

# Job Description

**Job Holder:** Shunter

**Reports to:** Team Manager

**Grade:** Shunter

**Safety Status:** Safety Critical

**Date version agreed:**

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## Job Purpose

To ensure that the units arriving, departing and stabling at Depots are dealt with safely, efficiently and as instructed by the person in charge. Cover person in charge as required, if qualified.

<b>A.</b> This job requires <b>Security Clearance</b> (e.g. Running of Special Trains)	No
<b>B.</b> The job holder is required to hold a relevant <b>Track Safety</b> competence (e.g. PTS)	Yes
<b>C.</b> This is <b>Safety Critical Work Post</b>	Yes
<b>D.</b> This is a Key Safety Post	Yes
<b>E.</b> Reference to this job is included in West Midlands Trains' <b>Safety Certification</b> documents	Yes
<b>F.</b> This job <b>Manages Employees</b> (undertakes specific tasks indicated in the occupational & operational standards manuals)	No
<b>G.</b> This job <b>Manages Locations</b> (undertakes specific tasks as indicated in the occupational and operational standards manuals)	No

## Principle Accountabilities

Note – for all locations apart from Tyseley, read Operation Team Leader as Team Leader.

- Liaise with relevant persons in charge and signal box for control of movements.
- Marshall, couple units as directed by the person in charge.

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- Prepare trains for Driver Only Operation as directed by the person in charge
- Notify the person in charge of the number and position of units as appropriate
- Reporting of any appropriate train defects and train arrivals and departures.
- Control of arrival and departure of trains to depot and liaise with relevant staff
- Fuel Point duties at the discretion of the Operation Team Leader (Soho CET only)
- Notification of defects (e.g. including interior condition, facility, infrastructure) via appropriate reporting system
- Maintain and compile records (e.g. shunting paperwork, daily/weekly information)

All locations apart from Soho

- Replenish/repair posters and labels at discretion of the Operations Team Leader
- Winterisation of points and tracks.

HGD as required (via appropriate selection process)

- Tyseley only:- HGD covers annual leave/sickness of the Operation Team Members at Tyseley and Worcester and the Operation Team Leaders.
- General House keeping of facilities and areas within operating department.
- Other operational duties (e.g. planned audits, checks, infrastructure inspections)

All location apart from Tyseley.

- Control of appropriate depot systems (e.g. Worcester Flashcam, monitoring CCTV for operation and security measures)

All locations apart from Tyseley and Soho.

- Cab front and windscreen cleaning.

All locations apart from Tyseley.

- Contact points for Network Rail, trains operations, staff and visitors to operational areas.

All locations apart from Tyseley.

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- Company vehicle driving and forklift truck as required.

All location apart from Tyseley.

- Assisting Stores (Soho limited to Movement of Materials, and Stock Taking only)

Conduct other activities as agreed to include:-

- Lubrication of point blades
- Maintain Tail Lamps
- Paint points levers.

## Experience, Knowledge, Qualifications and Training

- Pass out Rules and Regulations
- Track Safety
- Traction knowledge (i.e. type)
- SCWR permit.
- DOO Prep

### 10. Sign off

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

### Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

#### Job title of

**Nominated Deputy:** .....

**Name of Nominated Deputy:** .....

**Signature of Nominated Deputy:** .....

**Date:** .....

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

# Job Description

It is the line manager's responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

### 1. Policy, Leadership and Resourcing

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:  
E.g. Sustainability Action Group, SEMG  
  
List meetings here  
  
☐ None apply
- c. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

### 2. Employee training

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).

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## **3. Planned Inspections**

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

## **4. Accident and incident investigation**

- a. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

## **5. Emergency planning and Security**

- a. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
- c.
- d. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.

## **6. Rules Competencies, Permits and Licences**

- a. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.

## **7. Communications**

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.
- b. You must attend any local job induction training session on your first day at a new location.

## **8. Auditing and safety Check**

- a. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
- b. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.

## **9. Promotion of Environment & Safety Issues**

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- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.

## 10. Health Controls

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

## 11. Personal Protective Equipment (PPE)

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

## 12. Purchasing, Procurement and Management of Contractors

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

## 13. Environment

- a. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

Signed:		Job title:	
Name:		Location:	
Date:			

# Job Description

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

Signed:		Job title:	
Name:		Location:	
Date:			

**Review**

This statement will be reviewed annually.

Date Due:	Date Reviewed :	Post Holder Signature:	Line Manager Signature:
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