



SYDNEY TRAMWAY MUSEUM

ORIENTATION PROGRAM

For New Members Working at the Museum

~~FEBRUARY-OCTOBER~~ 2008

Sydney Tramway Museum

Induction or Orientation Program for New Members working at the Museum

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Contact Numbers

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Sydney Tramway Museum

Induction or Orientation Program for New Members working at the Museum

1. Welcome to Our Museum

The Board of Directors, on behalf of the members of the Society, welcomes you to the Sydney Tramway Museum.

Sydney Tramway Museum recognised that Safety is most important and as such it has a Corporate and Rail Safety Policy (STM6005) that defines the safety aims and objectives of the organisation and expresses STM's commitment to risk management and the development of a positive safety culture.

At the Sydney Tramway Museum we are working to conserve not only the history of the tramways in Sydney, but the operations of trams in all of the Australian States and overseas. Our peers and government bodies, through our professional approach, hold the Museum in high regard, being both an Accredited Museum and an Accredited Rail Safety Operator.

Our Aim is:

“To collect, preserve, restore and demonstrate examples of the public service vehicles which operated on the streets of Sydney and elsewhere, with particular emphasis on Sydney’s trams.”

The Museum is a volunteer managed organisation and as such is reliant on a person’s time to operate the Museum. At times, things can go awry due to a lack of time to carry out tasks, but we ask for everyone’s patience and working together to achieve our goals.

We aspire to zero harm to people. Our fundamental belief is that all injuries can be prevented so responsibility for safety starts with each one of us.

We take this opportunity to welcome you to the Museum and to be part of our team. If you have any questions on the organisation or seek an explanation of why something is done in a particular way, please ask one of us.

2. The Orientation Program Kit

This version of the Orientation Program Kit comprises the following documentation:

- These Notes
- Museum Plan
- Site Plan
- Board Of Directors
- Contact List

3. The Museum

What is the Museum? The Museum is a volunteer not for profit community advancement society, registered in NSW under the Co-Operation Act and as a charity under the Charitable Collections Act. It is open to the public and it acquires, conserves, researches, communicates and exhibits, for the purpose of study, education and enjoyment the material evidence of people and their environment. The performance of any museum is reliant on the professionalism and the ability of its staff. Without volunteer workers such as you, we would not be viable.

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Where is the Museum? The Museum, located at Loftus, comprises a Display Hall, Restoration workshop, Secondary operations building, YMCA building facade and other sundry buildings. Our exhibitions comprise the operation of the tram in the street, the way we do things on the trams and the display areas in and around the Museum. Our Collection is not just the tramcars, but all the items that go to make the museum, including hardware, documentation, photos etc. A “demonstration” tram line goes towards Sutherland whilst another tram line goes into the Royal National Park which was originally the Royal National Park railway line.

History – The tramway enthusiast museum movement in Sydney commenced prior to 1950 and LP class tram 154 was the first vehicle set aside for preservation in Australia, being available in July 1950. Although tramcar collecting was taking place from 1950, the Royal National Park site did not start until 26th August 1956 with the turning of the first sod at the old National Park museum site. Work progressed to a stage where the first tram could be delivered during 1957. With the final closure of the Sydney tramway system on 25th February 1961, activity at the old museum site gathered momentum and in 19th July 1964, LP 154 became the first tram to be driven on the site. However it was not until 13th March 1965 that the official opening of electric services was made using K car 1296. However in the late 1960's the lease on the Royal National Park site was cancelled and a new site sought. In August 1980 work commenced on the current museum site with the electric tram services starting in 1988.

4. The Museum Layout

The Museum consists of 3 buildings housing trams. The building housing the Running Shed (roads 1 to 3) and the Display Hall (roads 4 to 8), the Workshop (roads 9 & 11), and the Secondary Operations shed (roads 12 to 15). On the eastern side of No. 8 road in the Display Hall is the major display area and on the western side are the 3 Running roads where all of the current Traffic trams are located.

Toilets are located in the Display Hall, in the Workshop and in Cross Street outside the southern wall of the Workshop, opposite the park. Also toilets are located in the Secondary Operations shed.

The Sub-station is below the ramp and next to the traverser. Above the sub-station is a small office.

There is a Mess Room and Change room on a mezzanine floor of the Workshop at the southern end above the Electrical section.

A Bookshop and Kiosk are currently located on Tramway Avenue, against the eastern wall of the Workshop.

