



SYDNEY TRAMWAY MUSEUM

ALL STM POLICIES

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SYDNEY TRAMWAY MUSEUM

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1.0	31/03/2016	Initial draft
1.1	14/02/2018	Added reference to hot days-

Approved by **Signature & Date**

3. Distribution List

Position	Date	Location
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer

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1. Purpose

To include all of the STM policies in the one document.

2. Scope

This document covers ALL policies at the Sydney Tramway Museum.

3. Responsibilities

The Board of Directors is responsible for ensuring that the security plan and associated security programs are implemented. The Operations Manager is also responsible for monitoring security alert levels.

The Rail Safety Management Team is responsible for ensuring that the security plan and associated security programs are audited each year.

STM personnel are responsible for reporting security related incidents.

4. References

- STM6021 - Portability of Health Assessment Form
- STM6015 - Procedure for Managing Rail Safety Worker Health Assessments
- STM6042 - Rail Safety Management Plan
- STM6020 - Security plan
- STM6034 - STM Emergency/Evacuation Procedure
- The National Privacy Principles in the Privacy Act 1988

5. Definitions

NHAS - National Health Assessment Standard

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

6. Background

The Sydney Tramway Museum (STM) operates Museum and tourist tram services, using heritage tram rolling stock, over a 3.3 kilometre section of the tramline between Sutherland and the Royal National Park, providing a tourist attraction for people visiting the Sutherland district.

STM is operated by its members on a voluntary, not-for-profit basis.

The policies in existence at STM are:

- Corporate and Rail Safety Policy;
- Security Policy;
- Privacy Policy;
- Fatigue Policy;
- Health Policy; and
- Drug and Alcohol Policy.

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Corporate and Rail Safety Policy

The STM is committed to operating in such a way that there is minimum risk of injury to workers, passengers and the general public.

STM is committed to compliance with all relevant rail safety acts, regulations and guidelines.

STM will strive to continually improve safety performance levels by:

- Identifying and assessing safety risks;
- Putting in place the controls and resources to address those risks;
- Making managers and supervisors responsible for implementing the relevant sections of the Rail Safety Management Plan (STM6042) and for developing standards and procedures for employees and volunteers to work to;
- Ensuring that employees and volunteers are trained in these standards and procedures and are committed to the Corporate and Rail Safety Policy and the safety of others; and
- Monitoring and auditing this Corporate and Rail Safety Policy and compliance with the Rail Safety Management Plan (STM6042).

Security Policy

STM aims to provide safe and secure passenger tram services and safety and security in the STM Museum grounds and buildings and recognises that security is a key component of this aim. In order to improve security and reduce the risk from crimes against the person and against property STM has developed a security plan (STM6020) in consultation with members, the local community, the Sutherland Shire council and local emergency services. The Board of Directors is responsible for ensuring that the security plan and associated security programs are implemented.

Privacy Policy

The STM will collect, manage and use personal information in accordance with all relevant legislation and standards. The National Privacy Principles in the Privacy Act 1988 (Cth) will underpin all matters related to personal information.

STM will take all reasonable steps to protect personal information from loss, misuse, unauthorised disclosure or destruction. The STM will not be held responsible for events arising from unauthorised access to personal information

The STM does will not provide member's or visitor's private information to third parties without their consent unless:

1. Required by law;
2. To protect the rights or property of the STM or any member of the public; or
3. To reduce a threat to a person's health or safety.

Fatigue Policy

The STM is aware that fatigue may be an issue for its staff. In particular, this could arise during **very hot days**, peak school holiday operations when the STM operates services every day of the week. STM rosters its staff to ensure no one works for extended periods and to ensure staff have appropriate rest breaks.

STM is also aware that staff could become fatigued mixing their normal working hours with work for STM. The Staff are required to have a suitable break between completing their paid work duties and taking up duty with STM.

Supervisors rely on visual assessment to ensure staff are sufficiently rested and alert to perform their duties. Staff are encouraged to report any feelings of fatigue so they can be given the opportunity to rest.

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Health Policy

The STM complies with the requirements of the National Health Assessment Standard for Rail Safety Workers (NHAS) in managing the health and fitness of its rail safety workers.

The duties and medical requirements for all positions have been documented. Each position has been assessed for risk and categorised according to the NHAS.

Relevant staff have been medically assessed in accordance with the Procedure for Managing Rail Safety Worker Health Assessments (STM 6015) and copies of health assessments are held at the STM office. STM either arranges for a staff member to have a medical assessment or reviews an assessment conducted on behalf of another railway or tramway operator, using the Portability of Health Assessment Form (STM 6021), to ensure that the level of health assessment performed by the original rail/tram organisation is equal to or greater than that required for the tasks performed by the staff member at STM.

No one is allowed to carry out rail safety work unless they have been certified fit for the work according to the NHAS.

Where a health assessment indicates a temporary or permanent medical impairment that prevents a person carrying out Category 2 work, STM examines whether the person is fit for Category 3 or 4 work, or other alternative duties. STM tries to involve members and non-member volunteers as far as their health and fitness safely allows.

Drug and Alcohol Policy

The Sydney Tramway Museum is committed to achieving the highest performance in occupational health and safety with the aim of reducing the possibility of:

- a) injury to people on the site; and
- b) damage to plant and equipment

as a result of people being under the influence of alcohol and/or other drugs.

Consistent with this 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. There is an expectation that members and employees will be free from the effects of alcohol or other drugs. In support of this position the museum will:-

1. Abide by all legal requirements that apply.
2. Ensure that members, employees, contractors and volunteers are informed of the policy, their responsibilities and the consequences of policy breaches.
3. Ensure members and employees are educated concerning the dangers of alcohol and other drugs abuse and the inherent dangers of alcohol and other drugs (including prescription drugs) in the workplace.

Adopted by the Board of the South Pacific Electric Railway Co-Operative Society Limited.

Chairman

Date 31/03/2016.