

Translink Infrastructure Division	Contract Safety Requirements (NIR)	I/NOS/STD/1601	
		Issue:	3.1
		Date:	10/08/2017



CONTRACT SAFETY REQUIREMENTS (NORTHERN IRELAND RAILWAYS)



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1 Introduction

1.1 Introduction

The Contract Safety Requirements (CSR) is a mandatory set of safety clauses for contracts that involve working on Northern Ireland Railways and/or adjacent property.

Section 2 outlines general requirements. Section 3 outlines NIR Rule Book requirements. Section 4 outlines additional railway safety requirements.

Definitions

Definitions used in this CSR are outlined in appendix B.

1.2 Scope

The CSR is mandatory for all contracted works on behalf of Northern Ireland Railways (NIR) that:

- takes place on NIR infrastructure
- takes place on NIR premises and which could transfer risk to the safety of people or train movements on the adjacent NIR Infrastructure

The CSR applies to all parties working on the NIR Infrastructure and includes contractors, suppliers, consultants and third-parties. The term “contractor” will be used throughout this CSR and refers to all of those parties.

2 General Requirements

2.1 Contractor’s Responsibility

The contractor must comply with all clauses in this CSR. In addition, the contractor must comply with the requirements in the Health and Safety at Work (Northern Ireland) Order 1978 and subordinate legislation e.g. the Construction (Design and Management) Regulations (Northern Ireland) 2016.

The CSR makes reference to other documents e.g. NIR Rule Book, standards, procedures, instructions and guidance documents. It is the contractor’s responsibility to request these documents from the NIR Representative.

2.2 Contractor’s Default on Compliance

In the event that the contractor does not fulfil their responsibilities and obligations under the contract due to the infringement of any aspect of this CSR, NIR Rule Book, applicable legislation or other NIR documents and NIR

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incurs costs to which it would not otherwise be liable, the amount of such costs shall be reimbursed by the contractor to NIR.

2.3 Third Party Contracts

This CSR applies to third party contracts where an organisation, other than NIR, engages a contractor to carry out work which impacts upon NIR Infrastructure.

In such cases the contractor engaged by the third party client shall be considered as the contractor in this document. A separate Asset Protection Agreement may be required for such Third Party Works.

2.4 Design Contracts

The CSR is applicable to design contracts that involve working on the NIR infrastructure.

2.5 Discrepancies

In the event of any discrepancy between the CSR and other NIR publications, the latter shall take precedence. The contractor shall draw the discrepancy to the attention of the NIR representative. The contractor shall proceed until clarification is sought from NIR on the discrepancy.

2.6 Alcohol and Drugs

The contractor must comply with the Translink Drugs and Alcohol Policy including the drug and alcohol testing regime outlined in the policy.

2.7 Knowledge and Understanding of English

All contractor's personnel must be able to understand written and oral English to a standard where they can understand safety information, safety instructions and training they are given.

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3 NIR Rule Book Requirements

3.1 Authorisation to be on the NIR Infrastructure

The contractor is only permitted to be on the NIR infrastructure when authorised to do so. Any work the contractor undertakes on the railway must be authorised by the NIR Representative. The Contractor's staff must possess the appropriate NIR Rule Book competency as outlined in clause 3.3 of this CSR when working "on or near the line"¹.

3.2 The NIR Rulebook

The contractor must familiarise themselves with the relevant parts of the NIR Rule Book and ensure any work is carried out in compliance with the Rule Book. The NIR Rule Book is available from the NIR Representative and Translink website. It is the contractor's responsibility to ensure they have the current NIR Rule Book.

3.3 NIR Rule Book Competencies

When a contractor is required to be "on or near the line", the contractor must ensure their personnel possess the appropriate NIR Rule Book competency and ensure tasks are carried out in accordance with the relevant section of the NIR Rule Book. NIR Rule Book competencies applicable to the contractor are:

- Personal Track Safety (PTS) or Track Visitor's Pass (infrequent visits)
- Lookout
- Track Safety Coordinator (TSC)
- Emergency Operator (EO)
- Hand Signaller
- Engineering Supervisor (ES)
- Person in Charge of the Possession (PICOP)

PTS is the minimum competency required for going "on or near the line". A Track Visitor's Pass may be issued in lieu of PTS if the contractor's personnel are making an infrequent visit e.g. a one day visit. A Track Visitor's Pass will only be issued as per the *Track Visitor's Pass Procedure* and authorised by the department head, otherwise the contractor's personnel must possess PTS.

In the event of an emergency where a contractor is required to be on or near the line at short notice, and there is insufficient time to obtain a TVP, the contractor shall be escorted by a Track Safety Coordinator.

The other competencies outlined in this clause are competencies required to perform specific safety critical duties e.g. setting up a safe system of work, managing a "worksite" or managing a "possession"². The NIR representative shall advise the contractor which competencies are required during the contract when providing the pre-construction information.

