

## **IE CONTRACTOR PTS**

## **APPLICATION INFORMATION**

## BACKGROUND

Iarnród Éireann (IÉ) has a statutory duty to operate a safe railway. It currently operates a railway network of approximately 2400 km of track, carrying passengers and freight. The current timetable operates frequent services at high speeds with varying types of modern rolling stock, which operate more efficiently and at lower noise levels than older stock within the current fleet. Trains can run at speeds up to 100 mph (160 km/h). The network and timetable are continuously under development in order to provide improvements and better services; therefore the railway operating environment is fluid by nature and subject to change. Service improvement and developments are part of a continuing programme towards more frequent, faster and quieter trains.

It should be assumed that all lines have trains operating throughout the day and night. The dangers of working on or near the railway are in addition to those encountered elsewhere in a construction environment.

The concept of train operation is that a route is available for a train to run with a dedicated right of way between signals. A train cannot swerve, nor can it stop in the same distance as a road vehicle. For example, a train travelling at 90 mph (145 km/h) requires 2 km to stop. The operating rules required to safely operate a train have been developed over many years. These operating rules are detailed, wide ranging, and applied strictly and consistently. The operating rules are different from those applicable in other sectors, including that of construction.

All works must be carried out in a manner that ensures the operation of the railway is safe at all times.

Appropriate arrangements must be in place for the safety of all persons while they are working on or near railway property.

## PERSONAL SAFETY IN THE RAILWAY ENVIRONMENT

Safety is of prime importance to IÉ. To this end, IÉ has developed a Contractor Personal Track Safety training course which deals with railway safety awareness. This training course informs contractors, third parties and their personnel of the specific dangers of working in an operational railway environment, and of safe working practices in that regard.

It is a requirement that each member of the contractor or third party personnel employed on site, including any agents or sub-contractors, possesses a current Contractor Personal Track Safety (PTS) Certificate before being permitted to work on or near the railway line.

Contractor or Third Party personnel entering railway property must be able to understand safety instructions given in English.

Contractor PTS Certificates must be carried at all times on the railway site and must be produced for inspection on request from any IÉ authorised staff. If personnel cannot produce a certificate, they are not permitted to remain on or near the railway line.

Contractor or Third Party personnel must comply with the alcohol and drugs requirements of the Railway Safety Act 2005

## REMOVAL OF CONTRACTOR & THIRD PARTY EMPLOYEES

IÉ is at liberty to object to, and to require the contractor or third party to be removed from the railway site immediately, any person employed on its behalf who:

- Has refused to immediately carry out an instruction given by IÉ where such instruction relates to safety,
- or
- In the opinion of IÉ, is liable to endanger his/her health and safety, or that of others.
- or
- Has failed to comply with the IÉ Alcohol & Drugs Policy

Contractor PTS Certificates remain the property of IE and can be withdrawn for non-compliance.

## SCOPE

This guideline document provides a process for Contractors or Third Parties who require IE Contractor PTS Certification and wish to apply for training.

## TRAINING REQUESTS

For general enquires contact the IE Training Centre at [contractor.pts@irishrail.ie](mailto:contractor.pts@irishrail.ie)

An average of 6 courses per period are scheduled (5 Inchicore, 1 Limerick Junction).

Requests for ad hoc training must be kept to a minimum.

IE Contractor PTS Certificates are valid for 3 years after which retraining is required.

## PRE- COURSE REQUIREMENTS

Primarily, only companies who are contracted to work for Iarnród Éireann are eligible to nominate people to attend this course. However, the exception to this rule is for companies, who are not contracted by IE, that are required to carry out work 'on or near the line', such as County Councils, ESB, etc.

Attendees must be at least 18 years of age.

Nominees must be passed medically fit to the standard (Level 3) specified by Iarnród Éireann Chief Medical Officer (CMO).

The nominees own General Practitioner (GP) or company doctor must complete the required IE Medical Form, this is the only acceptable format.

Confirmation of medical fitness must be received by the Training Centre for validation prior to an offer of a training date.

The training course is delivered through English and nominees must have a working knowledge of English.

Consideration must be given to companies from non-English speaking countries who are contracted by IE for specialist work. In this instance the IE project manager must present a business to case to the Head of Health & Safety IM for a dispensation for the nominees to have a working knowledge of English. For further information the IE project manager can contact the IE Training Centre directly at [contractor.pts@irishrail.ie](mailto:contractor.pts@irishrail.ie)

If approved by the Head of Health & Safety IM a standalone training course may be delivered using an independent interpreter. In this instance a limited IE Contractor PTS Certificated will be issued (for the duration of the project)

Where an independent interpreter is used the Contractor/ Third Party must bear all additional associated costs.

All training must be prepaid prior to an offer of a training date.

## PERIODICITY OF MEDICAL FITNESS FOR HOLDERS OF IE CONTRACTOR PTS CERTIFICATES:

The following intervals are recommended for medical assessment for holders of IE Contractor PTS Certificates

Less than 40 years of age	10 Years
From 40 to 49 years inclusive	6 Years
From 50 to 59 years inclusive	4 Years
From 60 to 64 years	2 Years
From 65 years and beyond	Annually

E.g. a 39 year old person has a medical assessment. They are not due for another medical assessment until they are 49 (providing there are no underlying issues). At this point they can be certified for a further period of 6 Years (providing there are no underlying issues) which will bring them to 55 and so on.

For holders of IE Contractor PTS Certificate where the medical validity is either 1 or 2 years the PTS Certificate validity date cannot exceed the medical validity date. Upon receipt of a new medical (plus a copy of the holders current IE PTS Certificate) the PTS Certificate can be extended up to the standard 3 year validity, after which retraining will be required.

**PPE REQUIREMENTS** (on the day of training):

High visibility clothing must be fluorescent orange and shall meet, as a minimum, with the requirements for Class 2 garments set out in Table 1 of IS EN ISO 20471:2013

Safety Footwear shall meet, as a minimum, with the requirements of EN ISO 20345:2011

**APPLICATION FORMS**

Forms can be obtained by contacting the Training Centre at [contractor.pts@irishrail.ie](mailto:contractor.pts@irishrail.ie)

Online at [www.irishrail.ie/about-us/third-party-works](http://www.irishrail.ie/about-us/third-party-works)

**APPLICATION PROCESS:**

Ensure the following are submitted (Hard Copy) to the Training Centre for Validation:

- IE Contractor PTS - Course Application Form
- Medical Report (Where required)
- New Customer Form (if required)
- Remittance Notification- your IE customer number must be quoted in the reference field
- Incomplete applications will be returned
- Once applications are validated by the Training Centre the next available training date will be offered, your first choice training venue may not always be available.

**PAYMENT PROCESS:**

- Per person fee of €200
- Payment is by Electronic Fund Transfer (EFT) only
- Quote CUSTOMER ACCOUNT NUMBER (97xxxxx) in the Reference section of your EFT payment
- Iarnród Éireann Bank Account – Details available from the IE Training Centre
- Remittance notification must accompany your application
- Where payment is not confirmed prior to the training taking place, nominees will not be permitted to attend.

**RIGHT OF REFUSAL:**

Iarnród Éireann reserves the right to refuse attendance to the training course on following grounds:

- No confirmation of medical fitness to work
  - No one is permitted to attend this training course if they are not medically fit
  - There are no exceptions to this rule
- IE Contractor PTS - Course Application Form NOT received
  - No one is permitted to attend this training course if this form is not received
- No Remittance Notification
  - No one is permitted to attend this training course if payment is not received
- No Photograph
  - No one is permitted to attend this training course if the photograph is not received