



SYDNEY TRAMWAY MUSEUM

OFFICER-IN-CHARGE DAY CHECKLIST

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SYDNEY TRAMWAY MUSEUM

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Version Number	Date	Reason/Comments
1.0	12/12/2006	Initial issue
1.1	27/01/2008	Changes to activities.
1.2	14/02/2008	Additional duties
1.3	24/08/2008	Additional duties
<u>1.4</u>	<u>11/10/2008</u>	<u>Add and amend duties</u>

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1. Purpose

To provide the Officers-in-Charge with a list of activities to be performed during the day at the STM.

2. Scope

This checklist sets out the suggested requirements that an Officer-in-Charge must perform during their shift on an operating day

3. Responsibilities

The Officer-in-Charge shall be responsible for ensuring that the museum is open and closed in a orderly and safe manner.

4. References

- None

5. Definitions

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

6. Actions

See the checklist on the next pages.

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START OF DAY

Steps

Actions

- 1 Unlock Front Gate (main gate and public gate).
- 2 Turn power supply ON at substation.
- 3 Unlock the Display Hall and turn off security alarm.
- 4 Turn on shed lights **-if necessary (i.e. in overcast weather)**.
- 5 Unlock the doors to roads 1, 2 and 3.
- 6 Unlock the yard gate (next to Restoration Building).
- 7 Beware of any workers who may want to work in the workshop.
- 8 Turn the lights ON in the **Display Hall, Prison Tram and the** toilets at south end of Restoration Building.
- 9 Check which trams to allocate for the day's running, ensuring that they are accredited and that none have any defects (i.e. notices on trams).
- 10 Sign on and check for any new traffic notices in the office (2044).
- 11 Allocate traffic staff. Check that all rostered staff have arrived. If necessary re-schedule the duties of the staff.
- 12 Remove floats (conductors, kiosk and bookshop) from the safe and layout the conductor's bags and ticket cases.
- 13 Ensure that the National Park tram crew have signed on and are preparing the tram for 9.15 start.
- 14 Check that all crews have all their equipment - mobile phone, medical kit and for the National Park tram, the level crossing keys and the bin.
- 15 Unlock the gate at the southern end of the museum (access to National Park) and proceed to crossing to turn ON the lights.
*Note - the level crossing signals should be turned on **15 minutes** before the first tram is to cross the highway.*
- 16 Put out the point hooks at the crossover.
- 17 Check that all drivers have completed their inspection sheets before taking out their trams.
- 18 Ensure that the ticket collector is at the front gate before 10.00am and the starter has his journal.
- 19 Ensure all signs at the front gate are either put out or changed to OPEN.
- 20 Runup the flags.
- 21 Organise greasing of the crossover and points in the yard.
- 22 Checking for messages – OIC to check 101 (PIN # 423646) for messages and action the messages..
- 23 Collect **the Workshop** phone (**Phone # 9521 7624**) from Workshop **- check for any 101 messages (No PIN No. Required)**.

DURING THE DAY

- 24 Check the boundary fences for any security breaches. Also check all locks on all sheds and containers.
- 25 Make regular visits to the front gate to check on staff and collect excess money if required.
- 26 Ensure the crews have replacements for their lunch meal breaks.
(don't forget the kiosk, Display hall and Bookshop staff).
- 27 Observe traffic staff for Rail Safety audits.
- 28 Keep a vigilant eye out for visitors doing the wrong thing and ensure staff remain at their posts

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END OF DAY

<u>Steps</u>	<u>Actions</u>
29	<u>SIGN ATTENDANCE FORM to acknowledge that the staff are fit for duty.</u>
30	Organise trams to be put away in the correct roads (from where they came).
31	Check that the level crossing lights for National Park have been turned off.
32	Check that the gate at the southern end of the museum (access to National Park) is closed and locked after the last tram.
33	Remove the flag from the flagpole (<i>ensure the rope is twisted around the pole to stop it flapping</i>).
34	Turn the lights OFF in <u>the Display Hall, Prison Tram and the</u> toilets at south end of Restoration Building.
35	Find out if any workers are planning to work after operations have finished for the day. If so check what gates need to be kept opened and inform the senior workshop person that the Traffic staff are leaving.
36	Check the Restoration building is secure (locked up) and lock the yard gate (next to Restoration Building) unless the workshop staff are still in the Workshop. If that is the case inform the senior workshop person that the Traffic staff are leaving.
37	Ensure that all signs at the front gate are either put away or changed to CLOSED.
38	Ensure that the front gate is closed after the last tram has run.
39	Put away the point hooks in the running shed.
40	Lock the doors to roads 1, 2 and 3.
41	Check that all the tram crews have returned all their equipment (mobile phones, medical kit, crossing keys).
42	Check all drivers have completed their inspection sheets, signed them off and filed them.
42	Ensure that all staff have returned the keys to the Tools cupboard in the Running shed.
44	Check that all the conductors have balanced their takings and prepared their ticket cases for the next time.
45	Check the conductor's journals and the cash.
46	Check all floats (conductors, kiosk and bookshop) and place them in the safe.
47	WEDNESDAY OPERATIONS ONLY - Clear the Donations box
48	Prepare the summary sheets - Ticket Summary (TICKSUM) and the Daily Summary (DAYSUM).
49	Balance the money (cash, cheques and credit vouchers) with the summaries.
50	Place the summaries and the money in the relevant day's bank bag and place in the safe. LOCK THE SAFE.
51	Check that all conductors' bags and ticket cases are placed in the cupboard.
52	Sign off and turn off the lights in the office (R1 2044).
53	Turn off the shed lights if necessary.
54	Turn on the security alarm and lock the Display Hall.
55	Turn off the power supply at the sub-station.
565	Check that the Kiosk, Bookshop are locked.
57	Return <u>the Workshop</u> phone to <u>the</u> Workshop.
58	Lock Front Gates (main gate and public gate) unless the workshop staff are still in the Workshop. If that is the case inform the senior workshop person that the Traffic staff are leaving.