¹ On or near the line is the area 3 metres from a rail

² A worksite and possession are systems of work in the NIR Rule Book

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NIR provides an “approved list” of training organisations that provide training in the competencies outlined in this clause. This list is available from the NIR Representative.

NIR requirements for each competency in relation to training pre-requisites and post completion mentoring, assessment practice guidelines and re-assessment are included in Appendix A. It is the contractor’s responsibility to maintain the competency of their staff as outlined in Appendix A.

3.4 Medical Standards

NIR has strict medical standards for all personnel performing safety critical duties. The contractor’s personnel must meet the standards outlined in the *NIR Medical Standards* document prior to attending any NIR Rulebook competency training.

3.5 Competency Card

NIR will issue the contractor’s staff a competency card (certificate of competence) stamped with the appropriate NIR Rule Book competency after they undergo and pass the relevant competency training and medical standard.

The contractor’s staff must have in their possession an NIR issued competency card stamped with the relevant competency and issue date when performing safety critical duties.

The contractor must account for all competency cards and track visitor passes issued by NIR and ensure they are returned to the NIR representative when their personnel finish at the work location, or on completion of the contract.

The contractor must have in place and implement a process for checking NIR Rule Book competencies of trackside personnel.

3.6 Contractor NIR Rulebook Competence Monitoring

The contractor will undergo NIR Rule Book competence inspections by a NIR representative. If the contractor’s personnel fail to produce the required competency card or Track Visitor’s Pass, they will be removed from the NIR infrastructure immediately. No cost or delay incurred by the contractor as a result of such failure will be accepted by NIR.

3.7 Use of Mobile Telephones

Mobile telephones may be used on or near the line and only for work-related communications. Use of mobile telephones must be kept to a minimum and the person using it must be in a “position of safety” at all times.

3.8 Arrangements for obtaining Absolute Possessions T3 and Temporary Speed Restrictions

The contractor must arrange any T 3 Absolute Possessions or Temporary Speed Restrictions with the NIR representative for inclusion in the Weekly Operating Notice.

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The contractor must give the NIR Representative advance notice in writing each time an Absolute Possession T3 or Temporary Speed Restriction is required. The NIR representative will provide guidance as to the amount of advance notice that is required for each of the activities.

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4 Additional NIR Safety Requirements

4.1 Pre-Construction Information

The NIR Representative will provide pre-construction information of known hazards and other information key to the project prior to the construction phase.

4.2 Construction Phase Plan

The contractor must submit a suitable Construction Phase Plan to NIR prior to construction starting. The Construction Phase Plan must comply with the requirements of the Construction (Design and Management) Regulations (Northern Ireland) 2016 and accompanying guidance L153 *Managing Health and Safety in Construction* and include:

- a. a description of the construction project including start and finish dates, and key stages of the project
- b. pre-construction information supplied by NIR
- c. any other information related to the project
- d. contractor welfare arrangements
- e. competency and training arrangements to include NIR Rule Book and vocational competencies
- f. significant hazards and how they will be controlled
- g. safe systems of work and other health and safety arrangements
- h. site rules and site security arrangements
- i. the name of the person in charge of the work and the names of other key personnel
- j. the requirement for site-specific risk assessments and method statements
- k. Arrangements working “on or near the line” and ensuring the railway infrastructure is safe for the passage of trains
- l. how safety-related information is coordinated and communicated to all relevant parties
- m. emergency arrangements relating to working on or near the line, fire, first aid and other emergencies on the worksite
- n. the arrangements for appointing and managing the activities of sub-contractors
- o. methods of integrating contractor and NIR arrangements and where relevant, those of sub-contractors and Utility Companies
- p. an outline risk-based programme for safety inspections
- q. the site rules to be followed by all personnel engaged in the works and/or visiting the site

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NIR shall review the contractor's Construction Phase Plan and will inform the contractor of any amendments or additional arrangements. NIR will approve³ the Construction Phase Plan when satisfied of its contents.

The contractor must carry out regular reviews of the Construction Phase Plan to demonstrate that the Plan remains suitable and effective. The contractor shall submit an updated Plan to NIR after each review. NIR will review each updated plan and advise the contractor of any matter which is not satisfactory.

4.3 Contractor's Management Representative

The contractor must notify the NIR representative of the name(s) of the contractor's representative and deputy responsible for the works.

Prior to commencing work on site, the contractor must provide the NIR representative with names and telephone numbers of those personnel responsible for organising remedial action in the event of an emergency when the contractor is absent from site.

4.4 Contractor's Competence

The contractor must ensure their personnel are competent to undertake work on NIR infrastructure. This includes both NIR Rule Book competencies (section 3 of this CSR) and vocational competencies.

