



KEYPOINTS

SITE WARDEN (SW)

Issue one valid from June 2021

**CERTIFICATION REQUIRED: CURRENT SENTINEL
CARD ENDORSED WITH PTS AND LKT COMPETENCIES**



Safer with site wardens, safer with you

Over the last few years we have lost too many railway colleagues who were working on track and didn't make it home.

Nobody should be next.

You are essential in your team's safety and we need you to be confident at:

- Keeping your team mates in a safe area.
- Warning the group of potential dangers, shouting if necessary to keep them safe.
- Watching over your team mates making sure they don't become distracted or disorientated.
- Staying in your role and not getting distracted or involved with the work.

When I'm out on track, I feel safer with a site warden watching out for me, it's all too easy to get involved in your task and not know what's going on around you. That's where you come in, you are looking out for your team mates when they need it the most.

You and your safety behaviours are important to your loved ones but also your team mates and their loved ones, so thank you for doing one of the most important jobs on track.

Nick Millington, Safety Task Force Leader

Keypoint Cards have been produced for many of the track safety competencies, as a reminder of the main duties, rules and requirements.

Further copies are available from Willsons Group Services.

To obtain an order form, email:

denise@willsons.com

(phone **01636 702334**)

BASIC REQUIREMENTS

Your Responsibilities

Be equipped for the weather conditions. Alert the COSS or SWL if you feel:

- unwell
- fatigued
- that you need a Physical Needs Break
- or are unable to carry out your duties for any other reason

You must have your Sentinel card with you, endorsed PTS or SW



If you are acting as Site Warden, you must wear a white armband or badge with 'SITE WARDEN' in blue letters.

Make sure you have this equipment with you and check that it works properly:



(on track circuit lines)

SITE WARDEN DUTIES

The COSS or SWL will tell you:

- where to stand
- who to watch
- where they will be working
- the limits of the safe area.

Particular attention should be paid to group members who are less experienced, they are identified by a blue safety helmet and may be in possession of a Track Visitors Permit (TVP).

Warn anyone who strays beyond the limits by shouting "get back". If they don't move straight away, give an urgent warning, a series of short, sharp blasts on your whistle or horn until they move back.

Note: the Site Warden's method of warning is only verbally, or the urgent horn or whistle method

Make sure you:

- stay alert at all times (the group will be in danger if you don't)
- switch off any mobile or electronic device (unless you are also the COSS or SWL and need it on to speak to e.g. the signaller, PC or ES)
- watch the group carefully.

Do not:

- allow yourself to be distracted
- take part in the work.
- carry out any other duties, unless you are also the COSS or SWL

DURING THE WORK

Give a warning and tell the COSS or SWL if:

- someone moves away and you think they might not hear your warning
- you think the method of warning has become unsuitable
- your line of sight becomes blocked
- you need a break or cannot continue.

Things that are signs you need a break are: you experience repeated yawning, rubbing eyes or fidgeting. These could be early warning signs of fatigue. You need to be mindful of how they may escalate. Then affect your ability to do your Site Warden duties. If in doubt ask to take a break.

Don't leave your post until:

- the COSS or SWL tells you
- you are relieved by another competent Site Warden.

Note: The COSS/SWL will need to move the group and you to a place of safety, tell the group who the new Site Warden is going to be. Then work can resume

COMMUNICATIONS

Refer to NR9935 Frontline Safety Critical Communications.

Safety Central - The site is your one-stop shop of safety information, advice, resources and useful contacts, designed to promote consistency and best practice across the whole rail industry.

<http://safety.networkrail.co.uk/>

There are two ways to report safety concerns. Your first step should be to tell your supervisor or sponsor. If this isn't possible, you can contact CIRAS - the railway's confidential reporting service - **www.ciras.org.uk**



Safety
Task
Force



How we're working together to keep you safe

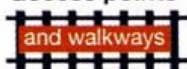
Your Safety Task Force has **three key aims...**

1 Getting rid of unassisted lookout working

2 Using modern equipment to keep you safe

3 All work on track meets standard 019 safety principles

Focus on **safer** access points



Encouraging more safety conversations



Improved safe system of work plans



Signaller workload risk managed through improved planning, conversations and new line blockage tool.



A range of safety equipment to **protect track workers**



2500

Track circuit operating devices (TCOD)



400

Semi automated track warning systems (SATWS)

The **result**

Everyone home safe every day

Join the conversation on Yammer, search 'Track Worker Safety Task Force Group'

The purpose of this Keypoint Card is to act as a reminder only. If you are unsure about any issue relating to the information given here, you must refer to the appropriate module of the Rule Book GE/RT 8000 Series or Handbook.

In supplying this document, Network Rail makes no warranties, expressed or implied, that compliance with all or any documents it issues is sufficient on its own to check safe systems of work or operation.

Users are reminded of their own duties under health and safety legislation.

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