



SYDNEY TRAMWAY MUSEUM

MANAGING RAIL SAFETY WORKER HEALTH
ASSESSMENTS

| ~~OCTOBER 2014~~ MARCH 2015

Document Control Record

1. Document Details:

Name: Managing Rail Safety Worker Health Assessments

Number STM 6015

Version Number: 2.43

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review

Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	31/10/2006	Initial issue
1.1	20/01/2008	Correct errors in procedure
2.0	01/02/2008	Major changes after consulting our Health Assessment Manager
2.1	30/11/2008	Added another responsibility to HAM responsibilities
2.2	27/03/2011	Minor modifications
2.3	31/10/2014	Amended the procedure about who to notify when medical completed and added Puffing Billy Railway to list of acceptable organisations
<u>2.4</u>	<u>31/03/2015</u>	<u>Updated to reflect the process for keeping the medical dates up to date on the Members database (STM6159).</u>

Approved by **Signature & Date**

3. Distribution List

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

SYDNEY TRAMWAY MUSEUM

1. Purpose

To ensure health assessments for rail safety workers are conducted by STM in accordance with the National Standard for Health Assessment of Rail Safety Workers. The National Standard requires accredited rail organisations to establish systems and procedures to ensure the health of rail safety workers is assessed to the appropriate level.

2. Scope

This procedure applies across STM and for all rail safety workers.

3. Responsibilities

The Rail Safety Management Team is responsible for reviewing risk assessments as part of the annual review and for auditing this procedure.

3.1 The Health Assessment Manager is responsible for;

- maintaining the Health Assessment Database;
- engaging suitably qualified health professionals to carry out health assessments;
- ensuring that workers have health assessments, reflecting the highest category of rail safety tasks they do, in a timely manner;
- where indicated by health assessments, liaising with the RSM so that the RSM can ensure that practical tests are undertaken, tasks are modified, conditions of work are implemented or alternative duties are arranged;
- notifying the RSM when a worker has completed his/her health assessment so that the [the Members SMS Details Database \(STM 6159 \)](#) and the [Traffic Authorisation List Certificate of Competencies](#) can be updated with the new data;
- ensuring that records of health assessments are managed and stored in accordance with the requirements of privacy legislation; and
- [notifying the OIC's that the member is "Fit for Duty" together with the latest medical due date; and](#)
- [discussing any medical modifications or conditions imposed on the member after receiving the health assessments from the doctor before notifying the RSM.](#)

3.2 The Rail Safety Manager or his delegate is responsible for;

- [maintaining the medical due dates on the Members SMS Details Database \(STM6159\); and](#)
- [placing the latest Traffic Authorisation List in the Traffic Office.](#)

4. References

National Standard for Health Assessment of Rail Safety Workers

Portability of Health Assessment Form (STM6021)

Health Assessment Database (STM6037)

[Letter from NSW Branch Director of ONRSR to STM Chief Engineer dated 19 December 2014](#)

5. Definitions

Board of Directors	refers to the South Pacific Electric Railway Co-Operative Society Limited Board of Directors
HAM	Health Assessment Manager
National Standard	National Standard for Health Assessment of Rail Safety Workers

SYDNEY TRAMWAY MUSEUM

RSM	Rail Safety Manager
STM	Sydney Tramway Museum, the trading name of South Pacific Electric Railway Co-operative Society Limited

6. Actions

6.1 Review of risk assessments

The Rail Safety Management Team has performed and documented risk assessments of rail safety tasks and has assigned risk categories for these tasks according to the Guideline for Health Risk Management in the National Standard. The Rail Safety Management Team reviews the risk assessments each year as part of the annual review and advises the Board of Directors.

6.2 Health Assessment Database

The Rail Safety Management Team has reviewed the tasks carried out by each worker and has identified the highest category which applies to those tasks.

The following categories of rail safety tasks exist:

- Category 1: High Level Safety Critical Worker (HLSCW)
- Category 2: Safety Critical Worker (SCW)
- Category 3: Around the track personnel (ATTP) in an uncontrolled environment
- Category 4: Around the track personnel (ATTP) in a controlled environment

The HAM has established and maintains a Health Assessment Database which includes for each rail safety worker details of the highest category of rail safety work which they perform, the date and result of their last health assessment and the date their next health assessment is due.

The National Standard requires periodic health assessments at the following intervals:

Category 1

- Before commencing category 1 tasks then
- Every five years to age 50 then
- Every two years to age 60 then
- Yearly.

Category 2

- Before commencing category 2 tasks then
- Every five years to age 50 then
- Every two years to age 60 then
- Yearly.

Category 3

- Before commencing category 3 tasks then
- At age 40 then
- Every five years.

Category 4

- No periodic health assessment required.

SYDNEY TRAMWAY MUSEUM

6.3 Arranging health assessments

Each year the HAM sets out a timetable of periodic health assessment due dates for presentation to the Board of Directors based on the information in the Health Assessment Database.