The contractor must use a Competence Management System (CMS) to manages their staffs' competency and sub-contractors' competency. The CMS shall include the requirements of the Construction (Design and Management) Regulations (Northern Ireland) 2016 and Railways (Safety Management) Regulations (Northern Ireland) 2006 and subsequent 2011 and 2016 amendment regulations.

4.5 Safety Instructions

The contractor's staff must follow safety instructions given by the NIR representative or those undertaking safety critical functions e.g. PICOP, ES, TSC and Lookout.

The contractor must at all times pay regard to and make provision for, the safety and protection of all persons affected by their working who are on or adjacent to the railway. The contractor shall note that people may be present even when trains are not running, and the contractor must not endanger them.

4.6 Contractor's Cooperation

The contractor shall cooperate with the NIR representative and participate in safety meetings, and facilitate frequent site safety meetings. The contractor shall comply with requirements set out in the current BuildSafe (NI) initiative including:

³ Approve means the Contractor accepts all or any liability arising from the implementation of the RAMS and acknowledges that approval of the RAMS by the NIR representative does not create or transfer any liability whatsoever to NIR in this regard.

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- A pro-forma report to be submitted by the contractor on a monthly basis to the NIR Representative. The pro forma is available from the CPD website.

4.7 Sub-Contracts Placed by the Contractor

The contractor must ensure that the terms and conditions of any sub-contract include the requirement for the sub-contractor to comply with this CSR.

The contractor must notify the NIR representative of the nature and extent of any sub-contracts. The sub-contracting of any part of the works shall not absolve the contractor of their responsibilities for the health and safety of the sub-contractor's personnel.

4.8 Contractor's Safety Supervision of Site

The contractor must appoint a site supervisor to supervise site safety. The contractor must ensure that all personnel inexperienced to the railway are closely supervised for the first two months when working "on or near the line" or "lineside"⁴.

4.9 Risk Assessment and Method Statements

The contractor must submit a site-specific risk assessment and method statement (RAMS) to the NIR Representative for work activities throughout the project. The RAMS must contain as a minimum:

- The location and nature of the work
- The names and contact details of key personnel
- Access and egress to the site
- Site security
- Hazards and risks and how they will be controlled
- Plant and equipment being used
- How and where plant, equipment and materials will be stored
- Competency requirements (NIR Rule Book and vocational)
- Safe systems of work and/or permits to work in place
- PPE to be used
- Arrangement to ensure the track is safe after work prior to the passage of trains (see clause 4.10)
- Any other particulars relevant to the work activity
- Emergency procedures
- A step by step outline of the work activity including how risks will be controlled

The contractor must submit the RAMS to the NIR representative at least 14 days in advance of work starting for approval⁵. Any changes before or during

⁴ Lineside is the distance between "on or near the line" and the boundary fence

⁵ The Contractor accepts all or any liability arising from the implementation of the RAMS and acknowledges that approval of the RAMS by the NIR representative does not create or transfer any liability whatsoever to NIR in this regard.

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the work must result in a reviewed and resubmitted RAMS to the NIR representative for acceptance (see footnote 5) prior to work taking place.

4.10 Ensuring the Infrastructure is Safe for the Passage of Trains

The contractor must ensure the railway infrastructure is safe for the passage of trains during (if required) and after work is complete.

The contractor shall produce a *Hand Back Plan* as part of the RAMS. This shall include for each possession, the following arrangements prior to the possession being handed back:

1. The full length of the worksite and where plant and materials are moved outside of the worksite, the full length of the possession traversed, is clear for the safe passage of trains
2. All works completed and the track affected by the works, are to the required standard for the safe passage of trains at the appropriate line speed.

The contractor shall comply with the instructions in Infrastructure Safety Instruction I/CIV/INS/1601 *Equipment and Obstructions on Track* and ensure the accompanying form *RRV1* is completed when possessions and ES worksites are set up.

4.11 On Track Vehicles

The contractor must ensure “on track vehicles” are safe for use on the railway infrastructure. On track rail vehicles including road/rail vehicles must comply with the technical requirements of *Railway Group Standards*, and be registered with the NIR Rolling Stock Library.

Applicable NIR Standards include:

- I/TRK/RIS/1530-PLT *Engineering Acceptance of Possession Only Rail Vehicles and Associated Equipment*
- I/TRK/STD/025 *Competence & Training in On Track Plant Operation*

All arrangements for the use of on track vehicles must be included in the contractor’s RAMS.

4.12 Reporting of Incidents, Accidents and Near Misses

The contractor must report all incidents, accidents and near misses to NIR Railway Control.

The contractor must comply with the requirements of the:

- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and accompanying RIDDOR 2004 Amendment Regulations*
- *Railways (Accident Investigation and Reporting) Regulations 2005*

The contractor shall investigate all accidents, incidents and near misses and forward a copy of the investigation report to the NIR Representative. The

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contractor must participate in NIR led investigations when requested by the NIR representative.