The plan included within this pack shows the layout of the museum and various buildings. In the event of an emergency within the building or the area, the assembly point for Museum personnel is:

Primary Area – Lakewood Park

Secondary Area – Museum Entrance at Pitt Street.

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5. On Site Management

During tramcar operations the site is managed by the Officer In Charge (OIC) who has full control of the operation of the entire tramway, including the depot for the day indicated. When tramway is not operating, the Museum is under the control of the Works Manager or his delegate.

6. Important Things to Know and Remember

6.1 Safety

The Sydney Tramway Museum believes that safety is most important and as such has defined the safety aims and objectives of the organisation in its Corporate and Rail Safety Policy. The Museum is an Accredited Rail Safety Operator, and as such is subject to regular audits and inspection by the Independent Transport Safety and Reliability Regulator (ITSRR). The Museum prides itself on its good safety record and aims to keep accidents or incidents to an absolute minimum. Your actions will be important in this regard. The various training programs undertaken by the Museum will make you aware of the various hazards of working on or around tramcars and the depot.

Anyone who takes a mobile phone call or text message whilst on the Museum site must ensure that they are not in any danger (i.e. review where he/she are currently located to ensure that he/she will not be hit by a tram or other vehicle– if so move to a safer location) whilst talking on the phone or reading the message.

6.2 Car Parking

On operating days, car parking is normally up Pitt Street or out the front of the Museum site on Rawson Avenue. Cars should not be parked in the immediate museum area unless to on or off load equipment or goods.

On non operating days, cars can be parked within the museum provided they do not foul any tramline.

6.3 Sign On

When arriving at the museum sign on, when leaving sign off and write in the tasks undertaken during the day.

The sign-on office for the Traffic staff is currently in tramcar 2044 which is at the back of the Display hall. The sign-on book for the Workshop is located inside the southern entrance of the workshop.

6.4 Late or Can't Come as Rostered crew member?

For Traffic crews it is important that we know if you are going to be late or can't make your rostered shift as early as possible in order for alternative arrangements to be made. It is your responsibility to organise a swap with another traffic staff member and contact the Roster Clerk (on the number given in the Contacts List) to let him know of the changes. If the absence is at short notice, the OIC for the day should be contacted at the Museum as soon as possible.

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6.5 Contact Numbers

See Traffic Staff Contact List which is displayed at the main entrance to the Display Hall.

6.6 Notice Boards

The most important notice boards are in the Traffic Office and the Workshop. Traffic staff or Workshop staff should peruse these boards on arrival to note changes, new instructions, and important news. The Traffic Sign On sheet may also have important information written onto or attached as a note for the day from the Operations Manager or other authorised persons.

6.7 Manuals

Located above the safe in the Museum Office are the various manuals concerned with the operation of the tramway. You are encouraged to be familiar with them. They cover all aspects of the operation of the tramway and Museum. These documents are subject to updates and changes, which will be posted on the notice board.

6.8 Depot Sub-station

The depot substation controls the 600V DC power supply around the depot and to the Royal National Park. There is a second sub-station near the Princes Highway level crossing. It is only used on “heavy traffic days”.

Only specially authorised member or employee may enter or remain in any sub-station building or sub-station yard.

Do not touch any power equipment until you have been trained in the safe manner for doing so. You will be trained to turn on and off the power supply at a switch which is located outside the main sub-station in Tramway Avenue. Around the depot building are a number of switches that control the power supply to the various roads within the depot. There are also isolation switches around the depot to isolate sections of the overhead for maintenance.

Treat all overhead contact or trolley wire in the depot building as alive at all times unless you know it has been switched off. Treat all trolley wire in the Museum as live unless you know that it has been switched off and the switch locked out. Even then, always treat with caution. Only specially authorised persons should be within one metre distance of the trolley wire.

6.9 Tramcar Movements

Tramcars can be moving at any time. The driver is responsible to see that it is clear of any fouling items, depot staff and visitors are clear. When walking around the depot, be aware of tramcar bells, gongs or horns signifying movements and the movements themselves. Be watchful when walking around the depot fan or just inside the doors in case a tramcar comes in or leaves the building.

6.10 Who May Do What?

From 14 to 16 years of age, a member may work as a Bookshop Attendant or Museum Guide. New members may work around the Museum or assist with general maintenance work on the trams. This must be under the supervision of an adult member.

