



SYDNEY TRAMWAY MUSEUM

TRAMWAY OPERATION HANDBOOK

NON-OPERATIONS DIVISION

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TRAMWAY OPERATION HANDBOOK
PART A – NON OPERATIONS SECTION
Sixth Edition - March 2012

Originally Compiled and Produced by W. M. Denham for the
South Pacific Electric Railway Co-operative Society Limited
Sydney Tramway Museum,
Loftus, N.S.W.

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i. NOTES ON METRIC VALUES

In the interests of the historical value of this publication and because most of the tramcar equipment is marked in Imperial units, the weights and measures have been generally used throughout.

While metric values have been generally used throughout the following are listed conversion values of Imperial to Metric.

IMPERIAL VALUE equals METRIC VALUE

Mass (Weight):

1.0 lb	"	455.0 g
1.0 ton	"	1.02 kg

Length:

1.0 inch	"	25.4 mm
3.0 feet	"	1.0 m
50.0 feet	"	15.0 m
4.ft 8½ in	"	1435.0 mm

Speed:

1.0 mph	"	1.5 km/h
4.0 mph	"	7.0 km/h
6.0 mph	"	10.0 km/h

Power:

1.0 hp	"	750.0 w
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Pressure:

25.0 psi	"	1.7 kPa/cm ²
30.0 psi	"	2.1 kPa/cm ²
36.0 psi	"	2.5 kPa/cm ²
40.0 psi	"	2.8 kPa/cm ²
55.0 psi	"	3.9 kPa/cm ²
65.0 psi	"	4.6 kPa/cm ²
75.0 psi	"	5.3 kPa/cm ²
80.0 psi	"	5.6 kPa/cm ²

Mass per Length:

1.0 lb/yard	"	0.5 kg/m
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ii. SPECIAL NOTICE

The matters contained in this Handbook shall be taken to govern the operation of the Sydney Tramway Museum but where conflict exists with the details contained in the latest Rail Safety Act or Regulations, or with the Society's Notice of Accreditation (originally) issued by the New South Wales Department of Transport (dated 10 June 1995), or with other provisions of the Society's Safety Management System these latter documents will take precedence.

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REGULATIONS
for the
CONDUCT OF TRAFFIC
and
GUIDANCE OF MEMBERS AND EMPLOYEES
of the
South Pacific Electric Railway Co-operative Society Limited

* * * * *

The Regulations for the Conduct of Traffic and Guidance of Members and Employees contained herein are made in accordance with Rule No.125 of the South Pacific Electric Railway Co-operative Society Limited and every member and employee of the Society is to be thoroughly acquainted with the said Regulations and will be held responsible for compliance with them.

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GENERAL REGULATIONS

0001 SAFETY OF PUBLIC

The Museum considers safety to be most important and as such the safety of the public and of members shall be the first and most important duty of every member and employee. To this all other work must be entirely subservient.

The Museum recognised 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.

0002 GENERALLY - REGULATIONS

This version of the Tramway Operation Handbook supersedes any previous versions and must be read in conjunction with the latest version of the *Safety Management Plan* (STM6042). The full Safety Management System documents (forms, procedures, standards, etc.) for the Museum can be found on the STM web site under: www.sydneytramwaymuseum.com.au/sms/index.html

0003 DEFINITIONS

In these Regulations, unless there is something in the subject or context repugnant to such construction:-

- a. "Museum" ... shall mean the Sydney Tramway Museum operated by the Society.
- b. "Society".... shall mean the South Pacific Electric Railway Co-operative Society Limited.
- c. "Board".... shall mean the Board of Directors of the Society.
- d. "Officer-in-charge".... shall mean the Society member so appointed on a day-to-day basis to supervise operations and/or work parties for the Society.
- e. "Member".... shall mean any person who is, for the time being, a financial member or friend of the Society.
- f. "Employee".... shall mean any person employed by the Society in the conduct of the Sydney Tramway Museum.
- g. "Tram".... shall mean any tramway vehicle propelled by steam, electricity or other means with or without trailer cars attached.

0004 ADDRESS LISTS

The name, address, telephone and e-mail contact information for each member and employee registered for the workforce must be kept in the Museum office at Loftus, so that, if required in cases of emergency, the member or employee may be readily found. Members and employees must notify the Secretary and the Rail Safety Manager of any change of their address or other contact details.

A copy of the list of Traffic Staff members and emergency contacts (*STM Contact List*-STM6038) is kept near the Display Hall entrance.

0005 MEMBERS TO ATTEND AS ROSTERED

Any member or employee rostered for any duty but cannot attend such duty must notify the Roster Clerk or Officer-in-charge or formally arrange with another member or employee to take over such duty as far in advance of the period of the rostered duty as practicable. The replacement member or employee must be authorised to perform such duty and the alterations noted on the roster posted at the depot.

0006 REGULATIONS TO BE SUPPLIED

Every member of the work force and employee must be supplied by the Rail Safety Manager and produce when required, a copy of these Regulations and other documents as are necessary in the performance of any duty for the Society. Copies of all of the Rail Safety documents are also available on the STM web site.

0007 LOST COPY OF REGULATIONS

If a member or employee loses any copy of the Regulations or other document, this loss must be reported immediately in writing and another copy obtained.

0008 REGULATIONS TO BE OBSERVED

Members and employees must assist in carrying out the Regulations, Safety Management System, By-laws, Working Orders and Supplementary Instructions, and immediately report to the Rail Safety Manager any infringement thereof, or any occurrence which may come to their notice affecting the safe or proper working of the tramway service.

All Traffic members must carry, on their person, their IDENTIFICATION CARD (IDC) which must be produced if requested by an officer from the Independent Transport Safety Regulator (ITSR), the Officer-in-Charge or the Rail Safety Manager. If the IDC is lost it must be immediately reported to the Rail Safety Manager so that a new IDC can be prepared.

0009 INSTRUCTION IN CASE OF DOUBT

Where a member or employee does not understand any given duty or is in doubt as to the given duty, such person must apply without delay to an immediate superior for instructions.

In all matters not covered in these Regulations members and employees are expected to use judgment and discretion in performing their duties.

0010 DRESS OF MEMBERS

Every member must come on duty clean and neat in person and dress, in uniform where directed and with identification badge clearly visible.

0011 AGE RESTRICTIONS

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.

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 18 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 18 years of age, a member may work as a trainee Driver after suitable training has been completed.

From 19 years of age, members may drive trams after undertaking a driver-training program

0012 MATERIAL NOT TO BE REMOVED

No material whatsoever is to be removed from the Society's property without the permission of the Board. All material considered as an asset to the Society must be recorded on *Register of Material Removed from STM form* (STM6162).

0013 PERSONS ON ROOFS

No person is allowed upon the roof of any tram shed, workshop or other outbuilding without the permission of the Officer-in-charge except where proper pedestrian access is provided.

0014 BLOWLAMPS AND WELDING

- a. Blowlamps and gas cutting equipment are only to be used under the supervision of the engineers or Senior Officers of the Society.
- b. All electric welding sites are to be adequately screened to prevent casual observance of the electric arc by the unprotected eye.

