

SAFETY BRIEFING FOR CONTRACTORS AND VISITORS – STAFFED STATIONS

ScotRail operate on the principle: "*If it's not safe Don't do it*" and as such we expect all staff, contractors, and visitors to our premises to comply with this. We expect you to comply with all the safety instructions contained in this brief, always. We would ask that you assist us in maintaining our safe operating principle by advising us of any accidents, unsafe acts/conditions or near miss situations that you witness or have been involved in. These must be reported to the person in charge at the station or if not present contact **ScotRail Control on 0330 852 6227**

Safety Brief for ALL visitors

- You **MUST** report to the person in charge of the station, sign the station logbook before visit or commencing work. If no staff are on duty the responsible person for the station is the relevant Station Team Manager who can be contacted via **ScotRail Control on 0330 852 6227**
- ScotRail operates an alcohol and drugs policy that prohibits contractors or visitors from undertaking or endeavouring to undertake activities on our premises or trains while in an unfit state due to the use or consumption of alcohol, illegal drugs, misuse of prescribed drugs, or be in possession of illegal drugs. Failure to comply will result in being reported to the British Transport Police and removal from our premises.
- At stations equipped with 25,000 volt Overhead Electrified Lines (OHL) these **MUST BE TREATED AS LIVE AT ALL TIMES**. Do not come within 9 feet (2.75 metres) of the OHL.
- Road vehicles must be parked in designated parking areas. They must not obstruct walkways, entrances, or exits.
- In the event of a FIRE, the person in charge of the station will advise you of the station assembly point. In the event of an evacuation, you must proceed to this area and await instructions.
- If you discover a suspicious object, do not touch it. Immediately advise a member of staff, or if there are no staff on duty phone **ScotRail Control on 0330 852 6227** and provide a description of what it looks like and its location. You must not use a mobile phone or radio within 50 metres of any suspicious object.
- Should you see anyone acting suspiciously advise a member of staff or ScotRail Control
- You must not leave doors open/unlocked when unattended.
- You must wear any identification badges issued unless other arrangements have been agreed.
- If required, basic First Aid arrangements are available at all staffed ScotRail stations.

In an emergency telephone 999 and summon the relevant Emergency Service(s)
ScotRail Control must also be contacted and advised of the circumstances.

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Additional -Safety Brief for Contractors

- Access to and from the work site must be by the authorised walking routes or normal station entrances.
- Only carry out the work you have been authorised to do and at the location specified.
- High visibility clothing must always be worn when working on or near the platforms.
- You must not carry out work within 6 feet 6 inches (2 metres) of a platform edge unless you have been specifically authorised to do so and the necessary protection of work arrangements are in place prior to any work being carried out.
- You must not leave tools, materials, or equipment in a position where they could endanger customers or other persons using the station, or within 6 feet 6 inches (2 metres) of the platform edge.
- At stations equipped with 25,000 volt Overhead Electrified Lines (OHL). **THEY MUST BE TREATED AS LIVE AT ALL TIMES.** Do not approach, start, or do, any work, or allow any tools or equipment to come, within 9 feet (2.75 metres) of the OHL, unless arrangements have been made for your protection and this has been verified. Only ladders made of wood or other safety or other safety approved non-conductive material (and without reinforced metal attachments running along the sides) can be used at these locations.
- You should NEVER go on the track for any reason, should you drop an item onto the running line, immediately alert a member of station staff. Do NOT try to attempt to retrieve the item yourself. If no station staff are available, please contact **ScotRail Control Duty Manager on 0330 852 6227.**
- The work site must be protected from the public by means of barriers, cones, or warning tape. If breaking surfaces across station access paths, or working on stairs, footbridges or internal passageways, safe access for other station users must be always maintained. **The worksite must be always be kept secure and tidy.**
- Prior to any planned shutdown of electrical power which will affect the operations of a station CCTV system, the relevant Control Centre must be advised. When the planned work is completed, and the powers supply is restored the CCTV Control Centre (**Paisley 0330 109 2290 or Dunfermline 0330 109 2260**) must be contacted to confirm that the pictures have been restored satisfactorily.
- You must ensure that the site is safe before leaving the station. Any excavation waiting the relaying of a permanent finished surface is to be in-filled using cold tar only; no other temporary surfacing is acceptable.
- Unless agreement has been reached with ScotRail to use a secure storage area at the station, any tools, materials, or equipment must be removed from the work site at the end of each shift.
- All debris is to be removed from the site at the end of each working day. While working, debris must be managed so as it poses no danger to other station users.

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