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Approved by	IMSAP

## INFRASTRUCTURE MANAGER

### SAFETY MANAGEMENT STANDARD

IM-SMS-005

### Management of Contractors

This Infrastructure Manager Safety Standard is mandatory.

These arrangements have been approved by the Director IM and therefore constitute mandatory practice and apply throughout Iarnród Éireann's Infrastructure Manager's Organisation.

Signed

A handwritten signature in grey ink, appearing to read "E. Ballman".

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Director Infrastructure Manager

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**Revision Record:**

Version No.	Date	Comments
1.0	25/03/2013	New IM Standards based on IE Company Standards
2.0	24/02/2016	Reference to IM Procurement Manager replaced by Chief Procurement Officer in clauses 3.3, 3.3.1, 4.2.1 and the contents page
3.0	12/03/2018	Reviewed for CRR Reauthorisation and IM Organisational Change September 2017
4.0	24/03/2022	Reviewed for authorisation
5.0	01/09/2022	<p>Complete rewrite to include the practical arrangements for selection, supervision and monitoring of contractors.</p> <p>Introduces an IM wide process, With the issue of IM-SMS-005 Version 5.0, departmental standards CCE-SMS-005 and SET-SMS-005 are withdrawn.</p> <p>This version also incorporates requirements regarding contractors engaged by Capital Investment Division or external organisations who will work at IM locations or on IM assets.</p>

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## 1 Policy Scope and Principles

### 1.1 Policy

1.1.1 It is the policy of the Infrastructure Manager of Iarnród Éireann to:

- a) Meet the EU and Irish statutory obligations regarding the management of Contractors.
- b) Implement processes and procedures that enables the IM Departments to select, manage and monitor Contractors in the safe execution of their contracts.
- c) Ensure risks associated with contractors undertaking work on the Infrastructure Manager's behalf, are identified, controlled and acceptable.

### 1.2 Scope

1.2.1 This Standard describes how the Iarnrod Eireann Infrastructure Manager applies a systematic approach to the selection, supervision and monitoring of Contractors.

1.2.2 Iarnrod Eireann IM engage a broad range of contractors, including:

- a) Providers of contract labour, who work under the supervision of IM line managers
- b) Providers of plant equipment who supply and operate RRVs and other plant and equipment under the supervision of IM line managers
- c) Providers of specialist or technical works (e.g., piling, OHLE maintenance) which may be carried out under the contractor's supervision or IM supervision
- d) Providers of system test and commissioning services, and software upgrades
- e) Providers of design and system developments services
- f) Providers of system maintenance services,
- g) Providers of services such as cleaning, vegetation control, pest control, security, fire alarm services etc.
- h) Providers of surveying or asset inspection services.
- i) Construction contractors, who are appointed as PSCS
- j) Contractors who provide technical consultancy or auditing or specialist investigation services

1.2.3 This standard applies to all contractors described in paragraph 1.2.2 who are engaged by an IM department to carry out works or provide services.

1.2.4 All contractors engaged by an IM department must hold an IM Approved Contractor certificate before the carry out any works or provide services on behalf of an IM department, unless they are exempt.

1.2.5 This standard also contains provisions applicable to:

- a) Contractors engaged by Capital Investment Division.
- b) Third party organisations or their contractors who may require access to Iarnród Éireann property. For example, where utility companies, local authorities or their contractors, or contractors engaged by CIE property department, require access to Iarnród Éireann property.

1.2.6 Where contractors are engaged to carry out construction work, as defined in the construction regulations, the requirements of IM-SMS-023 also apply, in addition to this standard.

### 1.3 Key Elements and Principles

1.3.1 IM Contractors may only be authorised by an IM manager or supervisor to enter an IM location

and carry out work, if.

- a) The Contractor has obtained IM Approved Contractor status and holds IM Approved Contractor Certificate; or
- b) The Contractor is exempt and holds IM Contractor Certificate of Exemption

**Note 1.** Certain contractors are exempt from the requirements to obtain IM Approved Contractor status, as set out in section 4.2.

- 1.3.2 Contractors engaged by other departments of IÉ, or by external organisations may only enter an IM location or carry out work at an IM Location, if the department or organisation engaging the contractor has:
  - a) Assessed the contractor to be competent for the works to be undertaken, in accordance with the provisions of their safety management system; and
  - b) Provided confirmation / evidence of this assessment to the CCE or SET Safety Manager, as appropriate
- 1.3.3 Contractors engaged by the Infrastructure Manager are responsible for:
  - a) Complying with their legal obligations as an employer; and
  - b) Identifying and complying with all other legal requirements applicable to the task for which they are engaged, including their railway specific legal duties in accordance with the Railway Safety Act 2005 (and amendments)
- 1.3.4 Contractors engaged to provide RRV plant or labour services on or near the line must comply with additional Iarnród Éireann specific requirements.
- 1.3.5 The Infrastructure Manager implements procedures for the selection, supervision, and monitoring of contractors. These procedures include:
  - a) Procurement procedures
  - b) Requirements and procedures for IM contractors to obtain IM Approved Contractor status
  - c) Procedures for contractors engaged by other divisions or departments of IÉ who will work on IM assets or at IM locations.
  - d) Procedures for contractors engaged external organisations, who will work on IM assets or at IM locations.
  - e) Supervision of contractors; and
  - f) Monitoring on contractors' compliance with IÉ and statutory requirements, and the requirements of IÉ standards.
- 1.3.6 These procedures are designed to:
  - a) Ensure that contractors comply with railway specific requirements, and do not endanger railway asset or operational safety; and
  - b) Provide assurance that the contractor is complying with the legal obligations that apply to them.
- 1.3.7 The Infrastructure Managers Iarnród Éireann may withdraw IM Approved Contractor status from a contractor where safety non compliances are observed.

## 2 Definitions

General terms and definitions used in relation to this Safety management System Standard can be found in IM-SMS-001-OP 1.

### 3 Roles and accountabilities

#### 3.1 IM Heads of Department

##### 3.1.1 IM Heads of Department are accountable for:

- a) Ensuring that only IM Approved Contractors are engaged by their department to carry out works at IM Locations, unless the contractor is exempt in accordance with section 4.2;
- b) Ensuring that the safety performance of Contractors engaged by their department is monitored and appropriate corrective actions are taken where required;
- c) Ensuring that responsibilities for carrying out works are clearly allocated between their department's employees and the contractors engaged by their department;
- d) Ensuring members of their department are aware of and implement their responsibilities regarding the selection and supervision of contractors;
- e) Ensuring there are procedures in place for the exchange of safety related information, between the contractor and the Infrastructure Manager;
- f) Ensuring that there are procedures to ensure that safety tasks are performed by the contractor according to relevant requirements set out by the Infrastructure Manager;
- g) Ensuring that there are arrangements in place for controlling / authorising contractors' access to IM locations.

