

# Managed Visit Induction

\*This induction is valid for 1 day - after which a new Induction is required.

<b>Site Name:</b>					
<b>Person Delivering this Induction:</b>  (Print Name)		<b>Date:</b>		<b>* Date This Induction Expires:</b>	
<b>Important Notes:</b>  <b>1. The Induction is only valid for 1 day, and must be given again before undertaking future visits</b>  <b>2. This Induction DOES NOT remove requirement for Task Brief prior to purpose of visit.</b>  <b>3. Visitors MUST be accompanied AT ALL TIMES by a suitable person who has received the EWR Alliance Site Induction and MUST NOT be allowed on or near the line unless a suitable SSOW, PTS or TVP is in place.</b>					

EWR Alliance is a safety conscious employer and makes every effort to look after the wellbeing of the people under their control and those who may be affected by our work.

Please ensure YOU follow Safety Instructions and look after your own safety and the safety of others.

YOUR safety is more important than production.



## The Access Point / Site / Office Compound Details

Address:	<i>Insert full address including post code</i>
Telephone:	<i>Insert either reception number or duty manager contact number</i>
The First Aid Box is located at:	<i>Insert location applicable to visit and name of applicable Fire Aider for visit</i>
The Nearest defibrillator is located at	<i>Insert location applicable to visit</i>
The Emergency Fire Assembly Point is located at:	<i>Insert location applicable to visit</i>

## Drugs and Alcohol

The EWR Alliance operates a ZERO tolerance approach to drugs and alcohol, you MUST not therefore:

- Arrive at project premises under the influence of drugs or alcohol
- Consume or possess any alcohol whilst on project premises – this includes whilst on a break from those premises

Under our drugs and alcohol policy - you may be asked to submit to random or for cause testing at any time.

This also applies to prescribed and non-prescribed medication. Please declare any medication before signing in to site



## Accident and Close Call Reporting

If you are involved in or witness any of the following, You MUST report this to the person accompanying you.

- Accidents
- Incidents
- Near Misses
- Close Calls
- Hazards

The person accompanying you must report these to local arrangements in place. Please check that they have done so before leaving the project.



## Welfare Facilities

Facilities are provided for your use at	<i>Insert location applicable to visit</i>
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## Personal Protective Equipment

You must be issued with the appropriate PPE by your employer. It is your responsibility to use the PPE issued to you.

Mandatory PPE on this work site includes:

Hard hat	Orange Hi-Vi trousers	Light eye protection
Safety boots (lace up, ankle support, mid-sole & toe cap protection) Rigger boots are banned	Orange Hi-vi shirt / vest / jacket over clothing with employer's logo if going Track Side. Hoods and 'hoodies' are banned	Gloves (Cut 5)

Appropriate clothing must be worn, suitable for the type of visit you are undertaking, PPE is not required when visiting an office.

## Fatigue

The EWR Alliance operates a 12hr Door to Door Policy. Where your visit cannot meet this policy, you must contact your employer/parent company for suitable measures to be put in place.



## Fire Emergencies

In the event of a fire / emergency:

- Evacuate the area immediately
- Go to the fire assembly point and report to the fire marshal
- Await further instructions from the fire marshal
- Do not return to the area until advised it is safe to do so.



## Life Saving Rules

EWR Alliance actively promotes and complies with NR Life Saving Rules, as a visitor to the site, you are required to adhere to these.



### Our Lifesaving Rules

Safe behaviour is a requirement of working for Network Rail.  
These Rules are in place to keep us safe and must never be broken.  
We will all personally intervene if we feel a situation or behaviour might be unsafe.

#### Working responsibly

-  Always be sure the required plans and permits are in place, before you start a job or go on or near the line.
-  Always use equipment that is fit for its intended purpose.
-  Never undertake any job unless you have been trained and assessed as competent.
-  Never work or drive while under the influence of drugs or alcohol.

#### Driving

-  Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.
-  Always obey the speed limit and wear a seat belt.

#### Working at height

-  Always use a safety harness when working at height, unless other protection is in place.

#### Working with moving equipment

-  Never enter the agreed exclusion zone, unless directed to by the person in charge.

#### Working with electricity

-  Always test before applying earths or straps.
-  Never assume equipment is isolated – always test before touch.

We will always comply with our Lifesaving Rules

For more information about our Lifesaving Rules go to [safety.networkrail.co.uk/LSR](https://safety.networkrail.co.uk/LSR)

July 2014



*I understand the information above and agree to adhere to all instructions and information provided.*

Name:

Role:

Parent Company:

Signature: