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Rail Safety Software

How to accept a Safe Work Pack on the day of the work

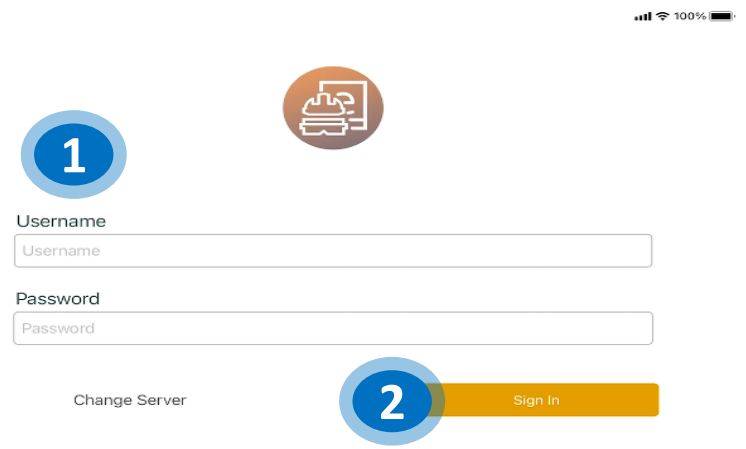
Technology Makes it Possible, People Make it Happen

Login

The following steps allow you to log into the MySWP app

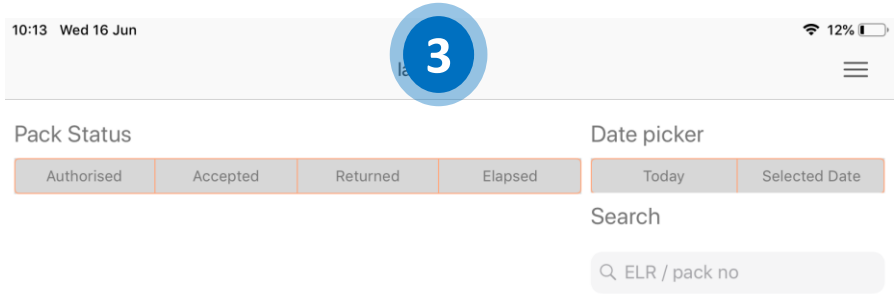
1. Enter your Login details
   Click on the Username and Password boxes, and enter your login details and password for Railhub e.g.

2. Press the Sign In button
   Once your login details are entered press on the Sign In button to enter the App.



- If you are presented with 'Invalid username or password' please check and update your username or password if entered incorrectly

- If you continue to be presented with the Invalid warning and confident you have entered your username and password correctly please speak with your client admin.



MySWP Dashboard

Your dashboard contains an overview of the Safe Work Packs that have been created by Planners, on the desktop system and assigned to you.

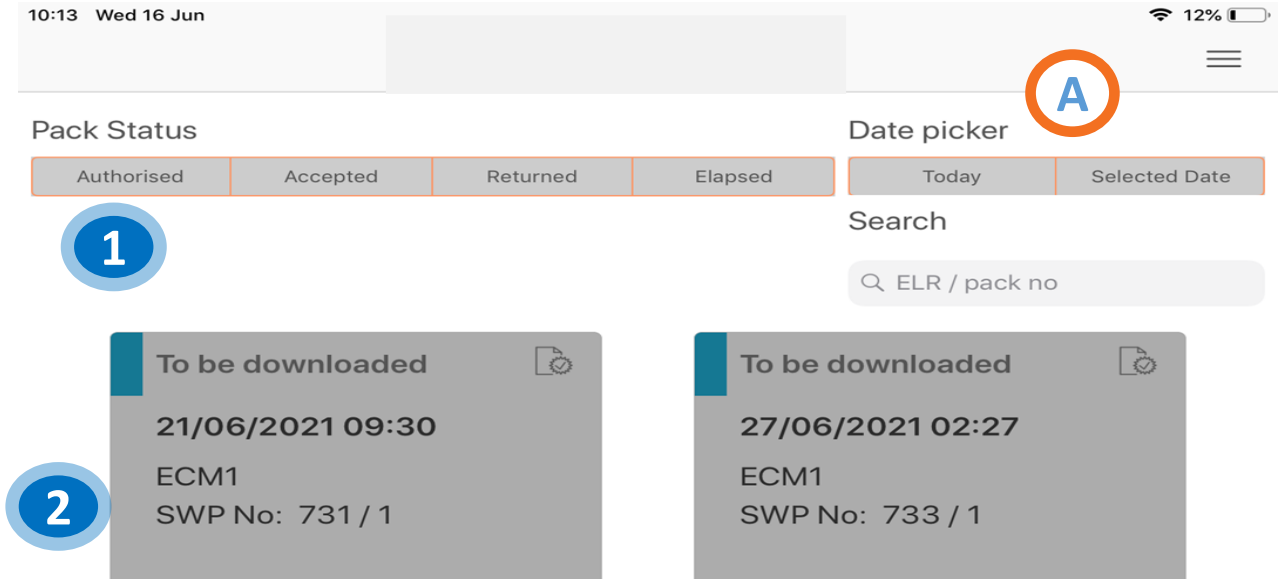
Safe Work Packs are automatically downloaded to the App when you initially log in.

The dashboard displays the status of each pack

a) Packs can be viewed by todays date or future dates using the date picker.

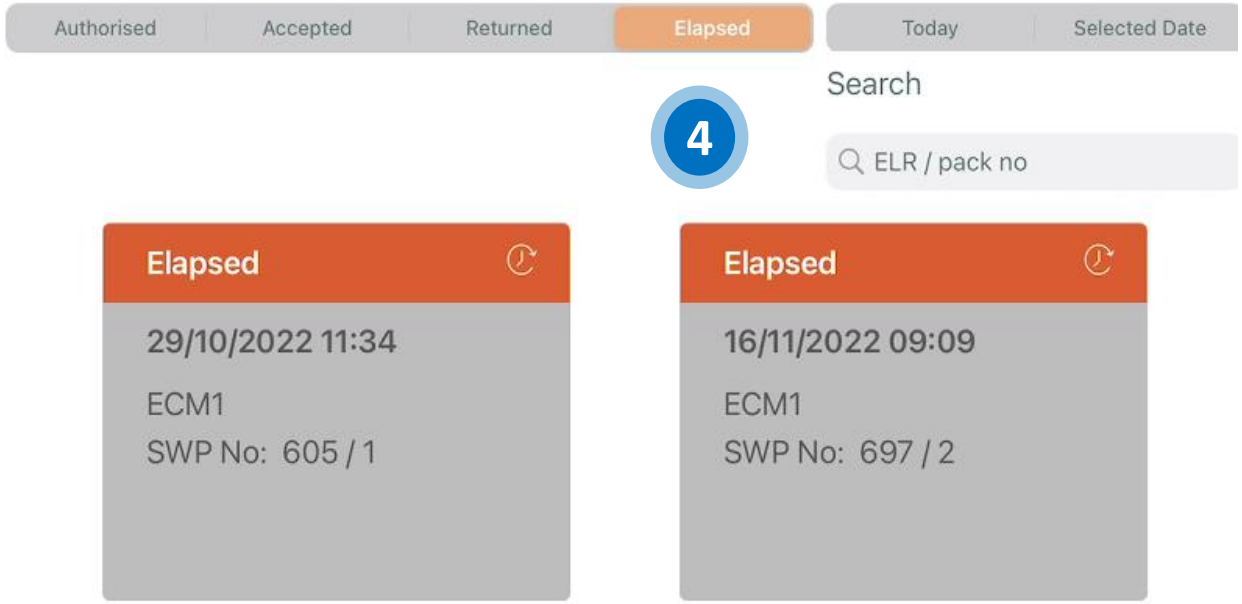
1. You can press each to Pack Status button to show your packs in that status on the device.

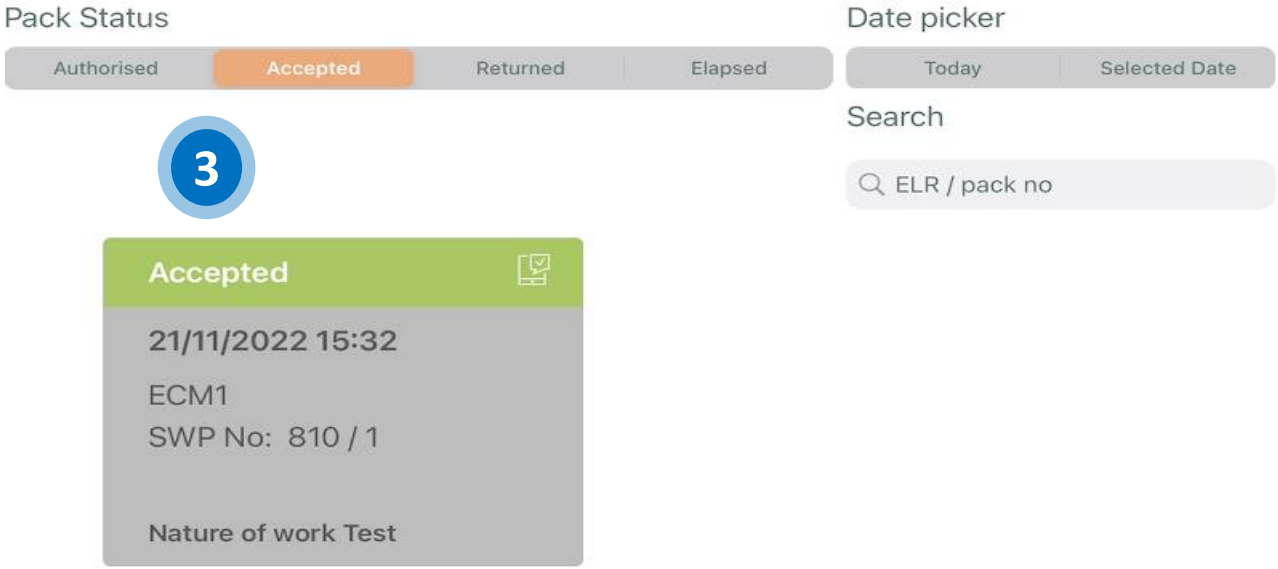
2. Other-wise you can see the status at the top of each pack on the main Dashboard, pack authorised and downloaded but yet to be accepted.

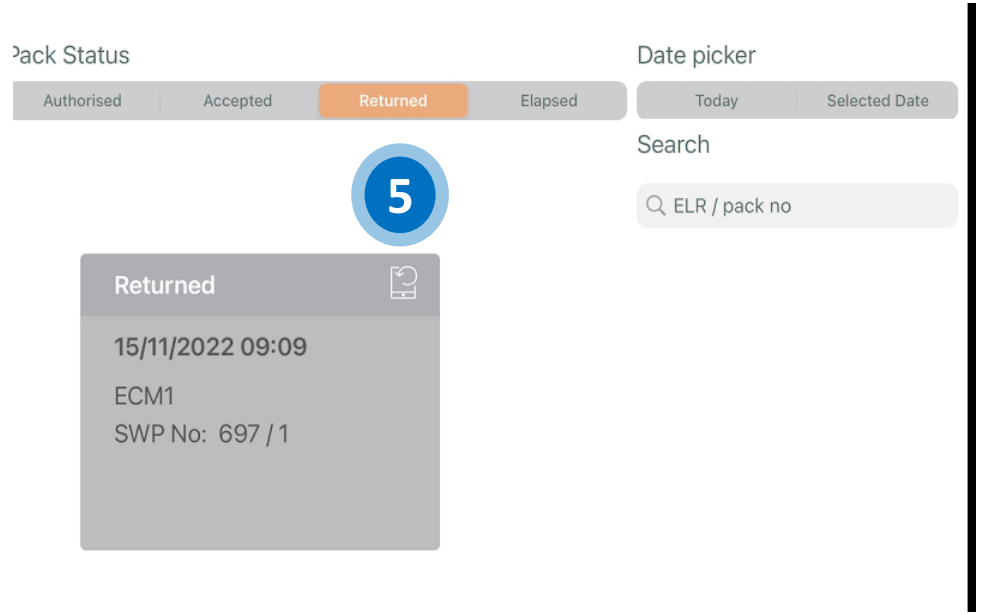


MySWP Dashboard

3. SWP downloaded and accepted by the PIC ready to use.
4. Elapsed SWP which have passed their planned used by date.
5. MySWP showing in the returned section, as it's still showing on the returned page. Its not been fully returned back to the desktop and should not be deleted.







Download Pack

These are the steps to update the list of packs you can access on MySWP and download the contents of a pack to your tablet.

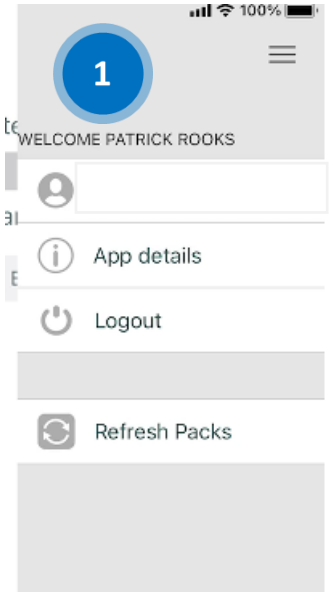
1. **The Hamburger**
   The hamburger icon will allow access to the main menu within MySWP.

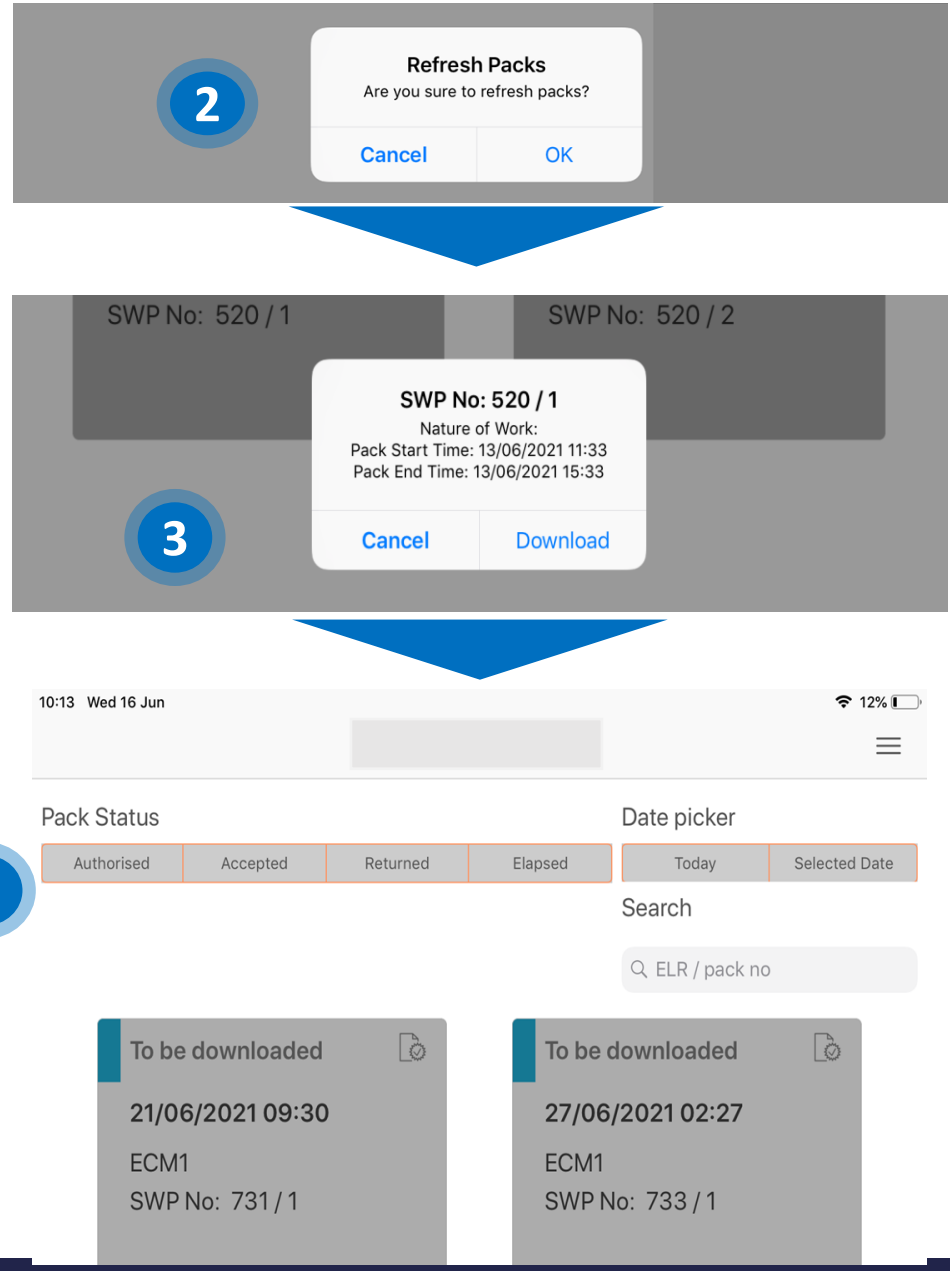
2. **Confirm packs refresh**
   Select ok to refresh the list of packs available to view. This will show any packs assigned to you since you last opened the app.

3. **Download the Pack**
   The packs assigned to you will now appear on your dashboard. Packs that are ready to be downloaded will be display blue and will state they are ready to download. Click on the pack to download it.

4. **Confirm Download**
   Select download to confirm and download the pack. You will then be taken into the pack.

Once you have been taken to the pack you can being the pack review for the work to be undertaken.