#### 3.2 Head of Health & Safety, IM

##### 3.2.1 The Head of Health & Safety, IM is accountable for ensuring there are arrangements in place to:

- a) Process applications from contractor organisations to obtain IM Approved Contractor status;
- b) Retain contractor safety management submissions in accordance with the IÉ data retention policy;
- c) Maintain a register of IM Approved Contractors, their RRV certified plant, and their employees' railway specific competencies.
- d) Make this register of IM Approved Contractors available to IM line managers
- e) Inspect contractors on their compliance with their statutory responsibilities and applicable provisions of the IM Safety Management System.

#### 3.3 Chief Procurement Officer

##### 3.3.1 The Chief Procurement Officer is accountable for having procedures in place for the procurement of contractors.

#### 3.4 IM Line Manager Responsibilities regarding the contractors they engage

##### 3.4.1 Line managers must plan the work activities of their department to ensure that adequate time and the required resources, (including competent Contractors), are available to complete the works safely and to the required specification and standard.

##### 3.4.2 Line managers must assess the risk from the work activities of their department in accordance with their departmental standards on hazard identification and risk assessment. This requirement extends to the risks that tasks carried out by contractors may pose to the safety of railway assets,

operations and IÉ employees.

**Note 2.** Contractor organisations have certain legal duties as employers.

Contractors have a legal duty to ensure so far as is reasonably practicable, the safety, health, and welfare at work of their employees,

Contractors have a legal duty to manage and conduct their work activities to ensure, so far as is reasonably practicable, other persons at the place of work (who are not their employees) are not exposed to risks to their safety, health, or welfare

Such other persons may be Iarnrod Eireann employees or customers, or other members of the public.

The responsibilities and safety management activities of Iarnrod Eireann IM do not relieve Contractors of their legal duties.

- 3.4.3 Line Managers within IM departments are accountable for the following regarding the contractors they engage:
- Ensuring that they engage only IM Approved Contractors to carry out works, unless the contractor is exempt in accordance with section 4.2;
  - Ensuring that the contractor's IM Approved Contractor Certificate or IM Contractor Certificate of Exemption is inspected on site, and verified to be valid for their department and the type of works to be undertaken;
  - Briefing the contractor on local risks and emergency procedures;
  - Ensuring the contractors risk assessments and method statements for the work are reviewed and that they address railway specific or site-specific risks;
  - Ensuring contractors are monitored, through Safety Tours and inspections; and
  - Ensuring corrective action is taken to address any issues identified
- 3.4.4 An IM Line Manager may engage a contractor, and the nature of the work may require that the contractor enter or work at a Location under the responsibility of a different manager; For example, Buildings and Facilities Manager engages contractors to carry out works at a train station. SET Dept. engages contractors to carry out works at the CTC building.
- 3.4.5 When this situation arises, the Accountable Line Manager engaging the contractor must provide the manager responsible for the location where the contractor will work with the following, in good time before the works are planned to start:
- A copy of the IM Approved Contractor certificate, or IM Contractor Certificate of Exemption.
  - A description of the proposed works, and
  - The planning and supervision arrangements for the works.
- 3.4.6 The Line Manager for the location where the works are to be carried out may request additional information or alterations to the planned works or may impose restrictions or conditions that are necessary to ensure the contractors activities do not adversely affect safety at their Location.
- 3.5 **Line Manager Responsibilities for contractors engaged by other departments or organisations**
- 3.5.1 IM Line Managers are accountable for the following regarding contractors who have been engaged by another department or organisation, to work at their location.

- a) When advised by another department or organisation that a contractor is to carry out works, they must provide details of local risks and emergency procedures to the engaging department or organisation. They may choose to brief the contractor directly or arrange for their nominated representative to brief the contractor if they consider the local risks to the contractor warrant it.

3.5.2 The Accountable Line Manager for the IM location is empowered to:

- a) Request additional information to satisfy themselves that the works will not endanger safety at their location
- b) Request a copy of the Approved Contractor certificate or equivalent evidence from the other department or organisation to demonstrate that they have assessed the contractor to be competent and suitable. If the Contractor is exempt, the department engaging the contractor may be requested to provide confirmation and basis of exemption.
- c) Stop the contractor's work or remove the contractor from the location, where:
  - i. The contractor is in breach of IÉ rules and regulations, or SMS requirements applicable to them
  - ii. The contractor is not working in accordance with their method statement or other instructions or risk controls applying to the work activity
  - iii. The contractor's activity presents an immediate risk to the safe operation of the railway, the safety of railway assets or the occupational safety of persons.

## 3.6 Contractor Safety Manager

3.6.1 The Contractor Safety Manager processes applications for IM Approved Contractor from contractor organisations, and maintains records of IM Approved Contractors, their employees and certified plant.

3.6.2 The Contractor Safety Manager is accountable for

- a) Reviewing the contractor's submission to ensure the required documents have been provided
- b) Providing the documents to the IM Contractor Review Panel for review and acceptance.
- c) Issuing IM Approved Contractor certificates to contractors who have met the criteria and have been endorsed by the IM contractor review panel
- d) Advising the relevant contractor and line managers when an IM Approved Contractor certificates has been issued
- e) Maintaining a register of IM Approved Contractors in accordance with section 5.4.
- f) Providing IM Line Managers, departmental safety managers and the CI Safety Manager with access to the information held within the register
- g) Prompting Contractors to apply for renewal of their IM Approved Contractor certificate at least 30 days before it is due to expire.
- h) Notifying Departmental Safety Managers, the Procurement Department, Contracts Management Department, IM Line Managers when an IM Approved Contractor certificate has expired or has been withdrawn.
- i) Notifying the contractor that their IM Approved Contractor certificate has expired or been withdrawn
- j) Maintaining record of IM Approved Contractor certificates issued and associated Safety

Management submissions in accordance with the IÉ data retention policy.

### 3.7 Departmental Safety Managers

3.7.1 Departmental Safety Managers (CCE and SET) are accountable for

- a) Implementing a contractor monitoring and inspection programme within their department.
- b) Ensuring that safety executives inspect and monitor Contractors for compliance with the applicable statutory provisions and Iarnród Éireann rules and procedures, in accordance with the Contractor monitoring programme.
- c) Issuing IM Contractor Certificate or Exemption to contractors where appropriate in accordance with section 4.2.