4.13 Site Security

The contractor must provide suitable site security and warning signs to ensure the safety and protection of their personnel, the public and the safety of trains.

The positioning of any such items must not affect the sighting of railway signals, level crossings, speed restriction boards etc. or obscure places of safety.

All security lights must be positioned to not interfere with any signals or in any other way that may affect the vision of train drivers.

The contractor must take all necessary precautions to deter persons from unlawfully entering the site, particularly where such entry could expose those persons to risks to their health or safety.

4.14 Passengers Travelling on On Track Vehicles

The contractor's personnel must not ride on an on track vehicle or any vehicle/trailer attached to it unless the on track vehicle has purpose made seating or a riding platform and its use is shown in the approval certification.

The on track vehicle shall have either a fixed seat or standing position that provides adequate separation by means of a barrier from tools and materials. The approval certification shall show the number of personnel that are permitted to be accommodated. The barrier shall be capable of withstanding the maximum load of tools and equipment at maximum acceleration and / or deceleration. Where personnel are expected to stand, ergonomically designed handrails shall be provided. The provision of seats or a standing area shall not hinder the operator's view along the track in the direction of travel.

4.15 Storage of plant and Materials

The contractor's plant, attachments, accessories, tools and materials must be:

- stored clear of the line when not being used during work activities
- stored in a compound after work is complete. The compound must, as a minimum, be a distance greater than 3 metres from the rail and be constructed of blue "netlon" fencing supported by posts

Plant, attachments and materials etc. stored in a compound must be stored in a way as to not fall/topple onto the railway line.

4.16 Movement of Heavy Plant

The contractor must inform the NIR representative that any notices required under the Motor Vehicles (Authorisation of Special Types) (NI) General Order 1997 have been served before any crane or vehicle requiring such notice is moved to or from the site. Notification must be given of the movement of any vehicle with a gross weight in excess of 24 tonnes. Notification in respect of

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movement over NIR bridges and covered ways is to be made to the NIR Representative.

Due to structural limitations of surface finishes, access and storage of materials may be restricted. In carrying out route surveys and agreeing installation methods, the contractor must ascertain any such limitations. The contractor must not undertake any lifting of heavy items or transportation of the same through any station or use any existing structural member as a lifting or tie-back point without the prior agreement and approval by the NIR representative. The contractor must give the NIR representative the floor loadings to be imposed when moving or storing plant or materials. At least 14 days' notice of such work must be given in writing.

The contractor must not surcharge existing retaining walls. All vehicles, plant and materials shall be positioned at least 3 metres away from the back faces of such walls, unless specifically allowed by the NIR representative.

4.17 Cranes on or Adjacent to the Railway

The contractor must inform the NIR representative if erecting a crane on or adjacent to the railway. All crane types (e.g. tower, mobile) must be used in compliance with the BS7121 Code of Practice series.

All crane operations must be included in the contractor's risk assessment and method statement. The contractor must ensure a lifting plan is produced for all lifting operations.

Any lifts that result in equipment/materials etc. being lifted within 5 metres of the running rail must be completed under T2 protection or a T3 possession.

For lifts beyond 5 metres of the running rail, cranes should be positioned and used that in the event of a failure, no part of the crane or load could fall within 5 metres of the running rail.

For works not associated with the railway, the "within 5 metres of the running rail" restriction should be taken as the railway boundary.

In certain circumstances to be agreed by the NIR Representative, tower cranes may be erected adjacent to the railway such that the jib may over-sail the railway boundary. In this instance electronic restrictions must be applied that prevent the operator from lifting a load over the railway boundary.

4.18 Use of Track Trolleys

Track trolleys must be used in accordance with Section Q of the NIR Rule Book and their use included in a risk assessment and method statement (RAMS). Trolleys must be assembled correctly and must be in good condition, with the safe working load clearly marked. Where the track gradient is steeper than 1 in 50, trolleys shall not be used unless authorised by the NIR Representative. Trolleys must be provided with a self-acting brake that is sufficient to stop a loaded trolley. The trolley brake shall be tested before and after loading.

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Loads placed on a trolley must not exceed the safe working load, and must be secured prior to movement. Trolleys must be moved manually, and not connected to any other means of propulsion. When not in use, trolleys must be stored in a safe place and secured with a chain and padlock clear of all lines.

4.19 Requirements for all Plant and Equipment

All plant and equipment must be used in accordance with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999 and Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999. Plant and equipment must be maintained as per the manufacturer's instructions and have documented maintenance and inspection records. Plant and equipment must undergo a pre-use inspection before being use.

No petrol-driven internal combustion engine shall be used at a "below ground" location. All mechanical plant required in below ground locations must be powered by electricity or compressed air. Diesel engine equipment may be used in a below ground location subject to the prior written approval of the NIR representative, if it is vented to the atmosphere.