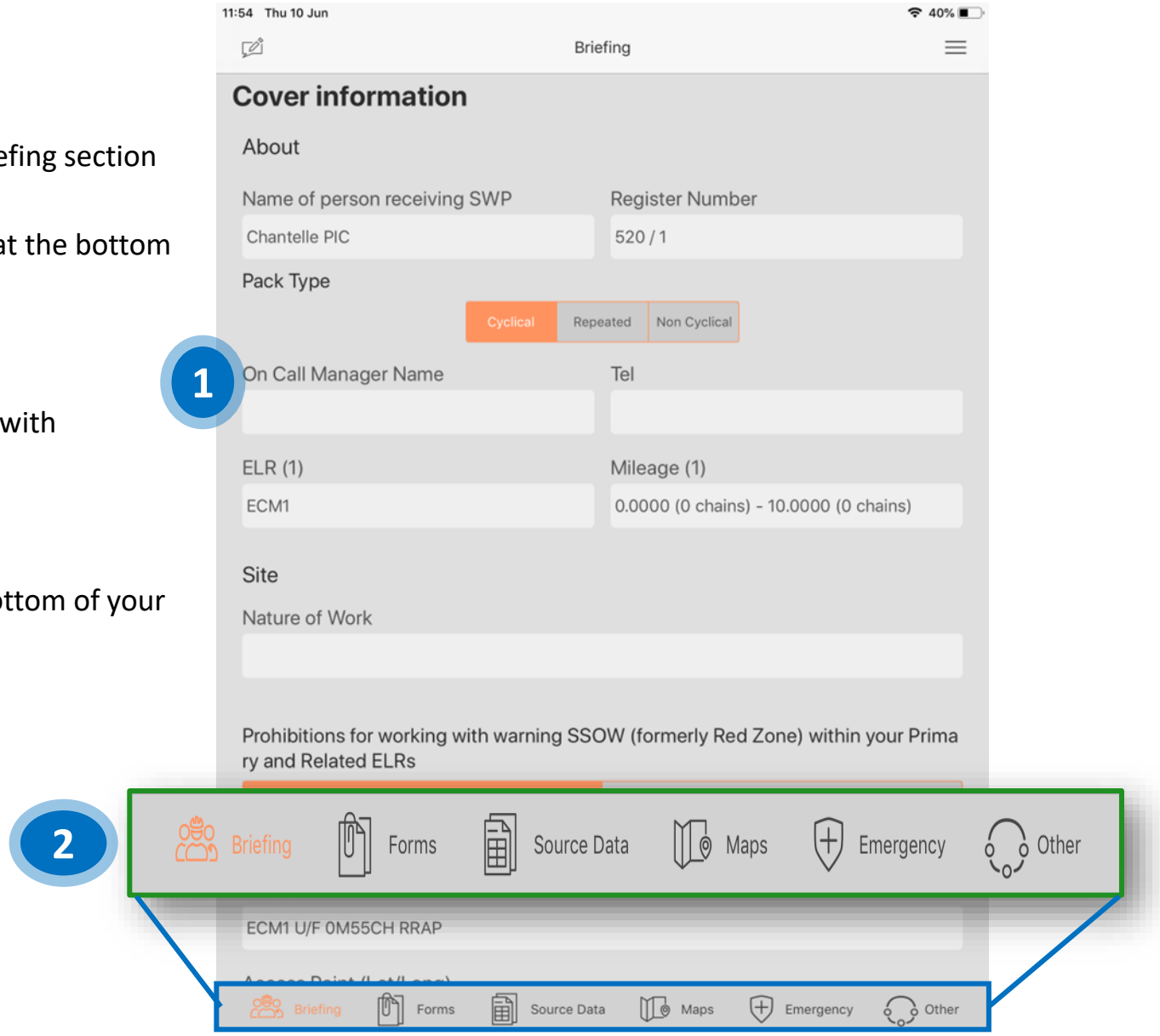
Review Pack – Cover Information

Once the pack las loaded you will be taken to the cover information/Briefing section

You can return to this page at any time by selecting the briefing button at the bottom of the screen.

1. **Review the Cover Briefing information**
   Review the high-level information about the pack, in conjunction with a delegated COSS where relevant.

2. **SWP Menu**
   To view different parts of the SWP select from the menu at the bottom of your screen.
   - Briefing
   - Forms
   - Source Data
   - Maps
   - Emergency
   - Other



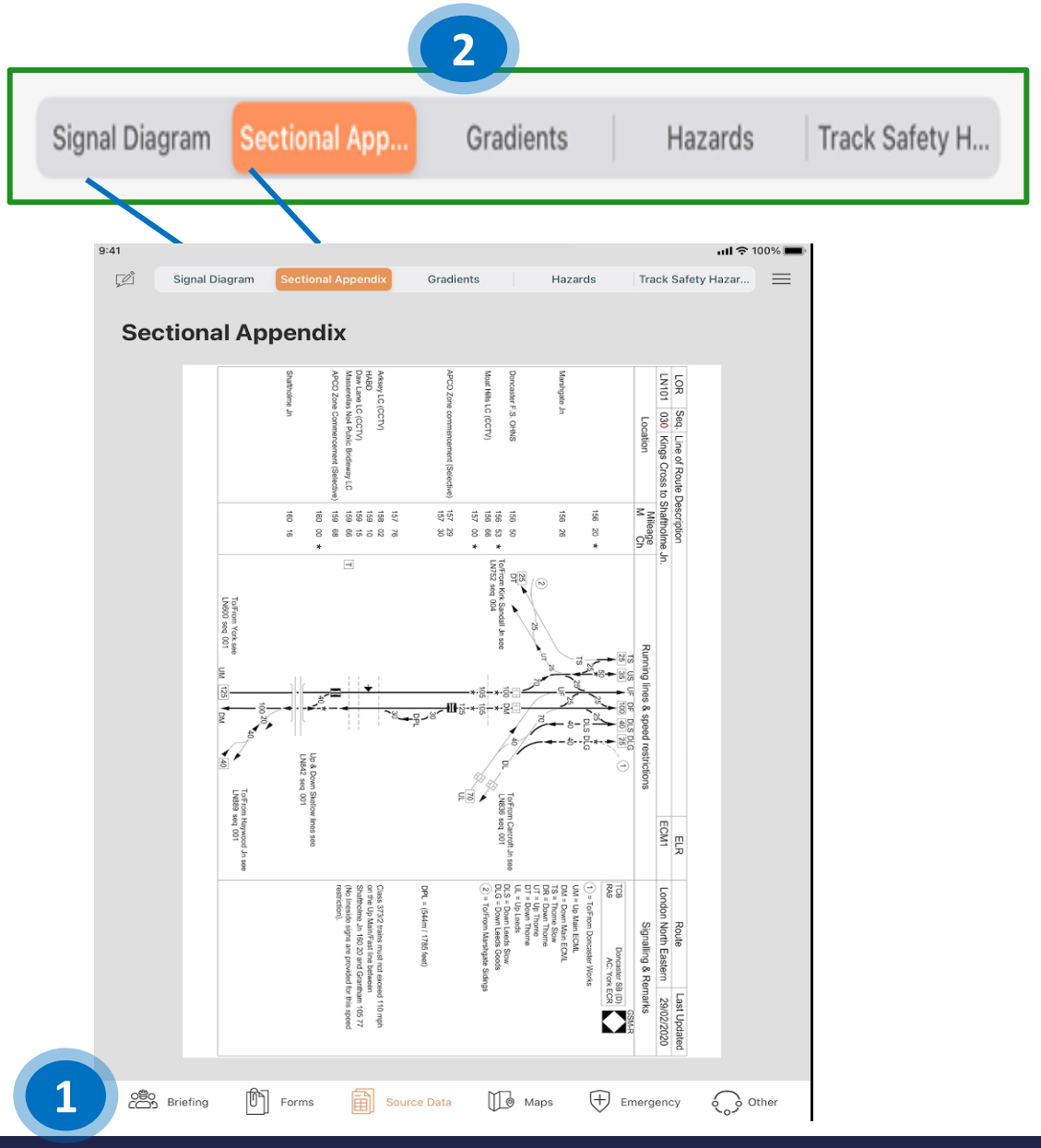
Review Pack – Source Data

Source Data :

1. To view the source data select the source data button at the bottom of the screen. In this part of the app you will be able to access all of the source data such as signal diagrams and the sectional appendix**.**

2. Diagrams and data on hazards and steep gradients that were included in the SWP by the planner are available to view from the Source Data tab. You can zoom into the diagrams. Use the tab at the top of the screen to navigate to the following information:

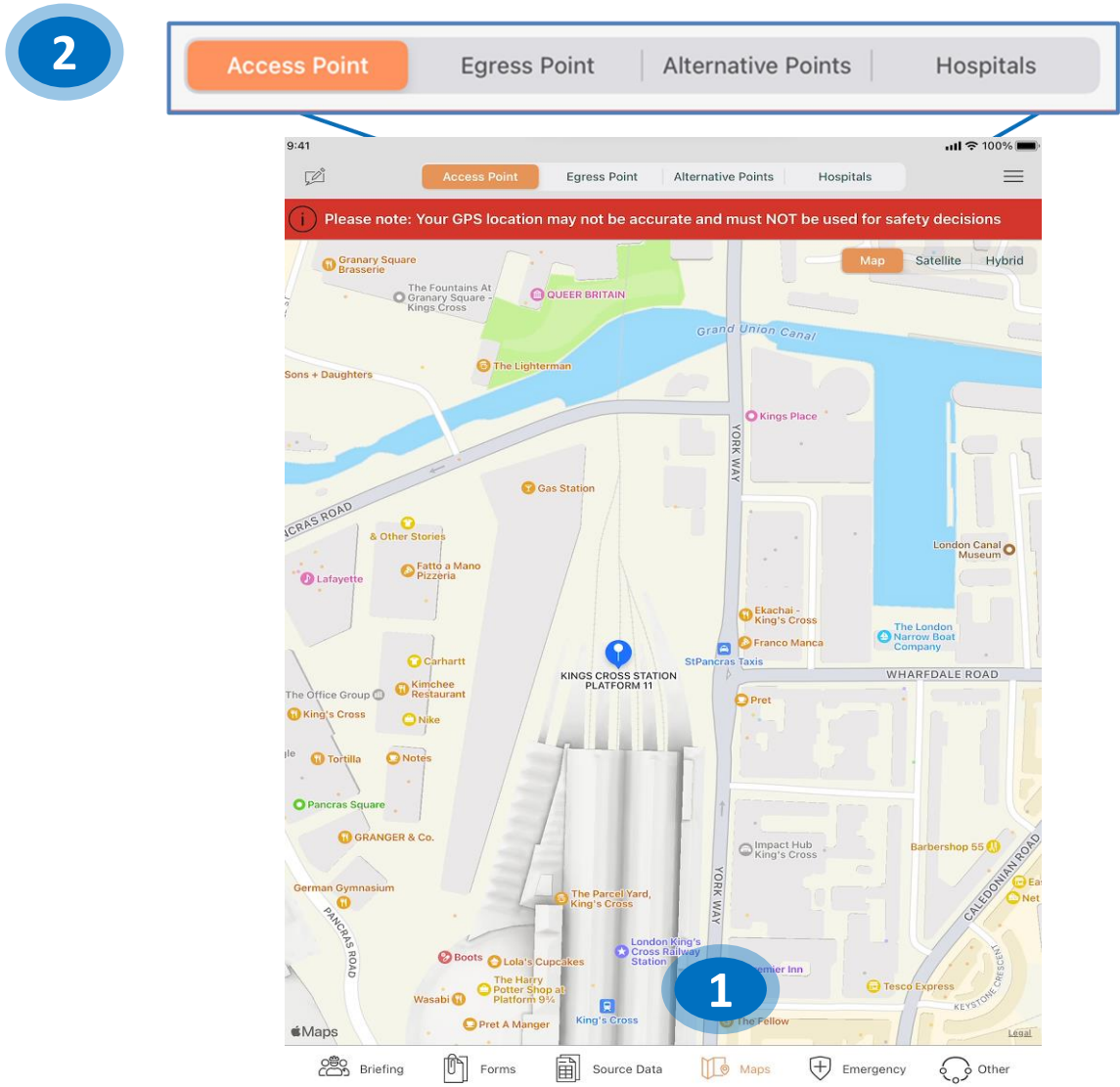
    Signal Diagrams
    Sectional Appendix Diagrams
    Gradient data
    Hazards
    Track Safety Hazards



Review Pack – Map View

1. **To view the map view select the maps button at the bottom of the screen. In this section you will be able to view the relevant maps for your SWP.**

2. **Map View**
   The Maps tab shows you a map view of the relevant locations for your SWP. Your live location is also displayed on the map view. You will be able to view the maps for the following information:
   - Access point
   - Egress point
   - Alternative points
   - 4 nearest Hospitals

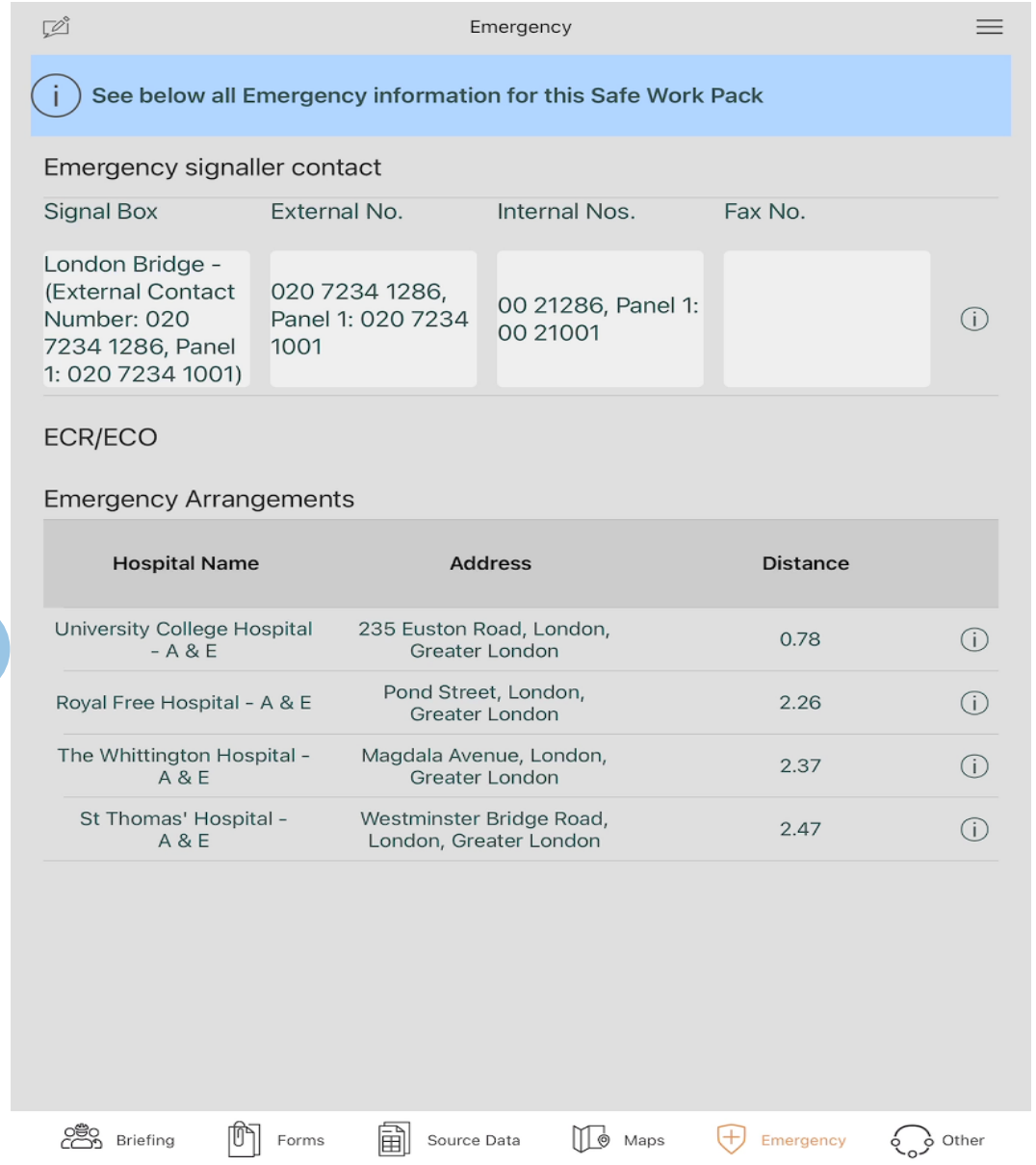


Review Pack – Emergency Information

1. To access the emergency information select the emergency button at the bottom of the screen. This information is always one click away no matter where you are in the pack.

2. Emergency Information
   The Emergency tab shows you the contact information for the Signal Boxes and Control Rooms linked to the Safe Work Pack.

