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# SYDNEY TRAMWAY MUSEUM

## OFFICER-IN-CHARGE DAY CHECKLIST

~~FEBRUARY 2018~~ JUNE 2020

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**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

## 1. Document Details:

**Name:** OFFICER-IN-CHARGE DAY CHECKLIST

**Number** STM 6083

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**Document Status:**  Working Draft

Approved for Issue

Archived

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## 2. Version History:

Version Number	Date	Reason/Comments
1.0	12/12/2006	Initial issue
1.1	27/01/2008	Changes to activities.
1.2	14/02/2008	Additional duties
1.3	24/08/2008	Additional duties
1.4	11/10/2008	Add and amend duties
1.5	18/02/2010	Added Alarm and Track Inspection details
1.6	02/12/2010	Added check to ensure North Terminus gate closed at end of day
1.7	07/10/2014	Ensure the OIC checks the authorisation list in the Traffic office before allocating duties.
1.8	31/03/2016	Amended Distribution List format
1.9	18/07/2016	Amended some document numbers
1.10	14/02/2018	Add Point Bars and "Hot day" check
1.11	02/06/2020	Corrected document number-

**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

## **1. Purpose**

To provide the Officers-in-Charge with a list of activities to be performed during the day at the STM.

## **2. Scope**

This checklist sets out the suggested requirements that an Officer-in-Charge must perform during their shift on an operating day

## **3. Responsibilities**

The Officer-in-Charge shall be responsible for ensuring that the museum is open and closed in a orderly and safe manner.

## **4. References**

- None

## **5. Definitions**

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

## **6. Actions**

See the checklist on the next pages.

# SYDNEY TRAMWAY MUSEUM

## CHECKLIST FOR OFFICER-IN-CHARGE

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### START OF DAY

- | <u>Steps</u> | <u>Actions</u>  |
|--------------|---|
| 1            | Unlock Front Gate (main gate and public gate).  |
| 2            | Turn power supply ON at substation.   |
| 3            | Unlock the Display Hall and turn off security alarm.  |
| 4            | Turn on shed lights- <b>if necessary</b> (i.e. in overcast weather).  |
| 5            | Unlock the doors to roads 1, 2 and 3.   |
| 6            | Unlock the yard gate (next to Restoration Building).  |
| 7            | Beware of any workers who may want to work in the workshop.   |
| 8            | Turn the lights ON in the Display Hall, Prison Tram and the toilets at south end of Restoration Building.   |
| 9            | Check which trams to allocate for the day's running, ensuring that they are accredited and that none have any defects (i.e. notices on trams).  |
| 10           | Sign on and check for any new traffic notices in the Traffic/Safety Notice book in the office (2044).   |
| 11           | Check if the temperature will be 35deg C or greater – if so, monitor the temperature and be prepared to close the museum if the temperature is reached (See <del>STM6138</del> STM6021).  |
| 12           | Allocate traffic staff. Check the <i>Traffic Staff Authorisation List</i> (STM6121) to ensure the staff are allocated duties authorised (i.e. particularly check the medical due date). Check that all rostered staff have arrived. If necessary re-schedule the duties of the staff. |
| 13           | Remove floats (conductors, kiosk and bookshop) from the safe and layout the conductor's bags and ticket cases.  |
| 14           | Ensure that the National Park tram crew have signed on and are preparing the tram for 9.15 start.   |
| 15           | Check that all crews have all their equipment - mobile phone, medical kit and for the National Park tram, the level crossing keys and the bin.  |
| 16           | Unlock the gate at the southern end of the museum (access to National Park) and proceed to crossing to turn ON the lights.<br><i>Note - the level crossing signals should be turned on <b>15 minutes</b> before the first tram is to cross the highway.</i>                           |
| 17           | Put out the point hooks at the crossover.   |
| 18           | Check that all drivers have completed their inspection sheets before taking out their trams.  |
| 19           | Ensure that the ticket collector is at the front gate before 10.00am and the starter has his journal.   |
| 20           | Ensure all signs at the front gate are either put out or changed to OPEN and runup the flag.  |
| 21           | As soon as the trams return from their first trip of the day on each line, the OIC is to note the result of each inspection trip on the Journal and is take any action required in response to the inspection results   |
| 22           | Organise greasing of the crossover and points in the yard.  |
| 23           | Checking for messages – OIC to check 101 (PIN # 423646) for messages and action the messages.   |
| 24           | Collect the Workshop phone (Phone # 9521 7624) from Workshop – check for any 101 messages (No PIN No. Required).  |