4.20 Hired Plant and Equipment

When plant and equipment is hired and the hire company undertakes the maintenance, it is the contractor's responsibility to ensure that the equipment has been maintained to a satisfactory standard.

4.21 Working on Platforms

The contractor shall comply with NIR document *Working on Platforms When Railway in Operation* when working and bringing plant and equipment onto a platforms.

4.22 Work in Depots

When the contractor's personnel are required to work in a NIR depot, the contractor shall give the NIR representative at least seven days written notice of their presence on the site. The contractor must submit details of the nature and expected duration of the works to the NIR representative. The contractor must follow the depot's site rules.

4.23 TOWS (Train Operated Warning System) & PLOD (Patroller's Lockout Device)

TOWS and PLOD must be used on a section of railway infrastructure which incorporates this device and the work is outside a T3 Possession.

4.24 Detonators (Railway Fog Signals)

The contractor must comply with NIR requirements for the storage, transportation, use and disposal of detonators.

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4.25 Working at Height Access Equipment

The contractor must ensure that all working at height activities and access equipment e.g. scaffolding, ladders, mobile platforms etc. complies with the Working at Height Regulations (Northern Ireland) 2005 and supporting guidance documents. The contractor shall seek approval from the NIR Representative prior to erecting access equipment on or near the railway. Weather sheeting must not be a red, green or yellow colour in any location where they could be visible to train crew.

4.26 Use of Electrically Conductive Survey Equipment

The contractor must ensure conductive survey equipment including metal tapes to come within contact of any rail as it may affect the signalling system, unless permission is granted by the NIR representative.

4.27 Crossing the Railway Track

The contractor shall ensure that all movements across the railway line use safe systems of work to prevent injury and damage to the infrastructure.

Where public rights of way exist over occupation and/or accommodation level crossings and/or bridges, the contractor shall use such rights of way in the way that they are intended to be used.

4.28 Buried and Overhead Services

The contractor shall take reasonable precautions in compliance with HSE guidance HSG47 to establish the existence and location of any buried services and ensure they are not damaged during excavation or other ground works. NIR will provide information on the location of buried services to the contractor where available.

Any diversion, alteration or reconstruction of any service or equipment will normally be carried out by the relevant utility owner unless the contractor is authorised to do so.

The contractor must ensure any work near overhead services is in compliance with HSE guidance SG6.

4.29 Excavation next to Track

Excavation near any railway track must not commence until adequate measures to maintain the stability of the track have been carried out and inspected by a NIR representative.

A track monitoring system, approved by NIR, shall be set up by the contractor to measure and record line and level of track prior and during any excavation work.

4.30 Temporary Level Crossings

In exceptional circumstances where the agreed method of working requires the provision of a temporary level crossing, the contractor must ensure this requirement is included in the Construction Phase Plan.

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The contractor must apply to NIR in sufficient time for them to consider his proposal outlining the detailed requirements and use of the temporary level crossing.

4.31 Requirements for Work in Tunnels

All work within existing tunnels shall be carried out using a PLOD device or under an appropriate T2 protection or T2 possession arrangement in accordance with the NIR Rule Book. All refuges within the tunnel must be kept clear.

Should the method of working necessitate the use of diesel locomotive or petroleum generators in the tunnel, the contractor shall arrange for the air within the tunnel to be periodically monitored. Forced ventilation shall be provided or personnel protective equipment provided if air levels are below standard.

4.32 Railway Equipment – Damage or Obstruction

The contractor shall use protection to prevent damage to any part of the railway infrastructure.

The contractor's personnel shall not obstruct or interfere with NIR infrastructure or equipment and keep paths, cesses, access and egress points, cable troughs clear at all times.

Where any damage to the NIR infrastructure occurs, the contractor must report the damage to NIR Railway Control immediately.

4.33 Piling or Ground Treatment

Piling or other ground activities near the railway track must not commence until adequate measures to maintain the stability of the track have been carried out and inspected by the NIR representative.

A track monitoring system, approved by the NIR representative, must be set up by the contractor to measure and record line and level of track prior and during any piling / ground treatment work.

4.34 Temporary Works

The contractor must ensure "temporary works" are utilised safely in compliance with relevant guidance and standards e.g. BS5975. Temporary works likely to affect the safety of the railway shall only be carried out in accordance with the methods, drawings or specifications approved by the NIR representative.

Examples of temporary works include:

- Earthworks (trenches, excavations, slopes, stockpiles, cofferdams)
- Structures (false work, propping, façade retention, shoring, edge protection, bridges, fences)
- Plant and Equipment (tower and mobile cranes, work platforms)

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A RAMS must be produced for the design and construction of all temporary works. All temporary works shall be design checked by competent persons. All such designs and design checks shall be certificated.

Designs and design check certificates for all temporary works likely to affect the safety of the railway must be submitted by the contractor to the NIR representative for approval at least 21 days in advance. Temporary works construction must not commence until the NIR representative approves the design.

