

Document Control Record

1. Document Details:

Name: ATTENDANCE SHEET - OPERATIONS BRANCH

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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
<u>1.2</u>	<u>26/10/2014</u>	<u>Added a check to ensure OIC's check Traffic Staff medical due dates</u>

Approved by **Signature & Date**

3. Distribution List

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

OPERATIONS BRANCH ATTENDANCE SHEET

**SYDNEY TRAMWAY MUSEUM
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:
Weather: Fine:.....Wet:.....Hot:.....Cold:.....Windy:.....Overcast:.....Other:.....		
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 (STM6159) 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).

Officer in Charge:.....

GO TO NEXT SHEET IF SPACE IS INSUFFICIENT