0015 LIGHTING OF FIRES

Open fires in the area under the control of the Society are to be lit in the special places provided. The lighting of fires in general is severely restricted under Local Government law.

0016 PUBLIC OPENING TIMES

The Society's area and exhibits will be open to the public and to non-working members at such times as the Board will determine and such times are to be posted at all Museum entrances and at other places as required.

0017 AUTHORISATION TO PERFORM DUTY

No person, unless a member of the Society or employed by the Society, is permitted to do any work whatsoever for the Museum nor remain upon the Society's property for any purpose without the permission of the Officer-in-charge. Such permission will be granted only if special circumstances permit.

0018 VISITORS OUTSIDE HOURS OF OPENING

In the event of an overseas or interstate visitor, or a person outside the Sydney Metropolitan area wishing to inspect the exhibits outside the hours set down, permission must be obtained from the Officer-in-charge who will arrange for a member to conduct the visitors through the Museum.

Visitors must sign the *Attendance Sheet – Works* (STM6071) and the *Visitors Indemnity sheet* (STM6073) before visiting the Museum. Also they must be given the *General Safety Induction* (STM6017).

0019 DISORDERLY PASSENGERS

In the event of any passenger being disorderly and annoying other passengers, the conductor or any other authorised officer must use all reasonable means to stop the annoyances; these failing, the officer must, for the safety and comfort of all, remove or cause to be removed, such person from the tram or other vehicle.

0020 REMOVING PERSONS FROM TRAMS OR MUSEUM PROPERTY

If after being warned to desist it becomes necessary to remove any passenger from a tram or other vehicle, or person from the Society's property for any cause, that person should be first requested to leave. If such a request is refused care should be taken not to use unnecessary force in the removal of the person. It is desirable that the conductor or other person issuing the warning should first state that police action might result from failure to heed the warning.

0021 SMOKING PROHIBITED IN CERTAIN AREAS

Smoking on trams, or in any tram shed, workshop or sub-station building is strictly forbidden, and any officer of the Society must see that this Regulation is observed.

0022 INTOXICATED PERSONS

No person in a state of intoxication must be allowed to enter or remain on the Society's property. STM has developed an *Alcohol and Other Drugs Policy* (STM6130) and a *Drug and Alcohol Program* (STM6066) to ensure that all members and contractors are fully aware of their responsibilities. It is expected that all staff will have a zero blood alcohol level.

0023 MEMBERS WORKING ON TRAMWAY

All members wishing to be employed working on, or offering volunteer assistance on the Society's tramway are to make an application to the Officer-in-Charge on the form available at the depot. Special cards will be issued to all members; these must be shown on demand to gain entry to the Society's area at Loftus.

0024 MUSEUM WORKING HOURS AND WORKFORCE SUPERVISION

- a. All members attending for duty at Loftus or any other place so directed are to place themselves under the direction of the Officer-in-charge and assist with the work set down. A list of those in charge is on the general notice board in the Depot.
- b. Attendance sheets (*Attendance Sheet-Works* -STM6071 and *Attendance Sheet-Operations* -STM6070) are provided at the Workshop or Traffic Office respectively and it is the responsibility of each member to sign the time sheet each day and note the time of arrival and departure.
- c. Hours for work at Loftus are anywhere between 7.30 am and 7.30 pm daily.
- d. Should it be necessary for any reason for work to be carried out on the Society's premises outside the hours set down, permission must first be obtained from the Executive Officer.
- e. Any member on the Society's premises without lawful cause outside the hours set down in (c) or (d) above becomes liable to suspension from the Society.

0025 SUB-STATION ACCESS RESTRICTED

No member or employee may enter or remain in any sub-station building or sub-station yard except those portions specially set aside for visitor inspection, without the authority of the Officer-in-Charge or the Electrical Engineer.

0026 UNAUTHORISED INTERFERENCE

No part of any tramcar or other vehicle, building, outbuilding, fence, track or overhead wiring owned by the Society is to be interfered with in any way, unless with the permission of the Officer-in-charge of the section.

There are severe financial and criminal penalties for anyone who interferes with a tram which has a Safety Interlocking system (dead man equipment) installed,

0027 RECORDS OF ACTIVITIES

All engineers, foremen and supervisors are to keep a proper record of the activities of their department.

0028 USE AND SAFEKEEPING OF KEYS

Unauthorised use of the Society's keys by any member or other person is forbidden. Those issued with keys are charged with their safekeeping. Every effort is to be made to prevent any duplicate keys being made. Lost keys are to be reported to the Rail Safety Manager as soon as possible.

0029 PREVENTION OF EXPOSURE TO INJURY

Every member must prevent, as far as possible, reckless exposure to danger on the part of any other member or employee while engaged on any form of work for the Society.

0030 BREACHES OF THE PEACE

Any member committing, or provoking, a breach of the peace will render himself or herself liable to immediate suspension. The use of improper or offensive language, or cursing or swearing, or gambling is forbidden.

0031 LOSS OF OR DAMAGE TO EQUIPMENT

Any member losing, or negligently damaging any tools or equipment the property of the Society, may be called upon to pay the value of the whole, or part of the value of the same.

0032 ARTIFICIAL LIGHTING

Any member using lights must extinguish them before leaving the premises unless other arrangements for doing so are authorised.

0033 ACCIDENT RECTIFICATION PROCEDURES

The following procedure is to be adopted, as far as possible, in the event of any person receiving an injury while on the Society's property: -

- a. Should the person require hospital attention an ambulance will be arranged to take the injured person or persons to the Sutherland Shire Hospital, Miranda.
- b. Notify any member of the Board as soon as possible.
- c. Enter full particulars in the *Register of Injury* (STM6069) which is kept in Office at the depot.
- d. In the event of the person or persons only requiring First Aid, then arrangements will be made for the same to be administered and all particulars noted in the *Register of Injury* (STM6069) which is kept in Office at the depot.
- e. Further details are contained in the *Emergency/Evacuation Procedure* (STM6034).

0034 MEMBER NOT TO USE OUTSIDE INFLUENCE

No member shall use or obtain outside influence, either directly or indirectly to represent his or her requirements.

0035 COMPLAINTS AGAINST OTHER MEMBERS

Any member of the work force, who has cause to complain of, or report against another member, must make such complaint through his or her immediate superior officer or direct to the Officer-in-Charge. There is a procedure (STM5017 Grievance Procedure) that sets out the process.

0036 OFFICIAL COMMUNICATIONS

No member shall, unless in the exercise of his or her statutory rights, address any communication in connection with his or her official position in the Society to anybody, organisation or newspaper, except through the Officer-in-Charge.

0037 PUNISHMENTS

Any member may be punished by expulsion, suspension or reduction in rank, for intoxication, disobedience of orders, negligence, incompetence, or misconduct in accordance with Section 46, 9E of the Co-operation Act, 1923-1958.

There is a administrative procedure to handle discipline issues within STM. It is STM5011-Disciplinary Rules and Procedures.

0038 APPEAL IN WRITING

Subject to the Act, and the Rules of the Society, any member may appeal to the Board against any punishment imposed. Such appeal should be lodged in writing to the Secretary at the Society's registered business or postal address, within seven days.

