

HSE Bulletin (Ref:6in2014)

Signing in at Depots

Date of issue: 28 March 2014

Background

On 21st January 2014 at Stonebridge Park Depot a high potential near hit incident involving an overhead crane and a mobile elevated work platform (MEWPs) occurred.

The crane came in close proximity to the MEWP but was stopped by the activation of an Emergency Stop plunger close by. The MEWP was un-manned at the time. No one was injured and no property damage occurred.

Instruction

The intent of this bulletin is to remind all *visiting* staff, contractors and suppliers that intend to carry out work in a depot that they must, after signing in at the General Office/Security, report to the Duty Depot Manager (DDM)/Maintenance Manager (MM) of the depot where they are working prior to starting work.

Work includes tasks not only of a physical nature, for example building maintenance, but also work that involves any and all types of training within depot confines.

It is imperative that depot management are fully aware of *all work* that is being carried out in the confines of the depots they manage. Depot staff have to assess the effects of other work on the depot environment, tasks and other duties they carry out in the depot involved and issue, where required, a Permit to Work.

It is not the responsibility of depot staff to review other parties' method statements, risk assessments and the like as this must be done prior to visiting the depot and carrying out the work.

Emergency services, statutory undertakers and routine deliveries such as mail are exempt from these requirements.

Please communicate this alert to your teams, projects and suppliers as appropriate

Incident reference	52409
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