



www.vgcgroup.co.uk

Health, safety, quality and environment

Information for all staff

go beyond

vgc

In this booklet

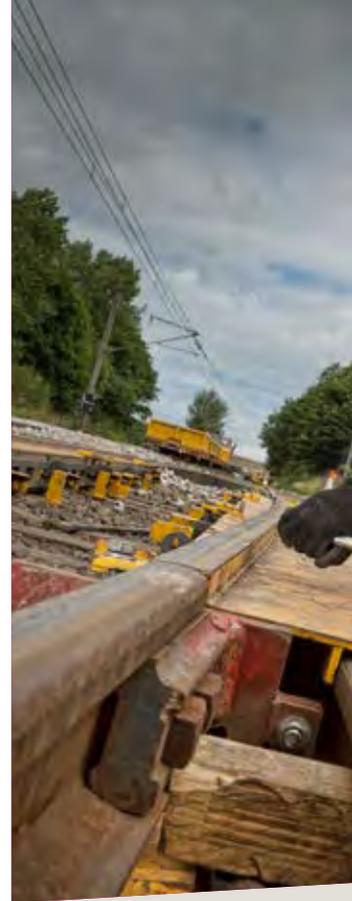
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This information applies to everyone working for VGC.

It is important that you understand and comply with all safety requirements.

If you have any questions or require more information, please contact your VGC line manager, labour manager or recruitment consultant.

VGC operates an integrated business management system which is externally audited and certified to ISO 9001, ISO 14001, ISO 50001 and OHSAS 18001.





Welcome to VGC

On behalf of the VGC Group I would like to warmly welcome you to the team.



We are committed to ensuring the safety and wellbeing of all our people.

We offer an open and supportive workplace where we treat each other with respect, valuing everyone's skills and knowledge and embracing people's differences.

During your time with us, we will give you the opportunity to reach your potential and develop both professionally and personally.

Thank you for your support.

A handwritten signature in black ink that reads "L. R. McKidd".

Laurence McKidd
Managing director

About the VGC Group

Who we are

The VGC Group provides people and delivers projects to key infrastructure projects.

We work in the civil engineering, mainline rail, London Underground, utilities, mechanical and engineering and nuclear sectors across the whole of the UK.



VGC Group structure

Providing people, delivering projects



VGC Labour Solutions

Trades and labour recruitment



VGC Personnel Professional, technical and managerial recruitment



VGC Rail Projects Mainline rail and London Underground contractor



VGC Construction

Building and civil engineering contractor



VGC Training Training and competence management services



Cole Hire

Vehicle rental



Group services

Finance, HR, IT, commercial, HSQE

Our mission statement

VGC is dedicated to safely delivering high quality, cost effective solutions for our clients and to build long lasting partnerships with them.

We value our business relationships and will continue to be fair and true in all our dealings with clients and staff. We have a commitment to a safe working environment, staff development, sustainability and ethical business practices.

Go beyond

Our 'go beyond' culture is about

- delivering a performance which is significantly better than our competitors
- exceeding our clients' and, where we can, our colleagues' expectations.



Health, safety, quality and environment policy arrangements

Our HSQE policy explains our responsibilities under the Health and Safety at Work Act.

We ensure that:

- we have systems to identify and reduce risk in the workplace
- we provide adequate supervision and training
- we provide safety information
- we have systems to measure safety performance.

You also have your own responsibilities under the Health and Safety at Work Act:

You are responsible for your own safety.

You must make sure that things you do (and things you do not do) do not negatively affect the safety of others.

You must not interfere with arrangements that are in place in the interest of safety.

You must co-operate with any arrangements provided for your safety and the safety of others.



Be Safe rules

Our Be Safe rules help reduce the risks of incidents or accidents.

You must follow these rules at all times.

1. Be fit for work.
2. Get a brief before you start work.
3. Report anything unsafe.
4. Stop work if anything changes.

Be Safe by Choice

Be Safe by Choice is our behaviour-based approach to safety.

Key influencers, our workforce safety champions

- recognise positive and negative safety behaviours in the workplace
- discuss what could happen as a result of unsafe behaviour with individual people and with groups
- encourage close call, near miss and dangerous occurrence reporting, as well as observations on best practice.

Key influencers receive on-going training, reviews and feedback to support their work.