0039 ALTERATIONS TO REGULATIONS

Appendices and Instructions issued to all sections from time to time are to be complied with as if incorporated in and forming part of these Regulations.

0040 CHECK ROSTER FOR DUTY

Before starting and after concluding duty each day, members and employees must examine the notices and rosters affixed to the notice boards in the Traffic office and the depot in order to ascertain if there is anything requiring his or her special attention. Persons posting such notices must ensure that they are kept up-to-date and redundant notices removed.

0041 SIGNAL CABINS – AUTHORISED PERSONS ONLY TO ENTER

A signal control officer must not allow any unauthorised person to interfere with the levers or apparatus in, or frequent any signal cabin, which must be kept clean and neat, and locked at all times when not occupied.

0042 CARE CLEANING POINTS

Obstructions between the point tongue and the rail must not be removed by the fingers.

0043 MOBILE PHONES

Tram crews are not to take phone calls, talk, text or receive text messages whilst the trams are in motion. They must wait until the tram arrives at the terminus. In emergency situations the crew may make an emergency phone call to the OIC or emergency services when the tram stops. However the conductor may answer a call only on the Museum's mobile phone whilst the tram is moving.

0044 INTERNAL OPERATION PERFORMANCE AUDITS

The Operations Manager or his nominee will perform Internal Operation Performance Audits on the Traffic staff operations every 3 to 4 months. The audit is based on the Tramway Operations Handbook instructions. The auditor will follow the *Internal-Operation Performance Audit Procedure –STM6114*.

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0101 INTRODUCTION – WORKING ORDERS

The provisions set down in this "Tramway Operation Handbook", including the tramway Working Orders and Tramcar Equipment and Operation, shall apply to all persons engaged in the operation of the Sydney Tramway Museum and all tramcars and other vehicles and equipment under the Society's control.

The Working Orders contained herein are intended to supplement the "Regulations for Conduct of Traffic and Guidance of Members and Employees" and are to govern and regulate the operation of tramcars and other vehicles over the tramway other property premises and land of the South Pacific Electric Railway Co-operative Society Limited.

This Handbook will be amended, from time to time, by Order of the Board of Directors of the Society. Under the terms of the latest Rail Safety Act, the Society is responsible to ensure that all members to whom this Handbook and the *Rail Safety Management Plan* (STM6042) have been issued are provided, at their registered address or via their e-mail address, with one copy of any amendments. The member, in turn, must sign and return by the due date a receipt included with the issue. Failure to provide this receipt may render the member suspended from all traffic authorisations.

0102 VARIATIONS TO PROVISIONS OF WORKING ORDERS

At all periods when members of the Public are invited onto the area under the Society's control or onto the Society's property, including special hiring, the Working Orders contained in this Handbook will apply. At all other (i.e. Non-Traffic) periods they may be modified or overruled by Order of the Board. Such variations will be posted in the Traffic Office and on the Museum general notice board.

0103 MEANING OF TERMS

In addition to the definitions for "Society", "Board", "Officer-in-charge", "Member", "Employee" and "Tram" as listed in Regulations Clause 002, throughout this Handbook,

"MUSEUM SUPERVISOR" shall mean the rostered Officer-in-charge appointed by the Board on a day-to-day basis to superintend the Museum operations.

"TRAMWAY".... such light railway, mainline, sidings, branches and the like including any isolated track, which is constructed for use by the said Society's tramcars and other vehicles.

"ON SITE".... within the perimeter fence of the site of the Sydney Tramway Museum bounded by the Princes Highway to the east, the former Royal National Park branch railway right-of-way to the south, the Illawarra railway to the west and Pitt Street to the north.

"DEMONSTRATION TRAMWAY".... which may also be referred to as "the Sutherland to Loftus Tramway" shall consist of the tramway from the Pitt Street gates of the Sydney Tramway Museum to the northern extremity of the line and the mainline within the museum grounds from Pitt Street to the southern end of the site.

"THE ROYAL NATIONAL PARK LINE".... shall consist of the tramway from the shunting limit south of Depot Junction to the outer end of the rails at the terminus of the former branch railway to The Royal National Park terminus.

"FOUR-FOOT".... is the area between pairs of running rails.

"TRAMCAR".... a single unit; any railway type vehicle, powered or non-powered, but excepting hand powered trolleys, owned by or under the control of the Society and positioned on the Society's tramway.

"TRAM".... any number not exceeding 3 of tramcars that are coupled together.

"OTHER VEHICLES".... trolley buses, diesel buses, motor lorries and motor cars and other similar equipment owned by or on loan to the Society.

"TRAMSHED".... the covered area housing tramcars and other major exhibits.

"DEPOT".... the general area including the tram shed, ancillary buildings and surrounding areas.

"TRAM SECURED".... tram rendered immovable by means of the application of hand brakes or the positioning of chocks to prevent movement.

"WHEEL CHOCK"... is a wedge of sturdy softwood material placed closely against a vehicle's wheels to prevent accidental movement. Wheel chocks are placed for safety in addition to setting the brakes. It must be placed against the wheel tread or tyre not against the flange. The recommended size of a wheel chock is 50cm x 75cm and about 0.5m long.

"WORKFORCE MEMBERS".... are those members on the site for the purpose of performing some specific duty or task for the Society.

"MUSEUM OPERATIONS STAFF"...are those workforce members who are specifically on the site to operate museum facilities and tramway traffic.

0104 INTERPRETATION

Nothing contained within this "Tramway Operation Handbook" shall be interpreted to supersede any Rules, Regulations or Codes of Practice established by any other body having jurisdiction over the Society or its activities.

"Shall," means mandatory; "Should" means advisable and is recommended.

"Between...and..." shall mean in either direction; "From...to..." shall mean in the direction stated.

0105 PROCEDURE IN CASES OF ACCIDENT

In the event of a collision, derailment or other accident involving a tram or other vehicle, the Driver, if able, is to secure the vehicle and then advise the passengers **ONLY THAT THERE WILL BE A SLIGHT DELAY**, then ascertain whether any persons are injured and/or any equipment is damaged and advise the Museum Supervisor who must then suspend services, if necessary, until the trams or other vehicles involved have been removed and the line cleared. Damage to permanent Way or overhead-wiring fittings must also be reported so that such damage can be rectified before services are resumed. The process to follow here is defined in procedure *Emergency-Evacuation Procedure* (STM6034).

In cases of emergency, ring 000, and nominate Emergency Service required. When connected, request the assistance of Police/Ambulance/Fire Brigade to Sydney Tramway Museum, Princes Highway, Loftus, or to the nearest accessible point to the accident and give a brief description of the accident, numbers of persons injured and severity of injuries

0106 FIRE APPLIANCES

Fire extinguishers are fitted to most trams, at the tram shed doors and at other selected locations, while fire hose reels and hydrants are provided within the Museum site and all members should familiarise themselves with the locations and usage of these items.

Should fire break out on a tram or other vehicle, it must be brought to a stop immediately and be secured and have all trolley poles removed from the overhead wire. The Conductor will guide any passengers to safety from the vehicle while the Driver will tackle the fire with an extinguisher.

