



SYDNEY TRAMWAY MUSEUM

RAIL SAFETY INVESTIGATION REPORT FOR

.....

Date of Accident *(format dd mmmmmmmmmmmmmmm yyyy)*

Accident Report No. YYNNN

SYDNEY TRAMWAY MUSEUM

Contents

	<u>Page No.</u>
Executive Summary.....	3
Terms of Reference	3
Glossary of Terms	3
Part 1 – Details of the accident.....	3
Part 2 – Analysis of Accident.....	3
Part 3 - Findings	4
Part 4 – Recommendations.....	4
Part 5 – The Investigation team.....	4

SYDNEY TRAMWAY MUSEUM

Executive Summary

To include:

- Overview of the accident
- Summary of the findings

Terms of Reference

To include:

- the boundaries of the investigation which would be determined by the Board, the RSM or his nominee.

Typical terms of reference would be:

- determine what caused the accident and what factors may have contributed either directly or indirectly to the accident's causation;
- identify what strategies were in place to mitigate the risk of accident and why they failed on this occasion;
- identify whether there are any organisational, operational and/or logistic matters which relate to safety management which have a bearing on the circumstances of the accident;
- assess the effectiveness of the emergency actions in response to the accident;
- make safety recommendations, the implementation of which would prevent, or at the very least, minimise the potential for recurrence of this type of accident, and
- identify and provide advice in relation to any other matters arising from the investigation that would enhance the safety of rail operations.

Glossary of Terms

Part 1 – Details of the accident

To include:

- Location of the accident (preferably with a map)
- Tramcar No./s and descriptions
- Date of the accident
- Time of the accident
- Which authorities were contacted (ITSRR, OTSI) with contact times
- Which emergency services were contacted
- Details of crew and other staff interviews
- Details of any injuries, etc.
- Details of damage to Infrastructure, track, overhead and rolling stock
- Communications made by the crew after the accident
- What actions were taken by the staff immediately after the accident
- Photos of the accident (if available).

Part 2 – Analysis of Accident

To include:

- The speed of the tram at the time of the accident;
- The visibility of the area;
- Condition of the track and overhead and when last inspected or maintained;
- Condition of the tramcar and when last inspected or maintained;

SYDNEY TRAMWAY MUSEUM

- Experience and competency of the staff involved in the accident;
- Weather conditions at the time of the accident;
- Fatigue issues of the staff;
- Any distractions by the staff at the time of the accident
- The results of any tests of the crew (drug and alcohol);
- The past history of the crew;
- Causes and contributing factors of the accident ; and
- Photos of the accident site with notes.

Part 3 - Findings

To include:

- Reason for the accident.
- Contributing factors.
- Management of Risks. Indicate that the Risk Register has been reviewed and any new risks identified.

Part 4 – Recommendations

Part 5 – The Investigation team

To include:

- Team members name & qualifications &/or experience.