### 3.8 Contractors

3.8.1 Contractors engaged by Iarnrod Eireann are responsible for:

- a) Complying with their legal obligations as an employer; and
- b) Identifying and complying with all other legal requirements applicable to the task for which they are engaged, including their railway specific legal duties in accordance with the Railway Safety Act 2005 (and amendments)
- c) Executing their works in a safe manner and in compliance with the applicable statutory provisions, and Iarnrod Éireann rules, standards, and procedures.
- d) Ensuring that their staff are
  - i. competent for the duties they undertake,
  - ii. hold, and carry with them, the required certificates of competence for the duties they perform. Competence cards or certificates must be produced to IM managers, safety executives or IM auditors on request.
  - iii. Comply with IÉ rules and procedures while on IÉ property
- e) Ensuring RRV plant is compliant and certified in accordance with Iarnrod Eireann standards
- f) Ensuring all plant, work equipment and tools they use are
  - i. Suitable for the task for which they are used
  - ii. In good condition and well maintained,
  - iii. compliant with applicable standards and legal requirements
  - iv. used in accordance with manufacturer's instructions.
  - v. Secured and immobilised and when not in use, so as to prevent tampering or misuse, and to prevent the equipment to become a safety hazard.
  - vi. Removed from Iarnrod Eireann property if defective
- g) Identifying and managing any hazards that their activities, plant, or equipment might pose to railway assets or operations, or to the occupational safety of persons in the vicinity of their activity.
- h) Briefing the IÉ line manager who has engaged them on the hazards and related control measures.

3.8.2 Contractors who perform construction work must comply with their obligations under the Construction Regulations 2013.

3.8.3 All Contractors engaged by an IM department must:

- a) Ensure their employees are present for and sign for the safety briefings provided by Iarnród

Éireann in relation to railway or site-specific risk, in advance of any work being undertaken.

**Note 3.** The contractor, in accordance with their legal obligations as an employer, must additionally brief their employees on risks associated with their planned activity or the plant equipment or tools they will employ.

3.8.4 A Contractor who has obtained IM Approved Contractor Status must additionally advise the Contractor Safety Manager of the following

- a) Additional employees to be added to their register of competent employees
- b) Changes to the competencies held by their employees
- c) Addition to or removal of RRV plant from their register of certified plant and equipment
- d) Changes to the certification status of RRV plant on the register of certified plant and equipment

All such changes must be notified to the Contractor Safety Manager at least **seven** calendar days before the staff or plant in question are presented for work at any IM location.

3.8.5 IM Approved Contractor status does not give a contractor authority to access IÉ property or start work on behalf of an IÉ department. Contractors may only enter IÉ property or start work on behalf of an IÉ department

- a) At prearranged dates, times, and locations, notified by an IM line manager or supervisor.
- b) Under appropriate supervisions as set out in section 7; and
- c) For works on or near the line,
  - i. when the appropriate railway protection arrangements are in place and briefed to the contractor staff
  - ii. When authorised by the IM supervisor

### 3.9 Other Iarnrod Eireann Departments and External Organisations

3.9.1 Other departments of IÉ (such as Capital Investment, or IÉ Railway Undertaking) may require the contractors to enter or carry out work at IM locations in order to construct, inspect or maintain their assets.

3.9.2 External organisations (such as CIÉ Property, Utility companies or local authorities), or their contractors may need to enter or carry out work at IM locations in order to construct, inspect or maintain their assets which are on or adjacent to railway property.

3.9.3 This includes

- a) IM Locations on or near the railway line
- b) Other IM Locations such as stations, or other buildings or facilities.

3.9.4 The IÉ department or external organisation engaging the contractor is responsible for:

- a) The competence and suitability of the contractor they engage for the planned works
- b) Briefing the contractor on local risks and local emergency procedures at the location, including any information provided by the IM line manager for the location
- c) Appropriate supervision of the contractor

3.9.5 If the contractor must go on or near the line or bring RRV plant onto IÉ property, the following additional requirements apply:

- a) The department or organisation engaging the contractor must request track protection

arrangements if the contractor is required to go on or near the railway line.

- b) Any RRV plant must be certified, in accordance with I-PLM5001
  - c) Any contractor personnel going on or near the line must hold PTS competence
  - d) Any persons operating RRV plant must hold RRVO competence
- 3.9.6 The IÉ department or external organisation engaging the contractor must provide the accountable line manager for the IM location where the contractor will work with:
- a) A description of the proposed works,
  - b) The planning and supervision arrangements for the works,
  - c) Confirmation that they have assessed the contractor and found them to be competent and their methodology suitable for the works envisaged. This may be in the form of an Approved Contractor certificate or permit to access issued in accordance with their safety management system.
  - d) Evidence and basis for exemption from SMS requirements to obtain departmental Approved Contractor certificate, or permit to access or equivalent, where applicable
- 3.9.7 IM-SMS-023 also applies if the contractor is performing construction work.

## 4 Implementation–IM Approved Contractor Status

### 4.1 General

- 4.1.1 All contractors engaged by an IM department must hold an IM Approved Contractor certificate before the carry out any works on behalf of an IM department, unless they are exempt.

### 4.2 Exemptions

- 4.2.1 The following types of contractors are exempt from the requirement to obtain an IM Approved Contractor certificate

- a) Contractors engaged to carry out construction projects where:
  - i. The construction works are carried out remote from and segregated from operational IM assets or IM locations; and
  - ii. Works are carried out under the supervision of a main contractor formally appointed (via AF1 form) as PSCS for the project.

**Note 4:** Contractors appointed by IM departments as PSCS for projects to carry out construction work on or near the railway line must obtain an IM Approved Contractor certificate.

- b) A contractor organisation engaged to provide specialist technical, consultancy or auditing services, requiring a once off visit to an IM Location. Such contractors are considered visitors and must be under the supervision of IM at all times while at the IM Location
  - c) A contractor undertaking works that could be considered low risk, may be exempted with the approval of the relevant departmental safety manager.
- 4.2.2 Where a contractor is exempt, the relevant departmental safety manager shall provide an IM Contractor Certificate or Exemption to the contractor, as set out in Appendix 3.

### 4.3 Contractor Safety Review Panel

- 4.3.1 A Contractor Safety Review Panel is formed to assess submissions from contractor organisations

who wish to apply for IM Approved Contractor Status.

4.3.2 The membership of the panel must be appropriate to:

- a) The technical nature of the works the contractor will undertake, in particular if the contractor requires specific technical capabilities or competencies required
- b) The scope of the IM Approved Contractor certificate to be issued, i.e., whether the contractor is approved to work for a single department or multiple departments, in accordance with the table below.

Contractor Approved to carry out work for	SET Safety	SET Management team	CCE Management team	CCE Safety
IM	✓	✓	✓	✓
CCE dept only			✓	✓
SET dept only	✓	✓		

#### 4.4 How to apply for an IM Approved Contractor Certificate

4.4.1 Only contractors who have pre-qualified at procurement stage may be considered for IM Approved Contractor status

4.4.2 Pre-qualified applicants may apply to the Contractor Safety Manager for IM Approved Contractor status. A contractor applies by making a Safety Management Submission.

#### 4.5 Safety Management Submission

4.5.1 The Safety Management Submission must be made (in electronic pdf format) to the Contractor Safety Manager. The submission should be a searchable document and not a scanned image.

4.5.2 The Safety Management Submission must be accompanied by a cover note providing a short description of the general nature of the works to be carried out for Iarnród Éireann during the validity period of the IM Approved Contractor Certificate.