### DURING THE DAY

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|----|--|
| 25 | Check the boundary fences for any security breaches. Also check all locks on all sheds and containers.                               |
| 26 | Make regular visits to the front gate to check on staff and collect excess money if required.  |
| 27 | Ensure the crews have replacements for their lunch meal breaks.<br><i>(don't forget the kiosk, Display hall and Bookshop staff).</i> |
| 28 | Observe traffic staff for Rail Safety audits and any heat stress.  |
| 29 | Keep a vigilant eye out for visitors doing the wrong thing and ensure staff remain at their posts                                    |

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## CHECKLIST FOR OFFICER-IN-CHARGE

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### END OF DAY

Steps	Actions
30	SIGN ATTENDANCE FORM to acknowledge that the <b>staff are fit</b> for duty.
31	Organise trams to be put away in the correct roads (from where they came ).
32	Check that the level crossing lights for National Park have been turned off.
33	Check that the gate at the <b>southern end</b> of the museum (access to National Park) is closed and locked after the last tram.
34	Check that the compound gate at the <b>north terminus</b> is closed and locked after the last tram.
35	Remove the flag from the flagpole ( <i>ensure the rope is twisted around the pole to stop it flapping</i> ).
36	Turn the lights OFF in the Display Hall, Prison Tram and the toilets at south end of Restoration Building.
37	Find out if any workers are planning to work after operations have finished for the day. If so check what gates need to be kept opened and inform the senior workshop person that the Traffic staff are leaving.
38	Check the Restoration building is secure (locked up) and lock the yard gate (next to Restoration Building) unless the workshop staff are still in the Workshop. If that is the case inform the senior workshop person that the Traffic staff are leaving.
39	Ensure that all signs at the front gate are either put away or changed to CLOSED.
40	Ensure that the front gate is closed after the last tram has run.
41	Put away the point hooks and point bars in the running shed and lock the doors to roads 1,2,and 3.
42	Pin to the Starters Journal any Proceed Order/s (STM6037) issued during the day. Arrange for any Occurrence Report (STM6033) or Hazard Reporting Form (STM6030) to be brought to the attention of the appropriate officer.
43	Check that all the tram crews have returned all their equipment (mobile phones, medical kit, crossing keys).
44	Check all drivers have completed their inspection sheets, signed them off, filed them and replaced the STAFF in the staff box.
45	Ensure that all staff have returned the keys to the Tools cupboard in the Running shed.
46	Check that all the conductors have balanced their takings and prepared their ticket cases for the next time.
47	Check the conductor's journals and the cash.
48	Check all floats (conductors, kiosk and bookshop) and place them in the safe.
49	WEDNESDAY OPERATIONS ONLY - Clear the Donations box
50	Prepare the summary sheets - Ticket Sales Summary and the Daily Summary (STM5010)
51	Balance the money (cash, cheques and credit vouchers) with the summaries.
52	Place the summaries and the money in the relevant day's bank bag and place in the safe. LOCK THE SAFE.
53	Check that all conductors' bags and ticket cases are placed in the cupboard.
54	Indicate the correct answers to the questions at the bottom of the Operations Attendance sheet (STM070) and sign the sheet.
55	Turn off the lights in the office (R1 2044).
56	Return the Workshop phone to the Workshop.
57	Turn off the shed lights and other lights if necessary.
58	Turn on the security alarm and lock the Display Hall <b>if no-one else is to remain on site</b> .
59	Turn off the power supply at the sub-station.
60	Check that the Kiosk, Bookshop are locked. Check all STAFFs have been returned to Staff Box.
61	Lock Front Gates (main gate and public gate) unless the workshop staff are still in the Workshop. If that is the case inform the senior workshop person that the Traffic staff are leaving.

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