Everyone can contribute to Be Safe by Choice in the following ways:

- always follow health and safety policies and procedures
- never take chances or shortcuts
- report any health and safety hazards
- store materials, tools and equipment properly
- use PPE correctly
- don't engage in 'horseplay'
- only perform work you have been trained to do.

If you are interested in becoming a key influencer, please speak to your VGC labour manager or recruitment consultant.

Observation card

**BE SAFE
WITH VGC**

See it, report it

Please fill in the inside of this card if you see something unsafe, damaging to the environment, or good enough to share with others.



Occupational health

We are committed to ensuring and promoting the health and wellbeing of our workforce. We facilitate events to promote healthy lifestyles and we provide information on health issues through the [Be Safe](#) briefings.

Equality, diversity and inclusion (EDI)

We are committed to upholding the highest standards of equality, diversity and inclusion. We will not tolerate any form of less favourable treatment through direct or indirect discrimination, harassment or victimisation.

We have programmes to promote equality, diversity and inclusion and encourage active engagement with hard-to-reach groups.

Find out more on our website, in [Be Safe](#) briefings and on our social media channels.

We have a number of trained fairness, inclusion and respect (FIR) ambassadors. If you have any queries or would like to discuss a FIR issue please contact our HR team on 01895 671 800.

Confidentiality and commercial security

Be aware of confidentiality: keep commercial and security matters private relating to VGC and VGC's clients. If there is an incident on site, you must not share it on social media, nor communicate in any way with journalists (including press, radio and TV) unless you have been authorised to do so by a VGC director.

Refer all queries to your line manager, labour manager or recruitment consultant.



GDPR

While you are working for VGC, we will process and maintain personal and sensitive information about you:

- for the performance of our contractual relationship with you (eg wages, pension scheme)
- to meet a legal obligation (eg evidence of right to work in the UK)
- if you have given your consent (eg to seek and hold information on references, qualifications etc).

All data held by VGC is secure. You are in control of your own data: if you have any questions about GDPR, please contact the group services director, who is our data protection officer, on 01895 671 800.

Find out more about how your personal data is used, stored and processed at www.vgcgroup.co.uk/gdpr

We regularly review and update our company policies each year. You will be told if there are any changes to policies and procedures.

Policies include:

- Occupational health, safety, quality and environment policy
- Drugs and alcohol policy
- Equality, diversity and inclusion policy
- Fatigue policy
- Energy policy
- Modern Slavery policy
- Anti-bribery policy
- General data protection regulations policy
- Mental health and wellbeing

You can find them at vgcgroup.co.uk/policies or if you would like a hard copy of any policies please contact the HSQE team.

Who to contact

Your VGC contact

You will have a designated VGC line manager, labour manager or recruitment consultant who will deal with all day to day issues.

If you wish to discuss any industrial relations or workplace issues contact the HR team on 01895 671 800.

Absence or illness notification

If you are going to be late or absent from work telephone your VGC line manager, labour manager or recruitment consultant as soon as you can before the start of your shift.

You must do this on every day you are absent.

If you cannot speak to them directly, you must telephone the out of hours number or the HR team (numbers on p11).

You must also follow any client requirements for absence reporting.

You may have to fill in an absence self-certification form and give details about your absence.

If you qualify for statutory sick pay (SSP) you must forward the medical certificate to the HR team at the VGC Group's head office (address on the back page of this booklet).

You will not be paid if you do not send the medical certificate.

You may be asked to attend a work interview, and you may be asked to have a medical assessment with our occupational health provider.

Changes in personal circumstances

You must tell the VGC HR team if there are any changes in your personal circumstances, such as your address, contact number or bank details.

Complaints procedure

If you have a complaint, please report it to your VGC line manager, labour manager or recruitment consultant.

They will try to resolve any issues quickly and informally.

If you are not satisfied with the way the complaint has been handled or you feel you cannot talk to your line manager, labour manager or recruitment consultant, then you should write to the HR manager at the VGC head office (address can be found on the back cover of this booklet). We will respond to you within 28 days.

Contract of employment staff can obtain a copy of our grievance procedure from the HR team.



Who to contact (continued)

HSQE issues and advice

If you wish to discuss any health, safety, quality or environmental issues speak to your VGC line manager, labour manager or recruitment consultant in the first instance. For more information please contact the HSQE team.

Out of hours and emergency contact

For any emergency issues between 21:00 – 06:00 please call 07876 448 119.

Payment issues

If you have any questions about wage payments or working hours, please contact your VGC line manager, labour manager or recruitment consultant. The payroll team can not take phone call enquiries on a Tuesday and Wednesday when they are running the payroll.

