



SYDNEY TRAMWAY MUSEUM

**POSITION DESCRIPTION FOR RAIL SAFETY MANAGER
AND DEPUTY RAIL SAFETY MANAGER**

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SYDNEY TRAMWAY MUSEUM

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| 1.0 | 28/02/07 | Initial draft |
| 1.1 | 18/10/2008 | Changed the title of Technical Services Manager to Tramcar Maintenance/Workshop Manager |
| 1.2 | 18/07/2010 | Changed ITSRR to ITSR |
| 1.3 | 01/03/2011 | Added the activities for a Deputy Rail Safety Manager |
| 1.4 | 05/02/2013 | Amended some of the Responsibilities |
| <u>1.5</u> | <u>07/10/2014</u> | <u>Amended to add responsibility to keep Authorisation up to date regularly</u> |
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Approved by **Signature & Date**

3. Distribution List

| Position | Date | Copy Issued to (Yes/No) | Copy No. | Received |
|---------------------|------|-------------------------|----------|----------|
| Rail Safety Manager | | Y | 1 | |
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SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION

Position title

Business Unit

Rail Safety Manager

Management

General

The Rail Safety Manager (RSM) of Sydney Tramway Museum (STM) has the responsibility and authority to ensure appropriate rail safety standards and procedures are developed, implemented and their effectiveness monitored.

The Rail Safety Manager ensures document control processes are in place to ensure all safety documentation is accurate and up to date. When the Rail Safety Manager is on approved absences responsibilities under this section are delegated to the Chairman.

Main Responsibilities of the position

The main responsibilities and duties of this position are:

- Ensuring the safe operation of STM.
- Compliance with relevant acts and regulations.
- Provision of safety information and advice to the Chairman.
- Demonstrating leadership on issues of safety including participation in compliance inspections.
- Maintaining the Safety Management System.
- Communicates and liaise with the Board, Operations Manager, Infrastructure Manager, Tramcar Maintenance/Workshop Manager, Traffic Manager, Officers-in-charge, Roster Clerk and Traffic staff

Detailed Responsibilities of the position

The specific responsibilities are:

- a) To identify and appoint suitably qualified health professionals to carry out health assessments. Also to arrange for the appointed health professionals to be given a briefing on STM operations and a tour of the Museum's facilities before they undertake health assessments. (STM6015)
- b) To maintain the Health Assessment Database and ensure that workers have health assessments, reflecting the highest category of rail safety tasks they do, in a timely manner. The RSM is also responsible for ensuring that records of health assessments are managed and stored in accordance with the requirements of the privacy legislation. (STM6015)
- c) To ensure, where indicated by health assessments, that practical tests are undertaken, tasks are modified, conditions of work are implemented or alternative duties are arranged. The Rail Safety Manager ensures that necessary arrangements are made with the Operations Manager following the health assessment if the worker is not fully fit for work (STM6015)
- d) Prior to arranging either a periodic or triggered health assessment, the Rail Safety Manager determines, using the Portability of Health Assessment Form (STM 6021), whether another rail organisation's health assessment of the worker may be relied upon. (STM6015)
- e) To issues the relevant Health Assessment forms to the rail safety worker. (STM6015)
- f) To ensure that all personnel records including medical records are to be held in a secure place and that any access to that record is in compliance with the Museum's Privacy Policy and the Health Records and Information Privacy Act 2002. (STM6035)
- g) To provide the Chairman and Board with safety information and advice on safety management issues to assist them in their decision making. (STM6042)

SYDNEY TRAMWAY MUSEUM

- h) To implement and maintain the Safety Management System at STM by ensure the appropriate rail safety standards and procedures are developed, implemented and their effectiveness monitored. *(STM6042)*
- i) To review and check the accuracy and clarity of all safety documents prepared or amended by STM and to approve all new and amended rail safety documents before they are issued. *(STM6042)*
- j) To ensure the document control processes are in place so that all safety documentation is accurate and up to date and to ensure distribution of controlled documents to each person on the document distribution list. *(STM6042)*
- k) To keep current copies of relevant Acts and Regulations and to review the copies of Acts and Regulations to make sure they are up to date. *(STM6042)*
- l) To ensure safeworking compliance inspections are conducted regular within the Museum and ensure necessary corrective action are taken where rail safety requirements have not been observed. *(STM6042)*
- m) To keeps records of all instances where rail safety requirements have not been observed and major incidents reported to Board meetings along with any corrective actions. *(STM6042)*To establish and manage the STM annual safety audit program and to prepare the scope of each safety audit and prioritise the safety audit program. *(STM6007)*
- n) To prepare the Safety Audit Log (STM 6011) from the Safety Audit Schedule (STM 6041). *(STM6042)*
- o) To ensure all a new STM members, who join the work force or traffic staff, are given and understand the General Safety Induction (STM 6017) and Orientation Program (STM 6018). *(STM6042)*
- p) To develop and regularly review position descriptions for all positions identified as involving rail safety work. *(STM6042)*
- q) To investigate all occurrences and for notifying occurrences to the rail safety regulator in accordance with relevant legal requirements. *(STM6042)*
- r) Together with other members of the Training & Assessment Committee arranges the training and assessment of the Traffic staff.
- s) To operate the Register of Competency for the purpose of sections 36(6), 39 and 112(2) of the Rail Safety Act in accordance with the Act, Regulations and the ONRSR Guidelines.
- t) To ensure that the Authorisation List in the Traffic Office is kept up to date for the OIC's to reference when allocating duties.

Qualifications and Experience

Members :

- who have reached the age of 21;
- Good physical and psychological health in order to maintain vigilance when observing operations on the tram line;
- Good hearing and speech to communicate by various means;
- Good knowledge of the operations at the Sydney Tramway Museum;
- Who have an understanding of the principles and operations of the Museum's Safety Management System; and
- Preferably someone who has been on Traffic operations at least to the level of a Driver.

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SYDNEY TRAMWAY MUSEUM

Position Description

Position title

Business Unit

Deputy Rail Safety Manager

Management

General

The Deputy Rail Safety Manager (DRSM) of Sydney Tramway Museum (STM) works very closely with the Rail Safety Manager and also has the responsibility and authority to ensure appropriate rail safety standards and procedures are developed, implemented and their effectiveness monitored.

The Deputy Rail Safety Manager ensures document control processes are in place to ensure all safety documentation is accurate and up to date. When the Rail Safety Manager is on approved absences responsibilities under this section are delegated to the Chairman.

Main Responsibilities of the position

The main responsibilities and duties of this position are:

- To assist the Rail Safety Manager with all his/her responsibilities as defined above;
- To act as the Rail Safety Manager whenever the Rail Safety Manager is not available.
- The Operations Manager conducts regular safeworking compliance inspections within the Museum and takes necessary corrective action where rail safety requirements have not been observed. (*STM6042*)

Detailed Responsibilities of the position

The specific responsibilities are the same as the Rail Safety Manager.

Qualifications and Experience

Members :

- who have reached the age of 21;
- Good physical and psychological health in order to maintain vigilance when observing operations on the tram line;
- Good hearing and speech to communicate by various means;
- Good knowledge of the operations at the Sydney Tramway Museum;
- Who have an understanding of the principles and operations of the Museum's Safety Management System; and
- Preferably someone who has been on Traffic operations at least to the level of a Driver.

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