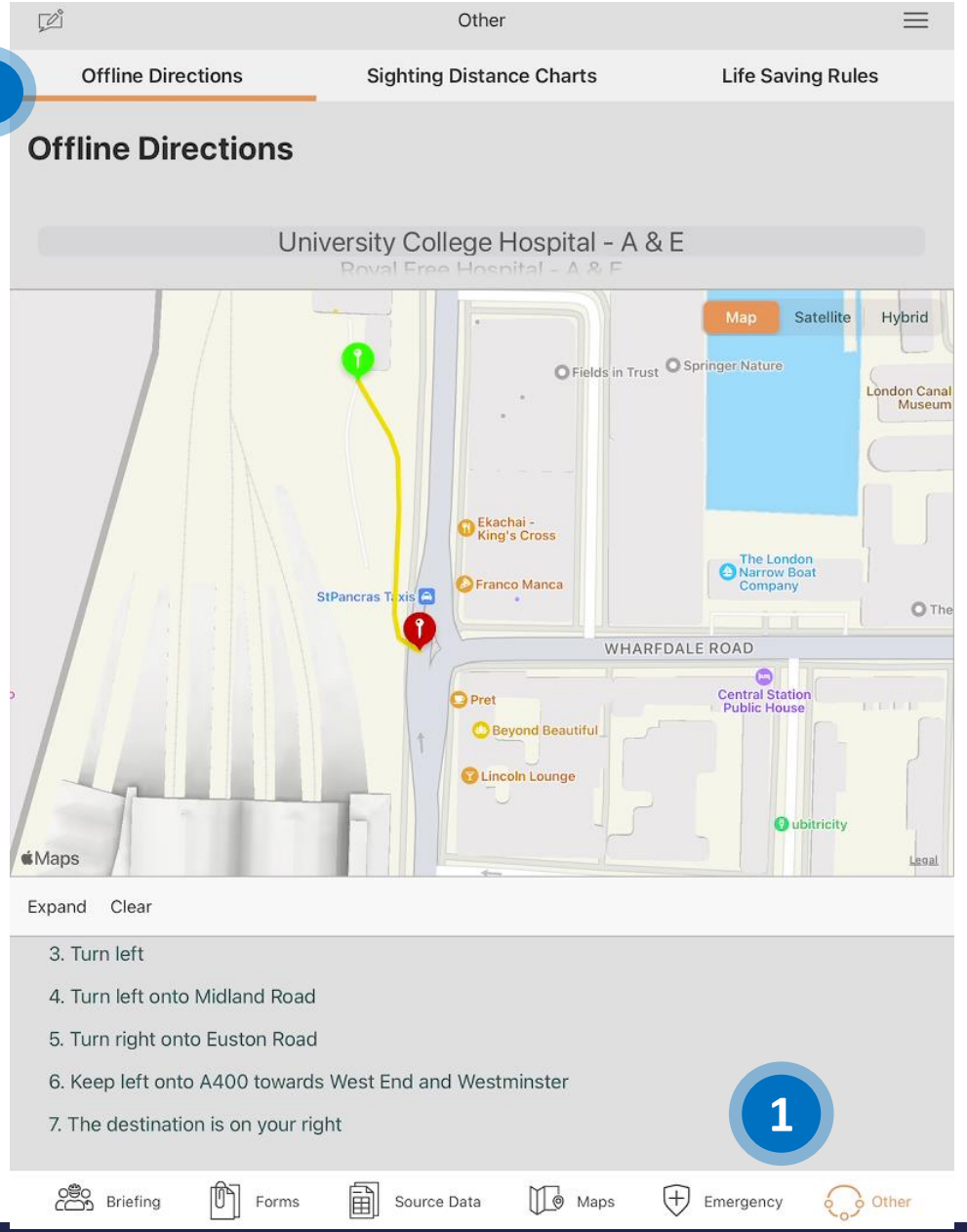
3. The addresses and distances of the four closest hospitals to the site of work are also displayed.



Review Pack – Other Information

1. **To access other additional information select the other button at the bottom of the screen.**

2. **Other Information**
   The Other tab contains stored directions for how you can navigate from the access point to the four closest hospitals to the site of work It also contains sighting distance charts, a reminder of Network Rail's lifesaving rules, and any other documents that were attached to the pack by the Planner. From here you will be able to view the following information:
   - Offline Directions
   - Sighting Distance charts
   - Life saving rules



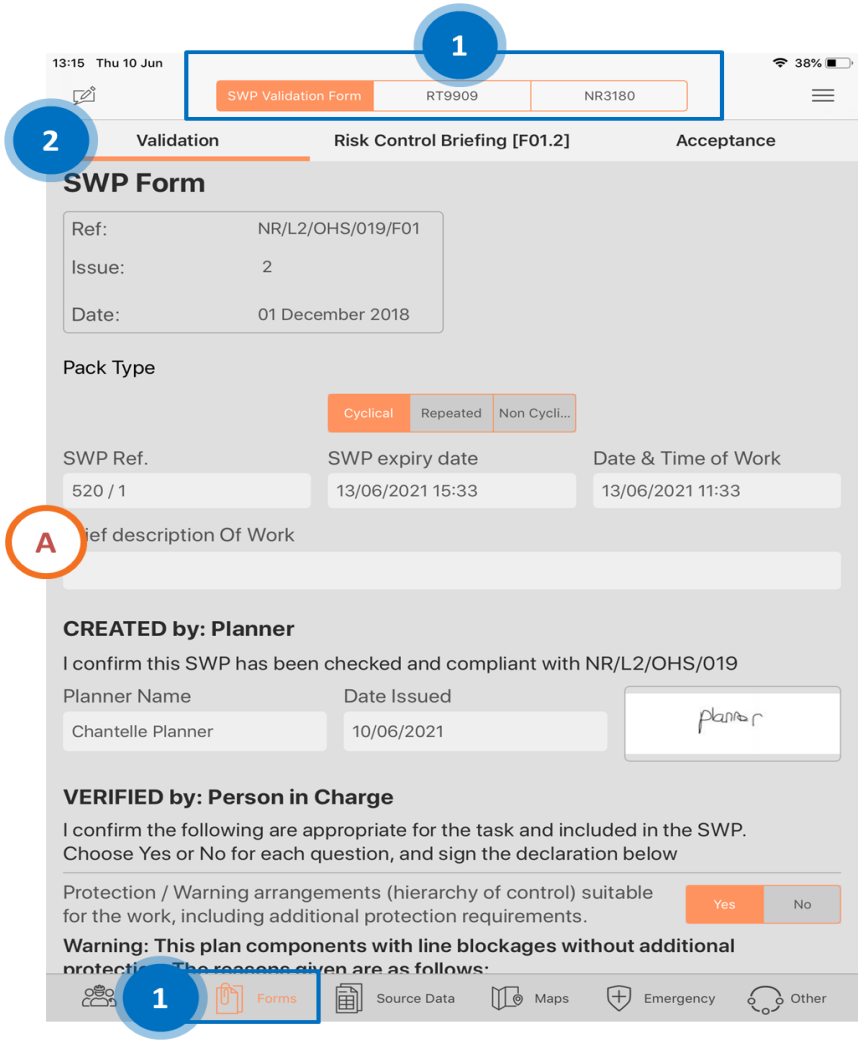
Review – Forms

To review and access the forms information for the SWP select the forms button at the bottom of the screen.

1. **Forms**
   Once you have gone through the briefing content head over to the Forms section. You can find this by selecting the forms button at the bottom of the screen. Within the Forms sections you have three main areas:
   - SWP Validation Form
   - RT9909
   - NR3180 (if one or more have been attached to the SWP)

2. **SWP Validation form: Validation**
   Within the SWP Validation Form area, there are three tabs:
   - Validation
   - Risk Control Briefing [F01.2]
   - Acceptance

   a) **Validation**
   Review and check that all the information under the Validation section is correct.



RT9909 - General

1. **RT9909**

   The RT9909 Section is split into multiple tabs:

   - General
   - Access Point
   - Tab per SSOW Component
   - Egress Point

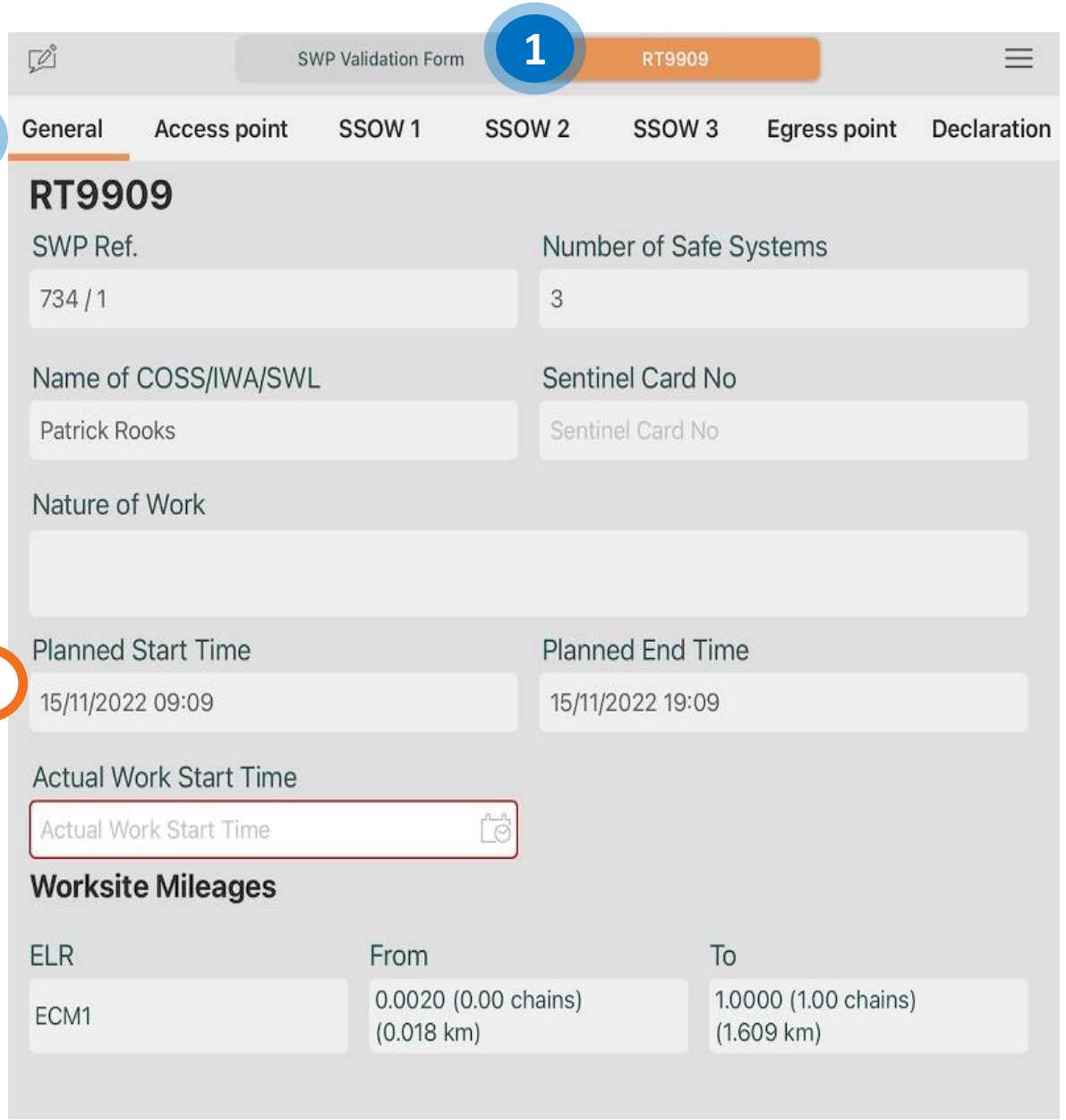
2. **General**

   The 'Work Information' section of the RT9909 form is displayed in the General tab, including the name of the COSS, number of safe systems, Nature of Work and the planned start and end time of the work

The ELR and mileages of the site of work, and contact details of any Signal Boxes/Signalling Panels and ECRs/ECOs are also shown.

a) **Review information**

   Review the worksite Mileages and check the emergency signaller contact and the ECR/ECO information is correct.



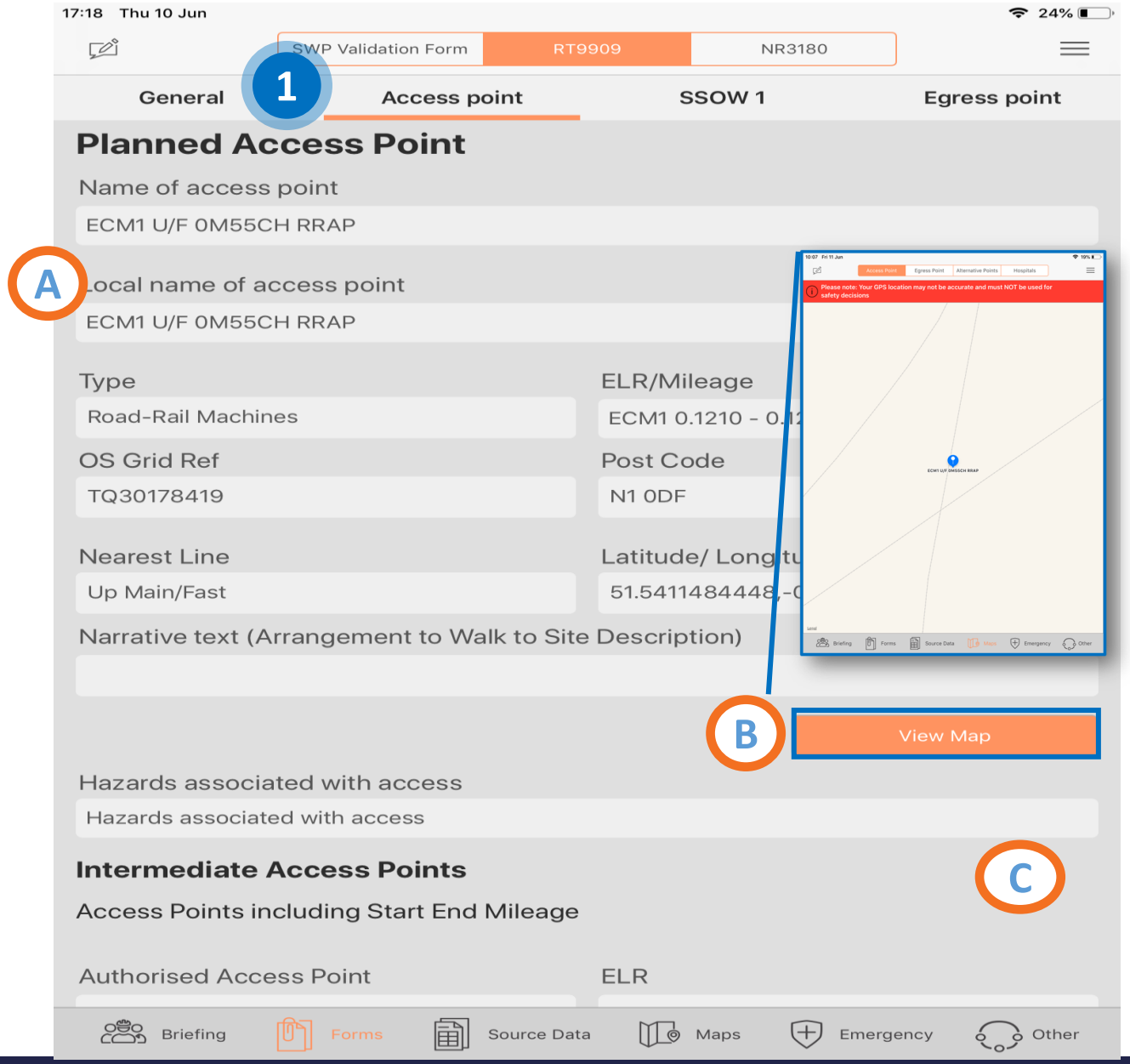
RT9909 – Access Points

1. **Access Point**
The Access Point tab contains information regarding the location and type of the planned access point, any associated hazards, and intermediate access points between the planned access and egress points.

a) **Planned Access Point**
Review the planned access point information, including the local name, type, location and narrative text.

b) **View Map**
Select ‘View Map’ to be taken to the Maps tab and view the planned access point on the map.

c) **Intermediate Access Points**
Review the details of all intermediate access points associated with the pack, which are also displayed in this section.



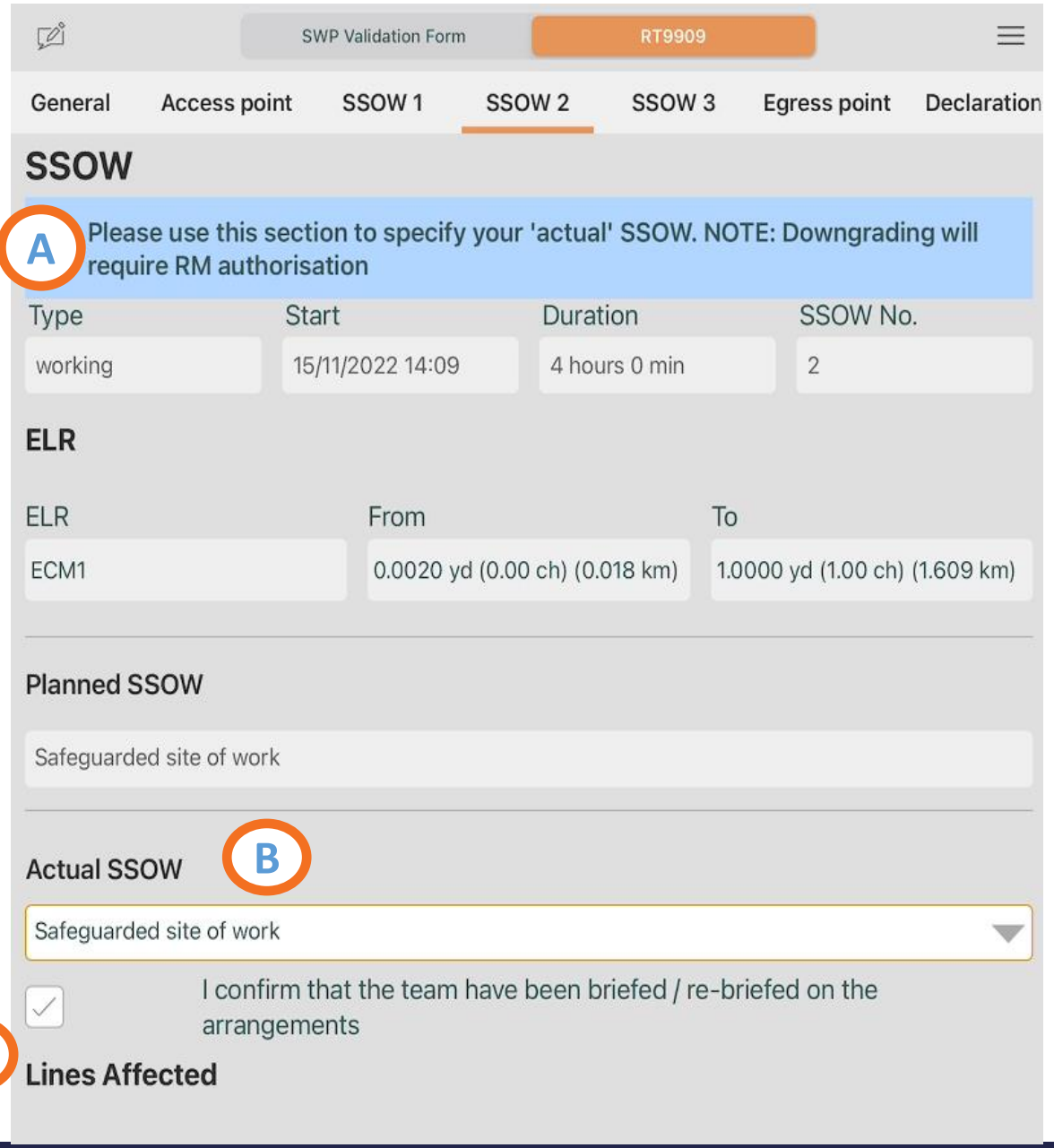
RT9909 – SSOW Component

1. **SSOW Component**
   Each SSOW Component is displayed in its own tab. In this example 1 to 3.

   a) **General Information**
   Details about the location type, planned duration and location of the SSOW component are displayed at the top of the screen

   b) **Planned and Actual SSOW**
   The planned protection/warning method is displayed in the drop down menu.

   c) **Briefing Each Component**
   The PIC / COSS will have to carry out a new briefing each time they move into a new component. The tick box will record the time & date of this briefing and allocate all existing staff against the RT9909, any new staff being briefed will have to manual enter their details at the stage.