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From 15 years of age, a member may work as a trainee Conductor after suitable training has been completed. The conducting will be under the supervision of a qualified conductor or driver.

From 16 years of age, members may work as a Conductor after suitable training has been completed, and undertake general maintenance work on trams, after training. The maintenance work will be under the general supervision of an adult member.

From 17 years of age, a member may work as a trainee Driver after suitable training has been completed.

From 18 years of age, members may drive trams after undertaking a driver-training program.

Further details of the various levels of qualifications and training for the various tasks are given in *sections B2 to B4 of the Tramway Operations Handbook (STM6062)*.

6.11 Customer or Visitor Service

All members when working at the depot are customer and visitor liaison officers. By acting in a professional manner and taking pride in our work we will continue to be held in high regard by our visitors, who are our customers. Without them, we would not have the income to continue our Conservation work.

Professionalism begins with each individual in:

- Our personal style
- How we treat other members
- How we deal with our visitors.

6.12 Uniforms

Tram crews wear a brown uniform, provided by member themselves. The uniform is made up of:

Jacket	- Brown jacket
Trousers	- Brown trousers
Shirts	- Brown shirt
Tie	- Brown Tie
Caps	- Brown - STM can assist with purchases
Shoes	- Black or brown.

For assistance as to where to purchase the above items, please contact our Uniform Officer, Graham Inskip. His phone number is on the Contacts List which is displayed at the Display Hall entrance.

Part of our Museum's Professional image means that it is essential we look the part. Good grooming and wearing a clean and well-presented uniform goes a long way to achieving this. Wearing clothes that do not fit the part creates a poor image, and questions our commitment.

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6.13 Legislative Requirements- Zero Blood Alcohol

The Museum is required by Law to conform to all Acts of Parliament, both Federal and State that may affect us. The most relevant Acts are those which control the safety aspects of our operations and the Occupational Health and Safety legislation.

One part of the law that all new members must be aware of is the Zero Blood Alcohol Level required of all workers undertaking tram car operations, maintenance tasks or any safety related task around the tramway. In the event of an accident we are subject to mandatory breath testing.

The Alcohol and Drug policy (STM6130) states that the Museum will not permit consumption or use of illicit drugs or being in possession of or supplying illicit drugs on the workplace at anytime. Consumption of alcohol on the Museum premises by working members, employees, contractors and volunteers is not permitted during the working hours of the museum.

6.14 Smoking

Smoking is not permitted within the depot buildings or the tramcars.

6.15 Depot Access Arrangements

Keys for the museum and depot buildings are issued to members requiring access to the depot building, such as OIC's, and members who are required to have after hours access.

6.16 Lighting of Fires

Open fires on the museum site are to be lit in special places provided only.

6.17 Ordering Lunch

All members can order lunch from the kiosk if it is operating. To place an order please complete the Lunch Orders for STM Members (STM6129) which are located either on the Workshop sign on desk for the workshop staff or in the Kiosk for Traffic staff.

6.18 Public Access

All members of the public and non-workforce society members wishing to visit restricted areas must be accompanied by a Society workforce or Traffic staff member.

Public access in the Museum is restricted to Tramway Avenue, including the Bookshop and Kiosk, to the area bounded by Cross Street, The Princes Highway boundary fence and the South Coast Railway boundary fence which includes Lakewood Park, Railway Square Waiting Shed and the Display Hall. South of the Railway Square Waiting Shed is out of bounds except the area covered by the barbeques.

The Restoration Building and any other workshop areas are classified as industrial areas and as such members of the public are prohibited from free access to such areas. Access is also prohibited to Society members except those needed to do so.

6.19 General Safety

Some other general safety points to consider:

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- Never attempt to use equipment that you are not qualified to use;
- Never attempt to perform tasks which you are not qualified to do;
- Ask for help if you need it;
- Be aware of others working around you;
- Wear personal protection equipment where required;
- Use correct lifting techniques. Do not try to lift heavy items on your own: seek assistance or use a lifting device;
- Never walk underneath an object being lifted;
- Ensure work areas are kept tidy;
- Be aware of electrical hazards;
- **DO NOT RUN** anywhere on the Museum site;
- **DO NOT JUMP** across any pit;
- Never work at heights without safety barriers or harnesses;
- Be aware of hazardous chemicals around the site; and
- Do not work alone while doing high risk work (eg working at heights, working in confined spaces). Avoid working alone in all other situations.