After extinguishers and other fire appliances have been used, they must be returned to the Depot and reported immediately to the Safety Officer for their cleaning, checking and refilling

A FULL RESUME OF ACCIDENT AND SAFETY PROCEDURES WILL BE FOUND IN PART C OF THIS HANDBOOK, SECTIONS 1 & 2

0107 UNAUTHORISED INTERFERENCE

Except in cases of emergency, or as necessary to properly operate the equipment, members are not to alter, adjust or interfere in any way with any tramcar or other vehicle, section of track or overhead wiring or access control barrier or sign.

Members must always be on the alert for any member of the Public likewise interfering with Society property and request politely that they desist. In the case of deliberate damage to any part of the Society's property, it must be brought to the attention of a Board member, the Museum Supervisor or a traffic officer, who should endeavour to seek from the person causing the damage monies to cover repair expenses.

Members of the Public are not permitted to enter into restricted areas so designated unless in the company of an approved Society member. Any person found unaccompanied in such an area must be asked politely to leave and the member so directing should remain to ensure the person does so.

Where a person causing interference or found trespassing does not desist or leave when asked by a member to do so, or repeats the act, that person must be asked to leave the museum. Where Society members cannot deal with the situation successfully, a Police Officer must be called.

Should a case arise where physical force is deemed necessary members are reminded that they must be prepared to justify their actions, possibly even in a Courtroom, and act accordingly.

Discretion and tact are an essential part of dealing with the Public and must be practiced at all times.

0108 AUTHORISED PERSONNEL

Members under 15 years of age will generally not be permitted to hold any of the below listed positions without written approval of the Board.

BOOKSHOP/KIOSK ATTENDANT and/or MUSEUM GUIDE: Any member over the age of 14 years may apply to the Board for approval to be appointed to any of these positions without formal training beyond an understanding of the basic responsibilities and bookkeeping requirements of the sales officer positions, while basic knowledge of the trams and other exhibits and a reasonably good ability to impart this knowledge to the Public is expected of a Museum Guide.

The duties of a Bookshop or Kiosk Attendant are listed in *Position Description – Salesperson* (STM5026). Also the duties of a Museum Guide are listed in *Position Description – Museum Guide* (STM5024).

CONDUCTOR: Members can start training in “traffic” from the age of 16 years. Once the trainee have reached the age of 18 and passed the required Conductor training and examinations and has been approved by the Training and Assessment Committee, he/she can perform conductor duties. The training procedure for a Conductor is *Conductor Training Procedure* (STM6043).

DRIVER: Members who are conductors can start training in “traffic” from the age of 17 years; and drivers can train in NON TRAFFIC from the age of 18 years. Once the trainee have reached the age of 19 and passed the required Conductor training and examinations and has been approved by the Board, he/she can perform driver duties. The training procedure for a Driver is *Driver Training & Assessment Procedure* (STM6055).

Members under 18 years of age will not be permitted to drive any of the Society's motor vehicles while such vehicles are carrying passengers other than Society members.

All members who wish to be trained for traffic duties (i.e. conductor or driver) must first complete a medical examination and be past as medically fit before completing their training.

It is preferred that traffic staff hold a current motor vehicle driver's licence or other similar licence.

WORKS DRIVER: The Board may appoint to this position any Driver to drive any of the Society's trams or other vehicles but not in Traffic. The duties of a Works Driver are listed in *Position Description – Non-traffic Tram Driver* (STM6052).

SENIOR DRIVER: The Board may appoint to this position any authorised Driver who has shown a high level of commitment to the Museum.

MUSEUM SUPERVISOR / Officer-in-Charge (TRAMWAY): The Board may appoint to this position any authorised Driver who has shown an ability to safely perform such a task. The training procedure for an Officer-in-Charge is *OIC Training Procedure* (STM6061). The Museum Supervisor will be assisted as required by:

ASSISTANT TRAFFIC OFFICER (TRAMWAY): To supervise the operations of tramway traffic including the collection of fares. Any member who has attained the grade of Driver may act as an assistant Traffic Officer as required.

STARTER: To supervise the departure of trams from designated locations and record required details of each departure on the *Starters Journal* (STM6019).

DISPLAY OFFICER: To supervise the access of persons to static display areas.

COMMERCIAL OFFICER: To supervise all aspects of sales other than fares at the Museum.

SIGNAL CONTROL OFFICER: The Board may appoint to this position any member who has attained the level of Trainee Driver.

TRAINER: The Board may appoint to this position any member who has shown a high level of commitment to the Museum and an ability to properly superintend the "on road" practical training experience of Trainee Drivers.

INSTRUCTOR: The Board may appoint to this position any member who has shown a high level of commitment to the Museum and an ability to instruct other members or special facility or expertise related to the Museum's training program.

MOTOR VEHICLE/PLANT DRIVER: The Board may appoint or approve any member as motor vehicle Driver for on-site operations of any or all motor vehicles and/ or plant not carrying members of the Public as passengers.

The Board may also appoint or approve any member as motor vehicle Driver for on-site passenger operation and for all off-site operations, provided that the member is also in possession of a current Motor Vehicle Driver's Licence issued by the New South Wales Roads and Traffic Authority (or approved equivalent) for on-road operation of such class of vehicle.

The granting by the Board of approval to operate the trams or other vehicles in any capacity is conditional upon the member also being in possession of any other licence or approval issued by any legally constituted body having any jurisdiction over the Society or its activities.

However, any person thus approved by any outside body is not permitted to operate any of the Society's trams or other vehicles without the approval of the Board.

0109 RESTRICTED ACCESS AREAS

Under the terms of Government regulations, the Restoration Building and any other workshop areas are classified as Industrial areas. Members of the public are prohibited from free access to such areas. Access is also prohibited to Society members except those with lawful purpose.

Any member or other person entering the area must be alert to the dangers which exist with regard to workshop machinery in operation, moving fork lift trucks, overhead cranes, etc., and wear such protective gear as required by law.

Sub-station buildings are not to be entered by any person, except in an emergency for the express purpose of shutting off electric power, unless such person is qualified and/or authorised to operate sub-station equipment and all required safety precautions are observed. Traction power isolating switchgear must only be operated by members authorised to do so, except in an emergency for the express purpose of shutting off electric power.

0110 RIGHT OF APPEAL

Any members who feel that they have been unfairly treated by Tuition Personnel, Examiners or the Board, have the right of appeal to the Board for consideration, but must make written application to the Board for a hearing and must state as clearly as possible the exact nature of the complaint.

0111 DUTY ROSTERS

Each Museum Operations Staff member who is rostered to attend the tramway during traffic hours is to be provided with a copy of the museum staff roster. In addition, at least one copy of the current roster will be posted at the Traffic Office for inspection. Members are expected to abide by the roster and present themselves at Loftus Depot, at such times as they are required and to carry out the duties as are indicated.

Members are to note that appointment to any higher grade does not necessarily release them from any obligation to perform duties of a lesser grade.

0112 MEAL RELIEF

During lunch periods the Officer-in-Charge is to arrange for each Traffic Staff member adequate time for a meal but at all times one authorised driver and one other member must be present.

The Officer-in-Charge, when required to be absent, should ensure that an authorised member is present, and it is expected that such officer will choose a period of slack patronage, if possible, to be away from the post.