4.35 Temporary Walkways

Surfaces of all temporary walkways must be constructed to minimise the risk of slips, trips and falls. Temporary walkways shall be kept clear of equipment. Electric cables shall be routed to avoid tripping. Where cables or hoses need to cross access ways, they shall be suitably boarded over, or protected to eliminate tripping hazards.

4.36 Temporary Lighting and Electrical Supplies

The contractor shall provide and maintain adequate lighting and power supplies for all parts of the works. In making this provision, the contractor must ensure suitable controls are in place for the safety of their personnel and others and the safe operation of the railway.

The contractor must comply with the Electricity at Work Regulations (Northern Ireland) 1991 and supporting HSE guidance and standards e.g. BB67671 when working with electricity.

All electrical installations shall be subject to the inspection and approval of the NIR representative before connection to the NIR power supply.

The contractor must fix visible warning lights to all hoardings erected on roads or pavements which shall be illuminated throughout the hours of darkness and at times of poor visibility.

4.37 Temporary Coverings

When temporary coverings are being used to protect the site, regard must always be paid to the relative fire load and the potential for fire growth and spread. Temporary coverings must conform to the requirements of Loss Prevention LPS 1207 Fire Requirements for Protective Covering Materials, and manufactured in accordance with a quality assurance and certification programme.

4.38 Temporary Buildings and Temporary Accommodation

Temporary buildings such as cabins, site huts, cargo containers, caravans etc. must have a fire risk assessment that complies with section 3 of the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010).

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4.39 Interference with Drains and Watercourses

Drains and/or watercourses disturbed or uncovered during work must be preserved by a suitable method to maintain the flow of water. If the water flow is discharged to a different location, the contractor shall obtain the appropriate permission to allow such discharge.

Every precaution must be taken to protect the infrastructure from harm as a consequence of work that disturbs drains and watercourses. The contractor must not make temporary or permanent connections to any mains, drains, pipes, watercourses or other services without permission.

The contractor must not discharge any chemical or substance into a drain or watercourse without appropriate approval.

4.40 Work Adjacent to Third Party Organisations

The contractor must ensure arrangements are in place not to protect the safety of third party and neighbouring organisations adjacent to the railway. Arrangements to protect third party organisations should be included in the Construction Phase Plan and RAMS.

4.41 Fatigue Management

The contractor shall have a Fatigue Management System that:

- Prohibits excessive overtime working
- Prohibits excessive shift patterns and shift lengths
- Allows adequate rest breaks

The Fatigue Management System should comply with Office of Road and Rail Document *Managing Rail Staff Fatigue*.

4.42 Use of Radios/Hearing Aids

The use of radio sets or other similar electrical equipment, including personal sets with headphones, is forbidden where they could prevent the user from acting safely. Hearing aids may be permitted provided that the NIR medical requirements in Personal Track Safety are not contravened by their use.

4.43 Personal Protective Equipment

The contractor must comply with the *Infrastructure PPE Standard*.

4.44 Contaminated Land

Railway land, especially in the area of former or existing large sidings or depots, may be contaminated. In the event of encountering a suspected hazardous substance while working, the contractor shall immediately suspend operations in the vicinity, vacate and securely isolate the area and notify the NIR representative.

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4.45 Smoke, Fumes, Odours and Dust and Pollution

The contractor shall protect the NIR infrastructure from dust/debris and shall limit the emission of smoke and fumes.

4.46 Site Audits and Inspections

The contractor shall provide full and free access to the NIR representative for the purpose of carrying out audits and site inspections to monitor compliance against the NIR Rule Book, Construction Phase Plan and RAMS. If the contractor's arrangements are not in compliance, the NIR representative has the authority to stop the work. No cost or delay incurred by the contractor as a result of stopping work will be accepted by NIR.

The contractor shall implement a programme of site audits and inspections. The audit and inspection reports shall be submitted to the NIR representative.

The contractor shall implement any actions/recommendations from NIR and contractor site audits and inspections within the agreed timescale.

4.47 Provision of Statistical Information

The contractor shall supply specific statistical information at specified frequencies, as required by the NIR representative. This shall include:

- The number of hours worked per person
- The accident frequency rate and accident severity rate
- Contractor specific Key Performance Indicators.