7. Finally

7.1 Words, terms and sayings

Like any organisation we have an inbuilt or acquired culture of many home grown or inherited words, terms and sayings. These words often are of a long-standing nature used in tramways, both other Museums and the non-Museum operators around Australia, though some have localised meanings. Over time you will get to be familiar with these and their use. Hang around, don't be put off by asking what the term means and how it is used. It is all becoming part of our team. We have tried to explain some of these in the glossary section of these notes.

7.2 Our Family of Tramway Museums

The Sydney Tramway Museum is a member of the Council of Tramway Museums of Australasia (COTMA) and as such you will occasionally meet other tramway museum personnel from these Museums. There are tramway museums throughout Australia and New Zealand of various sizes and capacities. Welcome them, as they will reciprocate your welcome as some later date. They are offered free travel on our trams on presentation of a current membership card.

7.3 Fitting In

Fitting into a new team can be difficult. It takes time and effort by both parties. Hopefully we can provide you with a rewarding experience in conserving trams from around Australia and overseas.

7.4 More Information?

More information can be obtained from the depot copy of the Manuals and from our Web site, [http:// www.sydneytramwaymuseum.com.au](http://www.sydneytramwaymuseum.com.au). It has extensive links to other related museums.

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For further information about the exhibits please see the “Sydney Tramway Museum Visit Souvenir” book.

Welcome.

Sydney Tramway Museum

Glossary of Some Terms

Army Hill – the track running up the hill past the Army depot near Sutherland.

Board – The Board of Directors of the Society.

Bogie Tram – an eight-wheel tramcar.

Breakdown tram – a tram used to carry equipment to assist other trams involved in mishaps.

Car – short for tramcar.

Combination Tram – A tramcar which has both enclosed and open compartments.

Conductor – a person who sells tickets.

Coupled set – two trams coupled together

Crossbench tram – a tram which has seating across the tram.

Depot Fan – the network of tracks and points in front of the depot.

Depot Junction – the location where the main line and the line from the depot meet.

Depot Main – the line leading from Depot Junction to the depot fan and passes the western side of the Railway Square Waiting shed.

Driver – a person who drives the tram.

Drop Centre tram – a tram where the centre section has a lower floor level than the ends.

Equal Wheel Bogie - or a four motor bogie. Has two motors in each truck and equal size wheels.

Footboard Tram – See *Toastrack tram*

Princes Highway Level crossing – the southern crossing to the Royal National Park.

Maximum Traction Bogie – a tramcar fitted with one motor on each truck or bogie – has one large wheel and a small pony wheel. Examples are F, L/P.

Motorman – a Brisbane term for a tram driver.

North terminus – the terminus at the northern end of the Sutherland tramway.

OIC – Officer in charge – the person appointed on a day-to-day basis to supervise all operations and work parties for the Society.

One Man or One Person – where the driver also collects the fares. Only used on single truck trams, with the back door closed.

Point lever – The device used to change the points in the Tramway Avenue.

Pitt Street – The street running from Rawson Avenue up to Loftus Railway Station

RNP – Royal National Park

Roads – name given to the various numbered tracks inside or just outside the depot buildings, which tramcars are parked on. The numbers of the roads are displayed in front of the depots.

Scissors crossover – the pointwork outside the kiosk.

Scrubber car – a tram with carborundum blocks between the wheels and used to clean or scrub the track

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Service Stock – a tram which does not carry passengers but is used to provide other services (eg grinder, freight car).

Single Truck – a four-wheel tramcar. Some of these are trams 29, 290, 529, 530, 675, 1296, and 134s.

Society – means the South Pacific Electric Railway Co-operative Society Limited.

The Waratah Loop – the future passing or crossing loop near the Sutherland sub-station.

Toastrack Tram – a tram which allows side loading into each compartment and has a footboard running along its length for the conductor to collect fares.