4.5.3 All documents listed below should be gathered and submitted in one complete Safety Management Submission to the Contractor Safety Manager. Incomplete Safety Management Submissions may be returned as incomplete. The assessment process may not commence unless a full and complete Safety Management Submission is received.

4.5.4 The Safety Management Submission shall contain the following documents:

- a) Written Safety Statement
  - i. The Contractor must submit their current written and signed Safety Statement. It must comply as a minimum with Section 20 of the Safety, Health, and Welfare at Work Act 2005. The Safety Statement submitted must have been reviewed by the contractor within the preceding 12 months.
  - ii. The Safety Statement must reflect that the activities undertaken by the Contractor will be conducted in a railway environment.
  - iii. The Safety Statement must contain Risk Assessments (in accordance with Section 19 of the Safety, Health & Welfare at Work Act 2005) for each activity undertaken or to be

undertaken by the Contractor on behalf of Iarnrod Éireann. These must include typical railway related risks and control measures.

- b) Record of Staff Competence – Safety and Construction Skills
  - i. The Contractor shall provide
    - An excel spreadsheet register of their staff who will work on behalf Iarnrod Éireann
    - Pdf electronic copies of training certification of all personnel that satisfies applicable IE requirements, as listed in Appendix 4.
  - ii. Contractors must additionally hold the applicable construction skills registration card for the tasks they will engage in and appropriate training on the use of plant, work equipment, machinery, or tools they will use. Appropriate evidence should be available on request.
- c) Record of Staff Competence–Technical Competence
  - i. For contractors to be engaged for specialist technical functions, the submission must evidence the competence of the staff to perform those tasks
- d) Record of Plant and Machinery Certification
  - i. All road rail plant proposed to be used by the contractor on IÉ property must be fully compliant with CCE Standard IPLM 5001 for the duration of the IM Approved Contractor Certificate.
  - ii. The Contractor shall provide copies of certifications relating to RRV plant as required by CCE Standard IPLM 5001

**Note 5.** The contractor is responsible for the certification of all construction plant in accordance with the construction regulations and suitability of work equipment in accordance with the General Application Regulations. Acceptance by IÉ of RRV plant certification in accordance with CCE Standard IPLM 5001 does not relieve the contractor of these legal responsibilities or imply that IÉ has checked or verified the contractor’s compliance with their legal duties regarding machinery, plant, and equipment they use while working on behalf of IÉ.

- e) Additional Information

In addition to the requirements of the Safety, Health and Welfare at Work Act 2005 the Contractor must describe:

  - i. How their team will respond to emergency environmental incidents and outline response methods and mitigation measures to be implemented in the likelihood of such an event
  - ii. How their team will remove items of large plant or equipment from the railway in the event of a break down or malfunction.
  - iii. How the work area will be cleaned up on completion of the work.

## 4.6 Reviewing and approving an application for IM Approved Contractor status

- 4.6.1 The Contractor Safety Manager will review the file submitted by the contractor and will verify that:
  - a) The file contains all the required documentation
  - b) The RRV plant certification is correct and in date at the time the submission was made

- c) The staff competence certification is correct and in date at the time the submission was made.
- 4.6.2 The Contractor Safety Manager will consult with the departmental safety managers to determine the scope of the IM Approved Contractor certificate sought (i.e. which departments the contractor is to be approved for).
- 4.6.3 The Contractor Safety Manager will forward the documentation to the relevant members of the Contractor Review Panel (based on that scope) for their review and acceptance.
- 4.6.4 The IM Contractor Review Panel will ensure that the Safety Management Submission provided by the Contractor is reviewed and where appropriate accepted. They may request additional information or request amendments to documents.
- 4.6.5 The IM Contractor Review Panel will advise the Contractor Safety Manager in writing whether or not the submission is accepted or if more information is required using the form provided in Appendix 1.
- 4.6.6 The Contractor Safety Manager, on behalf of the IM Contractor Review Panel, will issue the Contractor with an IM Approved Contractor Certificate, in the format set out in Appendix 2.
- 4.6.7 The Contractor Safety Manager will advise IM Line Managers:
  - a) When a Contractor has been issued with IM Approved Contractor Certificate,
  - b) The date of expiry of the certificate
  - c) Any limitations on the certificate. Such limitations may include but are not limited to the following:
    - i. The contractor is approved for SET or CCE department only.
    - ii. The contractor may not go on or near the line
    - iii. Specific supervision arrangements

**Note 6.** A Contractor may make a revised Safety Submission in order to have a condition or limitation on the IM Approved Contractor certificate removed or altered.

**Note 7.** Holding an IM Approved Contractor Certificate does not give the Contractor the right to start any works or to enter an IM location or go on or near the line. Work can only be started with the approval of the local Accountable Line Manager or his representative, following the briefing of the associated Method Statement/Safe System of Work and Risk Assessments

#### 4.7 Maintaining an IM Approved Contractor Register

- 4.7.1 The Contractor Safety Manager maintains a register of IM Approved Contractors. This register holds the following information:
  - a) Contractor organisation name, address, contact details and name of main point of contact
  - b) Details of the IM Approved Contractor Certificates issued to the contractor organisation, including expiry date and any limitations or conditions placed on them.
  - c) The employees of the Contractors who have been notified to IÉ IM Contractor Safety Manager
  - d) Competencies held by those employees
  - e) Certified RRV plant operated by the contractor.
- 4.7.2 The Contractor Safety Manager provides IM Line Managers with access to the following information held within the register

- a) The most current list of contractors with Approved Contractor status
- b) The most current list of contractor's staff and contractors' certified RRV plant

#### 4.8 **Expiry or Withdrawal of IM Approved Contractor Certificate**

- 4.8.1 An IM Approved Contractor Certificate allows the Contractor supervised access to IM locations for a period of up to 12 months, unless otherwise stated on the Certificate.
- 4.8.2 The Contractor Safety Manager, with the agreement of the relevant Departmental Safety Manager(s), may extend the validity of an IM Approved Contractor Certificate. for a maximum of 14 days, to allow the renewal process to be completed.
- 4.8.3 Once an IM Approved Contractor Certificate has expired and the contractor has not engaged with the Contractor Safety Manager in order to renew the certificate, the Contractor Safety Manager will:
  - a) Notify the contractor that their IM Approved Contractor status has expired
  - b) Notify the Procurement Department and Contracts Management Department, and IM Line Managers that
    - i. The contractors IM Approved Contractor status has expired; and
    - ii. That contractor must not be requested to carry out works on behalf of the Infrastructure Manager.
- 4.8.4 The Iarnrod Eireann Infrastructure Manager may withdraw IM Approved Contractor status from a contractor where serious safety non compliances or repeated minor non-compliances are observed.
- 4.8.5 Once an IM Approved Contractor Certificate has been withdrawn, the Contractor Safety Manager will:
  - a) Notify the contractor that their IM Approved Contractor status has been withdrawn
  - b) Notify the Procurement Department and Contracts Management Department and IM Line Managers that
    - i. The contractors IM Approved Contractor status has been withdrawn; and
    - ii. That contractor must not be requested to carry out works on behalf of the Infrastructure Manager.

