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# **SYDNEY TRAMWAY MUSEUM**

## **CHECKLIST FOR OIC WHEN AN ACCIDENT OCCURS AT STM**

JULY 2010



## SYDNEY TRAMWAY MUSEUM

### Checklist for OIC When An Accident or Derailment Occurs at STM

1	Ensure that the site of the accident has been secured.	
2	Ensure that the crew have check for any injuries to passengers and staff.	
3	If required, ensure that the emergency services have been summoned (call 000).	
4	The OIC is to ensure that all personnel know about on the evacuation procedure.	
5	Ensure that the tram crew have preserved the scene (i.e. don't move anything).	
6	The OIC will arrange for alternative transport (e.g. a relief tram), if required, to be sent to the site to collect the passengers.	
7	Ensure that the names and addresses of the injured persons and of any witnesses are recorded.	
8	The OIC is to notify the customers at the Museum of a delay in the services due to the accident.	
9	The OIC must contact one of the following people on the list, in order, to arrange for an officer to attend the scene and to make the report to OTSI (if required): a) The Rail Safety Manager or his deputy; or b) Operations Manager; or c) Traffic Manager; or d) A director of the Museum (see phone list in the Display Hall).	
10	If none of the above is contactable, then the OIC is to notify OTSI (if required) but will not be required to send a notification to ITSR unless directed to do so by one of the managers or directors above and the OTSI Investigator, if the accident satisfies one of the occurrences in Section 6.3 of STM6034-Emergency Evacuation Procedure. <i>A copy of this procedure is held in the OIC Reference Book which is kept in the Safe.</i>	
11	The OIC must ensure that the tram crew are drug and alcohol tested at either by the Police (due to a level crossing accident) or at Sutherland Hospital. The results must be passed on to the RSM together with the date and time of the test and the name of the police officer or medical officer conducting the test and any other details/notes related to the testing.  NOTE: The testing is <b>invalid</b> after the expiration of 3 hours from the time the worker carried out the Rail safety work (i.e. the time of the accident).	
12	The OIC must also complete the ITSR "Form 6 - Notification of Occurrence Report.	
13	Ensure that the full details of the accident must be entered on the Occurrence Report form (STM6033) when the tram crew return to the museum.	
14	After permission is received from the OTSI investigator (if notified), the RSM and Police, the OIC will arrange for the recovery of the tram and will coordinate the removal of any obstructions.	
15	Any tram or other vehicle involved in a collision or derailment must be returned immediately to the Depot for inspection by Workshop Manager.	
16	No trams will be permitted to operate over accident damaged track or under damaged overhead wiring until repairs have been carried out to render such track or overhead safe for operation, except that in the case of damaged overhead wiring, if the wiring is secured clear of the trams they may be towed or coasted past the area with all trolley poles lowered.	