

Site Access Controller – Job Description

Job Details

- Job Title: Site Access Controller
- Location: Based at work sites in various locations
- Reporting to: Site Access Manager

Job Overview

The Site Access Controller (SAC) works on a railway worksite. They provide the administration centre capabilities for the worksite which includes the following activities;

- Responsible for controlling access/egress to site
- Collating of all reporting
- A single point of contact from the worksite to the outside world

The SAC uses a laptop computer to access the WorksiteCloud Site Access system and enter site reports/personnel register directly onto the internet for management staff to view.

Although SAC's will hold the Industry Common Induction (ICI) qualification, this is to provide background knowledge on safe railway working only, they **MUST NOT** go on or near the track at any time.

Principle Duties

1. Signing in and out all personnel

1.1. Sign in and out all personnel that arrive on the worksite and maintain accurate records of each person's details using the dashboard on WorksiteCloud Site Access.

1.2. The SAC must ensure that all personnel signing into site are in possession of either a valid Personal Track Safety (PTS) card or Track Visitors Permit (TVP) and deny access to those who do not present either of these permits.

1.2.1. The PTS card must have valid medical **AND** PTS qualifications as a minimum.

1.3. Ensure that all workers carry full Personal Protective Equipment (PPE). The minimum PPE requirement is:

- hard hat
- hi-visibility vest or suitable alternative (coat/fleece)
- approved orange trousers
- steel toe-cap boots
- gloves
- eye protection

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- hearing protection
- helmet lamp (during the hours of darkness)

Deny access to those who not carry minimum PPE.

1.4. Deny access to those that are suspected of being under the influence of drugs or alcohol and contact the Engineering Supervisor.

1.5. Read all staff arriving onsite a full briefing, a copy of which will be provided to you for the client you are working for.

1.6. As the personnel have been signed in, conduct a 100% check of Sentinel cards using the Sentinel scanner, Sentinel hotline or website www.railsentinel.co.uk

2. Communication

2.1. The SAC will contact the Engineering Supervisor (ES) or Works Manager (WM) once an hour to receive an update on the progress of work, unless the ES/WM decides on a greater or lesser frequency due to the type of work being undertaken. These updates will then be recorded into the site diary.

2.2. Contact the ES if visitors arrive on site to ensure they receive a COSS brief and are escorted to site safely.

2.3. The SAC will contact client control (if appropriate) to communicate general updates on progress of work throughout the shift and to report accidents or dangerous occurrences.

2.4. Communication via mobiles or two-way radios with site based personnel must begin with the question - “are you in a position of safety?”.

2.5. The SAC may also need to liaise with the emergency services in the case of an accident.

3. Contact Details

3.1. The SAC must maintain the noticeboard in the SAC cabin displaying:

- Engineering Supervisors (ES) name/number
- Works Managers (WM) name/number
- Nominated first aiders name/number
- Nearest accident and emergency hospital
- Site address and postcode
- Any other relevant information

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4. Welfare

4.1. Issue emergency PPE from onsite supplies and keep a record of all issues to enable them to be charged to the appropriate contractor.

4.2. Take control of site radios by ensuring they are inaccessible to workers without your knowledge and log all radio issues on the Loan Items area, for the staff member the item is issued to, of the WorksiteCloud – Site Access System.

4.3. Conduct visual checks of the fuel levels on the diesel generators. Report this information on the appropriate Site Log in WorksiteCloud – Site Access.

4.4. Ensure the site access area and cabins are clean and tidy. Check that welfare facilities are in working order. Report any maintenance issues via the website or by calling the suppliers on call number.

5. Reporting

5.1. Ensure all work progress, accidents/incidents and train details are entered onto WorksiteCloud – Site Access using the appropriate site diary or site activities areas.

5.2. Phone the client control centre (if applicable) regularly throughout a shift to keep them updated on work progress and to ensure that they can see your updates.

5.3. Contact client control or on call manager in the event of any accidents, incidents, near misses or emergencies.

6. Other Information

6.1. The Site Access Controller will follow all rules and regulations in place on a client's worksite unless these rules violate Railway Rules or British Law.

Required Experience and Skills

It is considered essential that Site Access Controllers have the following skills;

- Ability to communicate clearly (must speak English fluently)
- Assertiveness
- Ability to cope under pressure
- Working knowledge of computer operation and of the internet
- Full UK driving licence

Other skills, which can be developed in post, will help a SAC in their role;

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- Understanding of phonetic alphabet
- Understanding of basic track renewals operations and stages thereof
- Understanding of railway terminology

Any applicant in possession of a personal track safety (PTS) card should mention this on their application form.

Personal Protective Equipment (PPE)

All Site Access Controllers shall be issued with;

- High visibility vest (orange)
- High visibility trousers (orange – these **MUST** be worn at all times during the shift)
- Steel toe capped boots
- Safety helmet (**MUST** be worn when outside of the SAC cabin)

Some client sites may require you to wear additional PPE. This will be communicated to you as and when appropriate.

You will not wear the following items to site;

- Shorts
- Trainers
- Red or Green clothing