

Document Control Record

1. Document Details:

Name: ATTENDANCE SHEET - OPERATIONS BRANCH

Number: STM6070

Version Number: 1.45

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date: _____

2. Version History:

Version Number	Date	Reason/Comments
1.0	12/03/2007	Initial draft
1.1	25/10/2008	Add Fatigue comment
1.2	26/10/2014	Added a check to ensure OIC's check Traffic Staff medical due dates
1.3	31/03/2016	Amended Distribution List format
1.4	19/05/2016	Added comments about Traffic crews having read all Traffic/Safety Notices.
1.5	14/02/2018	Added a message in the header to highlight if temperature is to be 35 degrees C during the day, the museum is to close.

Approved by _____ **Signature & Date** _____

3. Distribution List

Position	Date	Location of Documents
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
STM Office		STM Office cupboard

SYDNEY TRAMWAY MUSEUM
OPERATIONS BRANCH ATTENDANCE SHEET

READ THESE INSTRUCTIONS CAREFULLY BEFORE SIGNING ON

RAIL SAFETY ACT – FATIGUE AND HEALTH MANAGEMENT –

By recording my name on this sign-on sheet, I certify that I am fit and able today to carry out the duties assigned to me and have passed any medical assessment required for the duties listed at the foot of the sheet.

O.I.C. _____		
Day:..... Date:...../...../..... Sheet No: ... (NOTE: STM TO CLOSE IF		
Weather: Fine:... Wet:... Hot:... Cold:... Windy:... Overcast:... Other:.... TEMP. OVER 35°C)		
GROUP BOOKINGS ONLY		
Note: Please complete Daily Summaries and Starters' Journals for ALL out-of-hours bookings		
Name of Group	Est. Arrival Time	Approx. No.
Special Notes re Groups:		

NAME – BLOCK LETTERS PLEASE	Membership Number	Time On HH MM	Time Off HH MM	Hours Office use only

Have the First-Aid Boxes and mobile phones been **ISSUED** to the traffic staff? YES/NO

Have the First-Aid Boxes and mobile phones been **RETURNED** and put on charge? YES/NO

I am satisfied by observation that staff reporting for traffic duty have not shown any sign of unfitness to perform their duties. Also I have checked the latest Traffic Authorisation List (STM6121) to verify all Traffic staff are authorised for duties that are to be allocated, including any relevant medical requirement. Current medical status of at least Category 2 is required for duties as OIC, Driver, Observer, on-tram Conductor, Starter/Checker (unless directly supervised by OIC).

The staff listed above have also signed the relevant Safety/Traffic Acknowledgement forms indicating that they are fully aware of all Traffic/Safety Notices todote. YES/NO

Officer in Charge:.....
GO TO NEXT SHEET IF SPACE IS INSUFFICIENT