



SYDNEY TRAMWAY MUSEUM

GENERAL SAFETY INDUCTION

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SYDNEY TRAMWAY MUSEUM

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Version Number	Date	Reason/Comments
1.0	30/11/2006	Initial issue
1.1	29/02/2008	Added NOT to talk on mobiles whilst tram is moving
1.2	20/04/2008	Added reference to STM6066 Drug & Alcohol program and STM6120 Fatigue Management procedure.
1.3	28/09/2008	Added a comment about members notifying the OIC when visiting on Traffic days.
1.4	12/10/2008	Added message about mobile phone use.
<u>1.5</u>	<u>21/12/2008</u>	<u>Added details about membership forms</u>

Approved by Signature & Date

3. Distribution List

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Rail Safety Manager	24/04/2008	Y	1	
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SYDNEY TRAMWAY MUSEUM

1. Purpose

This General Safety Induction is designed to provide general safety information. The Sydney Tramway Museum believes that safety is most important and as such has defined the safety aims and objectives of the organisation in its Corporate and Rail Safety Policy (STM6005).

2. Scope

This General Safety Induction applies to all STM workers including operational staff, members working on site, visitors visiting non-public areas, and contractors.

3. Responsibilities

The Operations Manager is responsible for ensuring that:

- Staff and members working onsite undergo a general safety induction at commencement and after any prolonged absence; and
- All contractors and visitors undergo a general safety induction when they visit the site.

4. References

STM6005 - Corporate and Rail Safety Policy

STM6013 – Security Policy

STM6014 – Privacy Policy

STM6034 - STM Emergency / Evacuation Procedure

STM6039 – Fatigue Policy

STM6040 – Health Policy

STM6066 - Drug and Alcohol Program

[STM6082 - Application for Friends Membership form](#)

STM6120 Fatigue Management Procedure

STM6130 – Alcohol and Other Drugs Policy

[STM6163 - Application for SPER Membership form](#)

5. Definitions

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

6. Actions

The Operations Manager will ensure that:

- All staff, members, contractors and visitors working on site must undergo a general safety induction at commencement and after any prolonged absence;
- The general safety induction will include a briefing on the information provided in sections 6.1 and 6.2; and
- In addition to a general safety induction, staff and members working on site must be familiar with the STM Emergency / Evacuation Procedure.

SYDNEY TRAMWAY MUSEUM

6.1 Safety Rules

General:

- Sign in when arriving on site. Sign out when leaving the site.
- STM members visiting the Museum *on traffic days* must firstly make themselves known to the OIC of the day if they want to access any restricted areas (i.e. Workshop, back of the Display Hall, the Running Shed or the Top Shed). This is to ensure that the OIC knows where everyone is within the Museum in case of an emergency evacuation and to ensure that the member has the necessary knowledge about any hazards that may exist within these areas. The OIC may also require a Traffic staff member to accompany the visiting member if he/she believes it is necessary or may decline the member's request to visit a restricted area.
- Do not work if you are under the influence of alcohol, illegal drugs or drugs which may affect your work. 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. All staff are expected to have a ZERO blood alcohol level. There is an expectation that members and employees will be free from the effects of alcohol or other drugs (see the *STM6130 – Alcohol and Other Drugs Policy* and *STM6066 Drug and Alcohol Program*).
- Do not work if fatigued. STM is 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 (see the *STM6039 – Fatigue Policy* and *STM6120 Fatigue Management Procedure*). The STM is serious about the health of its staff and 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. No one is allowed to carry out rail safety work unless they have been certified fit for the work according to the NHAS (see the *STM6040 – Health Policy*).
- STM is serious about security and 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 (see the *STM6013 – Security Policy*).
- STM is serious about privacy and will take all reasonable steps to protect personal information from loss, misuse, unauthorised disclosure or destruction (see the *STM6014 – Privacy Policy*).
- Never attempt to use equipment that you are not qualified to use.
- Never attempt to perform tasks which you are not qualified to do.
- Ask for help if you need it.
- Be aware of others working around you.
- Wear personal protection equipment where required.
- Use correct lifting techniques. Do not try to lift heavy items on your own: seek assistance or use a lifting device.
- Never walk underneath an object being lifted.
- Ensure work areas are kept tidy.
- Report any unsafe conditions or practices to your supervisor.
- Be aware of electrical hazards.
- Do not work in confined spaces unless you are trained to do so, there is adequate ventilation and there is another person present to assist you.
- Never work at heights without safety barriers or harnesses.
- Be aware of hazardous chemicals around the site.
- Do not work alone while doing high risk work (eg working at heights, working in confined spaces). Avoid working alone in all other situations.