## 5 Implementation-CI Contractors approval to work at IM Locations

### 5.1 Introduction

- 5.1.1 The Capital Investments (CI) engage a broad range of contractors in the design and construction of railway infrastructure assets. These are hereafter referred to as CI Contractors.
- 5.1.2 The CI SMS sets out
  - a) Arrangements for selection of competent contractors.
  - b) Arrangements for CI contractors to obtain CI Approved Contractor Status.
- 5.1.3 These arrangements are maintained in accordance with IM-SMS-017-OP1 to ensure that CI contractors do not endanger IM operations, assets, or occupational safety.
- 5.1.4 Head of Health & Safety CI will inform IM Contractor Safety Manager of all CI Approved Contractor Certificates issued and of any special conditions or limitations associated with the certificate.
- 5.1.5 CI contractors may require access to IM locations to carry out:
  - a) Construction work
  - b) Site investigations, surveys, or other activities, which are not construction work

### 5.2 Approval process for CI Contractors to work at IM Locations

- 5.2.1 In order for a CI Contractor to access or work at an IM location:
  - a) The CI Contractors must hold a CI Approved Contractor Certificate, unless exempted.
  - b) The Head of Safety CI must provide a copy of the CI Approved Contractor Certificate, or exemption to the Safety Manager CCE or SET, as appropriate.
  - c) The CI contractor access arrangements must be planned and prearranged with the accountable line manager for the location.

**Note 8.** The CI Approved Contractor Certificate is valid and recognised by the IM for CI Contractors, once it has been issued in accordance with the CI SMS and a copy has been provided to the Safety Manager CCE or SET, as appropriate. CI contractors are not required to additionally hold an IM Approved Contractor Certificate to carry our works on behalf of CI at an IM Location

**Note 9.** A CI Approved Contractor Certificate is not valid and recognised by the IM for contractors engaged by / working on behalf of an IM Department.

- 5.2.2 The IM accountable line manager for the location where the work will take place must provide details of local risks and emergency procedures to the CI department engaging the contractor, when requested by the relevant CI accountable manager.
- 5.2.3 The CI accountable manager engaging the contractor must ensure that the contractor is:
  - a) Briefed on local risks and local emergency procedures at the location
  - b) Appropriately supervised
- 5.2.4 The Accountable Line Manager for the IM location may request further information from the CI accountable manager, before authorising the to work at that location
- 5.2.5 The IM accountable line manager for the IM Location may request alterations to the planned works, or place restrictions or conditions on the planned works, in order to ensure the contractors activities do not adversely affect safety at the IM Location.
- 5.2.6 The Accountable Line Manager for the IM location is empowered to stop the contractor's work or

remove the contractor from the location, in circumstances set out in paragraph 3.5.2.

5.2.7 The requirements of IM-SMS-023 apply to CI contractors engaged in construction work.

## 6 Implementation-Contractors engaged by External Organisations

### 6.1 General

6.1.1 External organisations such as CIÉ Property, Utility companies or local authorities, or the contractors they engage may require access to IM Locations to carry out works or inspect and maintain their assets, or to construct new assets.

6.1.2 External organisations who require access to IM Locations are expected to have in place:

- a) Safety management provisions to ensure the safety, health, and welfare at work of their employees and the safe execution of their work activities, compliant with applicable legislation
- b) Arrangements for selection of competent contractors.

### 6.2 Approval process for External Contractors to work at IM Locations

6.2.1 The external organisation engaging the contractor must request access from the accountable line manager for the IM location where the contractor will work. They must provide the following information to the IM accountable line manager:

- a) A description of the proposed works,
- b) The planning and supervision arrangements for the works,
- c) Confirmation that they have assessed the contractor and found them to be competent and their methodology suitable for the works envisaged

6.2.2 The accountable line manager for the location must provide details of local risks and emergency procedures to the organisation engaging the contractor.

6.2.3 The Accountable Line Manager for the IM location may request further information from the external organisation, before authorising the to work at that location

6.2.4 The IM accountable line manager for the IM Location may request alterations to the planned works, or place restrictions or conditions on the planned works. Alterations may be required to ensure the activities of the external organisation, or their contractors do not adversely affect safety at the IM Location.

6.2.5 The organisation engaging the contractor must ensure that the contractors are:

- a) Briefed on local risks and local emergency procedures at the location, (as provided by the IM accountable line manager)
- b) Briefed on the method statement for the works
- c) Appropriately supervised

6.2.6 The Accountable Line Manager for the IM location is empowered to stop the contractor's work or remove the contractor from the location, in circumstances set out in paragraph 3.5.2

6.2.7 The requirements of IM-SMS-023 apply when CI contractors is engaged in construction work

### 6.3 Additional requirements for working on or near the line

6.3.1 If the external organisation or the contractors they engage must go on or near the line, the

following requirements apply:

- a) All road rail plant proposed to be used by the contractor on IÉ property must be fully compliant and certified in accordance with CCE Standard IPLM 5001 for the duration of their use on IÉ property. The contractor may be asked to provide copies of certifications relating to RRV plant
  - b) Any persons operating RRV plant must hold Irish Rail RRVO competence
  - c) All person going on or near the line must hold a valid PTS competence
  - d) The contractor or the external organisation engaging them must request track protection arrangements and track access if the contractor is required to go on or near the railway line through the control room process.
- 6.3.2 The external organisation must provide confirmation / evidence to the IM accountable line manager regarding 6.2.1 a) to c).
- 6.3.3 IM-SMS-023 also applies if the contractor is performing construction work.

**Note 10.** Providing access to external organisations of their contractors does not import responsibility for their work activity onto IÉ. The external organisation and the contractors they engage remain accountable for the safety of their work activities.

## 7 Contractors Working

### 7.1 IM contractors

- 7.1.1 Once an IM manager has selected a contractor for a specific job, they may ask the contractor to submit a site and/or job specific Method Statement, depending on the nature and complexity of the task and the potential risk to railway operational, asset or occupational safety.
- 7.1.2 The Department engaging the contractor will advise the Contractor when a Method Statement is required.