0113 UNIFORM CLOTHING OF MUSEUM OPERATIONS STAFF

All staff members are required to wear such uniform clothing as may be directed by the Traffic Manager.

0114 WORKING MEMBERS ON TRAMS

Non-Operations workforce members and employees must not occupy seats in, or travel in, the passenger compartment of any tram while clad in soiled or greasy clothing. Workforce members while dressed thus may travel in the rear driving compartment of the tram.

0115 LOITERING PROHIBITED

Working members are not to loiter in the Traffic Office, Display Hall, shops or kiosks or in any trams in operation for the Public. They must transact whatever business they might have in these places and leave quickly.

Workforce members are not to congregate in areas open to the Public during traffic periods nor enter or remain in any signal cabin.

0116 CARE AND CLEANING OF CARS

Traffic Staff will be held responsible for seeing that all passenger carrying trams are clean and tidy before entering service and are kept reasonably so during use. The Conductor is to make sure that blinds are kept in the fully raised position unless required for weather control, and must ensure that all doors, windows, blinds and shutters are closed during inclement weather except while passengers are boarding or alighting, and that all doors and windows are closed on trams before they are returned to the tram shed.

Staff clothing and food must not be carried on the trams unless placed in a locker specifically provided on the tram for this purpose.

0117 LOST PROPERTY

All lost property found on the Society's vehicles or premises must be handed to the Museum Supervisor, together with a note of where the item was found, when and by whom; such items are to be placed in the Traffic Office for safekeeping.

All inquiries concerning lost property are to be directed to the Museum Supervisor.

0118 DONATIONS

Except for small cash donations for which the Conductors are instructed to exchange fee receipt tickets, all donations of money and materials must be handed to a Society Officer together with the Donor's name and address and details of any receipts required. For donations of material, the *Gift Acknowledgement Form (STM5016)* must be completed so that the Secretary can write a letter of thanks and the material recorded in the Museum's archives.

0119 SALE OF SOCIETY PROPERTY

In all cases of sale of Society property, except sales made through the Society's shops and kiosks, an official receipt listing all the material included in the transaction will be given by or on behalf of the Board.

0120 USE OR HIRE OF TRAMWAY

In all cases where persons or organisations wish to hire the Museum or the tramway for use other than Museum purposes or for the operation of non-Society railed vehicles thereon, written approval must be obtained from the Board before such activities are put in operation in the Museum or on the tramway.

0121 DEPARTURE TIMES

Whether working "as required", to a schedule or to timetable, Officer-in-Charge or starter must post the departure time of each tram and other details in the *Starters Journal (STM6019)* as the preceding tram departs from any terminus. Should, for any reason, the departure time be delayed for more than 5 minutes, or an advertised trip be cancelled, intending passengers present must be notified and the departure time indicator advanced to the new time proposed.

When running to published timetables, the Officer-in-Charge must ensure, as far as practicable, that trams arrive and depart at scheduled times and note any cases of early or late running where the tram is more than 3 minutes earlier or later than the advertised time.

When special services are to be run apart from the cancellation of trips due to weather or other circumstances or the introduction of additional trips on a daily basis because of passenger loadings, a Special Tram Notice will usually be issued detailing all special operations on the day for the benefit of all concerned.

0122 MEMBERS AS PASSENGERS ON TRAMS

Non-workforce members travelling by tram must produce their current membership card or pay the prescribed fee. Failure by the member to produce the card or, alternatively, to pay the fee should be reported to the Museum Supervisor who will take the appropriate action.

Membership cards entitle the person named thereon to free travel only on the Society's vehicles and are *not* transferable.

0123 UNAUTHORISED DRIVING EQUIPMENT

Use of equipment other than proper control handles is prohibited. Use of members' privately owned equipment is also prohibited and will risk confiscation of such equipment.

Interfering with or circumventing the Safety Interlock (Dead Man) equipment will result in prosecution by ITSR as it is a criminal offence, punishable by law with a fine and or jail sentence to interfere with this equipment.

0124 PERSON ON TRAM ROOF

If the trolley cord breaks, or for any other reason, any person is required to climb onto a tram roof, the tram must be brought to a stand and secured. The reverser handle must be removed and given into the care of the person climbing onto the roof. See the procedure *Climbing onto Roofs of Trams* (STM6018) for details of locations of accesses to the various tram roofs.

On two pole cars, at least one trolley pole should be in contact with the overhead wire if there is any chance of the person making simultaneous contact with the overhead wire and a trolley pole, otherwise both poles should be down. On single pole cars, extra care should be taken when the pole is NOT in contact with the overhead wire. If possible, ALL switches on the tram should be opened to increase the safety margin.

Special attention must be given to climbing onto the roof of the all metal bodied PCC car No.1014, NET car No.1054 or BCC "Phœnix" car No.548 – see the procedure *Climbing onto Roofs of Trams* (STM6018) for details of locations of accesses to the various tram roofs.

0125 DEFINITION OF JOURNEY

Until the completion of the extension from Waratah Loop to Sutherland is completed, two (2) services will operate: -

1. Sydney Tramway Museum to The Royal National Park; and
2. Sydney Tramway Museum to Waratah Loop.

Trams operating in a direction away from Sutherland are operating DOWN journeys. Trams operating towards Sutherland and trams operating from Depot Main/Cross Street Junction are operating UP journeys.

0126 RESTRICTED AREAS

Public access in the museum is restricted to Tramway Avenue, including shops and kiosks; to the area bounded by Cross Street, the Princes Highway boundary and the railway boundary that includes Lakewood Park and Railway Square and to the Display Hall (Tram shed Roads 4 to 8 inclusive). All other areas are, for a number of safety and/or legal reasons, restricted. A Society work force or Traffic Staff member, authorised by the Officer-in-Charge or the Tramcar Maintenance/Workshop Manager, must accompany all members of the Public, and any non-workforce Society members wishing to visit restricted areas. There must be 1 member for each 6 visitors to supervise the visitors in the restricted areas.

Gates at Pitt Street (top entrance) and at the Depot Yard entrance (head of Cross Street) and in the fence near Road 8 must be kept closed, and locked if necessary, during traffic periods to prevent unauthorised access to restricted areas. The interconnecting door between Nos 3 and 4 Roads must also be kept closed at all times.

0127 GENERAL SERVICES

On Saturdays, Sundays and Public Holidays, Museum tram services will commence at 10.0 am and be run at 20/40 minute intervals until the last trip at 4.00 pm.

On Wednesdays, the first trip will leave the Museum at 9.30 pm and the last will operate at 3.30 pm. Services on Wednesdays will run as required, but the Officer-in-Charge is to make certain that intending passengers are not abandoned at the Sutherland terminus.

The first trip each day will commence from Pitt Street, the last will terminate at Pitt Street just inside the gate.

The tram service on The Royal National Park will only be permitted between sunrise and sunset on Saturdays, Sundays and Public Holidays and between 9.30am and 3.30pm on other days, until further notice.

After trams have operated across the road in either direction and the road traffic has resumed then the tram signal system is not to be re-triggered until 5 minutes has elapsed.