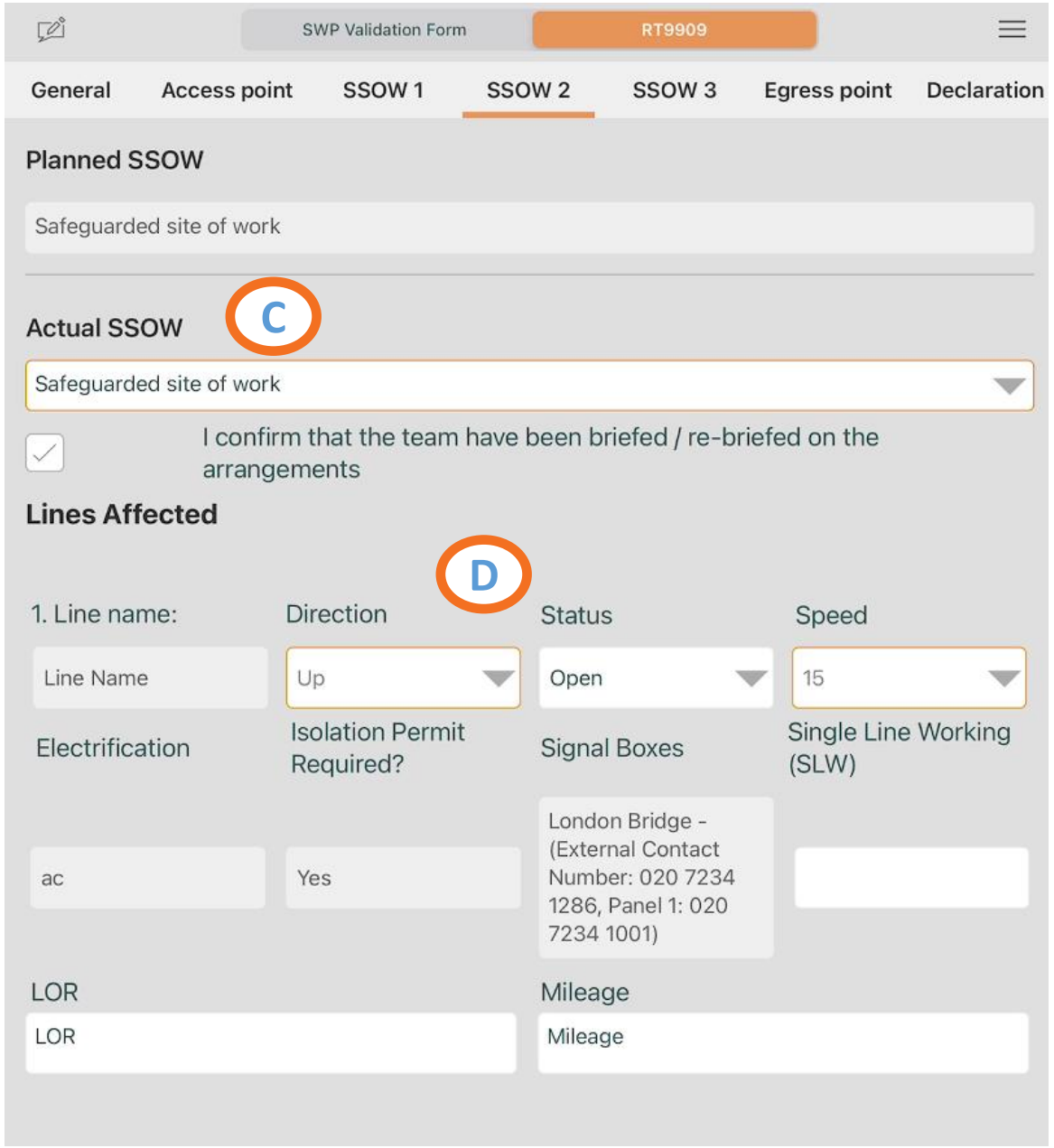
RT9909 – SSOW Component

c) Planned SSOW Arrangements

The arrangements selected by the planner regarding the planned protection/warning method are displayed (e.g. Fence Type or distance from nearest open lines). If you select the actual protection/warning method to be the same as the planned, then you will be able to update these arrangements and complete the blank fields (e.g. workgroup position of safety) that can only be completed by the PIC

d) Lines Affected

Information that the planner entered during pack creation regarding the lines affected by the SSOW are populated in this section. The PIC is able to update the direction, status and speed of the line, and indicate whether or not the line is single line working during the course of work being undertaken



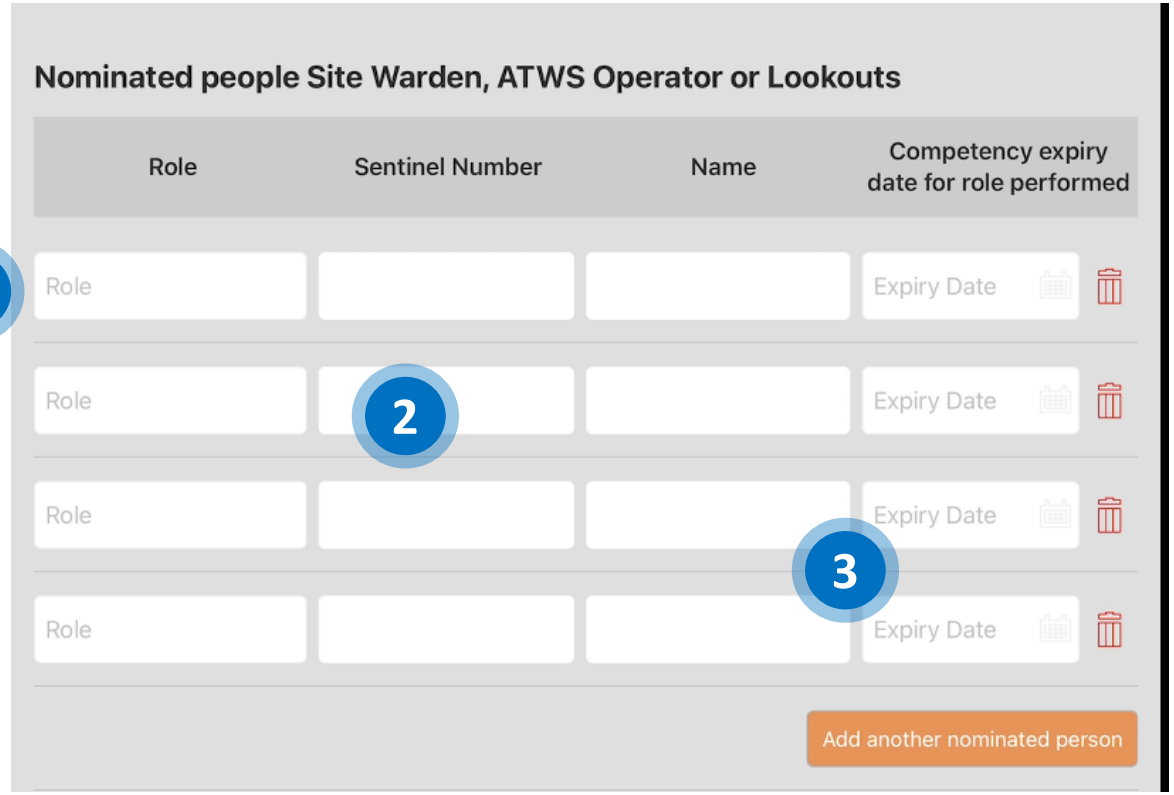
Nominated People table

Each member of the workgroup will need to have their sentinel card scanned in order to validate that they have Authority to Work on or near the line

1. **Select Role**
   Select the role the chosen person will be performing from the dropdown list. Note: if they are not performing a chosen role you will need to select “Team Member (PTS)” from the list

2. **Input Sentinel Card details**

3. **Populate the name and competency expiry**



RT9909 – SSOW Component

2

2. Track Safety Hazards

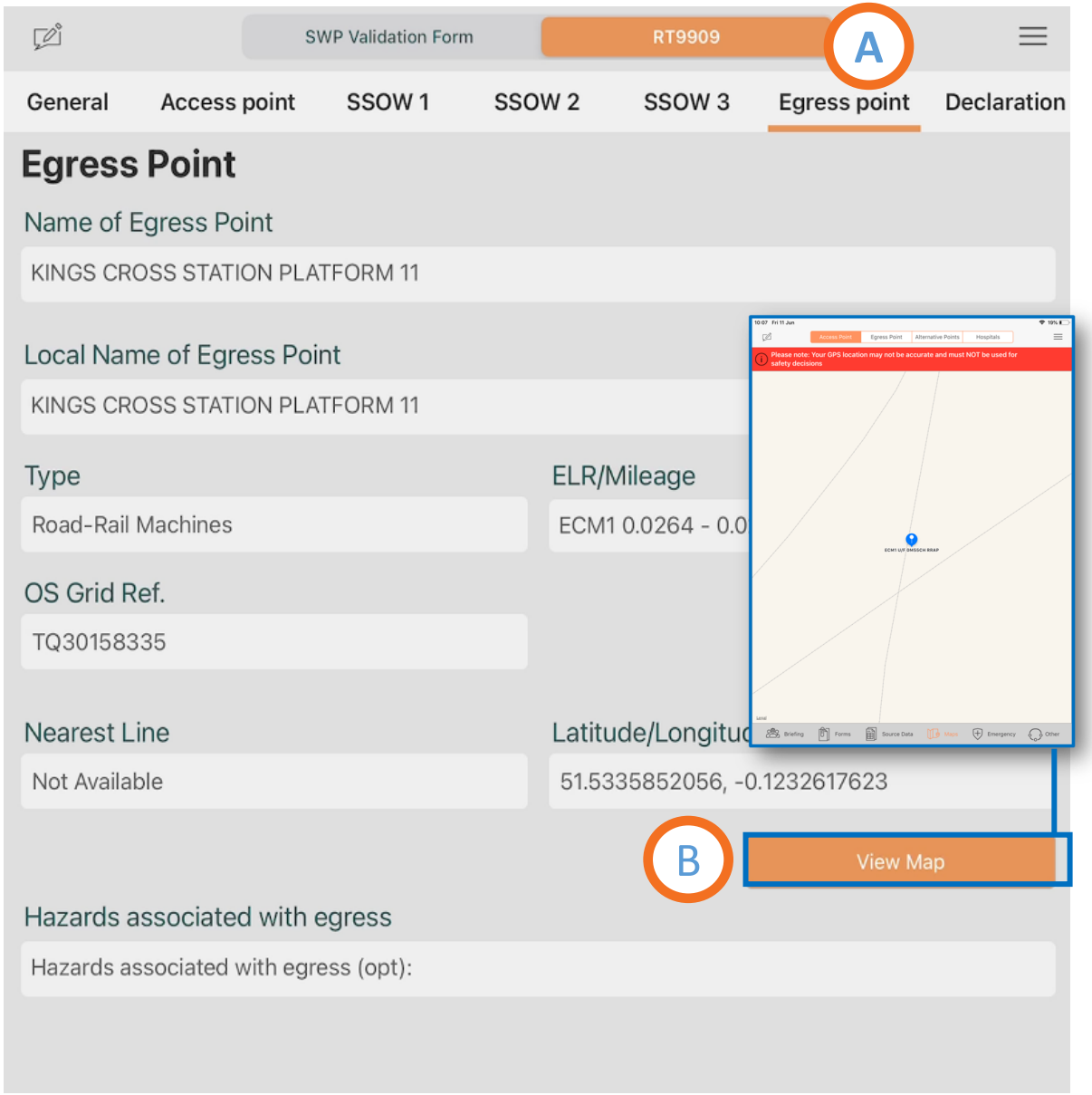
Any Track Safety Hazards (i.e. Unprotected Working (aka Red Zone Working) Prohibited; Restricted Clearances; No Refuges) within the mileage extents of the SSOW component are also displayed in this page

View Egress Point

3. **Egress Point**
The Egress Point tab contains information regarding the location and type of the planned egress point, and any associated hazards.

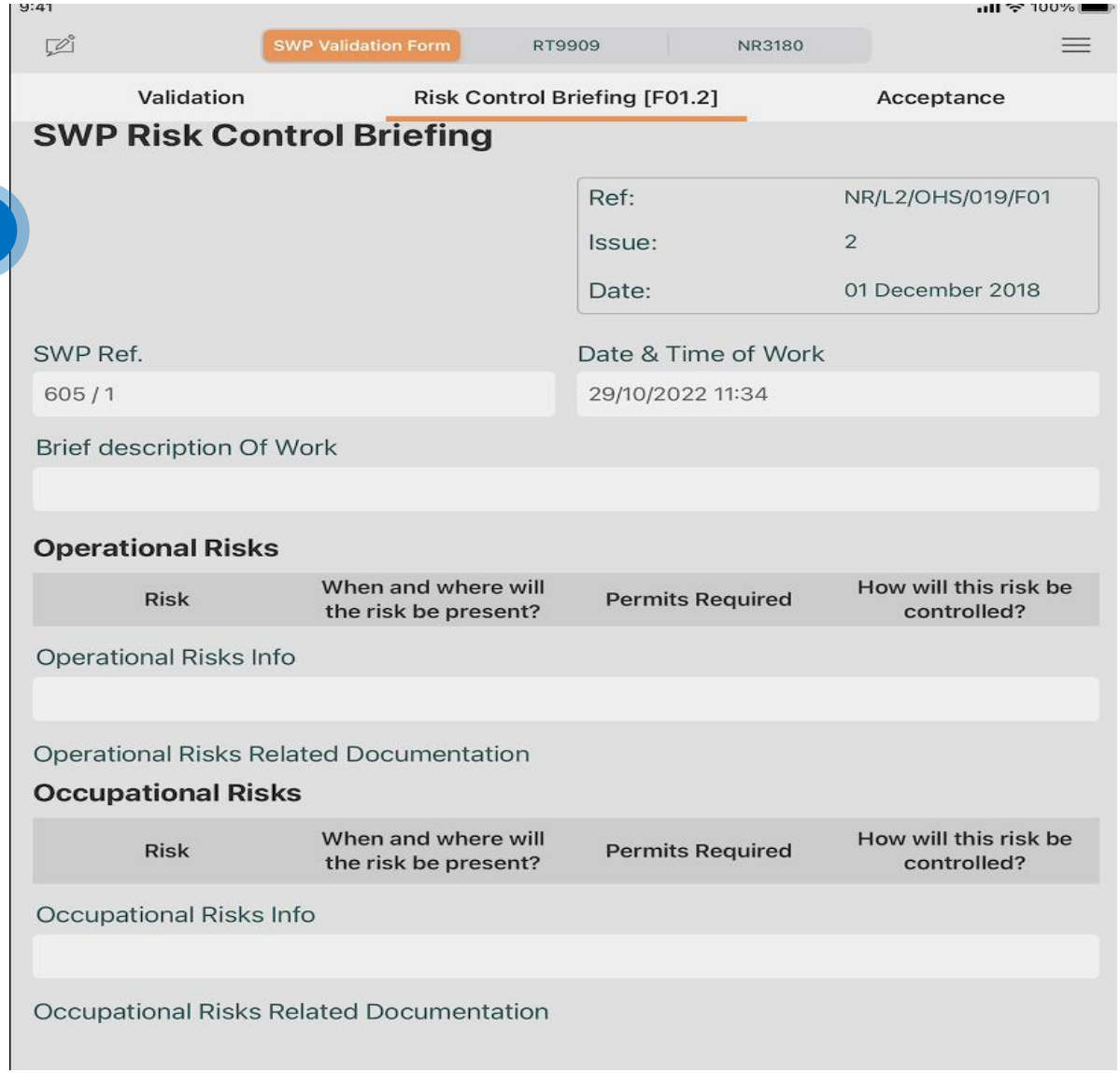
   a. **Planned Egress Point**
   Review the planned egress point information, including the local name, type, location and narrative text.

   b. **View Map**
   Select ‘View Map’ to be taken to the Maps tab and view the planned egress point on the map.



