**Dear (*insert name and grade here)***

**Date**

**Time**

**I have told you that my platforms are getting very snowy or icy (*use this line after verbally requesting protection if you have decided to start snow clearance without an instruction- this would go to the service manager and DSM))***

***OR***

**You have instructed me to clear my platforms of snow and ice (*Use this line if you have been instructed to clear snow) REMEMBER TO DELETE ONE OF THESE TWO LINES***

**I have no problem carrying out this work. However as per rule book 21, I am**

**On or near the track** within two metres of any rail

• on the track itself

• on a platform end ramp

• carrying out engineering or technical work within 600 mm of a platform edge

Because of that again, rule book 21 states

**15.4 Working in an area 600 mm or less from the platform**

**edge**

During Traffic Hours minor repairs are allowed in the Line Safe area providing both the station supervisor and controller give permission, and the relevant protection arrangements have been

put in place. If necessary, the station supervisor must close the platform to passengers and/or arrange protection by holding a train in the platform.

**As I am sure you are aware LU documentation states that snow must not be cleared on to the track, it must be cleared to the back of the platform. To comply with this instruction I would be required you to turn my back to the platform edge and work with trains passing behind me**

**Therefore, before I start this work I am formally requesting protection. Can you please advise me what protection method you wish me to use.**

**From (*insert your name here)* Grade (*insert grade here)***