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# SYDNEY TRAMWAY MUSEUM

PROCEDURE FOR TRAINING AN OFFICER IN CHARGE

~~DECEMBER 2008~~JANUARY 2009

**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

## 1. Document Details:

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## 2. Version History:

Version Number	Date	Reason/Comments
1.0	28/11/2006	Initial issue
1.1	11/10/2008	The Process reviewed and updated.
1.2	17/12/2008	Added more details to the process
<u>1.3</u>	<u>11/01/2009</u>	<u>Add details about invoicing groups who do not pay of the day.</u>

Approved by \_\_\_\_\_ Signature & Date \_\_\_\_\_

## 3. Distribution List

Position	Date	Copy Issued to (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

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## **1. Purpose**

To describe the process for training an Officer in Charge at the Sydney Tramway Museum.

## **2. Scope**

This procedure sets out the process for training an Officer in Charge from the time that a request for to become an Officer in Charge is received until the candidate is approved as a fully qualified Officer in Charge.

## **3. Responsibilities**

The *STM Training Trainers* shall be responsible for ensuring that the training of new Officers in Charge follows this procedure. The procedure will be reviewed on a regular basis to ensure that it covers all new tram types received by the Museum.

The Rail Safety Management Team shall be responsible for ensuring that the training of new Officers in Charge follows this procedure by auditing the process on a regular basis.

## **4. References**

- STM6062 - Tramway Operations Handbook – issued to all new Traffic staff of the Sydney Tramway Museum.
- STM6033 – Incident Report
- STM6034 - Emergency-Evacuation Procedure
- STM6060 - Position Description for OIC
- [STM6081 - OIC Daily Traffic Operations procedure](#)
- STM6083 – OIC Day Checklist
- STM6152 – Disabled Tramcar Procedure.
- STM6157 – Power Outage Diagnostic Procedure

## **5. Definitions**

OIC – Officer-in-Change

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

T&A – Training and Assessment

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## 6. Actions

### 6.1 General

The *STM Training Trainers* will be responsible for ensuring that they follow this procedure when training a new Officer-In-Charge.

### 6.2 The Process

The steps in the Officer in Charge training process are:

- a) The trainer must go through the roles of an OIC as per the position outline (see STM6060).
- b) Teach them about the alarms at the museum – how they operate, where they are located and any other issues about the alarms.
- c) Be shown all the external doors and gates to check that they are secure at the end of the day.
- d) Teach them how the Kiosk and Bookshop operate (eg the cash registers, EFTPOS, etc., in case they have to operate them or show a new member how to operate them).
- e) Teach them more about the sub-station and in the event of a power failure, the process is that they should follow (see *STM6157 Power Outage Diagnostic Procedure*).
- f) Teach them about the “end of day” process (completing the various forms, cashing up, etc).
- g) Re-enforce who can do what – i.e. it is the OIC must delegate a Traffic staff member to take visitors out into the running shed.
- h) Discuss how to assess a situation about re-railing a tram by assessing the situation and deciding who to call out to recover the tram. Refer to procedure *STM6152 – Disabled Tramcar Procedure*.
- i) Go through the *OIC checklist (STM6083)* and discuss each item and ensure the trainee OIC understands each item and the activities required to perform each item.
- j) Go through the process of what is required when an incident or accident has occurred – from rendering first-aid to suspending the crew to reporting the incident/accident (see *STM6034 Emergency-Evacuation Procedure*).
- k) Show them how to complete an *Incident Report (STM6033)*– only to re-enforce the important details required
- l) Teach them the current dangers that are on site –the pit area, the construction areas, etc
- m) Go through the OIC Reference Manual which is kept in the safe.
- n) Explain the process for raising an invoice for GROUPS who DO NOT PAY ON THE DAY (STM6081).
- o) A trainee OIC should then work with an experienced OIC for 2 operating days and be “watched” by the OIC to see how the trainee handles the role.
- p) The OIC should then report his/her findings about the trainee OIC to the Traffic Manager.
- q) The Traffic Manager should then recommend, at the next T&A Committee meeting, that the trainee OIC be approved or not approved and his/her name submitted to the Board for approval.
- r) If the T&A Committee approve the appointment of the trainee OIC, it will recommend to the Board that they approve the appointment of the OIC.
- s) The Board approves the appointment of the OIC.
- t) If the T&A Committee does NOT approve the trainee OIC, the Traffic Manager needs to send the trainee a letter setting out why he/she was not approved as an OIC.
- u) Once approved by the Board, the Traffic Manager should send a letter to the trainee OIC, enclosing his/her new COC, telling the trainee is now an OIC.
- v) A copy of the letter should be sent to the Roster Clerk.

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## Flowchart for the Process