Risk Controls

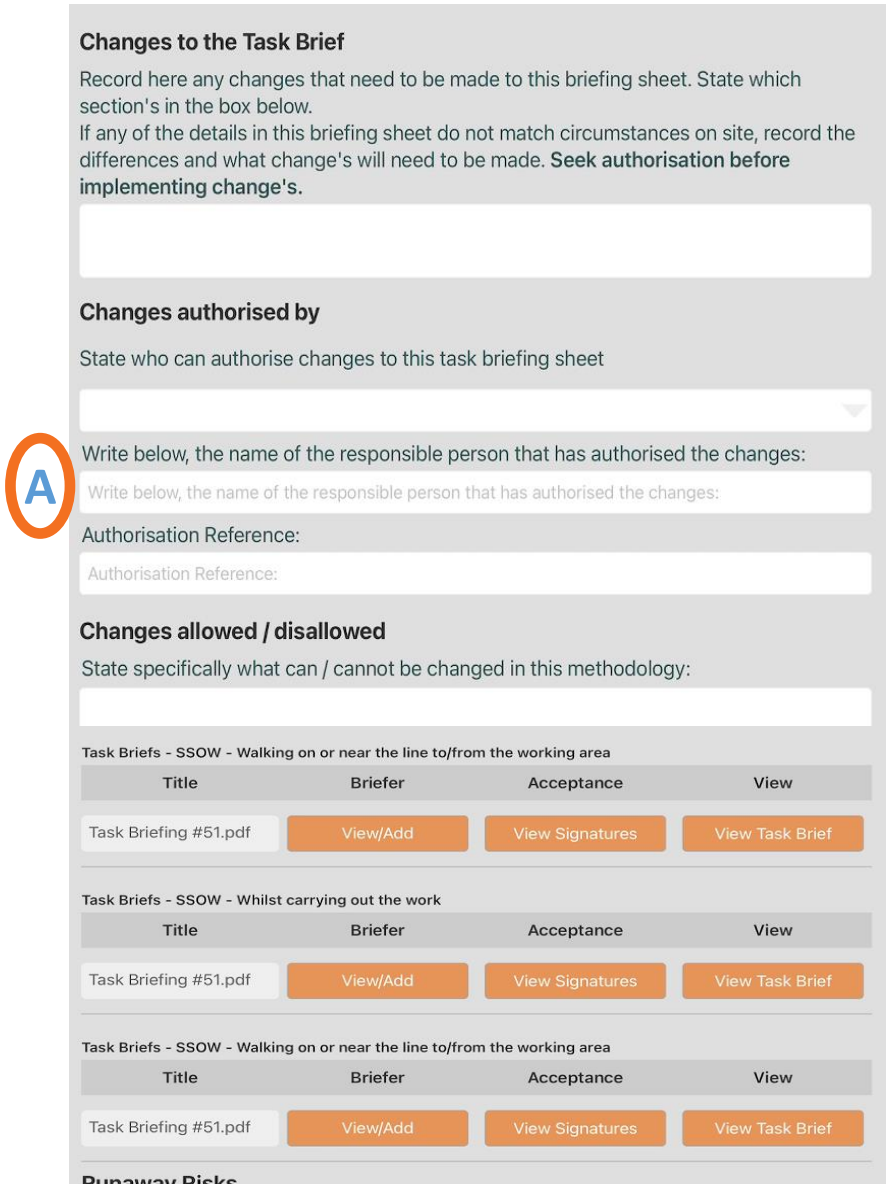
1. **SWP Validation form: Risk Control Briefing (F01.2)**
   Review and check that all the information under the Validation section is correct.



Risk Controls

a) Enter Risk controls

All the risks requiring control will appear below, with the ability to click and view the pdf. Then you will be able to assign a PIC to the relevant control. You are also able to add a new risk requiring controls.

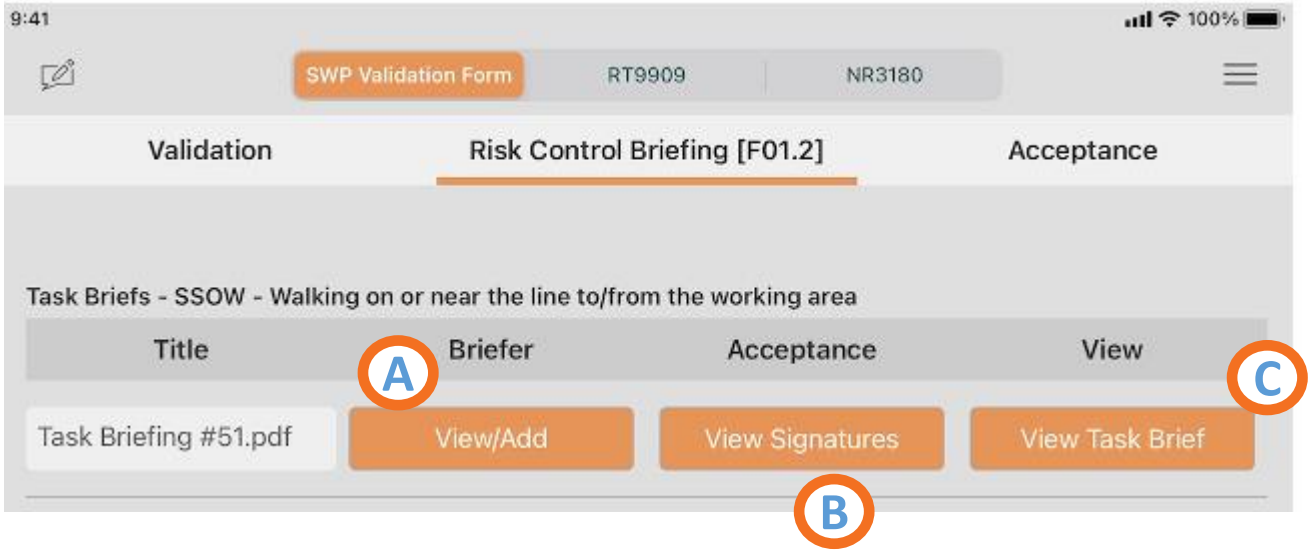


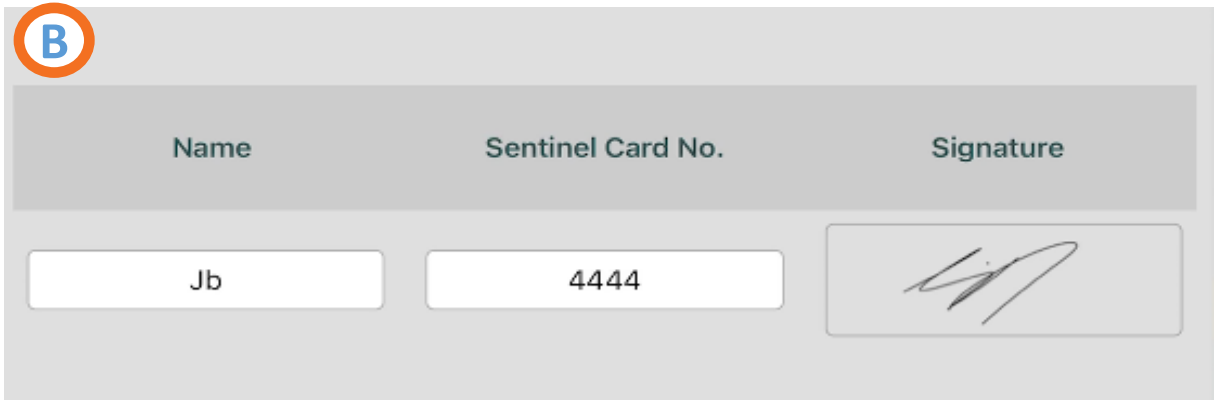
Risk Controls

a) The PIC is the able to view their own signature for the acceptance all of the Risk control briefer.

b) The PIC can view signatures of those staff assigned against the TB.

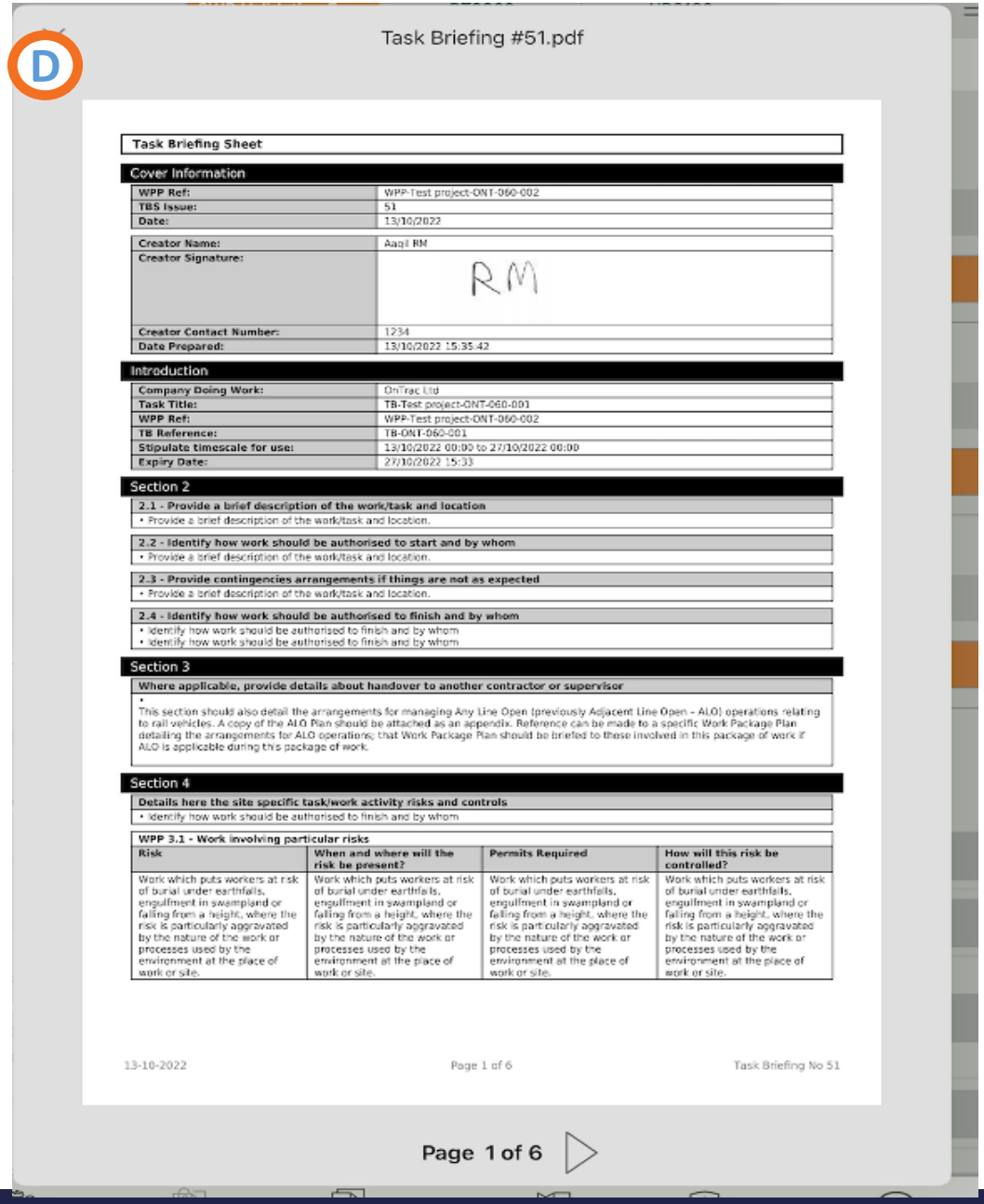
c) The PIC can press to view the Task Brief.





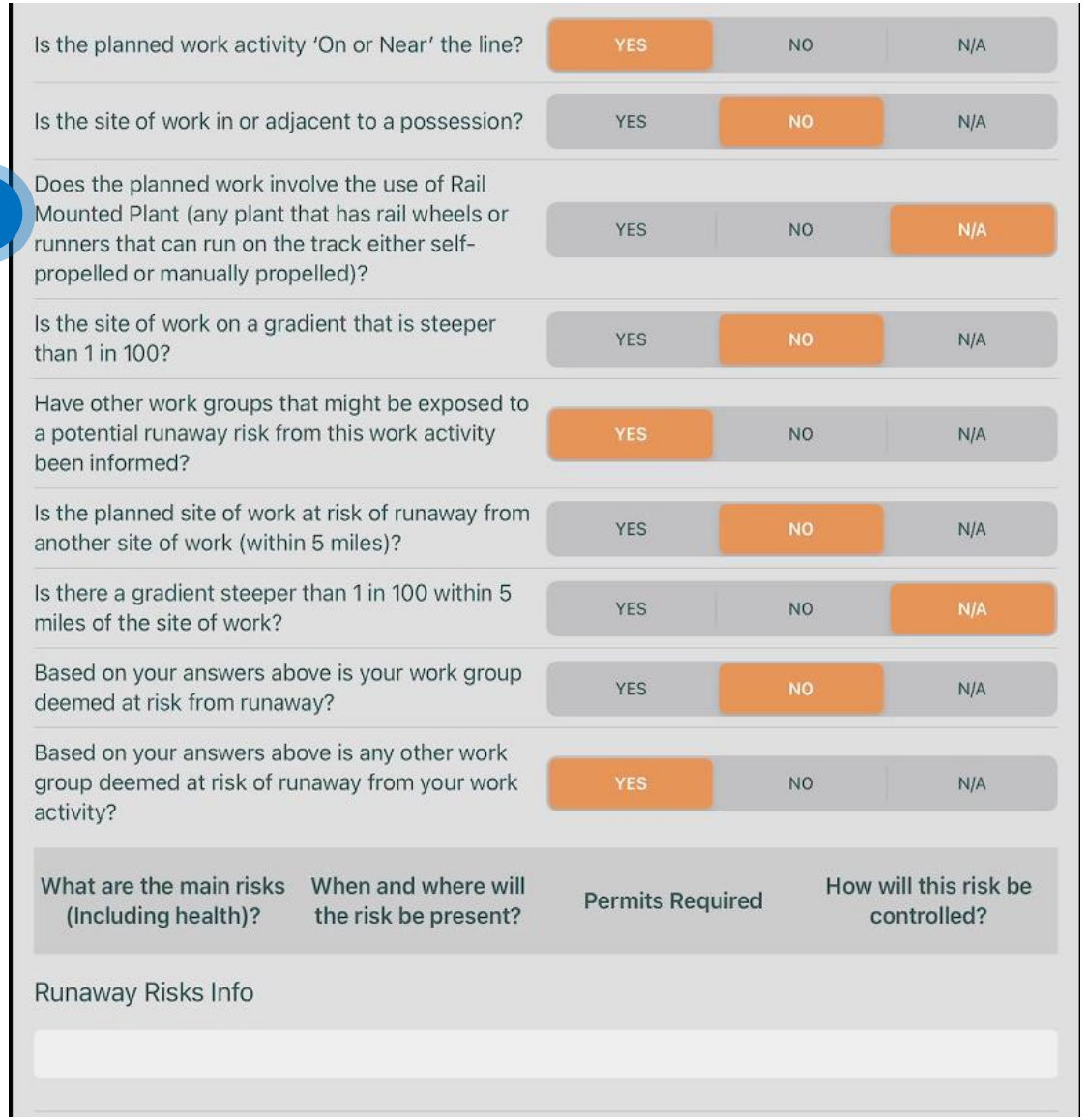
Risk Controls

b) View the Task Brief will open up the full risk control sheets and allow all the TB pages to be viewed.



Review Risks and Permits

1. **Runaway Risks and Permits**
   Review and check the information under runaway risks and permits, including whether an isolation permit is required.

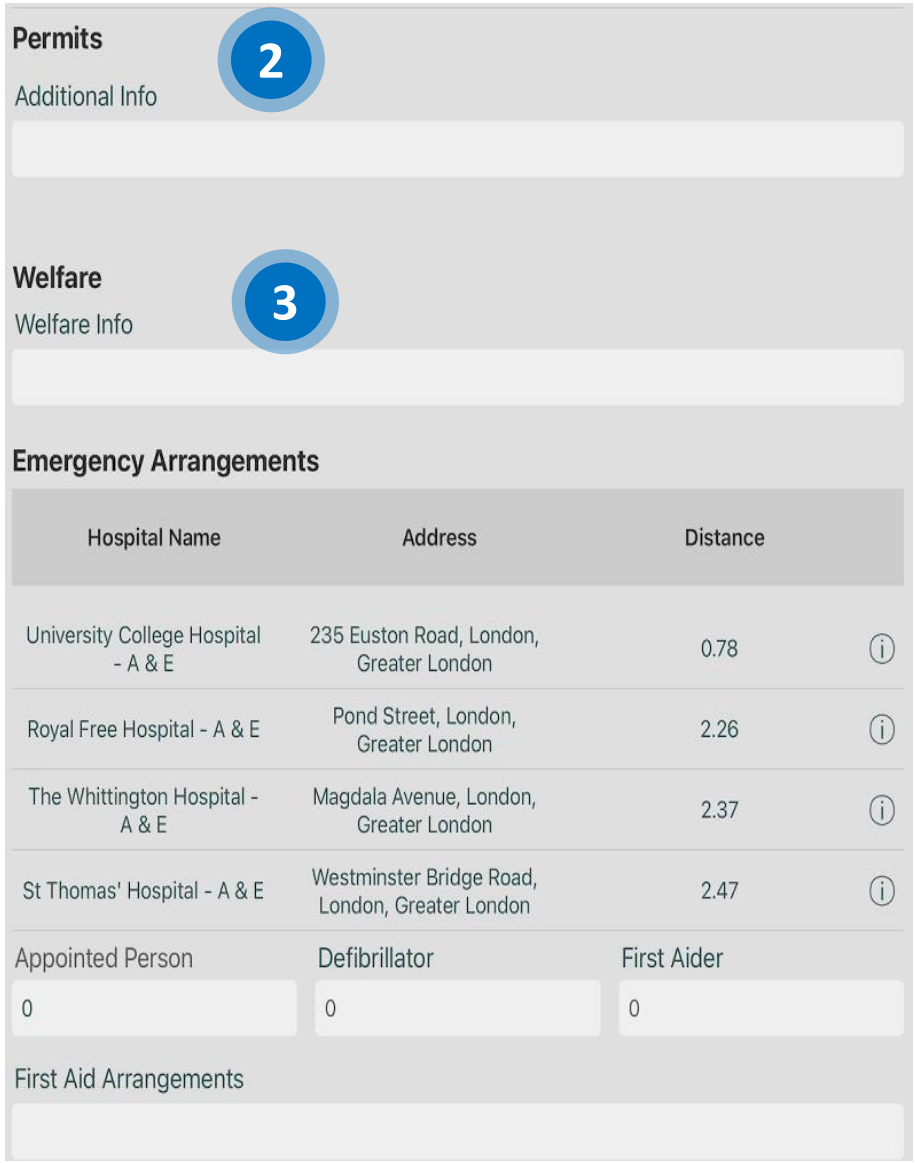


Review Risks and Permits

2. **Additional Permits.**
   Review and check any additional permits.

