for SWGR, you must wear SWGR PPE. You should not wear SWGR PPE if you are working for any other entity.

[illegible]

## 27 SWGR AND PERSONAL PROPERTY

In the course of your work, you will probably use items of SWGR property such as a mobile phone, laptop, or road vehicle.

These two simple rules apply:

- Look after it
- Do not remove it from site unless you are authorised to do so

If you are issued with an SWGR mobile phone, you must use this for SWGR business calls. The phone will also be pre-loaded with the SWGR app.

SWGR does not accept any liability for loss or damage by third parties, however caused, to property, vehicles, or their contents when on company property so do not bring unnecessary items of personal property onto site.

## 28 This section is spare for future content

## 29 STRESS & MENTAL HEALTH

Your mental health is just as important as your physical health and safety.

If you feel your workload, or some other matter whether it is work-related or not is causing you undue anxiety or stress you should contact your manager or the HR Manager in confidence who can organise an external counselling service if necessary.



## 30 TOOLS & EQUIPMENT

Visually inspect tools and equipment each time before use and report any defects. Withdraw defective equipment from use. ***Never use faulty tools or equipment.***

**Electrical devices should have a Portable Appliance Test (PAT). Check the tag or label to see that the next inspection date has not passed. If the device has any bare or loose wires or burn marks, do not use it – withdraw it from use.**

Never attempt to repair electrical equipment unless you are qualified and authorised to do so.

If you have any doubts about equipment that you are using, ask your supervisor for advice.

## 31 TRAFFIC MANAGEMENT

You should make sure you know the site rules for managing traffic.

- Check whether the movement of vehicles or plant could be a risk to you or people you are working with
- Obey site speed limits including the SWGR head office limit which is 5mph
- Walk on dedicated walking routes where these are provided
- Do not leave any vehicle where it can cause an obstruction. Leave it in gear, with the parking brake applied and always remove the ignition key
- Park considerately and where possible, reverse into a parking bay

**If you have a road traffic accident:**

- ***Get emergency help by dialling 999 if necessary***
- ***Make the accident site safe if you can – get the vehicle off the road, turn the engine off, and put the hazard flashers on***
- ***Report the accident to Control and make a record of what happened while it is still fresh in your mind***

## 32. VIBRATION (HAND/ARM VIBRATION SYNDROME “HAVS”)

Some types of power tools such as abrasive wheels, drills and polishers can generate harmful vibration. This can affect your fingers and hands – the fingers may go white and lose feeling. The frequency of vibration and duration of use are the critical factors. You should wear heavy gloves to keep your hands warm and maintain circulation, and follow local site instructions when using such tools.



### 33. WORKING ALONE

Some sites are remote and not frequently visited.

If you are required to work alone in these areas you should always make your location known to colleagues along with details of your expected finishing time and return. By using the SWGR app, we can track your location so that we can get emergency help if this is ever necessary.

Never get drawn into confrontation with other people. If you have any concerns for your personal safety and security, withdraw and report the problem to Control straight away.

### 34. WORKSAFE APP

You must use the Worksafe App when working for SWGR. It is free to download and use, and works in both Apple IOS and Android operating systems.

SWGR does NOT use the app to track your personal movements when you are off duty – it is only a way for us to ensure that you get to work, and get home, safely.

The SWGR app is being constantly developed and improved. It contains a wealth of information including Rule Books, safety alerts, hints, and tips, and a “Close Call” reporting function. Your manager will show you how to use it and get the best from it.



I acknowledge receipt of the SWGR Safety Induction Pocketbook:

Signed:.....

Print Name:.....

Date:.....