Whistle-blowing procedure

If you have any concerns or suspicions about any wrongdoing or malpractice, report these to VGC as soon as you can.

We want to ensure that our people are treated fairly and not exploited.

If you see anything that suggests that someone is being exploited, report it immediately.

We will treat this information seriously and where possible, confidentially. If you feel you cannot talk to your line manager, supervisor or recruitment consultant, telephone the HR team, email enq@vgcgroup.co.uk or complete the online form at vgcgroup.co.uk/whistle

For exploitation issues you can also call the Modern Slavery helpline on 0800 0121700.

Contact numbers

HSQE team	01895 671 890
HR team	01895 671 800
Out of hours safety number	07876 448 119 21:00 – 06:00 hours (9pm – 6am)
VGC Group head office	01895 671 800



Working safely

Briefings

Site-specific inductions

When you start work on any project or at any site you will need to attend a site-specific induction.

It will cover safety rules, risk assessments, control measures, local arrangements, environment, welfare, security, first aid, nearest hospitals, fire arrangements, etc.

Please ensure you understand everything: if you are not sure, ask!

Work-specific activity briefing

You should always get a briefing before you start work on the activities you are expected to carry out. For example, you will find out the method of work, risks and control measures applicable to the task, safe system of work (SSOW) and permit to work requirements.

Project managers and project engineers:

Construction (Design and Management) Regulations (CDM)

Be familiar with the health and safety requirements contained in the construction phase plan. Remember that CDM considerations and control measures also apply to non-notifiable projects.

If you are working on a notifiable project, make sure you understand your responsibilities under the CDM regulations for your work. If you are unsure about anything, ask your line manager, site supervisor, labour manager or recruitment consultant.



Toolbox talks and Be safe briefings

You will be given toolbox talks and VGC 'Be Safe' briefings that are relevant to the work you are doing. Make sure that you attend all the briefings and that you understand what is said. If you have questions, make sure you ask them. You will have to sign that you have attended and understood the session. Please contact the HSQE team on 01895 671 890 if there is a topic you would like to have a briefing about.

Training

At VGC we believe in training people

- so they have multiple skills
- to help them do their jobs better
- to help them to be promoted.

If you are booked to attend a training event, please make sure that you:

Tell the VGC training team if you cannot attend a training or assessment event. Please give them at least 10 working days' notice so they can offer the place to someone else.

Do not report for any shifts 12 hours before and after the course. If you are scheduled to work, please tell your VGC line manager, labour manager or recruitment consultant immediately.

Read any joining instructions you have been sent: you may have to go somewhere different, or need to bring documents or equipment for the course.

Forward any updated competency or qualifications cards to the HR team within 24 hours of the course. You may be prevented from working if VGC does not receive the updated competency or qualification card.

Equipment

Personal protective equipment (PPE)

PPE is for your safety. Please ensure you use it and wear it correctly every day you are on site. You must wear the following PPE every day:

- high visibility approved clothing vest, safety helmet, safety boots, eye protection and gloves
- long trousers – no shorts.

If you are working on Network Rail or London Underground sites you also need

- high visibility trousers, eye protection and gloves.

Other sites may have other requirements which you must follow.

You will need to wear other PPE for task-specific activities or site specific requirements, depending on the activity's risk assessment.

Make sure your PPE is well maintained, suitable for the activity and used in accordance with the manufacturer's instructions.

There will be drying and storage facilities for your PPE; make sure you store it safely and check it regularly. Ask your site or labour manager to replace damaged or contaminated PPE. If you are providing PPE for other people, make sure they know how to use it.





Tools and equipment

You must have the right training and authorisation to use tools and equipment. Make sure that any tools and equipment you use are in a good state of repair and safe to use.

Check that inspections or testing for conformity are valid and up to date. If you think a tool or piece of equipment is unsuitable or unsafe, do not use it, and do not let anyone else use it. Report it to your site supervisor straight away.