Until further notice, services to The Royal National Park will be operated on Saturday, Sundays and Public Holidays at 9.15am, then hourly to 4.15pm from Pitt Street via the Tramway Avenue siding. Trams will return from The Royal National Park at 9.35am then hourly to 4.35pm.

0128 BOARDING OR LEAVING A MOVING TRAM

Under no circumstances should anyone try to board or leave a moving tramcar.

129 ELECTRICAL SAFETY

Before undertaking any work on electrical wiring, all persons should ensure that the circuit they are to work on is electrically isolated by the opening of circuit breakers and/or the removal of fuses. Such items must be properly tagged to deter accidental restoration of power by others.

Padlocks are provided in each sub-station to lock AC switches in the Off position if necessary. The key must be retained in the possession of the person fitting the lock or handed to the Officer-in-charge on the day for safekeeping.

If a traction power failure occurs and the reason is not instantly obvious the power must not be immediately restored. The person who is to reset the breakers must ensure, by visually inspecting the whole trolley wire network, that no defect exists which might cause the protection devices to open.

In the event of maintenance work being carried out on overhead trolley wires with the overhead energised, all persons must be especially vigilant to prevent accidental contact with steel poles or earthed portions of the tram, vehicle or ladder from which they are working. Aluminium or steel wire reinforced wooden ladders should not be used.

If the overhead is to be de-energised, then a safety earthing strap is to be positively attached to the overhead wire and an earthing point and is to be within the view of the Officer-in-charge of the overhead crew.

Because of the proximity of high voltage power lines to the tramway overhead, currents may be set up in the trolley wire due to induction, especially in windy weather, so an earthing strap should always be used on de-energised trolley wires where accidental or deliberate bridging of the insulators might occur.

0130 SAFETY OF PERSONS NEAR TRACK

When it becomes necessary for any person to work closer than 1.5 metres to any running rail and while operating any equipment or wearing any protective clothing which might obstruct the worker's attention of an approaching tram, an observer must also be present to signal the worker and the tram driver to prevent any accident occurring. The observer must carry and display flags and/or lamps.

A flag (or lamp) will be displayed in the "four foot" to indicate that the tram must not pass. A flag (or lamp) will be displayed adjacent to the track to indicate that the tram may pass, with care, at a speed not exceeding "Full Series" or any lower speed applicable to the section. The running rails shall include any track over which a tram could be expected to operate whether on a scheduled trip or not.

0131 AIR HORNS

On trams fitted solely with an air horn type warning device, this must only be used sparingly while within the museum grounds and not sounded unnecessarily nor in long bursts elsewhere except in cases of emergency. On trams fitted with both air horn and gong warning devices, the use of the air horn is restricted to crossing level crossings and emergency use only.

On trams fitted solely with a gong warning device, special care is to be taken with such trams in use when crossing level crossings.

0132 PRINCES HIGHWAY LEVEL CROSSING

Trams on the Park extension line are required to cross the Princes Highway on the level crossing. This crossing is protected by a signalling system activated by the passage of the tram over sensors set between the rails. All traffic staff is asked to operate the crossing with the utmost care to prevent accident damage to the trams.

0133 RNP BUSHFIRES

When bushfires threaten, the tramway services must be suspended and not resumed until the infrastructure is examined and declared fit. Services should also be suspended until consultation with the Park authorities confirms that it is safe for persons to enter the area. See [STM6138 for ways to decide if to operate into the RNP](#).

TROLLEYS

0134 DEFINITIONS

For the purpose of these Working Orders trolleys shall be: -

All small rail vehicles not normally classified as trams that can be readily removed from the rails and shall be non-powered, mechanical or powered.

(Mechanical trolleys = "pull trikes", etc.; powered trolleys = "quads", etc.)

0135 USE OF TROLLEYS

When it is necessary to use any trolley during traffic periods, if a powered trolley it will be designated a "works tram" and must be run in accordance with the instructions. When no passenger or electric works trams are in use, power trolleys may be run as required.

If it is necessary to use non-powered or mechanical trolleys during traffic periods, such trolleys must be run in advance of an electric tram and derailed as required and moved clear of the track. When it becomes necessary to re-rail the trolley, a tram travelling in the same direction as it is proposed to run the trolley must be flagged down and the trolley run in advance of the tram. When no passenger or electric works trams are in operation non-powered or mechanical trolleys may be run as required.

No member of the public shall be permitted to ride on any trolley

0136 PASSENGERS ON TROLLEYS

No person should be permitted to ride on any trolley not fitted with an effective braking system.

At all times trolley speeds must be such that they can be safely stopped in double the clear distance ahead.

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PART C - EMERGENCY PROCEDURES**C1. Accident Counter Emergency Plan****- I N D E X -**

0201	Generally.....	C1.01
0202	Major Incident.....	C1.01
0203	Minor Incident	C1.01
0204	Basic Incident Information	C1.02
0205	First Aid	C1.02
0206	Procedures in Case of Injury.....	C1.02
	-Tram or Bus Accident;.....	C1.02
	-Accident First Report Information;.....	C1.02
	-On Site Action;.....	C1.02
	-Museum Supervisor's Duties;	C1.02
	-Assistant Officer's Duties;.....	C1.02
	-Traffic Staff Duties	C1.02
0207	First Aid Box.....	C1.03
0208	Ambulance Loading Point	C1.03
0209	Accident/Incident Reports	C1.03

NOTE: The best insurance against ever having to place into practice the emergency procedures outlined below is a responsible attitude by each and every member to the observance of safety rules established with respect to the operation of the tramway.

- DON'T TAKE RISKS, TAKE CARE -

0201 GENERALLY

The purpose of this plan is to have an organised method of dealing with any dangerous or potentially dangerous situation, regardless of its cause, which occurs in any part of the Sydney Tramway Museum, Loftus, whereby persons are, or may be, injured or killed.

The information contained in this section is to be taken to supplement those clauses in Parts A and B of this Handbook covering injury to members of the public or the Society. Also refer to the Emergency-Evacuation Procedure (STM6034).

In the following pages are set out the duties to be performed by the various members present at the time of the emergency. Where any member is rostered for any position, that member **MUST**, if able, proceed to the designated area and remain on duty at that point until relieved by the Officer-in-charge. Strict adherence to the specific duties listed must be followed to ensure that any injured person is cared for as expeditiously as possible

0202 MAJOR INCIDENT

For the purpose of this Plan a Major Incident would be classed as one involving injury or likelihood of injury to 10 persons or more and might include: -

- a. Derailment of tram, or collision;
- b. Bushfire in area;
- c. Fire in Depot area or on vehicle,
- d. Explosion or explosive device in area.

0203 MINOR INCIDENT

A Minor Incident might be classed as:

- a. Cardiac arrest;
- b. Person fitting;
- c. Person injured - burns or fallen from vehicle;
- d. Person fallen and injured on or under tram or other vehicle.

0204 BASIC INCIDENT INFORMATION

With both types of incident noted, a similar approach must be taken with certain information that is required to be passed on to the Ambulance Service and which will be outlined in the protocols for each person on duty on any traffic day or at other times as necessary.

0205 FIRST AID

Each member should learn basic First Aid procedures \ by any \accredited means. PROMPT and effective ACTION may save a life or reduce the severity of injury.