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5 APPENDIX A – NIR COMPETENCY REQUIREMENTS

COMPETENCIES	BEFORE TRAINING	AFTER TRAINING			
	Prerequisites	Mentoring/Supervision	Assessment	Practice Guidelines	Re-Certification
Personal Track safety (PTS)	None (Successful completion of PTS medical)	First Shift to be Mentored. Two months close supervision.	1 Assessment Within 1 Month of Commencement of Practising Competency Plus an Annual Assessment	Competency Should be Practiced Once Every 6 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed
LOOKOUT	Six months PTS experience	2 Mentored Shifts to be completed within 3 months of Certification	2 Assessments 1 st Within 3 Months Plus an Annual Assessment	Competency Should be Practiced Once Every 3 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed
Track Safety Coordinator (TSC)	Six months PTS experience	3 Mentored Shifts to be completed within 3 months of Certification	2 Assessments 1 st Within 3 Months Plus an Annual Assessment	Competency Should be Practiced Once Every 3 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed
Emergency Operator	PTS + TSC	First Shift to be Mentored	1 Assessment Within 1 Month of Commencement of Practising Competency Plus an Annual Assessment	Competency Should be Practiced Once Every 6 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed
Hand Signaller	PTS + TSC	3 Mentored Shifts to be completed within 3 months of Certification	2 Assessments 1 st Within 3 Months Plus an Annual Assessment	Competency Should be Practiced Once Every 6 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed
Engineering Supervisor (ES)	Six months TSC experience	3 Mentored Shifts to be completed within 3 months of Certification	2 Assessments 1 st Within 3 Months Plus an Annual Assessment	Competency Should be Practiced Once Every 6 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed

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COMPETENCIES	BEFORE TRAINING	AFTER TRAINING			
	Prerequisites	Mentoring/Supervision	Assessment	Practice Guidelines	Re-Certification
Person in Charge of Possession (PICOP)	Six months PTS + TSC + ES experience	3 Mentored Shifts to be completed within 3 months of Certification	2 Assessments 1 st Within 3 Months Plus an Annual Assessment	Competency Should be Practiced Once Every 6 Months	2 Years if Practice Guidelines have not been Practiced and Assessments not Completed

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6 APPENDIX B - DEFINITIONS

TERM	DEFINITION
Absolute Possession 3	a designated section of the line over which a Person in Charge of Possession has control and which is blocked to the normal passage of trains. Only Engineer's trains may enter the absolute possession in accordance with the arrangements shown in the NIR Rule Book, Section T3.
Approval, Approved	approval in writing or approved in writing.
Authorised Walking Route	a specially designed route (which may include made up pathways) for use when walking to or from a place of work on the Railway.
Below Ground Location	a work site situated in a covered way or other sub-surface structure at a Sub-surface station listed in Attachment 4 – Classification of Stations and including all associated locations.
Competent Person	is a person who has such practical and theoretical knowledge and actual experience of the work activity that he is able to assess risks and hazards in the work, and the consequences of any change in conditions or circumstances.
Construction Phase Plan	The detailed Plan developed by the Principal Contractor details how the work and Site is to be managed safely and without risk to health.
Contractor	any person or persons, firm or company under contract to NIR or other body approved by NIR, to perform the Works or to supply goods in connection with the Works.
Contractor's staff or personnel	employees (including operatives), agents, sub-contractors and their employees and agents and any other persons under the direction and control of the Contractor whilst on NIR premises.
Contractor's Representative	a suitably experienced, qualified person, employed and appointed by a Contractor to undertake the management and be responsible for the performance of a contract on their behalf and whose appointment is notified in writing to the NIR Representative.
Depot	an area of railway sidings for the stabling, marshalling, loading and unloading, cleaning, maintenance and repair of rail vehicles and rail mounted track maintenance equipment.
Exceptional Circumstances	Circumstances when owing to adverse weather conditions, equipment failure, accident or other incident it is necessary to undertake work at less than 24 hours' notice to avoid or reduce risks to people or significant disruption to train services, and it is not possible to make alternative arrangements.
NIR Representative	a competent member of the staff of NIR or a person appointed by NIR whose name and job is advised in writing as the NIR Representative to the Contractor. This Representative may fulfil a role required by the general conditions of Contract.
Engineering Supervisor	the designated person appointed, in accordance with the NIR Rule Book, Section T3, to be in charge of each work site. He shall be responsible for arranging the marker boards (where required) and authorising Engineer's trains to enter or move within the work site.