3. **Welfare Arrangements**
   Review and check that the welfare information is correct

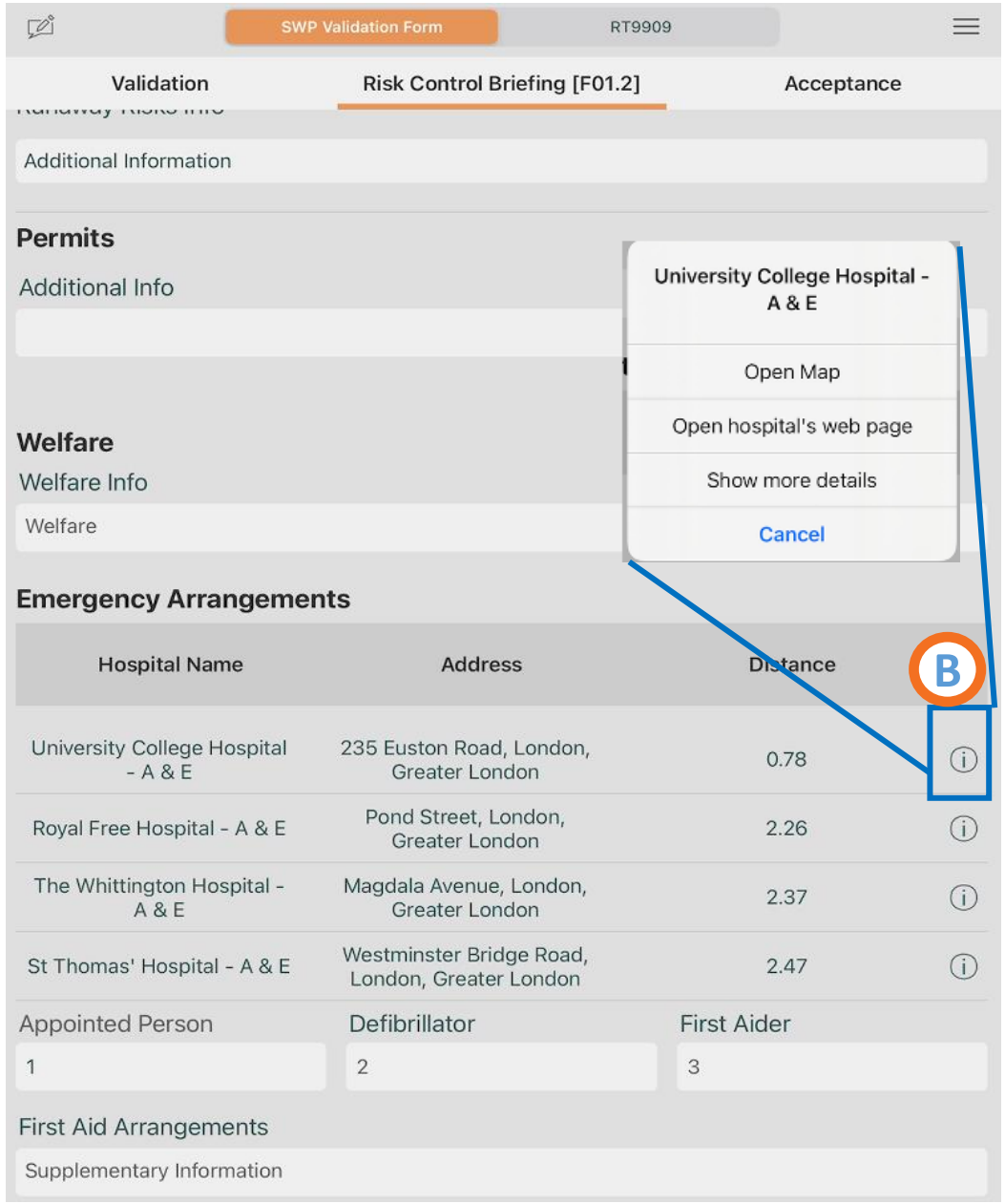
PIC's will also be able to see any PDF permits installed in the planning process at this stage.



Emergency Arrangements

a) Emergency Arrangements
Review and check the emergency arrangements are correct.

b) Further Information
To view further information for the hospitals select the ‘I’ icon on the right of the screen. From here you will be able view the location in maps, access the hospitals website or view more details.



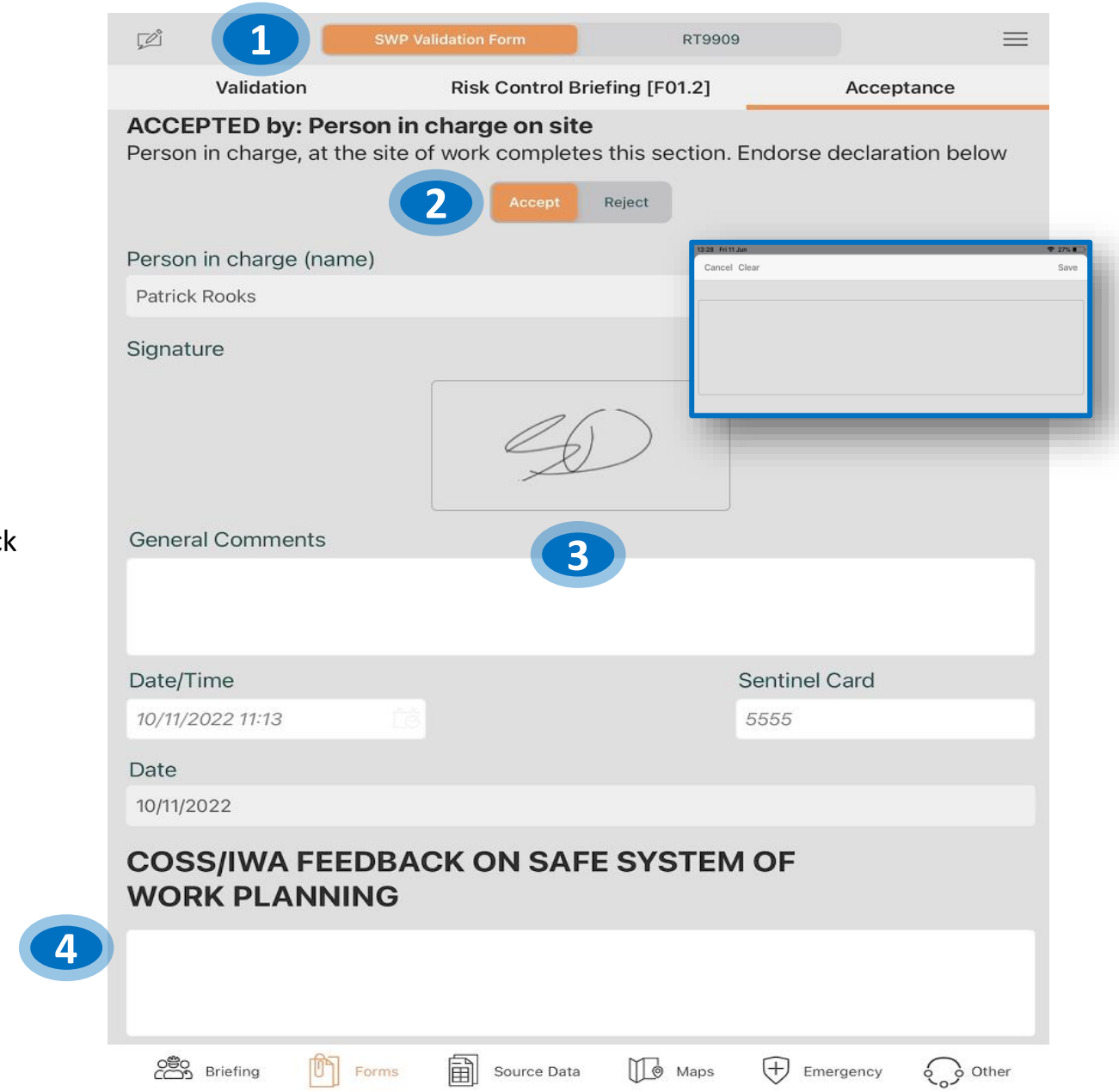
PIC Accepts

1. **SWP Validation form: Acceptance**
   To accept or reject the SWP follow these steps.

2. **Select to Accept the Pack**
   Select to accept the pack at the top of the screen.

3. **Signature**
   Complete the date/time, add Sentinel card number and then select the signature button and use the box to write your signature. Once done click the save in the top right corner.

4. **COSS Feedback**
   A Text field for and feedback to the planner about the SWP.



Confirming authorisation of a change in SSOW

In the scenario where you wish to move down the protection/warning hierarchy from what was planned:

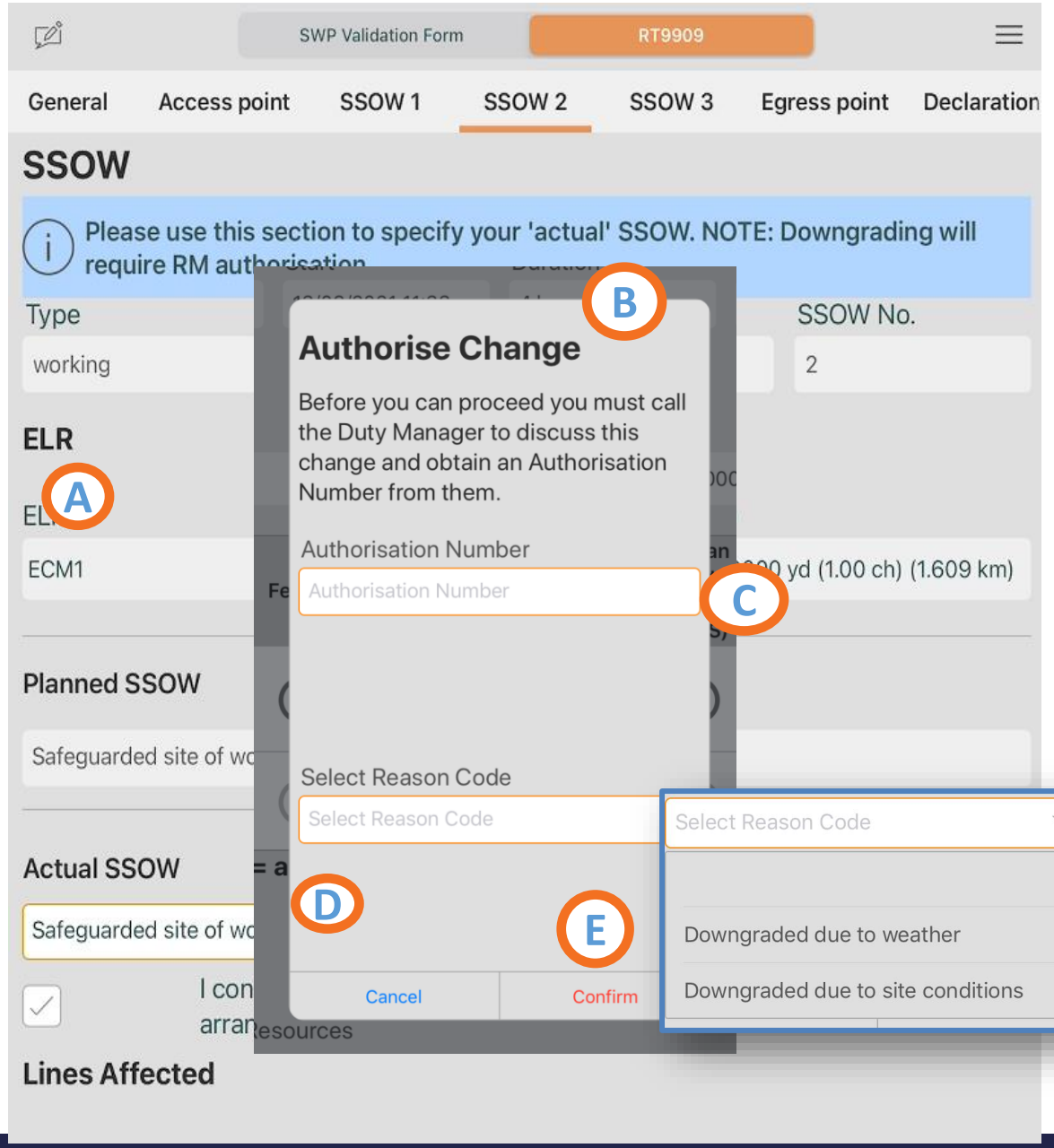
a) Planned and Actual SSOW
If you move down the protection/warning hierarchy, you will be required to enter an authorisation number. If you have to move down again another separate authority number will be required.

b) Contact your RM/Duty Manager
Contact your relevant responsible or duty manager to discuss the change(s) and receive an authorisation number, which they will obtain from their V4 account via the SWP linked to that SWP

c) Enter Authorisation Number
Type in the authorisation number provided to you

d) Select Reason Code
Select a reason for why you are moving to a less safe protection/warning method from the drop-down list.

e) Confirm Authorisation for the change
Confirm the change in protection/warning method. This confirmation will be populated in the tab for the SSOW component, tick the rebrief box once the new SWP has been briefed out.



Adding Feedback

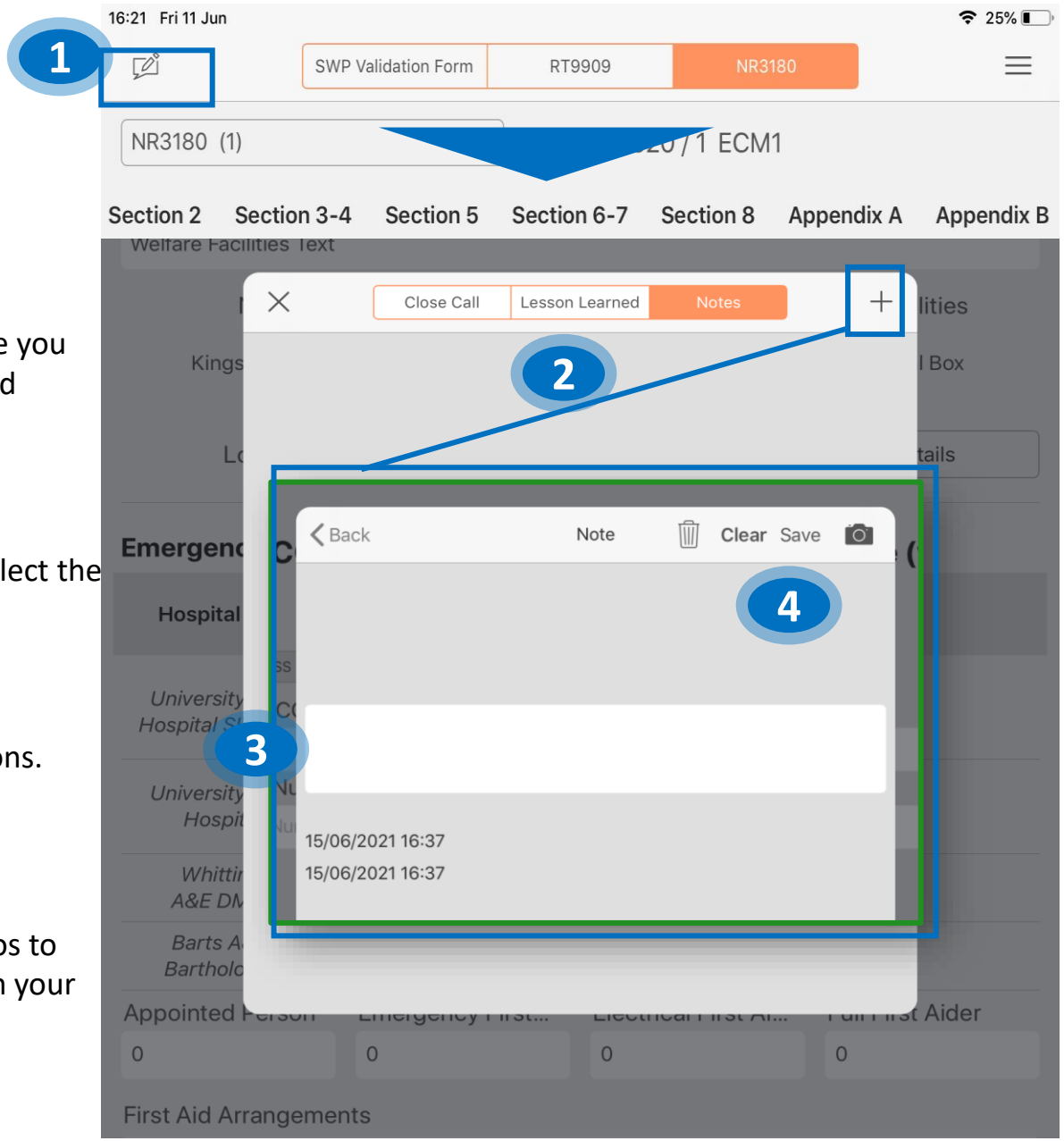
As you are completing the work you may find there is useful information or data corrections. These can be sent back to the planner for feedback/amends.

1. **Add comments and feedback**
   Select the pen and notepad button at the top left-hand side of the screen. Here you will be able to enter comments and feedback for close calls, lessons learned and notes.

2. **Feedback/Comment category**
   Select “Close Call”, “Lessons Learned” or “Notes” from the top bar, and then select the plus button in the top right-hand corner to add a new comment/feedback.