Members will be expected to have an understanding of the following procedures: -

- a. Knowledge of Cardiopulmonary Resuscitation,
- b. Action to place an unconscious person into a coma position,
- c. Action to maintain an airway,
- d. Action to prevent further injury from occurring by stabilising fractures,
- e. Treatment for burns,
- f. Action to prevent hemorrhage with pad and bandage,
- g. Understanding fitting patient.

0206 PROCEDURES IN CASE OF INJURY**Tram or Bus Accident**

If the vehicle is free to be moved, then the tram or bus should be returned as soon as possible to the Ambulance Loading Point. In the meantime, the Driver should try to alert the Officer-in-Charge of the situation to allow prompt action.

In the event of the vehicle not being movable, the Conductor, if able is to telephoning the Officer-in-Charge to raise the alarm and should not stop to assist or treat anyone until the alarm is given. The Officer-in-charge should then dispatch suitable transport to the accident site if requested, or have such a vehicle to hand if required by Ambulance Officers.

Accident First Report Information

In the first instance, the person making the report must inform the Officer-in-Charge of:

- a. The nature of the accident and vehicles involved;
- b. Approximate number of people injured; severity of injuries; the nature of the injuries;
- c. Whether injured persons can be brought to an Ambulance Loading Point,
- d. Special circumstances, e.g. persons trapped by wreckage.

On Site Action

Following the First Report, members at the site of the accident should assist all walking injured and uninjured persons to a safe area which is adjacent; people who cannot be moved should be comforted and treated with basic life support by members or others able to do so.

Museum Supervisor's Duties

Immediately the Officer-in-Charge is advised of an accident involving injury to people, services in the area of the accident must be suspended, and if necessary contact the New South Wales Ambulance Service on telephone "000" and state that "ambulances are required at Loftus, the Sydney Tramway Museum, Princes Highway and Pitt Street, or other nearest access point to the accident, then give particulars of the incident: -

- a. Number of people injured;
- b. Whether conscious or unconscious;
- c. Brief nature of accident, e.g., tram or bus collision, fire, etc.;
- d. Whether people are trapped or inaccessible and whether Ambulance Rescue is required.

(NOTE: Although it is expected that the local Ambulance Service will be made familiar with the Tramway Museum, concise and accurate information will always be of prime importance in cases of emergency.)

The Museum Supervisor must then direct any person not involved in restoring order away from the scene of the accident, arrange for the readying of breakdown and/or relief trams or other vehicles, liaise with the Senior Ambulance Officer and ensure that a full report is prepared.

Assistant Officer's Duties

The Bookshop Operator, or other Society member on non-traffic days, will be designated (Accident) Assistant Officer and will be required to man the telephones in the absence of the Museum Supervisor, arrange for the Ambulance Loading Point to be kept clear and assist in directing the Ambulance, Police and Fire Officers to the scene.

Traffic Staff Duties

DRIVERS: Arrange for the transfer of injured persons to the Ambulance Loading Point. Drivers coming upon the scene of an accident must stop and secure their vehicle clear and proceed to the accident to assist if required.

CONDUCTORS and STARTERS: Arrange for the First Report information to be given to the Museum Supervisor, then return to the accident to render aid. Conductors of vehicles coming upon an accident must remain with the passengers on that vehicle until the vehicle can be moved to a suitable passenger off-loading point or suitable alternative transport can be arranged.

0207 FIRST AID BOX

If items are used from the First Aid box, they must be notified to the Safety Officer to permit used items to be replaced.

0208 AMBULANCE LOADING POINT

The area directly outside the main tram shed (Depot Yard), or in certain cases, the north terminus car park will be designated as the "Ambulance Loading Point". Upon receipt of notice of an accident which requires ambulance attendance, the Officer-in-charge must arrange for this area to be cleared of vehicles as necessary and designate a member to remain in the area to guide ambulances in reversing to a suitable loading point and to deter other vehicles, other than emergency vehicles, from hindering the movement of the ambulance or the ambulance officers.

0209 ACCIDENT/INCIDENT REPORTS

Full details of any accident must be entered on the *Occurrence Report form (STM6033)* when the tram crew returns to the museum.

Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, written, accurate statements. Names of hostile witnesses are often also valuable in assessing the reasons for any accident.

Members are to make NO STATEMENT regarding the possible direction in which blame might lie for the accident except to the Board, nor make any statement as to the possible level of responsibility of the Society in the matter of compensation.

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PART C - EMERGENCY PROCEDURES**C2. Fire Safety and Fire Fighting****- I N D E X -**

0301	Generally	C2.01
0302	Procedure in Case of Fire	C2.01
	-Fire First Report Information;	C2.01
	-Officer-in-charge's Duties;	C2.01
	-Assistant Officer's Duties	C2.02
0303	Fire in Building	C2.02
0304	Designated Assembly Points.....	C2.02
0305	Fire Investigation	C2.02
0306	Flammable Liquids Store	C2.02
0307	Use of Flammable Liquids.....	C2.02
0308	Naked Flames and Cigarettes.....	C2.02
0309	Fire Prevention.....	C2.02
0310	Chemistry of Fire	C2.03
0311	Forms of Fire.....	C2.03
0312	Electrical Fires	C2.03
0313	Chemical Fires	C2.03
0314	General Materials Fires.....	C2.03
0315	Bush Fires	C2.03
0316	Protective Fire Fighting Clothing	C2.03
0317	Use of Fire Fighting Equipment	C2.04
0318	Servicing of Fire Fighting Equipment After Use	C2.04

0301 GENERALLY

The purpose of this part of the Handbook is to acquaint members with the problem of fire, its various forms and action to be taken to fight fire and prevent it from spreading.

The information contained herein is to be taken to amplify those clauses in Parts A and B of the Handbook covering fire prevention and fighting.

0302 PROCEDURE IN CASE OF FIRE**Fire First Report Information**

In the first instance the person making the report must inform the Museum Supervisor or Officer in Charge of: -

- a. The nature and location of the fire,
- b. The number of people injured and known or thought to be trapped,
- c. Fire fighting procedures already attempted,
- d. Whether outside assistance will be required.

Museum Officer-in Charge Duties

Immediately notification of a fire is received, the Museum Supervisor must contact the New South Wales Fire Brigade by telephoning "000" and asking for "Fire Brigade - Sutherland Shire" if outside assistance is required. On being connected, give the following particulars: -

- a. Exact nature of fire and nearest access point,
- b. Nature and extent of fire,
- c. Details of persons trapped.

(NOTE: Although it is expected that the local fire fighting organisations will be made familiar with the Tramway Museum, concise and accurate information will always be of prime importance in any case of fire.)

The Museum Supervisor must then direct any person not involved in restoring order away from the scene of the fire, liaise with the Senior Fire Officer and ensure that a full report is prepared.

Assistant Officer's Duties

The Bookshop Operator, or any other Society member on non-Traffic days, will be designated Assistant Officer and will be required to man the telephone in the absence of the Museum Supervisor, arrange for the Fire Brigade access to be kept clear and to assist in directing Fire, Ambulance and Police Officers to the scene.