For Category 1 and 2 workers over 60 years of age requiring yearly health assessments, the assessment may be conducted up to six weeks before the anniversary date of the previous assessment, permitting the anniversary date to remain unchanged for following years (refer ONRSR letter of 19 December 2014).

In addition, health assessments may be triggered by:

- An extended period of ill health reported to the HAM
- A traumatic event
- An incident or
- A request from the worker.

Triggered health assessments are notified by the RSM to the HAM as needed.

The HAM identifies and appoints suitably qualified Health Professionals to carry out health assessments. These Health Professionals are required to have knowledge and understanding of the tramway operations, its environment and the associated risks, and knowledge and understanding of the National Standard. Evidence of the suitability of appointed health professionals is retained on a file. The HAM invites appointed Health Professionals to participate in a briefing on STM operations and a tour of the Museum's facilities before they undertake health assessments. The list of Health Professionals acceptable to STM is listed in Attachment A.

Where another rail organisation has initiated a periodic or triggered health assessment for a worker the Portability of Health Assessment Form (STM 6021) is used to determine whether that other rail organisation's health assessment may be relied upon (see Section 6.6 for acceptable rail organisations).

The HAM issues a set of forms to the rail safety worker which comprises:

- the blue Request and Report forms;
- the pink Notification and Questionnaire forms; and
- the green Record for Health Professional forms;

along with the following information:

- The purpose of the health assessment and the consequences of not undergoing the assessment;
- Who will conduct the assessment;
- Who will receive the assessment report and the STM privacy policy;
- The worker's responsibility to provide accurate information;
- The rail safety worker arranges a suitable time for the health assessment with the appointed health professional;
- The requirement to take photo identification, glasses, hearing aids and any other aids to the assessment;
- For category 1 and 2 workers, the requirement to complete the health questionnaire (Pink Form) before the assessment, and take along a list of current medications or the medications themselves; and
- For category 1 workers, the requirement to attend pathology tests before or at the time of the assessment.

6.4 Health assessment results

Following the health assessment, the rail safety worker will be identified by the health professional as:

- Fit for duty;

SYDNEY TRAMWAY MUSEUM

- Fit for duty subject to review;
- Fit for duty subject to job modification;
- Temporarily unfit for duty subject to review; and
- Unfit for duty.

The RSM will update the date and result of the health assessment ~~and any conditions are entered in~~ on the ~~Health Assessment~~Members SMS Details Database (STM6037STM6159) along with the date of the next health assessment in accordance with the requirements of the National Standard. The HAM advises the RSM, the Operations Manager and the Traffic Manager (via e-mail) of the results of the medical examination and to ensure that necessary arrangements are made following the health assessment if the assessment is not satisfactory.

For example:

- Where the worker is identified as being fit for duty subject to other conditions or job modifications, the RSM arranges with the Operations Manager and in consultation with the worker for modifications to be made or conditions to be observed.
- Where the worker is identified as temporarily or permanently unfit for duty, the RSM arranges alternative duties in consultation with the worker and the Operations Manager.

6.5 Audit of procedure

The Rail Safety Management Team arranges for the audit of this procedure as part of the annual STM safety audit program.

6.6 Acceptable Health Assessments from Other Museums and Organisations

a) Tramways

Health assessments from other tram organisations are acceptable where the tasks at the original tram organisation are equivalent to or higher than that of the STM. In particular:

- Tramcars are full size and are capable of operating at full series speed;
- There is significant pedestrian interaction; and
- There is interaction with motor vehicles e.g. street running or level crossing.

The following currently meet the criteria:

- Australian Electric Transport Museum, St Kilda, South Australia;
- Ballarat Tramway Museum, Ballarat, Victoria
- Bendigo Tramways, Bendigo, Victoria;
- ~~Glenreagh Mountain Railway, Glenreagh, New South Wales;~~
- Perth Electric Tramway Society, Whiteman Park, Western Australia;
- Sydney Light Rail; and
- Yarra Trams, Melbourne, Victoria.

The following, whilst they may be accredited and operate safely, may not meet the above criteria and therefore are not presently accepted by the STM:

- Tramway Museum Society of Victoria, Bylands, Victoria;
- Melbourne Tramway Preservation Society, Haddon, Victoria;
- Brisbane Tramway Museum Society, Ferny Grove, Brisbane; and
- Steam Tram and Railway Preservation Society, Valley Heights, New South Wales.

b) Railways

Any accredited rail operators on the interstate network operating full size rail vehicles are acceptable.

SYDNEY TRAMWAY MUSEUM

Isolated lines and narrow gauge lines generally would require individual assessment by the RSM for acceptance. However Puffing Billy Railway meets the criteria as it has uncontrolled level crossings.

SYDNEY TRAMWAY MUSEUM

ATTACHMENT A

List of Appointed Health Professionals

Sutherland Medical Centre

Shop 2/ 800 Old Princes Hwy.,
Sutherland 2232
PH (02) 9542 6277

Dr A Seage

252 North Rocks Road,
North Rocks, NSW 2151
PH (02) 9871 3055