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Engineering Notice	a publication issued by NIR containing details of changes to the engineering works shown in the Weekly Operating Notice.
Green Zone	a Green Zone is the safest way of working when 'On or Near' the line and should be used wherever reasonably practicable. This is where the Site of work is either:- safeguarded by stopping movements on the lines concerned, or separated from the nearest line remaining open to movements by a distance of at least 3 metres. fenced from the nearest line remaining open to movements where the distance is less than 3.0m,
Handsignaller	a person appointed and certificated in accordance with NIR'S requirements to control the movement of trains by means of hand signals, flags or hand lamp and detonators.
Health and Safety Inspection	carried out on a regular basis by the Contractors Site Safety Supervisor to monitor, report and take action on Health and safety matters on Site.
Infrastructure Division	Translink Division responsible for maintaining NIR infrastructure.
Lookout	a person appointed and certificated in accordance with NIR'S requirements as competent to give warning of approaching trains
Marker Boards	indicate the limits of a work site for train movements in an Absolute Possession. They comprise a double-sided yellow board showing two vertical flashing red lights towards the movements entering the work site and two vertical flashing yellow lights towards train movements leaving.
NIR	Northern Ireland Railways Company Ltd.
'On or Near' the line	on the line or within a distance of 3 metres (10 feet) of the nearest rail of any line. Where there is a structure or permanent fence within 3 metres (10 feet) then "On or Near' the line' means on the line or within the space between the structure or permanent fence and the nearest rail. On a platform, the term "On or Near' the line' applies only to the part of the platform within 1.25 metres (4 feet) from the platform edge and only when an engineering or technical activity is taking place.
lineside	within the area between the boundary fence and the point defined as defined in "On or Near' the line", and where a person would be in view of the driver of an approaching train. Exception: This does not apply to a platform.
Personal Protective Equipment	all equipment or clothing designed to be worn or held to protect against hazards likely to endanger health and safety, or any addition or accessory designed to meet this objective.
Personal Track Safety Certificate	certification which demonstrates that the holder has attained a level of understanding of track safety Rules; and in accordance with NIR'S requirements.
Personal Track Safety Certificate (PTS) Holder	a person certificated in accordance with NIR's requirements to go 'On or Near' the lines(s), being a person competent to look after their own safety when walking alone and to understand the significance and safety requirements when working in a group.
Person in Charge of	person appointed and certificated as competent to take Absolute

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Possession (PICOP)	Possessions for the purpose of carrying out work on the railway.
Position of Safety	a place allowing a clearance of at least 1.5 metres (5 feet) between a person and the nearest rail of any line on which a train is approaching. This distance must may be increased to 2.0 metres (6 feet 6 inches) if the person is carrying tools or equipment
Protection T2	a line not under Absolute Possession that, due to the nature of the work concerned, must be blocked to the movement of trains by signals or handsignaller before work commences.
Railway Controlled Infrastructure	Infrastructure which falls within the geographic boundaries of NIR's operational railway, including the permanent way and line within the lineside fence, and plant used for signalling or exclusively for supplying electricity for operational purposes to NIR's operational railway. It does not include stations, depots, yards or sidings owned by, or leased to other stations. The NIR Representative will give any further guidance required as to how to interpret this term for a particular Site.
Railway Premises	comprises track, infrastructure and premises owned, or controlled, or in occupation by NIR.
Railways (Safety Management) Regulations (NI) 2006	Regulatory framework for rail safety in Northern Ireland. for which DRD is the 'Safety Authority' here and in GB. The regulations amalgamate the following 3 sets of regulations prepared under the Railway safety Act 2002:- Safety Critical Works Regulations; Railways (Approval of Plant, Works and Equipment)Regulations; Railways(Safety Case)Regulations;
Railway	Premises, land and track in use for railway and ancillary purposes, including station approach roads and forecourts where these are owned or occupied by NIR.
Red Zone	where the Site of work is 'On or Near' the line and the TSC has not been able to arrange a Green Zone, and where appropriate Lookout protection has been arranged by the TSC.
RIDDOR (1995)	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (NI) 2004.
Safety	the avoidance of death, injury or poor health to customers, employees, contractors and the general public; also the avoidance of damage to property and the environment.
Safety Adviser	a person trained, qualified and experienced to advise on the health and safety requirements which affect all aspects of the NIR operations and works.
Signal Equipment Room	a room containing commissioned signalling equipment. It shall include interlocking rooms, relay rooms and location cases.
Site Supervisor	a member of the Contractor's personnel appointed to be responsible for health and safety aspects of the Contractor's operations on Site.
Station Supervisor	a member of either NIR staff (in the case of a NIR managed station) or a Station Operating Company's staff (in the case of all other stations) in charge of a station.
Third Party	Body, other than NIR, engaging a Contractor to carry out works on NIR Infrastructure.
Track	the permanent way, the ground within three metres of any running rail,

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	but excluding station platforms, platform ramps and areas guarded by a physical barrier.
Track Safety Coordinator (TSC)	a person appointed and certificated as competent to establish a safe system of work which protects persons 'On or Near' the line from dangers caused by moving trains.
Track Trolley	a small, two-axle, flat-bed rail vehicle which can be pushed along the line by hand and used for the conveyance of tools and small items of plant or materials over short distances. The flat bed can be lifted off the axles to facilitate the transfer of the trolley to and from the line.
TOWS	Train Operated Warning System
Weekly Engineering Notice (WON)	a publication issued by NIR showing a summary of engineering operations affecting train services, absolute possessions and electrical isolations, and other information associated with engineering work, and amendments to the Rule Book and other operating documentation.
Worksite (In connection with 'On or Near' the line)	the location(s) where work is carried out 'On or Near' the line under possession.