

SAFETY BRIEFING FOR CONTRACTORS AND VISITORS – SUB SURFACE

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 Duty Manager on 0330 852 6227**

Instructions to staff

- ◆ All visitors and contractors must be challenged as to the nature of their business on these premises. They must be made aware of the fire precautions to be observed and the action to be taken in the event of a fire.
- ◆ As far as possible they must be supervised to ensure that they do not carry out any work in an unsafe manner and that they do not introduce any additional fire risks into the premises.
- ◆ They must sign on the sheets provided to acknowledge that they have received and understood the briefing. A badge must be issued with the instruction to wear it in a prominent position and return it to the Station Manager when leaving the premises.
- ◆ First time visitors must be accompanied round the premises and any relevant detail regarding safety arrangements pointed out to them.
- ◆ Contractors who wish to carry out work using burning, welding, cutting or grinding equipment, or flammable liquids, LPG or hazardous chemicals, must have authority from the Safety and Standards section or a Team Manager. You must contact your Team Manager immediately if you discover persons using or storing any such materials in the station without permission.

Visitors and Contractors must be briefed on the following;

- The no smoking arrangements.
- The sound of the fire warning system.
- The action to be taken on hearing the fire warning system.
- The action to be taken on discovering a fire.
- The location of, and how to use, the call points.
- The location of, and how to use, portable firefighting equipment.
- The normal exits and any emergency exits.
- The assembly point.
- There are no facilities to store tools, equipment, or materials at sub-surface stations.
- The work site must be protected from the public by means of barriers, cones, or warning tape.
- The worksite must be always kept secure and tidy.
- The work must not obstruct, or close off, exits or escape routes.

It is a requirement of ScotRail that NO contractor or visitor shall, undertake or endeavour to undertake activities on ScotRail premises, having just consumed alcohol or while under the influence of drugs, or while in an unfit state due to the use of alcohol or drugs. Or be in possession of, or consume, alcohol or drugs while on ScotRail premises.

For work involving the use of burning, welding, cutting or grinding equipment, or flammable liquids, LPG or hazardous chemicals, special permission must be obtained from the Safety and Standards section or a Team Manager.

Contractors must have specific authority to carry out work on or near the line or the platform edge. They must not start work on or near the line or the platform edge unless they have that authority. Unless these special arrangements have been made no work can be carried out within 6 feet 6 inches (2 metres) of a platform edge.

The stations are equipped with 25,000 volt Overhead Electrified Lines (OHL). **They must be treated as live at all times.** They must 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 their protection and this has been verified.

Only ladders made of wood 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.**

In the event that you discover a suspicious object, do not touch it. Immediately advise a member of staff, or if there are no staff on duty (i.e. when the station is closed to the public) phone **ScotRail Control on 0330 852 6227** and provide a description of what it looks like and its location.

Should you see anyone acting suspiciously advise a member of staff or ScotRail Control. You must not use a mobile telephone or radio within **50 metres** of any suspicious object.

You must not leave doors open/unlocked when unattended.

You must ensure that you wear any identification badges issued unless other arrangements have been agreed.

High visibility clothing must be worn at all times when working on or near the platforms.

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 power supply restored the CCTV control centre must be contacted to confirm that the pictures have been restored satisfactorily

To comply with Sub-Surface Fire Regulations Contractors carrying out work on the Fire Alarm system and associated equipment must enter details in the Station Fire Log Book before leaving the premises

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

"If it's not safe, Don't do it"



All persons receiving brief to sign as confirmation briefing received and understood.

Date	Print Name	Name of Company	Signature	Time in	Time out