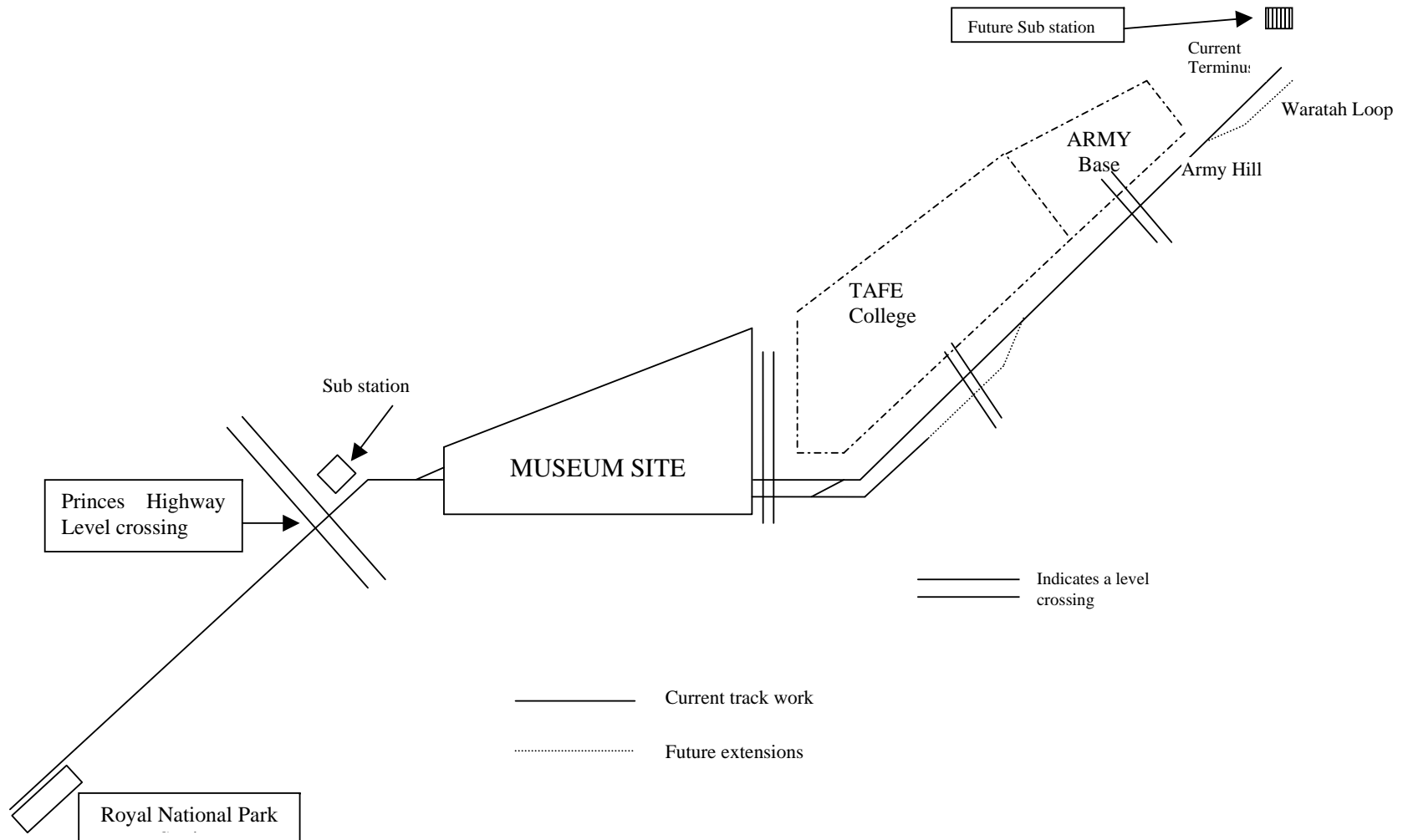
Tramway Avenue – the street where the mainline runs through the Museum

Traverser – a device which carries trams sideways between the main shed and the workshop.

Truck – the steel frame underneath the tram that carries the wheels and motors. Can be single or double truck (bogie tram).

Sydney Tramway Museum

SITE PLAN



Sydney Tramway Museum

Board of Directors



*Howard Clark OAM
- Chairman*



*John McFadden
- Secretary*



*Ian Saxon
- Traffic Manager*



*Danny Adamopoulos
- Director & Infra. Serv. Manager*



*Greg Sutherland
- Director*



*Bill Parkinson
- Director & Tramcar Mtce./Wshop Mgr*



*Geoff Graham
- Director*



*Richard Clarke
- Chief Engineer*



*Bob Merchant – Membership Sec., SPER
News & Trolleywire Editor*

Other Office Bearers



*David Rawlings
- Rail Safety Manager*



*Hayden Holmes
- Operations Manager*