### 7.2 Method Statement requirements-IM contractors

- 7.2.1 Once an IM manager has selected a contractor for a specific job, they may ask the contractor to submit a site and/or job specific Method Statement, depending on the nature and complexity of the task, and the potential risk to railway operational, asset or occupational safety.
- 7.2.2 The Department engaging the contractor will advise the Contractor when a Method Statement is required.
- 7.2.3 When required, the Contractor must submit a method statement containing the following:
- a) Description of the task or activity to be undertaken
  - b) Details of the personnel and competencies required to complete the task
  - c) Details of the plant equipment required to complete the task
  - d) Supervision requirements for the task, and supervisor or safety officer contact details where relevant
  - e) Task and site-specific hazards (may also refer to the task specific risk assessments)
  - f) Sequence of operations, demonstrating the consideration of safety risk at each step. Relevant

HSA codes of practice should be specified and adhered to

- g) Details of coordination / interaction required with Iarnrod Éireann and others
- h) Personal Protective equipment required
- i) Reference number and expiry date of the contractors IM Approved Contractor Certificate
- j) Details of track protection arrangements, or isolations required.
- k) Details of any hazardous substances, and related risk control measures
- l) Emergency Procedures & Welfare Requirements
- m) An explanation of how the written Method Statement and all other Safety information will be communicated to all the Contractor's staff.
- n) A declaration by an accountable officer of the contractor company that all work will be undertaken by qualified, competent persons with experience of the type of work described above and, in all cases, in full accordance with safety procedures specified in the company's health and safety policy and with all applicable legal requirements.

### 7.3 **Method Statement requirements-other contractors**

- 7.3.1 When CI or an external organisation require a contractor to work an IM location, the accountable line manager for that location may request that the contractor provide a Method Statement, for the works.
- 7.3.2 The accountable line manager may request alterations to the planned works, or methods of working, or restrictions or conditions that are necessary to ensure the contractors activities do not adversely affect safety at the IM Location.

### 7.4 **Iarnród Éireann Drugs and Alcohol Policy**

- 7.4.1 All Contractors working at any IÉ location shall ensure their staff:
  - a) Are briefed on the Iarnród Éireann Drugs and Alcohol Policy and
  - b) Are advised that they are subject to the terms of this Policy while working on Iarnród Éireann premises.
- 7.4.2 The Contractor shall ensure their staff comply with Iarnród Éireann Drugs and Alcohol Policy and must have procedures in place to ensure compliance.

### 7.5 **English as the working language**

- 7.5.1 Contractors shall ensure that the use of language does not affect the Contractor's obligations to execute the scope of work safely, specifically:
  - a) The Contractor shall ensure that, when non-English speaking personnel are employed by the Contractor, a sufficient number of English-speaking personnel are available to interface with Iarnród Éireann.
  - b) The Contractor shall ensure that, when non-English speaking personnel are employed by the Contractor, all the required safety documentation, safety instructions or safety signage will be translated effectively into the other language.
  - c) As a minimum, the Contractor's site management personnel and the Contractor's Safety Officer (where one is required under the Contract) shall be fluent in the English language.

## 7.6 Young Persons and Special Needs Persons

- 7.6.1 A Contractor must obtain written permission from Iarnród Éireann before allowing persons under the age of 18 or any persons with special needs to work at an IM Location.
- 7.6.2 The Contractor shall submit a written Risk Assessment of the specific activities of the Young Persons/Special Needs Persons to Iarnród Éireann that will include specific Risk Controls related to briefing, informing, and controlling such activities.

## 7.7 Safety Consultation

- 7.7.1 If representations have to be made by the Contractor to Iarnród Éireann on matters relating to site safety, the Contractor or the Contractor's staff Safety Representative must approach the Iarnród Éireann Accountable Line Manager or his representative on site.

## 7.8 Contractor employees' availability for matters related to safety

- 7.8.1 The Contractor shall make their employees available, at no additional contract cost, for any matters related to safety as would be expected in the normal running of any contract, for example:
- a) Making Contractor's personnel available for Iarnród Éireann's safety induction at site (as required depending on the scope of work).
  - b) Participation in Risk Assessments, safety reviews and/or any other Safety Management task required under the contract or under the requirements of the Iarnród Éireann Safety management System.

## 7.9 Accident reporting

- 7.9.1 Contractors shall immediately report all accidents, incidents, dangerous occurrences, and Close Calls with the potential to pose risk to the operational railway to the IÉ controlling signalman.
- 7.9.2 Contractor must report all accidents as soon as possible to the relevant IE Line Manager of the department who engaged them.
- 7.9.3 Contractors engaged by external organisations working at IM locations must report all accidents as soon as possible to the relevant IM Line Manager accountable for the location where they are working.
- 7.9.4 Contractors must carry out their own formal investigation into all accidents, incidents, dangerous occurrences, and Close Calls, and submit written reports to the relevant Iarnród Éireann Department. Contractors must also co-operate with and assist Iarnród Éireann in its own investigation, where applicable.
- 7.9.5 Reportable accidents and dangerous occurrences must be reported directly by the Contractor to the Health and Safety Authority in accordance *Safety, Health, and Welfare at Work (Amendment) (No. 3) Regulations 2016. (Reporting of Accidents and Dangerous Occurrences) Regulations (S.I.No.370 of 2016)* and associated HSA Guidance, and the requirements of IM-SMS-007.
- 7.9.6 The Contractor must provide a copy of the statutory IRI or IR3 form for the incident (as appropriate) to the Iarnród Éireann Department who engaged them.
- 7.9.7 Accidents involving IM Contractors or contractors working at IM locations must be reported to the relevant the Departmental Safety Manager and to the Contractor Safety Manager.

## 7.10 Contractor Information-Iarnród Éireann's Safety Management System

- 7.10.1 Contractors working at IM Locations are entitled to examine the Iarnród Éireann Safety Management System for the IM Location where the work is to be conducted.
- 7.10.2 The Contractor can review the Safety Statement at the local Safety Station or make a request to the Line Manager accountable for that Location. He can request any appropriate risk assessments, safe systems of work or local specific risk information from the Accountable Line Manager for that location.
- 7.10.3 Accountable line managers will make relevant safety information available to contractors, engaged by their department or working at their location. This includes information such as:
  - a) Risk Assessments and route feature forms, detailing site-specific hazards.
  - b) Method statements or safe systems of work developed by the IM department engaging the contractor.
  - c) Applicable IM standards procedures or rules.

## 8 Supervision of contractors

### 8.1 General

- 8.1.1 Different layers of supervision apply to contractors working on behalf of IM accountable line managers or at IM Locations.
- 8.1.2 All contractors are required to comply with their legal obligations to provide the supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of their employees. It should be noted that this does not automatically require every contractor employee to be directly supervised; the level of supervision must however be appropriate to the task and the risks present.
- 8.1.3 IM Accountable Line Managers must ensure appropriate supervision of contractors they engage. Depending on the nature of the works, the accountable line manager engaging the contractor may decide to supplement the contractor's supervision arrangements with additional supervision by IM staff.
- 8.1.4 In certain circumstances, due to the nature of the works or complexity of the organisational arrangements at the work location, Iarnród Éireann IM may specifically require a Contractor's Charge Person to be appointed by the Contractor organisation.
- 8.1.5 The Contractor's Charge Person, where appointed, represents the contractor, co-ordinates the Contractor's employees on site and co-ordinates work activities with the IM supervisor in charge of the worksite.
- 8.1.6 The required supervision arrangements must be agreed between all relevant parties as part of the planning process and documented where applicable in the method statement.
- 8.1.7 The Accountable Line Manager for the IM location is empowered to request further information, stop the contractor's work, or remove the contractor from the location, in circumstances set out in paragraph 3.5.2.