Driving

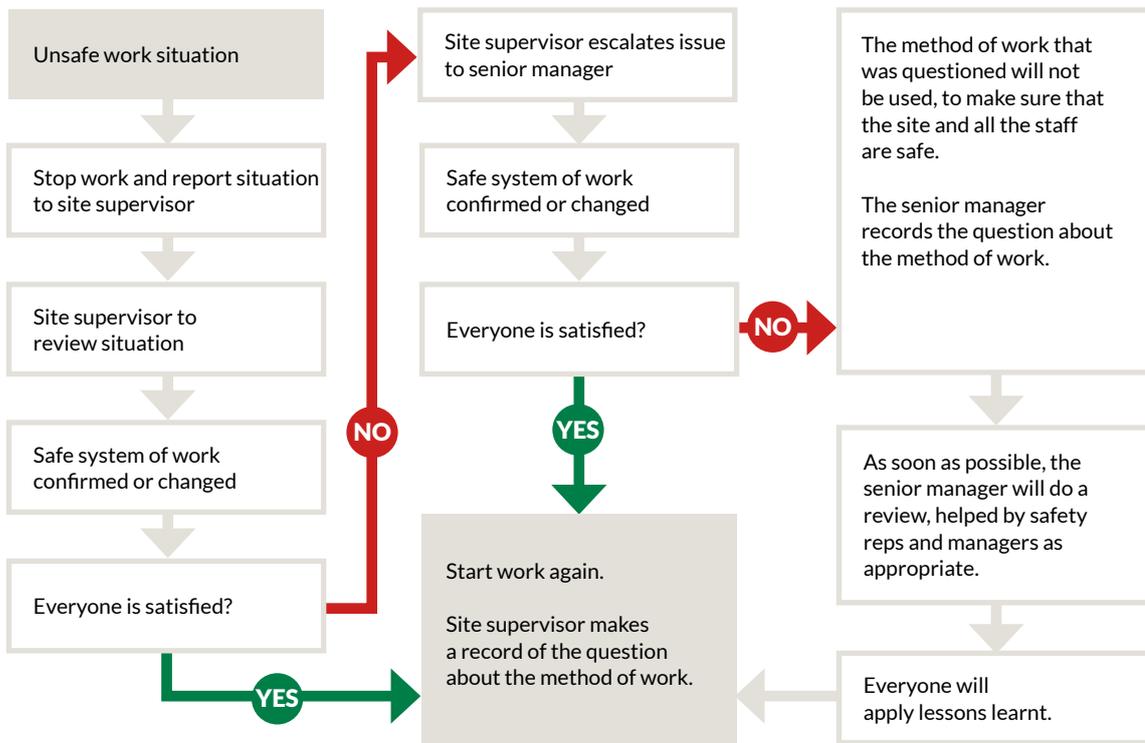
You must not operate a VGC vehicle unless you have completed the VGC drivers' induction and have been declared an approved company driver.

You must not use your own vehicle for business use unless it has been authorised by your VGC line manager, labour manager or recruitment consultant, and your vehicle is insured for business use. You may be asked to provide proof of the relevant insurances.

You must only operate client vehicles if you have received permission from the client and met their drivers' requirements.

Staying safe

Worksafe procedure



Please report anything that you think is unsafe. You will never be adversely affected for raising genuine safety concerns, and you will always be fully supported.

Competency and qualifications

You must only carry out work you are trained to do. You must carry your competency and qualifications at all times – for example CSCS (Construction Skills Certificate Scheme), Sentinel (for workers working on LU or Network Rail infrastructure), or small tools tickets. If you do not have the tickets you need, you may not be allowed access to site, and you may not be paid.

If you lose your competence cards, you must get replacements as soon as possible. You cannot work on photocopies of tickets. Speak to the VGC training team who may be able to help you to apply for replacement cards. You must make sure your competencies and qualifications are in date. You must show your competency and qualification cards if you are asked for them.

Safety inspections

Co-operate fully with any safety inspections that the site management team may run. If they ask you to take actions to improve safety, implement them as soon as possible.

Hazard spotting

Regularly check your work area for any potential hazards. If you spot a hazard, and you can remove it safely, do so. Let us know so we can be aware, and make sure it doesn't happen again.

If you cannot remove it, report it to your site supervisor. You can use observation cards, email BeSafe@vgcgroup.co.uk or text 07876 448 119.

Observation reporting

Make sure you report any accident, incident, near miss, close call or improvement opportunities to your VGC line manager, labour manager or recruitment consultant as soon as you can. Please also share observations of good practice. You can use observation cards, email BeSafe@vgcgroup.co.uk or text 07876 448 119.

You must also follow any site or client-specific reporting requirements.

If there is an accident

Accident or incident happens. Person reports it to the site supervisor and the VGC line manager, labour manager or recruitment consultant

Fill in an observation report so we can make sure no-one gets hurt in future.

