



Company Briefing Card

On Call Arrangements

All out of hours reporting of accidents and incidents should be made to the first line on call: -

On call 24-hour number **07496 786961**
Head / Rail Office **01823 667655**

Accident Reporting

Please report all accidents to your supervisor on site.

On Track Emergencies should be reported in accordance with the Network Rail Rule Book and PTS Hand Book

Work Safe Procedure Summary

Staff are entitled to refuse to work on the grounds of Health and Safety. In the event of a concern work should be halted and the office contacted. Use the On-Call Arrangements if outside of office hours.

CIRAS

Safety concerns can be reported in confidence to CIRAS the Railway Industry's Reporting System on **FREephone – 0800 0850 449**. Reporters names are not passed on to employers or other railway companies.

Sickness

In the event that you are unable to attend work you must contact your Rail Manager / Supervisor as soon as possible prior to the start of your next shift: -

Head Office / Rail Office **01823 667655**
Out of Hours **07496 786 961**

Working Hours

All staff should ensure that the working hours do not exceed the following: -

- a) No more than 13 turns of duty worked within any 14-day period
- b) No more than 12 hours to be worked by shift
- c) Not to exceed 72 working hours per week
- d) Minimum rest period of 12 hours between the start and finish of shifts

Exceedance of Working Hours

Authorisation for exceedance of hours worked will be agreed ONLY by the client and A K Recruitment Ltd and must be agreed in advance of the exceedance occurring. Use the out 'Out of Hours' telephone numbers detailed above.

Leptospiral Jaundice (Weil's Disease)

The infection enters through breaks in the skin. The disease is treatable. The early stages mimic influenza. It is important that you show this document to your Doctor or a hospital if you feel ill, as well as after an injury



***COVER ALL CUTS AND ABRASIONS WITH A WATERPROOF PLASTER BEFORE STARTING WORK.
ALWAYS WEAR PROTECTIVE CLOTHING.***

Notice to Doctor

Please note that the bearer of this document could come into contact with sewage or water which has been contaminated with sewage in the course of his / her work.

Environmental Policy

The Company's Policy is displayed at its offices, and in Company Manuals. In summary, you must assist the Company to ensure to ensure that its activities have a minimal impact on the environment.

Quality Policy

The Company's Policy is displayed at its offices, and in Company Manuals. In summary, you can assist A K Recruitment Ltd to comply with its Quality System by always maintaining accurate records, keeping rule book and instruction manuals up to date and by ensuring that any problems in attending work, or with onsite working arrangements are reported promptly to your supervisor.

Health & Safety Policy

The Company's Policy is displayed at its offices, and in Company Manuals. In summary, you must take reasonable care for your Health and Safety and that of others who you work with and the public. You should report and safety / health hazard immediately, wear protective clothing and equipment issued to you, and operate plant and equipment correctly.

Head Office

Tel: 01823 667655