



SSQE DIRECTORATE

EUROTUNNEL SAFETY HANDBOOK

AREA OF APPLICATION

CHAMP D'APPLICATION

EUROTUNNEL UK SITE

Applicable with effect from / date d'application: 05/04/2024

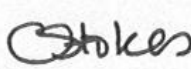
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Complete review
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IMPR/275714 - 04/2023

SAFETY HANDBOOK



This handbook sets out the risks likely to be encountered on the site and the general instructions to be applied.

Mandatory PPE (minimum requirements)

**When moving around the FR Terminal
maintenance area (includes parking,
indoor/outdoor walking routes to place of work)**



**Road and rail
traffic areas**



Running Tunnels



**Gas
detector**



**Rolling Stock / Works
Train Workshops**



Plus additional PPE for specific activities carried out.

For example: Manual activities



**ID badges must be
worn in all areas**



Risks linked to travel, handling and posture



Follow walking routes and signage

**Take care when getting in
and out of vehicles**



**Cross after visual contact
and complete stop of the
vehicle**



**Caution: Electric
vehicles are silent**



**Don't try to go too
fast.
Hold on to the
handrail**



**Apply good handling
techniques**

Road risks



Obey the highway code and temporary signage



30 mph (50 kph) on site unless otherwise indicated
Example:  on platforms and overbridges!



If no visibility, do not reverse without a banksman



Mandatory reverse parking in car parks



Road and rail vehicles run alongside and cross each other

→ take care at level crossings without a barrier

• Vehicles produce exhaust gases, avoid unnecessary exposure and switch off your engine when not in use

Railway risks



Trains have right of way



Minimum safe distance = 2.20m from track

→ Cross tracks only at dedicated crossings, unless trained and authorised

→ 25m from a stationary train, cross one track at a time

→ Never place a hand or body part on the rail

Railway risks

Stopping an approaching train in an emergency



Wave a flag , a red lamp or raise both arms in the air.

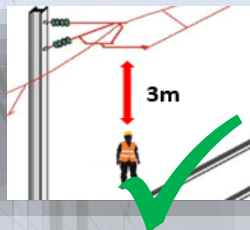
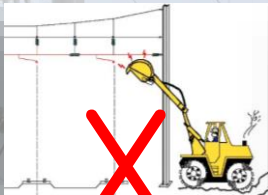


→ Raise one arm above your head to acknowledge a passing train sounding its horn



- It is prohibited to cross under the raised tracks when the flashing beacon is operating.
- It is prohibited to climb into trains without prior authorisation

Catenary risk: electrocution (25kV)



Keep a distance of 3 metres from the catenary and any live catenary elements



Beware of the risk of induction. Some materials may build up an electrical charge. Avoid touching metal devices around the track.



Do not touch the two rails on the track simultaneously.

Tunnel risks

➤ Aerodynamic effects

Major air currents are possible when cross passage doors are opened between the Running Tunnel and the Service Tunnel.

- Do not stand on the hatched area when the doors are opening.
- Do not go through cross passages if the air speed is too high, wait.



➤ Air quality in Running Tunnels

Pollution during maintenance due to the use of thermal engines

- Make sure you have a gas detector and wear it close to your face.
- If an alarm is triggered :
 - Make the worksite safe
 - Evacuate to the service tunnel

Gas detector



If there is dust in the atmosphere

- Wear a respiratory protection mask (type FFP3)



➤ Electromagnetic fields

- Do not work within 1m of the live ElecLink HVDC cable if you are wearing a medical device that is sensitive to emissions (pacemaker, etc.).

Work at height risks



→ It is prohibited to use a ladder to work from.
Ladders are a means of access.



→ Only people who have been trained and authorised are permitted to erect mobile scaffold towers.

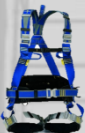
→ It is prohibited to move scaffolding if a person is on the platform.

→ Towers and stabilisers should always be used in accordance with manufacturer's instructions.

→ Be trained and competent to use a safety harness.