3. **Enter your Feedback or Comments**
   Use the available text box to enter any comments, feedback or recommendations. These comments will return with the SWP back to the pack register

4. **Delete, Clear, Save and Photo**
   After you select the plus button in the top right-hand corner you can add photos to your feedback. These can be taken through the eSWP application or taken from your device photo library.



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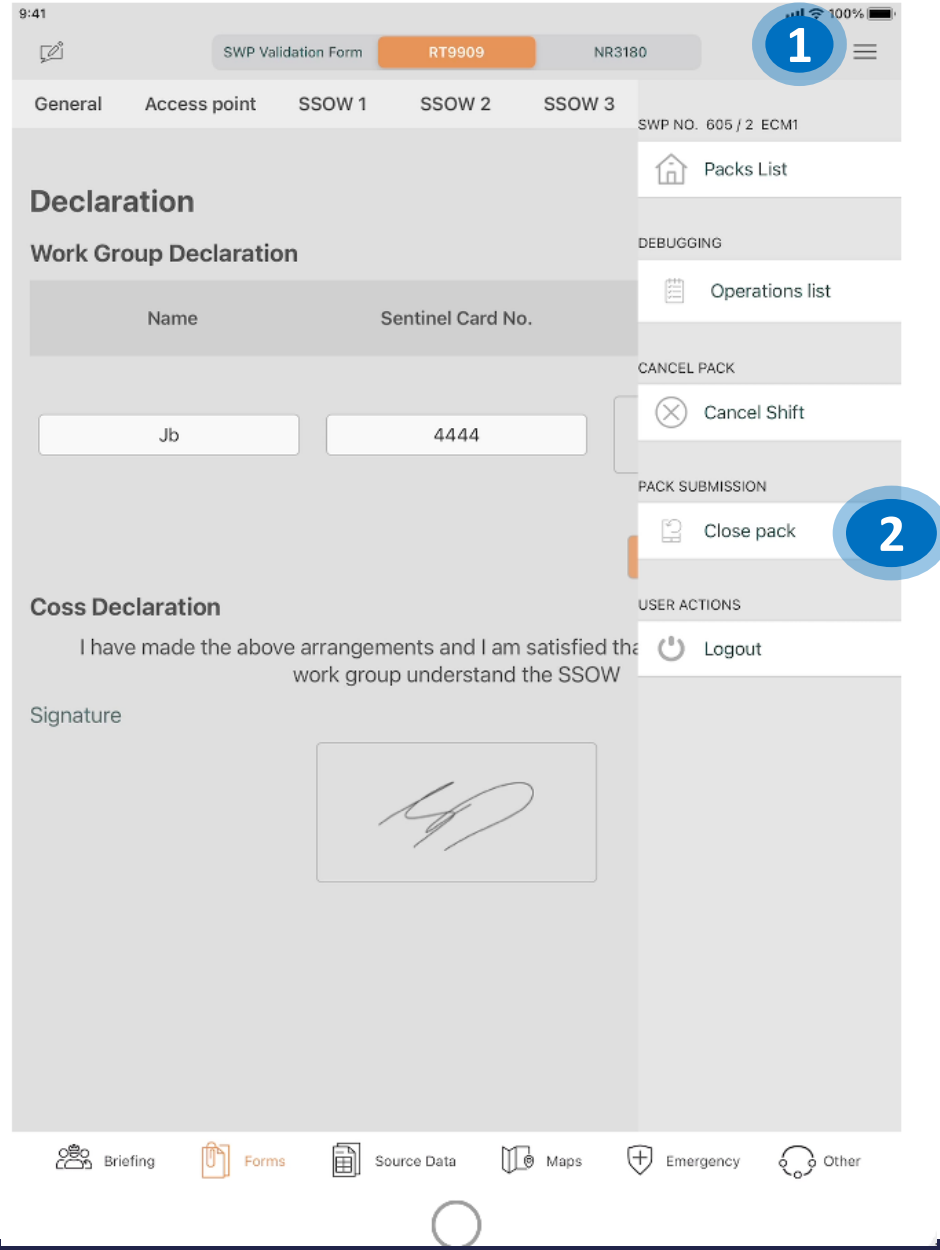
How to close and return a pack

Close Pack

1. Select the Hamburger Menu
   To close the pack select the hamburger menu, then click on

2. ‘Close pack’. A pop-up will appear.

3. If the PIC hasn’t completed each of the sections correctly they will receive the below pop up before they can move on to close the SWP.



Close Pack

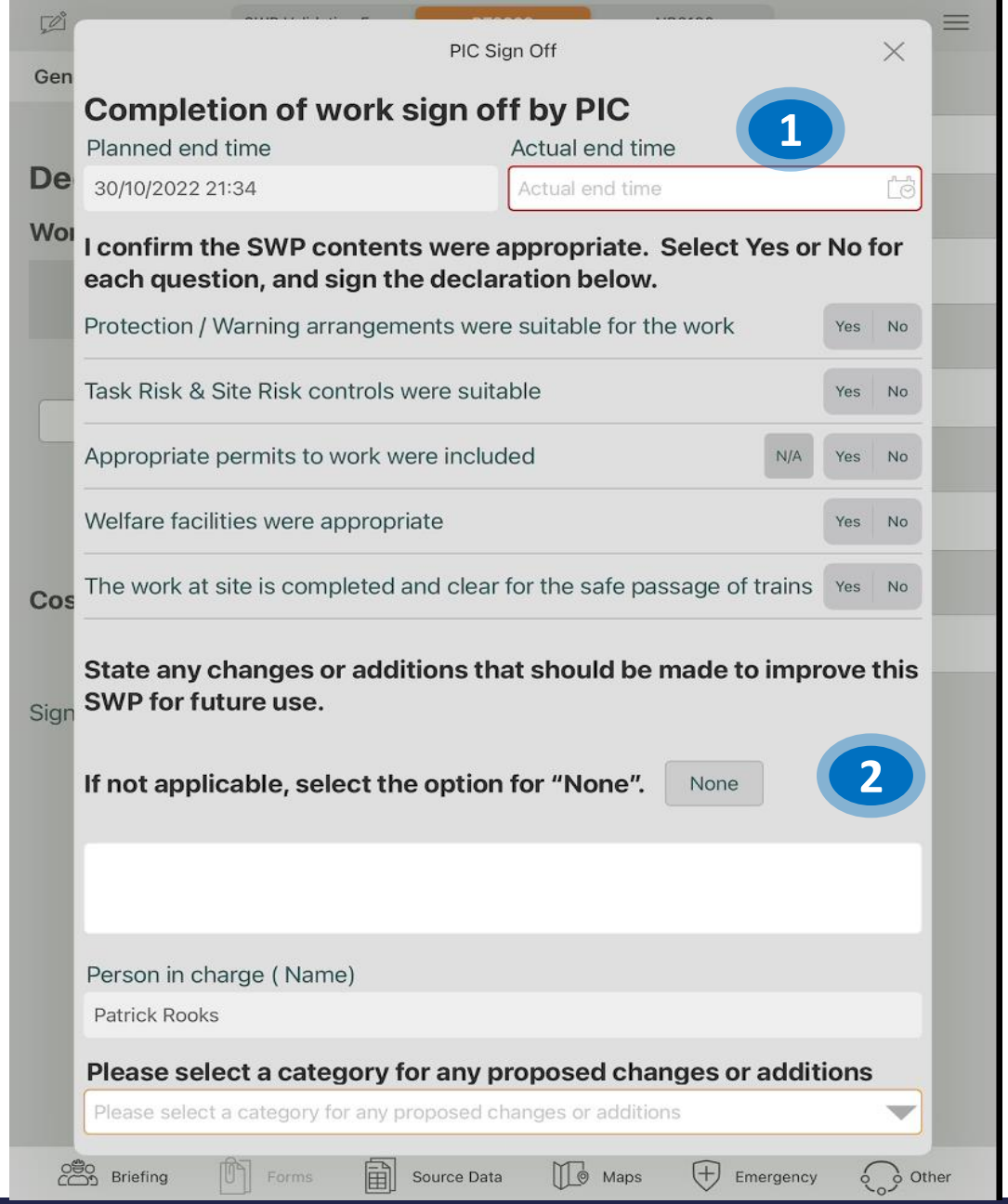
To close the pack, you will need to complete the section under SWP Validation, Acceptance.

1. Actual time Ended

   Enter the actual end time for the work

2. Confirmation of Contents

   Select if you want to change the PIC or COSS. Only one of these can be selected.



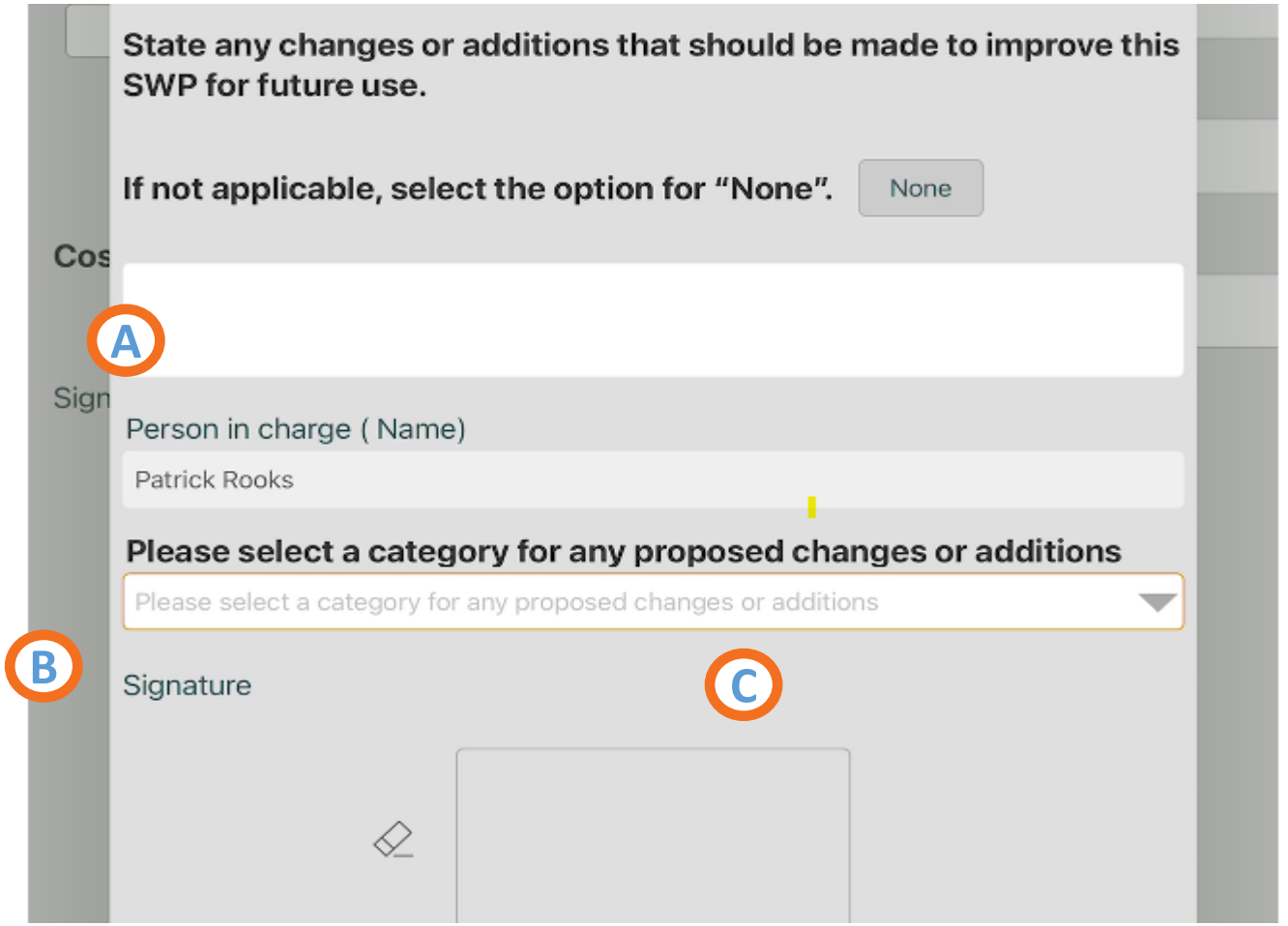
Close Pack

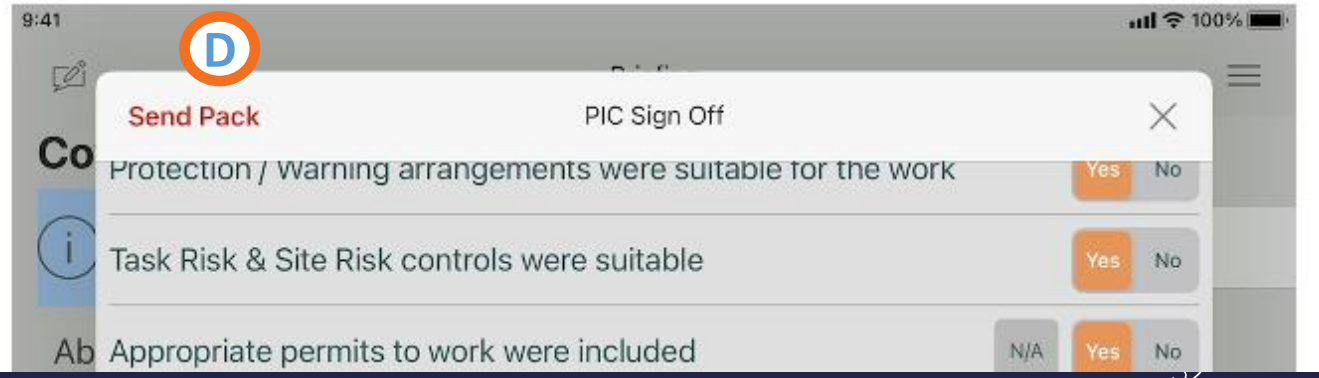
a) **State Changes**
Use the text box to enter any proposed changes for future use of the SWP

b) **Category for proposed changes**
Select the category for the proposed changes from the drop-down list

c) **Signature**
Select the box to add your signature

d) **Send Pack**
The "Send Pack" to return the pack will appear once everything has been completed correctly.

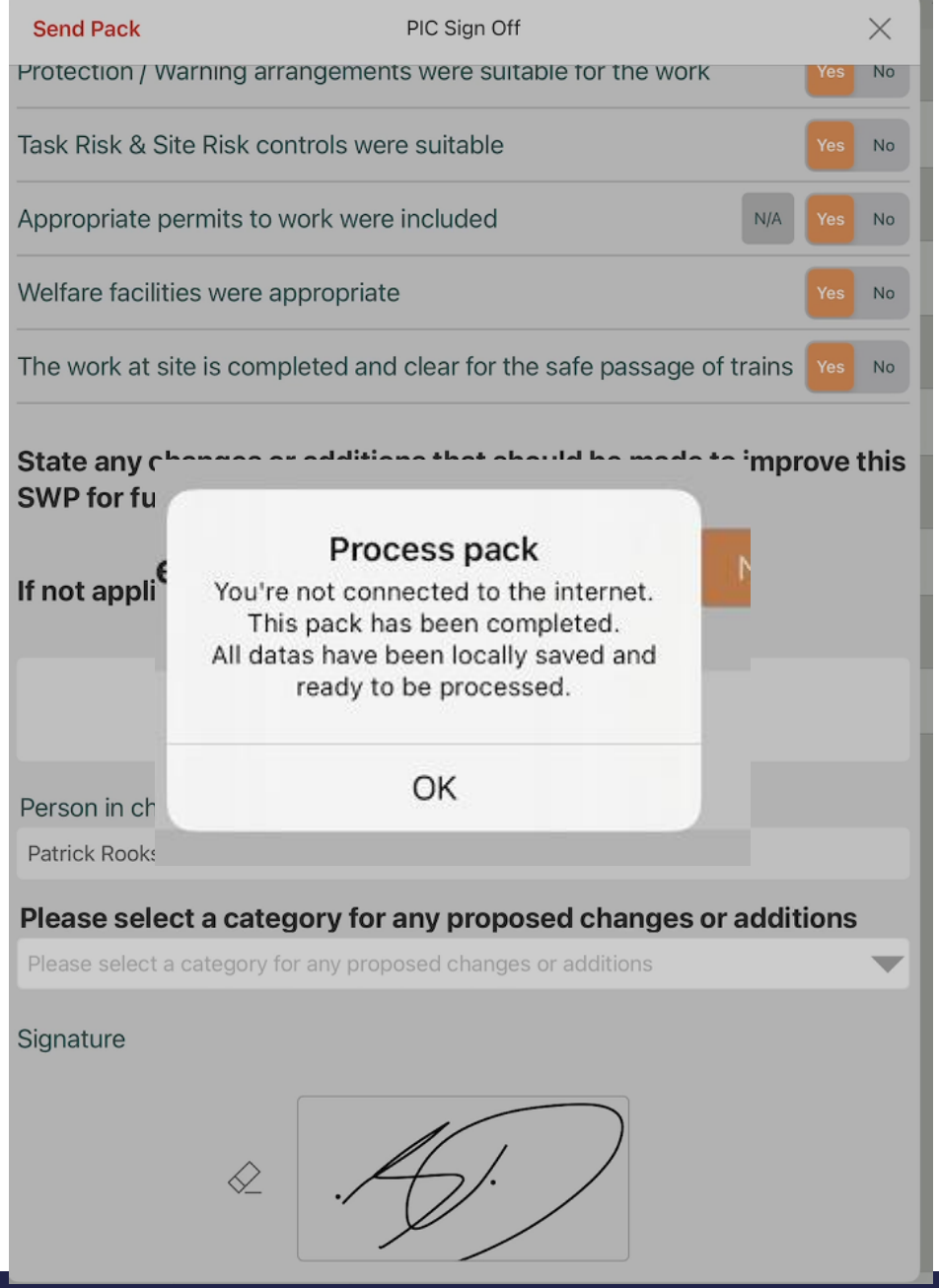




Offline return of MySWP

1. When returning a pack with poor or no internet connection, you will receive the pop up about the pack process.

2. SWP's should not be delete from the app until a Planner or RM has confirmed they have been correctly returned.



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How to reject a Safe Work Pack