NO

Did the accident or incident lead to injury or damage to property?

YES

The site supervisor arranges first aid and calls an ambulance if necessary. The supervisor

- protects the site and reviews the safe system of work
- calls the on-call drug and alcohol testers if they suspect alcohol or drugs may be involved.

The VGC labour manager tells the HSQE team who will support any investigation.

Accidents and incidents that are reportable under RIDDOR* will be reported to the HSE by the HSQE director who will send a copy to the client.

All lessons learnt to stop this happening again will be discussed in HSQE meetings. Anything that needs to be changed will be arranged by the relevant teams.



*RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. It refers to certain workplace accidents and near-misses that, by law, must be reported to the Health and Safety Executive (HSE) or, if it is on the railways, the Office of Rail Regulation (ORR)

If an accident or incident occurs between 21:00 and 06:00 (9pm to 6am) and you cannot contact your VGC manager, please call 07876 448 119.

- **An accident or incident** is something that happens that causes injury to a person (or people) or damage to equipment or property, for example, if a person tripped over a cable and sprained an ankle (personal injury) or an excavator swung round and hit a parked car causing damage (property damage).
- **A near miss or close call** is something that could have caused injury to a person or damage to equipment or property, for example if the arm of an excavator swung round and nearly hit someone.

Remember we actively encourage the reporting of improvement opportunities through this system.

Alcohol and drugs

VGC has **zero tolerance** of drugs and alcohol. If you do not follow our alcohol and drugs policy your contract will be terminated.

- Do not report for duty under the influence of drugs, alcohol or any other substances of abuse.
- Do not consume alcohol or drugs while you are on duty.
- Do not have any alcohol or drugs on site premises.
- Tell your site or labour manager about any prescribed or over-the-counter medication you have taken.
- Tell your site or labour manager if you need additional support with alcohol or drug related issues.

VGC tests people for drugs and alcohol:

- before you are appointed
- at random without any warning
- if there has been an incident or we think your behaviour is unusual ('for cause').

Alcohol

The safest limit is zero alcohol.

If you drink the day before your shift, you must make sure you leave enough time for alcohol to work its way out of your body. Different people metabolise alcohol at different rates, and it can take over an hour to eliminate just one unit of alcohol from your body. So-called 'sobering up' remedies such as black coffee, showers and sleep have absolutely no effect on this timescale.

You will breach the company limits for alcohol if you have:

- more than 29 milligrams of alcohol per 100ml of blood
- more than 13 micrograms of alcohol per 100ml of breath or
- more than 39 milligrams of alcohol per 100ml of urine.

This is less than 1.5 units of alcohol. As a guide, a half pint of Fosters or Guinness is 1.14 units; a medium glass of wine is about 2.3 units. So if you have just one glass of wine or pint of beer at 7pm, you cannot be absolutely sure you will be fit for work at 8pm, and you will still have alcohol in your system at 9pm.

Please be aware that if you have a positive test for alcohol or drugs you could lose your Sentinel card and/or site access permit and ultimately lose your job.

Quality

Drugs

You will be considered unfit for work if you have taken or been given:

- any drug that could affect your ability to work safely, or
- anything that contains cannabis, cocaine, ecstasy, heroin, amphetamines, benzodiazepines, MDMA, glues and solvents.

The only exception is when the level of the drug detected is consistent with a medical dose, and you have declared it before the testing.

You should check whether any medication prescribed or administered by a medical practitioner or bought over the counter could affect your ability to carry out your work.

If you need more information, please contact the VGC HSQE team on 01895 671890

Always make sure you understand the job details.

Be adequately trained to undertake the task.

Identify defects and report improvement opportunities.

Follow the approved method of working, and the inspection and test plan.

Be right rules

- Make the project yours
- Build the design
- Do it only once



Sustainability

Environment

VGC will ensure that we work in a way that minimises any negative effect on the environment. We will pay particular attention to the following areas:

Good housekeeping:

- Always remove unused material, scraps and tools from site.
- Keep walkways free from obstructions.

Waste management:

- Always use **local recycling and waste collection** centres or approved waste disposal systems on site.
- Segregate any harmful materials using skips and waste bins. If you are not sure of the correct way to do this, seek advice.
- Never pour waste materials into road drains, rivers, streams or other water courses.
- Do not leave domestic waste on site.