→ Check the harness before every use.

→ Never work alone.



Hazardous substance risks

- Only use correctly labelled, packaged and authorised substances.
- Read the COSHH risk assessment/safety data sheet.
- Always wear the designated Personal Protection Equipment (PPE).
- Do not eat or smoke during use and wash your hands thoroughly after use.
- Hazardous substances must be stored properly. Some substances should be stored in a retention tank to prevent any accidental spillage.



INTENSIFY FIRE CATCHES FIRE



EXPLODES



PRESSURIZED



KILLS



SERIOUSLY DAMAGES
HEALTH



CORRODES



POLLUTES



ALTERS HEALTH AND
THE OZONELAYER

Fire risk, CBRN(E) (Chemical, Biological, Radiological, Nuclear and Explosive)

In the event of a fire or an evacuation order:

- Stop all activities, close doors, windows if time & safety permits.
- Immediately proceed to the nearest emergency exit following the illuminated signage.
- Do not go back to collect any belongings and do not use the lifts.
- Go directly to the nearest assembly point whilst awaiting instructions from the person in charge of the evacuation.



Suspect package / Intrusion

- Do not challenge, keep your distance and call 112

Health and Epidemic risks

→ Maintain a physical distance from your colleagues



→ Cough and sneeze into your elbow or a tissue



→ Wash your hands regularly



→ Ventilate your workspace



→ Wear a mask in the event of a pandemic



→ Keep up to date with the recommended vaccinations



Psychological/Mental Health risks

→ If you feel the need, a psychological support team is at your disposal

→ Contact the Occupational Health Department or Employee Assistance Programme (EAP)



Psychological
support



→ If you witness or are subjected to a situation resembling harassment, speak to your line manager or HR



→ Moral and sexual harassment are offences punishable by law



Computer screen equipment risks



→ Check that the chair, keyboard and screen are adjusted correctly.

→ Position the screen at the right angle to prevent reflections from any windows.

→ Vary your tasks to avoid remaining in the same position.

This handbook is an aide-memoire. It does not replace any task specific risk assessments or safety requirements. For more information, refer to the General Health and Safety Principles (SAFD-0001)



Smoking and vaping is prohibited in buildings as well as in view of customers

Alcohol and drugs are prohibited



Golden Safety Rules



01



If you are not trained or not sure, **don't do it**



02

Report all accidents, incidents and near-misses

03



Respect all signals and speed limits

04



Protect your worksite

05



Keep your worksite clean and tidy

06



Beware of moving vehicles and trains

07



Wear your personal protective equipment

08



Don't cut corners. **Always follow** all procedures

Any employee who has reasonable cause to believe that a situation presents a **serious and imminent** danger to his/her life may exercise his/her right to **withdraw from work**.

In an emergency



Protect



**Protect yourself and others,
property and the scene**
in order to avoid aggravating the
situation



Alert

Contact our Control Centres who will liaise with the Emergency Response Organisations

■ **RCC** *Railway Control Centre*:

Railway or tunnel emergency (Trains, tracks, catenary, etc).

■ **TCC** *Terminal Control Centre*:

Non railway emergency (road traffic accidents, persons injured, etc.)



Direct

5sec red button



TCC : 282828 / 112

RCC : 3000



Direct

Emergency phone



01303 282828

- Information to be provided : WHO, WHERE, WHY, WHAT

1. WHO

**Give your name
and job title**

3. WHY

Explain the reason for the call

Describe what you see: number and
apparent state of injured persons, etc.

**2.
WHERE**

**Give your location, as
precisely as possible**
- Area, building
- Kilometric point (PK)

4. WHAT

State the emergency action required

- "emergency stop" stop a train
- "emergency isolation" shutdown catenary
- Call Emergency Services for an injured person

➡ Never hang up first ⬅



Respond



Give first aid to injured persons
You can become a Workplace First Aider
→ Training provided by CIFFCO



Defibrillators are available on site and on shuttles.
They can be used by anyone.