SYDNEY TRAMWAY MUSEUM

- **DO NOT RUN** anywhere on the Museum site.
- **DO NOT JUMP** across any pit.
- Smoking is not permitted on trams or in any building on the Museum site.
- ALL drivers, observers and conductors **MUST NOT** talk on their mobile phone whilst the tram is moving.
- No person is allowed on the roof of any building except where proper pedestrian access is provided.
- Open fires on the museum site are to be lit in special places provided only.
- All members of the public and non-workforce society members wishing to visit restricted areas must be accompanied by a Society workforce or Traffic staff member.
- Public access in the Museum is restricted to Tramway Avenue, including the Bookshop and Kiosk, to the area bounded by Cross Street, The Princes Highway boundary fence and the South Coast Railway boundary fence which includes Lakewood Park, Railway Square Waiting Shed and the Display Hall. South of the Railway Square Waiting Shed is out of bounds except the area covered by the barbeques.

6.2 Mobile Phones:

Anyone who takes a mobile phone call or text message whilst on the Museum site must ensure that they are not in any danger (i.e. review your currently location to ensure that you will not be hit by a tram or other vehicle – if so move to a safer location) whilst talking on the phone or reading the message.

Traffic staff are not to take phone calls or read or send text messages whilst the tram, that they are operating, is moving.

6.3 Tram and track:

- Beware of tram movements.
- Stay in clear view of trams at all times if working in the vicinity of the track during tram operations.
- Cross the track at right angles.
- Never step on the rail head.
- If you aren't required to work near the track, stay away.
- No person is permitted to travel on the roof of any tram.
- No person is permitted to climb onto the roof of a tram unless for specific reasons (ie to retrieve a trolley pole).
- Persons must NOT stand between the trams being brought together for coupling.
- No person should be permitted to ride on any trolley not fitted with an effective braking system.
- No member of the public shall be permitted to ride on any trolley unless such trolley is fitted with proper seating and the load shall not exceed the number of seats provided.
- No passengers are to be carried on a tram passing through the tramshed doorways.

6.4 Signs on Tramcars

- **“TRAM NOT TO BE MOVED”** Staffs – the object of the staff is to ensure the poles are kept down as a maintenance person could be working on or under a tramcar.
- **“DO NOT TOUCH SWITCH”** tablets – are attached to handles of switches to avoid the possibility of being operated unexpectedly. They could be used on any switch on a tramcar or in any building.

SYDNEY TRAMWAY MUSEUM

6.5 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 numbers of safety and/or legal reasons, restricted. A Society work force or Traffic Staff member must accompany all members of the Public, and any non-workforce Society members wishing to visit 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.

6.6 Emergencies

If you discover an emergency, inform the OIC member who will take charge of the situation.

If you are an OIC, follow the emergency procedure (STM6034).

First aid kits and fire extinguishers are located at key points around the site and are clearly signed.

In the event of an emergency, obey instructions from the OIC.

6.7 Assembly Points

If an emergency arises and a building must be evacuated, the emergency assembly locations are:

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

6.8 Joining the Sydney Tramway Museum

A visitor, after visiting the museum may wish to become a Member or a Friend of the Sydney Tramway Museum. If you wish to do so, please see the person in charge who will give you an Application for SPER Membership form (STM6163) or an Application for Friends Membership form (STM6082). Complete the relevant form and either post it to the address on the top of the form or hand it to the person in charge.

SYDNEY TRAMWAY MUSEUM

6.5 Emergency Exits and other Details