0303 FIRE IN BUILDING

On hearing a fire alarm in any building, any member not actually engaged in fighting the fire must move quickly and quietly to the nearest exit, taking care to warn any other person they might meet of the possible danger that exists and direct or lead them to safety.

Members must then proceed to designated assembly points and be prepared to act as required by the Society or Fire Brigade Officers.

0304 DESIGNATED ASSEMBLY POINTS

The designated assembly points for the various buildings are: -

- a. Lakewood Park which is south of the Workshop; and
- b. At the northern entrance to the Museum on Pitt Street.

0305 FIRE INVESTIGATION

Once any fire has been extinguished, the area is to be cordoned off and left otherwise undisturbed for investigation by the Society's Safety Committee or any other persons having right of access, to enable the cause of the fire to be established, if possible, areas of responsibility and means to prevent a re-occurrence.

0306 FLAMMABLE LIQUIDS STORE

Government regulations require the provision of a flammable liquids store properly constructed for housing potentially dangerous quantities of such materials.

Only those members required to stow or remove the materials are permitted to enter the store at any time.

Spillages are to be cleaned away immediately and all materials used in cleaning up are to be disposed of in a safe and expeditious manner.

Leakages are to be temporarily stopped and notified to the Safety Officer immediately so that permanent repairs may be made.

**UNDER NO CIRCUMSTANCES MUST NAKED FLAMES BE TAKEN INTO, OR USED IN, ANY
FLAMMABLE LIQUIDS STORE.**

0307 USE OF FLAMMABLE LIQUIDS

Care is to be exercised in the use of flammable or toxic materials in confined spaces. Keep all ventilation provisions in full and proper working order; wear protective clothing in accordance with any instructions posted or advised on the original container of the material; do not take more material from the store than is actually required for the job in hand, and do not allow the various chemicals to intermix as potentially more hazardous compounds may result.

Extra care must be taken in using flammable liquids in areas where sparks due to electric switching or static electricity might possibly occur.

0308 NAKED FLAMES AND CIGARETTES

Naked flames shall not be used in any building or vehicle unless special precautions are taken to prevent fire damage.

SMOKING IS PROHIBITED in all buildings and a "No Smoking" rule should be observed in all trams and other vehicles despite the retention of historical notices to the contrary.

0309 FIRE PREVENTION

Fire is potentially the most destructive force likely to be encountered by museum members and can generally be prevented in most cases by proper attention to the elimination of the factors which lead to fires. Some fire situations will be outside the control of members but even these can usually be reduced in severity by the intelligent implementation of the recommendations set down in these pages.

0310 CHEMISTRY OF FIRE

In order that fire may exist, three elements must be present: -

***** FUEL + OXYGEN + TEMPERATURE *****

FUEL may be in the form of solid matter, gases or liquids, burning or capable of burning,

OXYGEN, present in the atmosphere, is required to promote burning; and

TEMPERATURE; a minimum temperature is required before any material will burn.

If any of these three elements is removed, then there can generally be no fire.

The main element will normally be the fuel, so first consideration will be to remove all surrounding unburnt material; then attack the source of the fire and cause it to be extinguished as quickly as possible.

0311 FORMS OF FIRE

Four major forms of fire are likely to be encountered in and around the museum. These are: -

- a. Electrical fires;
- b. Chemical fires;
- c. General materials fires; and
- d. Bush fires.

While the end result of each will ultimately be the same, the methods of dealing with them can vary significantly. Recommendations are set out below.

0312 ELECTRICAL FIRES

The primary duty of any person fighting an electrical fire shall be to isolate the burning equipment from electric power. This in itself may cause the fire to be extinguished. If the fire continues, it should be extinguished with non-conducting material - dry sand or soil, fire extinguishers specially marked suitable for electrical fires or a low flammability cloth. Use of water hoses should not be considered due to the risk of electrocution.

0313 CHEMICAL FIRES

These may involve solid material, liquids or gases and while water may sometimes be used to fight these fires, care must be exercised to prevent the water dispersing the burning material and thus causing the fire to spread. Fine spray will generally be more effective than a concentrated jet. Fire extinguishers specially marked for chemical fires should be used if available.

0314 GENERAL MATERIALS FIRES

This form of fire will generally involve timber structures, paper, natural fibres and vegetable matter. Small outbreaks will normally be extinguishable with sand, most fire extinguishers or by raking unburnt material away from the fire. Larger fires must generally be tackled with water, the water being directed onto the fire to reduce the temperature, and onto the immediate surrounding areas to deter the spread of the fire.

0315 BUSH FIRES

Because of the close proximity of bushland to the museum, the potential for bushfire damage is very high. In the event of a bushfire approaching the museum, Society members may be required to work in co-operation with local bushfire brigades, but the museum must be the first priority for members present with respect to offering assistance in other areas.

NOTE: Because bushfires are the only type likely to receive public media notification, members, on hearing of a fire threatening the museum, should consider the merit of remaining away from the site unless they can offer practical experience. This will prevent possible injury to themselves and reduce the obstruction in reaching the site for those capable of fighting the fire.

0316 PROTECTIVE FIRE FIGHTING CLOTHING

Whenever possible, persons called upon to fight fires should ensure that they are adequately protected against burns, including the wearing of special non-combustible or slow combustibile materials.

Cover as much bare skin as possible and avoid synthetic cloths which may ignite readily from sparks thrown off by burning materials. Some suggestions for suitable clothing and equipment for persons expecting to come on duty to fight fires such as bushfires are: -

- a. Head covering - hard hat/helmet or a fur felt hat;
- b. Outer wear - woollen or serge coat or jacket and long trousers (similar to items issued to fire brigade officers);
- c. Heavy leather boots;
- d. Long woollen or cotton socks;
- e. Woollen or cotton underwear;
- f. Sweat rag or large handkerchief;
- g. Protective glasses;
- h. A water bottle filled with fresh water.

Never wear any lightweight or synthetic clothing, thongs, plastic or rubber footwear. These items are DANGEROUS, melt or flare up and could stick to the skin causing serious and unnecessary burns.

0317 USE OF FIRE FIGHTING EQUIPMENT

Firefighting equipment must only be used to fight fires or during protection exercises or fire fighting drill. Such equipment must not be used for other purposes; nor must any appliance be moved from any designated point except for the above listed purposes or for routine servicing.

Special care must be taken during fire fighting action to prevent the removal of any Society fire fighting gear by non-members in the area who may be fighting the same fire. Where portable equipment is loaned, a written note should be made of the equipment involved and to whom it was handed, so that the Society may seek its return, or seek compensation.

0318 SERVICING OF FIRE FIGHTING EQUIPMENT AFTER USE

All firefighting equipment is to be serviced after use and at other intervals as specified.

FIRE HOSES AND REELS: These are to be kept properly rolled up when not in use and serviced annually.

FIRE EXTINGUISHERS: Any extinguishers which are used, or which receive possible damage by being knocked over or dropped must be reported to the Safety Officer to arrange immediate re-charging, if of this type, or necessary repairs or replacement.

In addition, extinguishers are to be inspected at six monthly intervals and services as required.

FIRE WARNING SIGNS: All fire exit and equipment warning signs are to be kept in good order and any damage reported immediately to the Safety Officer.

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