Energy

Our energy user guides are on the office noticeboards. Please contribute to saving energy and support our commitments to 50001 certification:

- Report any defective equipment, so it can be serviced to run properly.
- Turn off engines, equipment and lights when they are not in use.
- Drive 5mph slower wherever possible to save money, fuel, and CO2 emissions.

Lighting:

- Make sure lights are not pointed at people's homes, at traffic or in a way that obstructs a signal.
- Take particular care with lights near operational railways: your light could be mistaken for a signal or distract a train driver.

Noise:

- If the noise on site means that you cannot hold a normal conversation standing two metres from the other person, you must assess your exposure to noise and wear suitable hearing protection.

Talk to your site supervisor about hearing protection measures on the site. If you are not sure about what precautions you must take or what protection you must wear, contact the VGC HSQE team on 01895 671890.

- When you are working in residential areas keep the noise as low as possible.
- Switch off all plant, equipment and vehicles when they are not in use.

Spillages:

- You must report all fuel or oil spillages.
- You must deal with them as described in the method statement or site specific instructions.



Social

We provide opportunities and information for people living in our communities so they can benefit from the projects that we are working on.

- We do what we can to help local people to have a good quality of life.
- We promote local recruitment on all our projects.
- Where possible we promote the use of local suppliers.

Risk assessments

All the work you do should have a risk assessment which has looked at how to reduce all risks to you, other people, and the environment to the lowest possible level. The control measures listed below will help to make work on site safer. The risk assessment for your work may also list other risks you need to take into account.

Tools: risk control measures

Ladders

Only class 1 EN 131 industrial grade ladders can be used at work. Make sure all ladders have been inspected before you use them. Any ladder found to be damaged must be disposed of – do not use it.



Vibration

Vibration white finger is a condition caused by regular use of tools and equipment that produce high vibration. Symptoms include whiteness in the fingers, pins and needles and numbness in the fingertips.

To reduce the risks:

- If possible, use equipment that has vibration protection built in and that is calibrated and in good condition.
- Follow instructions from the risk assessment.
- Avoid long periods of use.
- Keep your hands warm by wearing gloves.
- Exercise your hands.

If you get any symptoms, do not ignore them. Tell your VGC manager as soon as you can, and seek medical advice.

Reduce risks from vehicles and plant

Plant and equipment

Working around plant and equipment can be very dangerous.

- Make sure all plant has been properly inspected and tested and is safe to use.
- Only use plant you are trained and competent to use.
- Read the instructions for all plant and equipment before you use it.
- Keep a safe distance from machinery, and stay outside any agreed exclusion zone.

If you need to speak to the driver, do not approach the machine until you have made eye contact or communicated by radio, and the driver has made the machine safe – for example, placed an excavator bucket on the ground and activated the dead man lever.

- Always approach a machine from the area shown in yellow in figure 1.
- Never enter the crush zone (shown in red in figure 1) unless the machine is switched off.

Transport and vehicle movements

Many accidents on sites are a result of bad transport access planning.

- Always park your vehicle(s) where traffic flow will not create a danger to you and other users.
- Follow any site transport rules at all times.

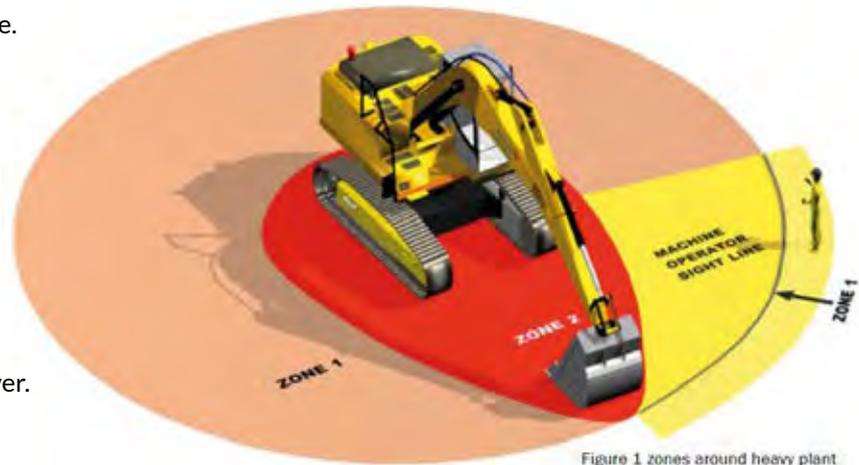


Figure 1 zones around heavy plant

Control measures for risks in your workplace

Asbestos

The site asbestos register will show if there is asbestos on site. The method statement for your work will include any control measures.

