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# **SYDNEY TRAMWAY MUSEUM**

## **POSITION DESCRIPTION FOR RAIL SAFETY MANAGER**

~~FEBRUARY 2007~~ OCTOBER 2008



# SYDNEY TRAMWAY MUSEUM

## Position Description

Position title	Business Unit
<b>Rail Safety Manager</b>	<b>Management</b>

### **General**

The Rail Safety Manager (RSM) of Sydney Tramway Museum (STM) has the responsibility and authority to ensure appropriate rail safety standards and procedures are developed, implemented and their effectiveness monitored.

The Rail Safety Manager ensures document control processes are in place to ensure all safety documentation is accurate and up to date. When the Rail Safety Manager is on approved absences responsibilities under this section are delegated to the Chairman.

### **Main Responsibilities of the position**

The main responsibilities and duties of this position are:

- Ensuring the safe operation of STM.
- Compliance with relevant acts and regulations.
- Provision of safety information and advice to the Chairman.
- Demonstrating leadership on issues of safety including participation in compliance inspections.
- Maintaining the Safety Management System.
- Communicates and liaise with the Board, Operations Manager, Infrastructure Manager, Technical Services Tramcar Maintenance/Workshop Manager, Traffic Manager, Officers-in-charge, Roster Clerk and Traffic staff

### **Detailed Responsibilities of the position**

The specific responsibilities are:

- a) To identify and appoint suitably qualified health professionals to carry out health assessments. Also to arrange for the appointed health professionals to be given a briefing on STM operations and a tour of the Museum's facilities before they undertake health assessments. (STM6015)
- b) To maintain the Health Assessment Database and ensure that workers have health assessments, reflecting the highest category of rail safety tasks they do, in a timely manner. The RSM is also responsible for ensuring that records of health assessments are managed and stored in accordance with the requirements of the privacy legislation. (STM6015)
- c) To ensure, where indicated by health assessments, that practical tests are undertaken, tasks are modified, conditions of work are implemented or alternative duties are arranged. The Rail Safety Manager ensures that necessary arrangements are made with the Operations Manager following the health assessment if the worker is not fully fit for work (STM6015)
- d) Prior to arranging either a periodic or triggered health assessment, the Rail Safety Manager determines, using the Portability of Health Assessment Form (STM 6021), whether another rail organisation's health assessment of the worker may be relied upon. (STM6015)
- e) To issues the relevant Health Assessment forms to the rail safety worker. (STM6015)
- f) To ensure that all personnel records including medical records are to be held in a secure place and that any access to that record is in compliance with the Museum's Privacy Policy and the Health Records and Information Privacy Act 2002. (STM6035)

