

---

## Overview

This standard is about implementing and monitoring safe working systems for permanent way maintenance or renewal activities and also covers methods to establish safe systems of work using technical knowledge and experience of renewal and maintenance activities. This will include the use of necessary documentation to establish safe systems of work.

You will be required to implement and monitor safe working systems during aspects of the maintenance or renewal of the permanent way. This involves protecting other people from the effects of the engineering work and from the movement of rail vehicles. You will understand the complexities of the permanent way environment in which you will operate.

You will know and understand the level and extent of your responsibility, which includes your safety and that of your colleagues. Prior authorisation is necessary before undertaking any work, and adherence to organisational procedures is mandatory. Consideration of worksite operational requirements and safe practices is paramount. Your foundational knowledge will facilitate problem-solving for safe maintenance.

Compliance with organisational and regulatory requirements for safe working during maintenance or renewal of the permanent way is essential. This standard is for all supervisors carrying out permanent way engineering activities.

---

## Performance criteria

### *You must be able to:*

- P1 maintain safe working practices and comply with all relevant health and safety regulations, directives, and guidelines
- P2 identify any necessary changes to safety requirements upon site arrival and report to the relevant person(s) without delay
- P3 source and follow the appropriate schedules, diagrams and related specifications for the work being carried out as approved by your organisation
- P4 source and interpret approved system procedures and information relating to the work area/site
- P5 identify and set access controls to meet agreed and approved system procedures
- P6 check that the requirements for safe access meet your organisation's requirements
- P7 take action to ensure the requirements for safe access to work are implemented
- P8 ensure that system records are accurate, up-to-date and complete and are stored in line with your organisation's procedures
- P9 communicate system requirements and the responsibilities of individuals to the appropriate person(s)
- P10 review system operations as per your organisations procedures and forward suggestions for improvement to the appropriate person(s)
- P11 advise other person(s) as required of the requirements for safe access
- P12 prepare appropriate documentation to update on progress and report completion of activities in line with your organisation's procedures
- P13 address problems within your control and report unresolved issues

## Knowledge and understanding

### *You need to know and understand:*

K1 the relevant health and safety regulations, directives, guidelines, and safe working practices and procedures defined by your organisation, as appropriate to the activity and your working area

K2 your responsibilities in respect of health, safety and environment, including the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others

K3 the importance of wearing protective clothing and other appropriate type of safety equipment (PPE) and where to obtain it from

K4 how to locate and access the site

K5 the hazards associated with working on permanent way infrastructure

K6 environmental and safety risks associated with working with hazardous substances and materials

K7 how to source and follow schedules, diagrams and specifications relevant to your role, as approved by your organisation

K8 the type and complexity of the permanent way environment taking into account:

K8.1 lines open/closed to operational traffic

K8.2 maintenance or renewals activities

K8.3 requirements for depots, sidings, and the mainline including bi-directional operations

K8.4 day/night working

K8.5 noise

K8.6 weather

K9 how to source and interpret your organisation's approved system procedures and information relating to the activity and work area

K10 your organisation's methods and techniques for conducting safety assessments, including:

K10.1 risk assessment

K10.2 safe systems of work

K11 your organisation's procedures for setting access controls and how to monitor these are in place

K12 how to monitor safe working systems during maintenance or renewal activities

K13 the implications of not implementing and monitoring a safe working system

K14 how to present relevant information using set proformas and templates

---

K15 planning arrangements and mitigation to minimise disruptive effect on normal operations and neighbours

K16 the relevant data management processes and technologies for recording information

K17 the relevant reporting lines, timeframes and procedures as approved by your organisation

K18 the impact of your work on the operations of other departments and the impact of their work for you

K19 the limits of your own authority and responsibility and those of others involved

SEMPW411

Implement and monitor safe working systems for permanent way maintenance or renewal activities



---

<b>Developed by</b>	NSAR
<b>Version Number</b>	4
<b>Date Approved</b>	30 Apr 2024
<b>Indicative Review Date</b>	01 May 2027
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	SEMTA
<b>Original URN</b>	SEMPW411
<b>Relevant Occupations</b>	Rail Engineering
<b>Suite</b>	Rail Engineering
<b>Keywords</b>	Safe; system; monitor; maintenance; renewal; permanent way

---