## 8.2 Supervision of Contractors engaged by IM

- 8.2.1 IM Accountable Line Managers must employ appropriate supervision of the contractors they engage, unless
  - a) The Contractor in question is a main contractor, formally appointed as PSCS and construction works are carried out on a fenced construction site; or
  - b) Alternative arrangements have been agreed with the accountable line manager for the IM location where the Contractor will work, through the control room process,
- 8.2.2 Appropriate supervision arrangements must be agreed between all relevant parties as part of the planning process and documented where applicable in the method statement.
- 8.2.3 IM departments must arrange track protection arrangements for contractors they engage to work on or near the railway line.
- 8.2.4 The provision of Track protection arrangements by IM CCE does not place a supervisory responsibility on the IM CCE unless it has been expressly agreed.
- 8.2.5 The requirements of IM-SMS-023 also apply when the contractor is engaged in construction work

## 8.3 Contractors engaged by Capital Investments Division

- 8.3.1 CI Accountable Managers must employ appropriate supervision of the contractors they engage, to work on IM assets or at IM locations, in line with the provisions of their SMS, unless
  - a) The Contractor in question is a main contractor, formally appointed as PSCS and construction works are carried out on a fenced construction site; or
  - b) Alternative arrangements have been agreed with the accountable line manager for the IM location where the Contractor will work, through the control room process,
- 8.3.2 The CI Accountable Manager engaging the contractor must request track protection arrangements for contractors they engage to work on or near the railway line.
- 8.3.3 The provision of Track protection arrangements by IM CCE for CI contractors does not place a supervisory responsibility on the IM CCE unless it has been expressly agreed.
- 8.3.4 Appropriate supervision arrangements must be agreed between all relevant parties as part of the planning process and documented where applicable in the method statement.
- 8.3.5 The requirements of IM-SMS-023 apply when CI contractors is engaged in construction work

## 8.4 Contractors engaged by External Organisations

- 8.4.1 The organisation engaging the contractor is responsible for appropriately supervising that contractor.
- 8.4.2 The external organisation must request track protection arrangements for contractors they engage to work on or near the railway line.
- 8.4.3 The provision of Track protection arrangements by IM CCE does not place a supervisory responsibility on the IM CCE unless it has been expressly agreed.
- 8.4.4 Appropriate supervision arrangements must be agreed between all relevant parties as part of the planning process and documented where applicable in the method statement.
- 8.4.5 The requirements of IM-SMS-023 also apply when the contractor is engaged in construction work.

## 9 Monitoring and Inspection of Contractors

### 9.1 General Requirements

#### 9.1.1 IM departments monitor:

- a) The safety performance of the contractors they engage
- b) The compliance of the contractors they engage with their statutory obligations and the requirements of the applicable IM SMS standards
- c) The compliance of IM departments with the requirements of this standard

#### 9.1.2 Capital Investments and external organisations must monitor

- a) The safety performance of the contractors they engage to work at IM locations
- b) The compliance of the contractors they engage to work at IM locations with their statutory obligations and the requirements of the applicable IM SMS standards and the method statements applicable to the work being implemented

### 9.2 Monitoring of IM Contractors

#### 9.2.1 The Accountable Line Manager who has engaged the contractor must ensure the contractor is regularly monitored and inspected according to the relevant provisions of their departmental safety management system. They fulfil this requirement by ensuring that:

- a) Contractors carrying out work on behalf of their department hold a valid IM Approved Contractor certificate or IM Contractor Certificate of Exemption.
- b) Contractors are regularly inspected on Safety Tours to verify they are working strictly in accordance with the applicable method statements and safe system of work.
- c) The Contractor RRV Plant on site are certified and on the register of certified plant.
- d) The Contractor staff on site are on the register of contractor employees and in possession of the appropriate competence cards and certificates.

### 9.3 Contractor Management Inspections

#### 9.3.1 The Departmental Safety Manager

- a) Plans a programme of un-announced Contractor Management Inspections
- b) Ensures the inspection assess:
  - i. The compliance of the contractors they engage with their statutory obligations and the requirements of the applicable IM SMS standards
  - ii. The compliance of IM departments with the requirements of this standard
- c) Ensure the findings of such inspections are recorded
- d) Ensures the findings requiring corrective action are communicated to
  - i. The relevant line manager; and
  - ii. The contractor concerned (in the case of contractor non-compliance)
- e) Ensures appropriate corrective actions are implemented, and these actions are tracked to closure.
- f) Makes available to the Contractor Safety Manager, records of non-compliances per contractor

#### 9.3.2 The Contractor inspection programme shall be planned according to the level of risk arising from Contractor activities.

- 9.3.3 The local Safety Executive for an IM Location carries out inspections on behalf of the Departmental Safety Manager.
- 9.3.4 Each local Safety Executive inspects Contractors working in or at their IM Location or engaged by the accountable line manager for their IM Location.
- 9.3.5 The local Safety Executive highlight major non-compliances or a pattern of regular minor non-compliance at local safety meetings with management and at the Contractor Safety Review Workshop.
- 9.3.6 Contractor Inspection Findings may be recorded using:
- a) Approved Paper Departmental Contractor Inspection Forms, endorsed by the Departmental Safety Manager; or
  - b) Electronic Departmental Contractor Inspection Forms on portable devices connected via the FieldReach system.
- 9.3.7 The Safety Executives in the course of an inspection may observe the following types of non-compliances and issue corrective action notices accordingly. Copies of all inspections conducted, and corrective action notices issued must be forwarded to the relevant departmental Safety Manager.
- a) Noncompliance of the contractor with the provisions of the IM SMS
  - b) Noncompliance of the contractor with the IÉ Rule book
  - c) Noncompliance of the contractor with their statutory obligations
  - d) Noncompliance of the contractor with the approved method statements
  - e) Noncompliance of the department engaging the contractor with the provisions of the SMS regarding selection and supervision of contractors
- 9.3.8 The Safety Executive will as soon as possible bring details of non-compliance to the attention of
- a) The relevant line manager; and
  - b) The contractor concerned (in the case of contractor non-compliance)
- 9.3.9 The Safety Executive will propose the corrective action required to address the noncompliance.
- 9.4 **Corrective Action**
- 9.4.1 The Safety Executive will document the observed non-compliance and required corrective actions to address the issues detailed. This will be documented in the format specified by the departmental Safety Manager.
- 9.4.2 The Safety Executive will issue as soon as is practical, the observed non-compliance and required corrective actions to
- a) The relevant line manager; and
  - b) The nominated staff member of the Contractor concerned (in the case of contractor non-compliance)
- 9.4.3 The IM Accountable Manager or Contractor (as relevant) who is required to carry out a corrective action must acknowledge receipt of the observed non-compliance and required corrective within 48 hours.
- 9.4.4 The IM Accountable Manager or Contractor (as relevant) must provide evidence that the action has been implemented to the safety executive

## 9.5 Contractor Safety Review Workshop—Schedule and Objectives

9.5.1 A Contractor Safety Review Workshop is held once every two months. This review is recorded in minutes. The Contractor Safety Review Workshop is chaired by the Head of Health & Safety IM and is conducted as an active workshop with the following key objectives:

- a) To review Contractor related Hazards identified through:
  - i. Safety Executive Contractor Inspections
  - ii. Other Site Inspections,
  - iii. Safety Tours
  - iv. Hazard Report Forms,
  - v. Accident Reports,
  - vi. Risk Assessments,
  - vii. Employee feedback or
  - viii. any other source.
- b) To review mitigations already implemented and identify or suggest any further actions required.
- c) To review the progress of the implementation of all the related actions for Contractor related Hazards previously identified.

