

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Site Induction Notes	S3	1.0	03/09/19	Issued

Guidelines for Personnel Giving Site Induction

Introduction

- WELCOME TO THE CPR. Whilst primarily safety related, this Induction aims to help new staff feel welcome and part of the organisation from the first visit. Questions are encouraged. It does not take into account every Rule and Instruction but gives guidance on how an individual can access everything needed for a safe and enjoyable visit to the W&L.
- This is a General Site Induction and various topics will be discussed. Specific 'departmental' induction and training will be dealt with on subsequent visits, depending on areas of work chosen.
- The check list will form part of the Company staff records. These Guideline Notes and the SMS Summary Document will be issued to the inductee as an aid memoir.

The following subjects should be discussed and the check list initialled by the inductee.

1. Company Safety Policy and SMS
 - The Company Safety Policy is shown in the SMS Guide and Overview document – see page 4.
 - Commitment to staff and customers.
 - Location of Staff Noticeboards.
2. Complete Employee Detail and Emergency Contact Form
3. Management of Fatigue – discuss document.
4. Smoking, Drugs and Alcohol Policy – discuss document.
5. Health, Medication and Sickness
 - Employees performing 'safety critical' tasks will be asked to complete a Medical Declaration by the appropriate Responsible Officer and may also be asked to perform a fitness test.
 - It is the responsibility of each individual to ensure that they are medically fit for the duty being undertaken.
 - All Employees must notify the Responsible Officer of any changes to health and medication that could restrict the work that a person can undertake on the CPR.
 - Persons signed off sick in normal employment may not volunteer at the CPR during that period.
6. Age Policy
 - 14 – Volunteer
 - 16 – Operator
 - 18 – Shunter
 - 21 - Driver
7. Your Responsibilities:
 - Everyone must comply with Company Rules and Notices. It is the individual's responsibility to check for changes in General and Departmental documents before commencing duty.
 - Everyone has a duty to themselves and to others for safety. Precautions must be taken and safety equipment used where appropriate. If someone feels that a task may cause danger to themselves or others, it should report it to their supervisor, and if necessary, a Risk Assessment should be carried out.

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Site Induction Notes	S3	1.0	03/09/19	Issued

- Advance notice of a visit should be given to the relevant Responsible Officer for roster purposes. For Workshop activities, the Foreman should be advised so that supervision is available and Lone Working is avoided.
 - Rostered staff should perform duties as laid out for their allocated task for the day.
 - Non-rostered staff should report to the relevant supervisor for a job.
 - Staff may only work on authorised tasks.
 - Whilst it is important that everyone enjoys the CPR consideration must be given to actions which may offend or inconvenience others.
8. Fire Precautions / Evacuation
- As a minimum, the Fire Assembly Point for CPR must be identified.
 - Everyone must be 'fire aware' and ensure flammable items are used and stored correctly.
 - Discuss Hot Work Permits.
9. First Aid – discuss and identify locations of First Aid Boxes, Local Medical Centre and nearest Hospital.
10. COSHH (Control of Substances Hazardous to Health) – identify assessments and the need to follow precautions.
11. Accident & Near Miss Reporting
- Accident book is location
 - Near misses must be reported so that further safeguards can be considered.
12. Track Safety
- Use authorised routes only and demonstrate how to cross safely and possible interaction with locomotive driver.
 - Discuss trip and slip hazards throughout the site.
 - Personnel should only be on the line side if their duties take them there, and then only when the relevant precautions and training have taken place.
13. Train Safety
- Until training is received, personnel cannot undertake work where train movements are likely to take place.
 - Discuss the hazards of train movements. NEVER WALK BETWEEN PARKED VEHICLES.
 - "If you cannot see the Driver – he cannot see you".
14. Lifting and Manual Handling
- Explain how to lift carefully and when it is appropriate to ask for help.
 - Only authorised personnel are permitted to use mechanical means of lifting.
15. Tidiness of Site
- Customers expect a tidy site.
 - Untidy sites cause tripping / fire hazards.
16. Tools & Machinery
- Only authorised people may use certain tools and machinery. Training programmes and assessments are in place to ensure safe and proper use.
 - Tools should only be brought from home with the agreement of the Responsible Officer and electrical tools need PAT testing.
 - Tools should be returned to their storage location in a clean and useable state.
 - Damaged tools should be withdrawn from use and reported to the relevant supervisor.
17. Courtesy & Help to Customers – All staff must be prepared to meet members of the public and be polite and helpful at all times.
18. Key Personnel – discuss the staff structure as shown in the SMS Guide and Overview document and if possible, introduce the Inductee to some of the key personnel who are on site on a regular basis.

Crowle Peatland Railway	Reference	Issue	Date	Status
Title: Site Induction Notes	S3	1.0	03/09/19	Issued

19. Hours of work & Signing on for duty
 - Before commencing work Employees should discuss booking on time with their supervisor unless laid down in departmental notices.
 - All areas of the business require Employees to sign on and off work.
 - 'Signing On' is taken as indication that the person has also read and understood all the relevant rules and notices.
20. Toilet & Washing Facilities – discuss the location facilities.
 - Inductees should receive a quick tour, pointing out the signing on point, first aid equipment location, toilets, water supply etc.,
21. Out of Bounds Areas
 - Boundaries of the SSSI.
 - Need to be aware of the presence of adders and other wild animals
22. Disciplinary Procedure – Inductee should be made aware of the document.
23. Asbestos Register.