- Report suspected asbestos to your site supervisor.
- Never disturb or dispose of asbestos unless you are an authorised person.

Confined spaces

Do not enter any confined spaces unless you are trained to do so. You must always follow the risk assessment and written permit.

Control of dust and fumes

If your work generates dust or fumes there will be arrangements for extraction or damping down. Always wear the appropriate PPE as set out in the risk assessment for the job.



Excavations

Remember that even work in shallow trenches can be dangerous.

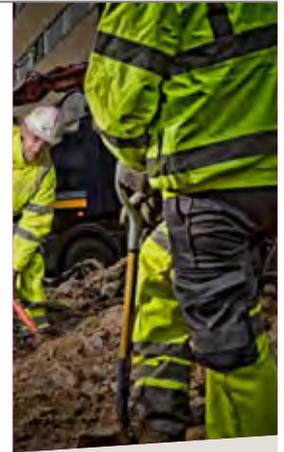
- Obey the site safety rules when you are working near or moving around excavations.
- Make sure there is a valid permit to dig
- Before you dig anything, check for buried services.
- Use mechanical aids only where approved
- All excavations must be supported to prevent any collapse. The method statement will show clearly how this should be done.
- Spoil heaps should be placed at least 1.5 metres from the edge of an excavation.
- Never throw tools or equipment into an excavation.
- Do not store materials close to the sides of excavations.
- Do not drive vehicles near excavations.
- Make sure stop blocks are fitted to dumpers when tipping is taking place.
- Always use secured ladders and edge protection.
- Make sure that excavations are adequately protected when they are unattended.

Demolition

Be aware of any demolition work that may be taking place while you are working on the site – make sure you are in a position of safety.

Electrical systems

Do not work on electrical circuits or electrical equipment unless you have been trained and instructed to do so.



Working at height

If possible avoid working at height. If you have to work at height, make sure that the tasks are properly risk assessed and that you have a safe system of work.

Controlling risks to yourself

Control of substances hazardous to health (COSHH)

If you are going to use any hazardous substances, always check the manufacturer's information or safety data sheets and the site generic COSHH assessments. The risk assessment should list

- the dangers of using the substance
- how you should use, store, transport and dispose of it
- what PPE you should wear.

Hypodermic syringes

If you come across a discarded hypodermic syringe do not pick it up. Report it to your site supervisor who will arrange for it to be removed.

Leptospirosis

Leptospirosis is an infection caused by contact with raw sewage, water or soil contaminated by animal urine, especially rats. Most people get symptoms similar to flu, but about 10% of cases become severe, leading to jaundice and kidney failure (Weil's disease). To reduce the risks:

- Cover any cuts and grazes with waterproof plaster.
- Wear protective clothing.
- Do not rub your nose, mouth or eyes.
- If you cut yourself, wash the wound thoroughly, cover it, and tell your doctor.
- Always wash your hands with soap and water or sanitising fluid or wipes, especially before you eat or drink anything.

If you have been in contact with raw sewage, contaminated water or soil and you experience flu-like symptoms, you should seek medical attention.



Manual handling

25% of injuries at work are caused during manual handling activity.

1. Do you need to lift? If possible, avoid manual handling and use mechanical means to make the movement.
2. Assess the load and the task. If it is too heavy to lift on your own, get someone to help you. Only lift or carry what you can easily manage.
3. Plan the lift and move any obstructions out of your way. Make sure you can see clearly where you are going.

When you lift:

1. Stand as close as possible to the load and spread your feet to create a stable base.
2. Bend your knees and keep your back in its natural line. Don't bend your knees fully because this will leave you with less power to lift.
3. Raise your head as you start to lift. Lift with your legs not your back.
4. Hold the load close to the centre of your body – keep your elbows in.



Mobile phones

Never use phones or similar devices while you are driving any vehicle or plant.

While you are working on site:

- Only use mobile phones when you have been authorised to do so (including personal mobile phones).
- Only use a phone when you are in a position of safety.
- Always check that it is safe for the other person to talk. Call back if not.
- Always switch off your phone if there is a known risk (such as the risk of explosions if you are near petrol).

Protection against the weather

- Always wear protective clothing relevant to the weather conditions.
- Remember that the sun can still burn even if there is no bright sunlight.
- Drink enough water to keep yourself hydrated if you are working in hot conditions. Avoid caffeine, which can make you more dehydrated.
- If you start to feel faint or sick in the heat, alert your supervisor and get into the shade quickly. Drink plenty of water.

Slips and trips

- Wear suitable footwear.
- Use authorised access points.
- Beware of overgrown undergrowth.
- Be aware of uneven ballast.
- Do not walk on troughing or catch pit lids.
- When you are crossing a railway track, step over the rails. Do not cross at points crossings.

Remember good housekeeping - if you see anything that could cause someone to slip or trip, make it safe if you can. Clear up spills and don't leave things lying around.

Use the observation reporting process to report any potential hazards which you cannot control, such as poor lighting or trip hazards.



Site specific requirements

London Underground

Working hours

You should only work on the London Underground infrastructure:

- for a maximum of 72 hours in seven consecutive days
- a maximum of 12 hours per shift
- for a maximum six shifts out of seven.

You must have a minimum of 12 hours' rest between shifts.

These are the longest hours you can work. For some tasks and in some circumstances the risk assessment may set maximum working hours that are fewer than these.

If you are asked to work longer hours than above, you must fill in a working hours extension form. Please contact your VGC manager if you are asked to work for more than the maximum working hours listed above.



Protecting workers on track (PWT)

Site familiarisation

PWTs must be able to demonstrate the areas or lines they are familiar with.

Booking on / briefing process

PWT must book on at the designated office, where the protection supervisor will:

- check fitness of protection staff as part of London Underground's alcohol and drugs policy, including checking their DAMSP (drugs and alcohol medical screening process) card
- check that the PWT's certification is valid including their safety critical identification certificate
- receive the 'protecting workers on track' briefing covering location, meeting point, SABRE (Station Access Booking Railway Engineering) number, nature of work, and general safety information such as core brief, toolbox talks etc.

Handback arrangements

When the work is completed, the PWT must hand back the track to the track access controller (TAC).

Network Rail

Working hours

You should only work on the Network Rail infrastructure:

- for a maximum of 72 hours in seven consecutive days
- for a maximum of 12 hours in a shift
- a maximum of 13 shifts in any 14 day period.

You must have a minimum of 12 hours' rest between shifts.

These are the longest hours you can work. For some tasks and in some circumstances the risk assessment may set maximum working hours that are fewer than these.

If you are asked to work longer hours than above, you must fill in a working hours extension form. Please contact your VGC line manager, labour manager or recruitment consultant if you are asked to work for more than the maximum working hours listed above.

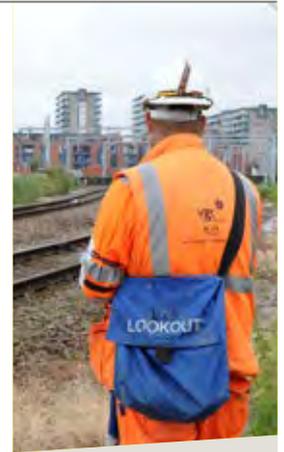
Access to the track

Before you go onto the Network Rail infrastructure on behalf of VGC you must:

- have a contract of sponsorship with VGC and be sponsored on the Sentinel database
- hold a Personal Track Safety certificate or valid visitor permit
- have a safe system of work in place which is suitable for the tasks being undertaken
- wear the correct PPE
- use approved access. Remember to keep access gates closed.

Moving trains and plant

- Be aware of train and plant movements.
- Ensure you know where your position of safety is.
- Acknowledge any warning given upon the approach of any train or plant.



AC and DC lines

- Consider lines to be live at all times unless you are instructed otherwise.
- Carry long items below shoulder level in alternating current (AC) areas – where cables are above you.
- Use only approved live-line testing (LLT) equipment, insulated tools and measuring devices in direct current (DC) areas - third and fourth rail areas.

Contact lenses

If you wear contact lenses, you must also have a pair of spectacles of the correct prescription with you at all times.

Network Rail Lifesaving Rules

VGC supports Network Rail's Lifesaving Rules. We will brief you on these rules regularly and before you do specific activities. You can find more about the rules on the Network Rail Safety Central website www.safety.networkrail.co.uk

CIRAS – confidential incident reporting and analysis system

CIRAS enables railway industry staff to report safety concerns that they feel unable to report through company safety channels. It is completely independent and confidential. How to contact CIRAS:

- free phone 0800 4 101 101
- write to Freepost CIRAS
- text 07507 285 887



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