## 10 Audit

The Head of Health & Safety, IM will arrange for compliance with this safety standard to be audited in accordance with IM-SMS-011, according to the level of risk arising from the operations of the Infrastructure Manager.

## 11 Review

Any issue/difficulties arising from the implementation of this standard must be forwarded to the IM Safety Case & Standards Manager (email at [imsafety@irishrail.ie](mailto:imsafety@irishrail.ie)) who will maintain issues log and will review and amend the standard as and when necessary.

[End of Standard]

## Appendix 1-Contractor Review Panel letter to Contractor Safety Manager



FAO	Contractor Safety Manager
Address	Track & Signals Building
	Inchicore Works
	Inchicore
Date	

To: IM Contractor Safety Manager,

Please be advised that an IM Contractor Review panel was held on [DATE] as detailed below.

Contractor Details	
Services Provided	

Panel Member	Dept

The Safety Statement submitted by the Contractor was reviewed for compliance with the requirements of Section 20 of the Safety, Health, and Welfare at Work Act 2005.

REVIEW DETAILS	Submitted		Adequate	
	Yes	No	Yes	No
Submitted in accordance with Section 20 of the Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective & Preventative Measures & Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duties of Employees – employer co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and titles of persons with specific duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for Safety Reps & Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of annual review – update and briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Statement reflected works to be undertaken on the railway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Statement reflected type of service being supplied by the Contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section on specific risks and controls relevant to railway environment and type of services being supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS / REASON FOR REFUSAL</b>				

This Submission is approved / not yet approved.

Please issue an IM Approved Contractor Certificate to the above contractor with valid for [Number of] [Weeks/Months] .

Please advise the Contractor that additional information as detailed above is required.

## Appendix 2–IM Approved Contractor Certificate



Contractor Name	
Address	
County	

Certificate Unique No	Service Details	Certificate Valid from	Certificate Valid to

Dear *Contractor Name*

Please be advised that your Safety Submission in accordance with IM-SMS-005 has been approved by an IM Contractor review panel and you are now an approved contractor for the following Infrastructure manager Departments.

CCE Department	✓
SET Department	✓

Only contractor staff notified to the IM Contractor Safety Manager and recorded on the IM Contractor Safety Manager register may carry out work on behalf of an IM department.

Only RRV plant notified to the IM Contractor Safety Manager, with in date certification and recorded on the IM Contractor Safety Manager register may go on or near the railway line.

Any additions or amendments to contractor staff or RRV plant must be notified to the Contractor Safety Manager a minimum of seven calendar days prior to entry to any IM location.

This Certificate does not authorise you to access or work at any IÉ location.

Contractor RRV plant and staff may access IÉ property or work on behalf of an IM department only:

- At prearranged dates, times and locations, notified by an IM line manager or supervisor; and
- For works on or near the line,
  - when the appropriate railway protection arrangements are in place and briefed to the contractor staff
  - When authorised by the IM supervisor

You must provide a copy of this IM Approved Contractor Certificate to your employees who will be present on IÉ property. This certificate must be available on request for inspection by IÉ personnel. Contractor personnel who do not have a valid certificate may be asked to stop work and leave IÉ property.

This IM Approved Contractor Certificate may be subject to change or termination where a serious breach or repeated minor breaches of Safety & Health rules and or regulations are observed.

Issued by:

\_\_\_\_\_  
Contractor Safety Manager

\_\_\_\_\_  
Date

## Appendix 3—IM Contractor Certificate of Exemption



Contractor Name	
Address	
County	

Certificate Unique No	Service Details	Certificate Valid from	Certificate Valid to

Dear *Contractor Name*

You are considered exempt from the requirement to obtain an IM Approved Contractor certificate, in accordance with IM-SMS-005, for the following specific works on behalf of the

CCE Department	✓
SET Department	✓

Description of works
----------------------

This exemption is on the following basis;  
(tick all that apply):

Works will be carried out remote from and segregated from operational IM assets or IM locations; and Works are carried out under the supervision of a contractor formally appointed (via AF1 form) as PSCS for the project.	✓
Contractor engaged to provide specialist technical, consultancy or auditing services, requiring a once off visit to an IM Location <i>(Note: Contractor must be supervised at all times while at the IM Location)</i>	✓
Contractor undertaking works that are considered to be of low risk	✓

This IM Contractor Certificate of Exemption does not authorise you to access or work at any IÉ location. You may only access IÉ property or work on behalf of an IM department:

- At prearranged dates, times and locations, notified by an IM line manager or supervisor.
- When authorised by the IM supervisor; and
- For works on or near the line, when the appropriate railway protection arrangements are in place and briefed to your staff.

You must provide a copy of this IM Contractor Certificate of Exemption to your employees who will be present on IÉ property. This certificate must be available on request for inspection by IÉ personnel. Contractor personnel who do not have a valid certificate may be asked to stop work and leave IÉ property.

This Certificate may be subject to change or termination where a serious breach or repeated minor breaches of Safety & Health rules and or regulations are observed.

Issued by:

\_\_\_\_\_  
CCE/SET Safety Manager

\_\_\_\_\_  
Date

## Appendix 4–Competence Requirements.

Contractors applying for IM Approved Contractor Status must provide evidence of the following competence for all staff to be included on the IM Contractor Register

Competence	Required by
PTS	Required for all contractor employee who may be required to work on or near the railway line
Manual Handling	All contractor employees must have received Manual Handling Training in the last 3 years from a by a QQI certified Manual Handling Instructor
Safepass	Contractor employees who will work on a construction site or undertake construction work must hold a valid Safepass card
RRVO	Required for operators of RRV plant

Contractors must additionally hold the following competencies and provide evidence of competence on request.

Competence	Required by
Construction Skills Registration Card	Contractor employees who will be engaged in any of the tasks specified in Schedule 5 of the Construction Regulations 2013 must hold the appropriate valid construction skills registration card referred to in that schedule.
Other training in use of work equipment	Contractor employees be trained in the use of plant, machinery or equipment they will be required to use in the course of their contracted duties for Iarnrod Eireann Infrastructure Manager. Appropriate proof of training to be provided