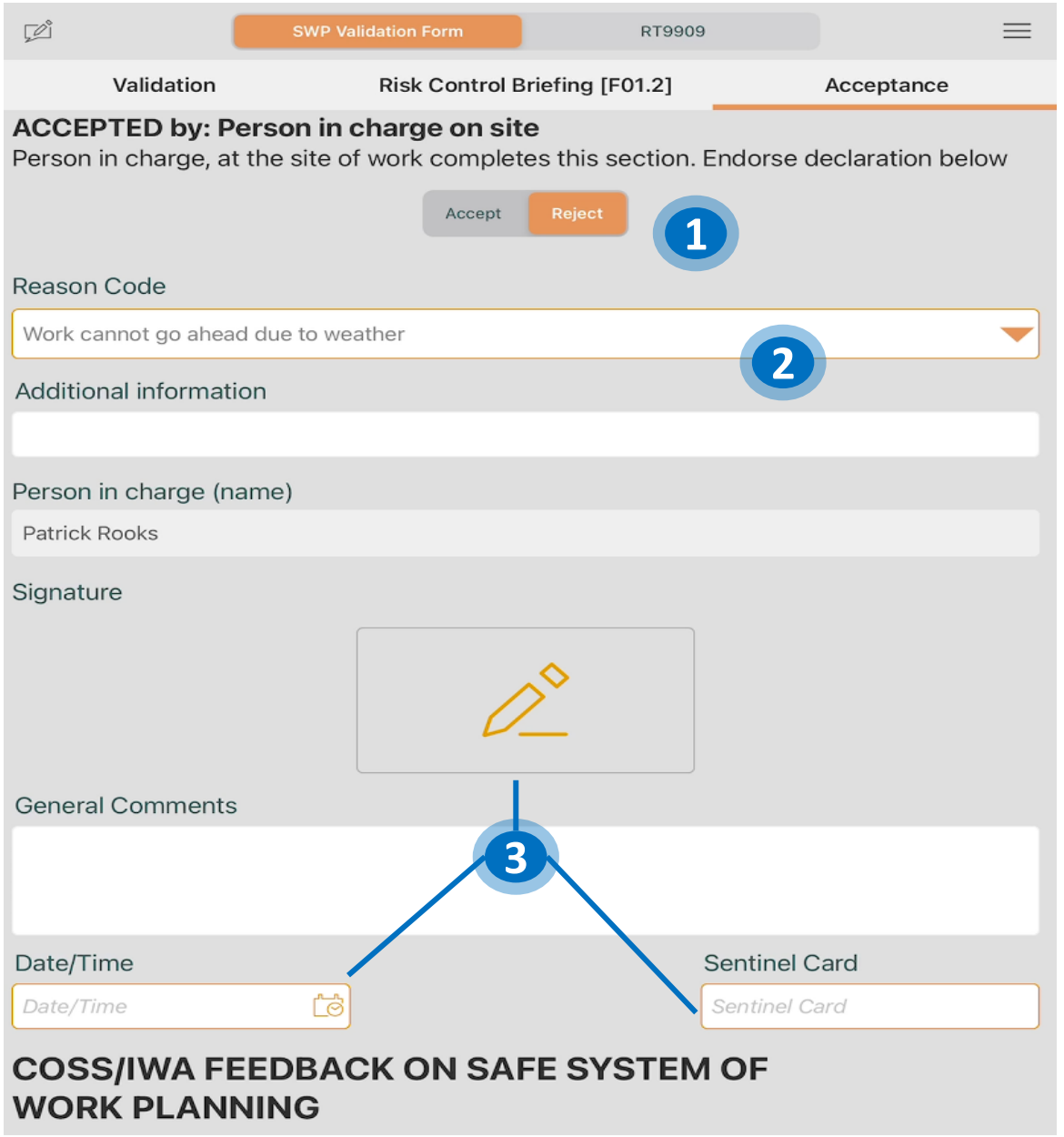
PIC Rejects a Pack

If a COSS has been delegated, then they will need to confirm their acceptance before the PIC

1. **Select Reject**
   At the top of the page select the reject button. Additional fields will appear below that will need to be completed.

2. **Select Reason code**
   Select the reason code from the drop-down list. Use the text box below to enter any additional information about the reason for rejection. This information will be passed on to the planner.

3. **Enter Comments, Date/Time**
   Use the text box to enter any additional comments, then select the date and time from the pop-up and sign the rejected SWP.



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How to Cancel a Safe Work Pack

How to cancel a pack

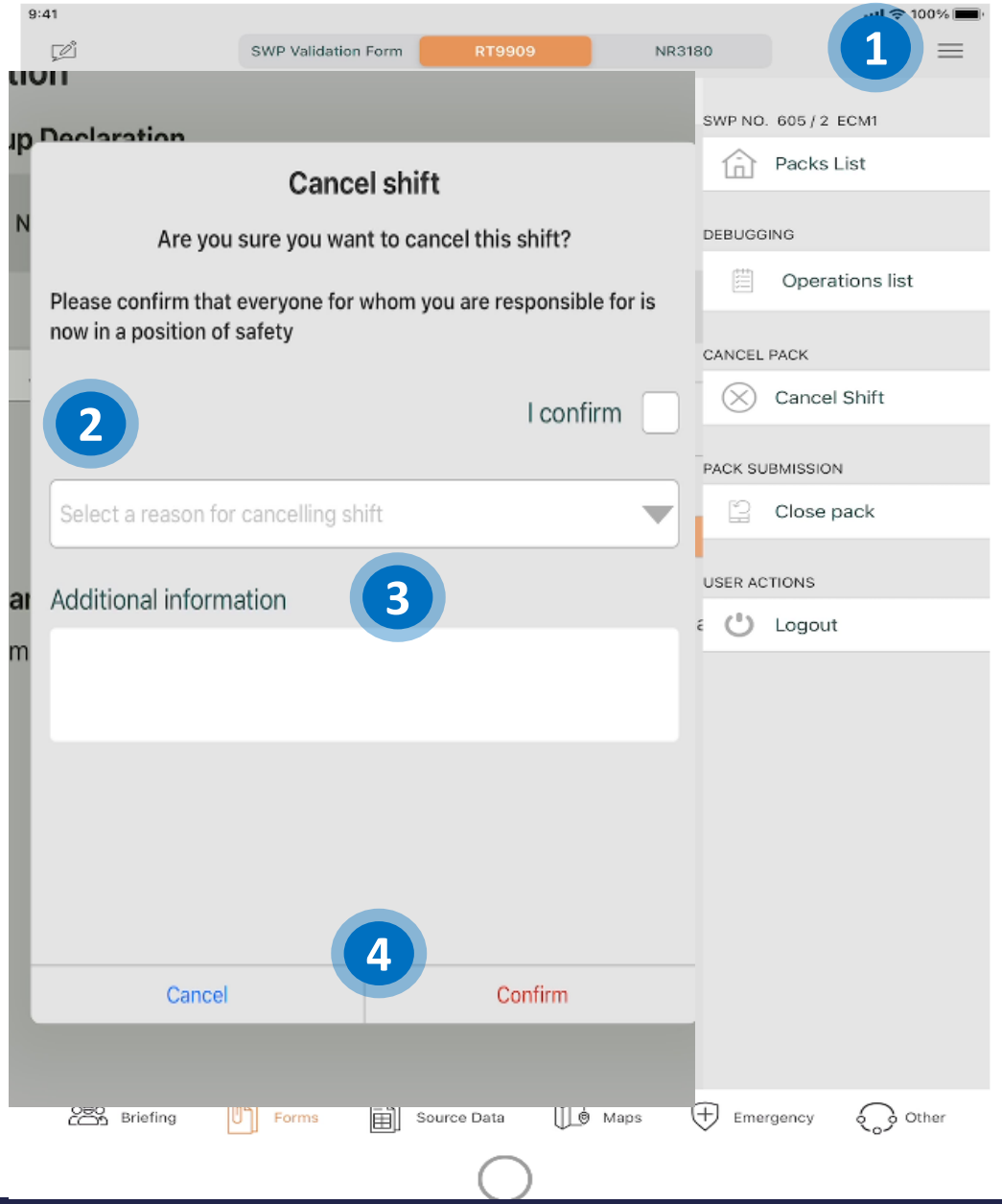
1. It may be necessary to cancel the work after a pack has been accepted and work has begun.

2. Hamburger menu
   To cancel a Pack, select the hamburger menu and click on the cancel Pack/Shift button. Confirm
   Click on the box on the right-hand side to confirm that everyone you are responsible for is now in a position of safety. Select reason for aborting

3. Select the reason for aborting from the drop-down list.

4. Enter additional reasoning. Use the text box to enter additional information about why the work was aborted.

5. Confirm - Select confirm once you have entered the reason for aborting.



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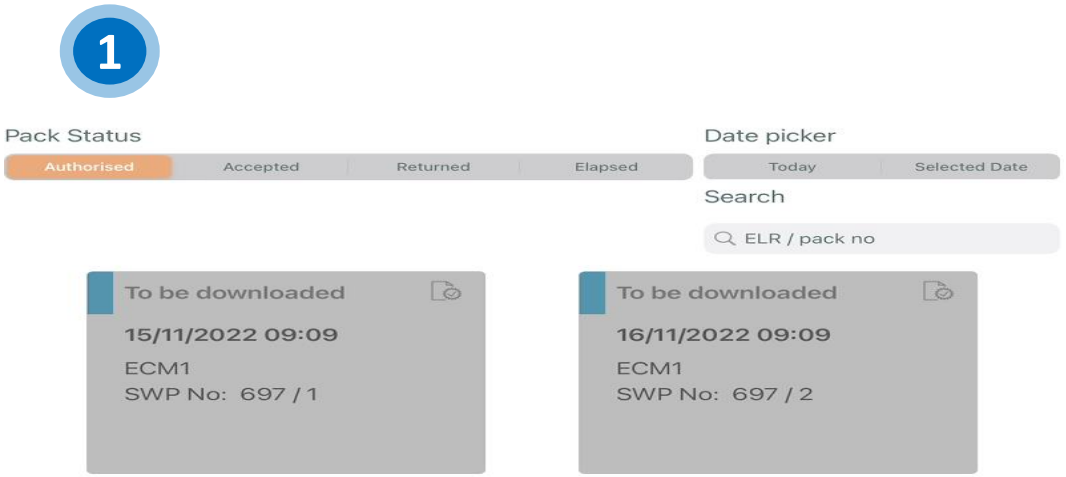
MySWP pack Status

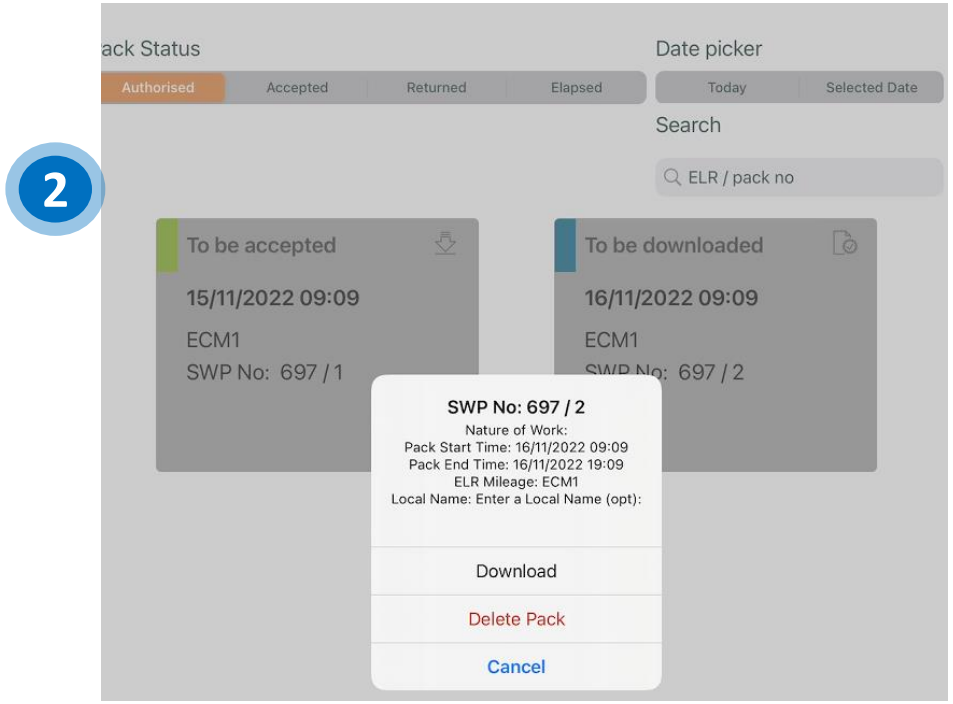
MySWP pack status

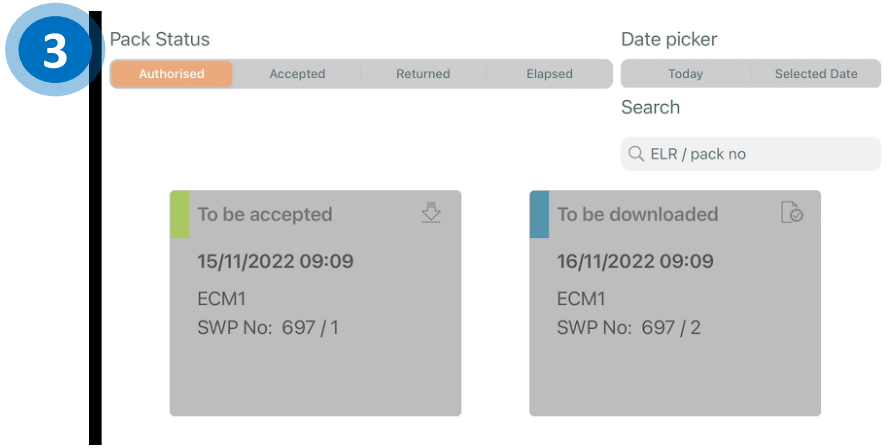
1. Authorised pack on MySWP in with the blue box in the top left corner ready to be downloaded.

2. MySWP requesting to be downloaded.

3. MySWP fully downloaded and ready to use with the green box in the top left corner.







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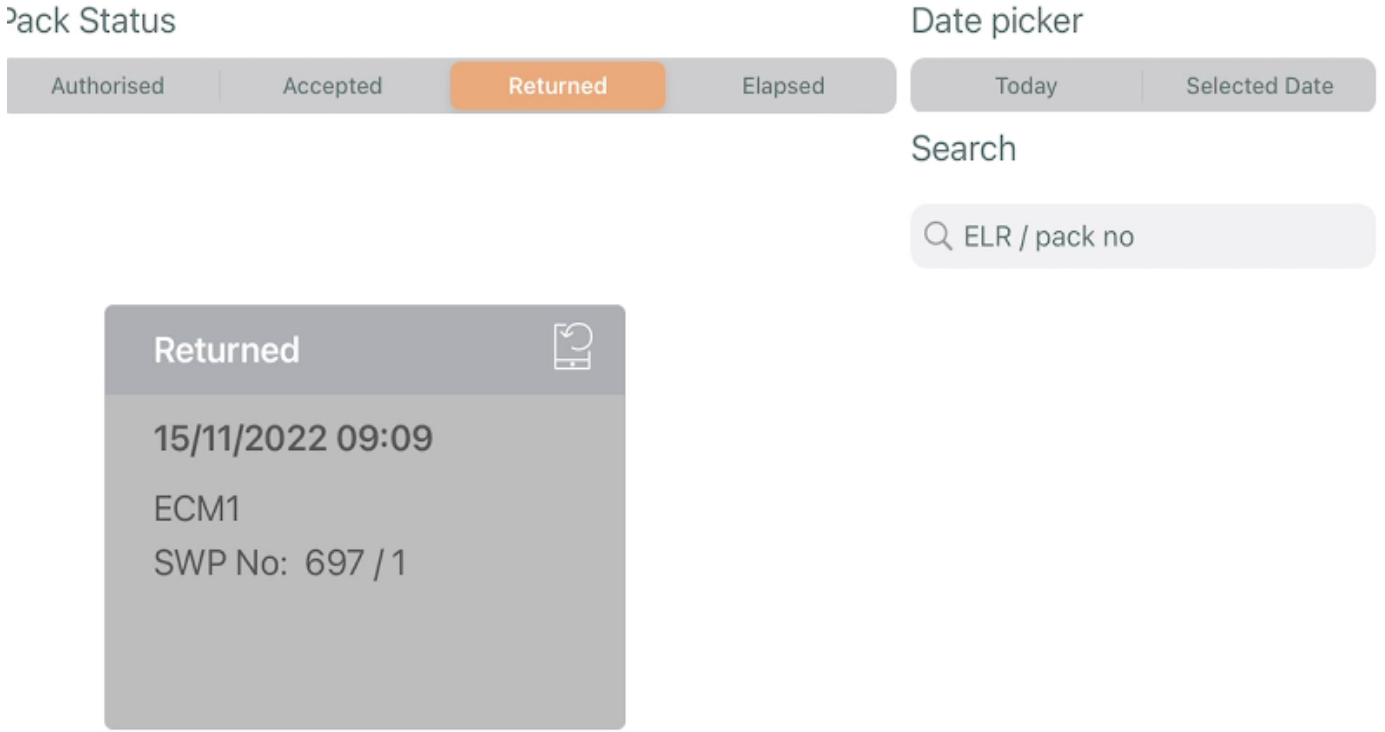
Offline return of MySWP

Offline return of MySWP

1. MySWP showing as being returned, as it's still showing on the returned page its not been fully returned.