



SYDNEY TRAMWAY MUSEUM

TRAFFIC / SAFETY NOTICES FORMAT

FEBRUARY 2013

Sydney Tramway Museum

1. Purpose

To set out the standard issuing procedure and format for ALL Traffic / Safety Notices required at the Sydney Tramway Museum and the details required to be included in such notices.

2. Scope

This format must be followed for all STM Traffic / Safety Notices.

The notices MUST be placed in both the Traffic Office and Workshop notice boards and a copy filed in the “Traffic Notice” folder in the office.

Ideally the notice should be striking in appearance by being printed on yellow paper.

3. Responsibilities

Those listed below shall be responsible for ensuring that this format is followed whenever a Traffic / Safety Notice is produced:

- Chief Engineer,
- Operations Manager,
- Traffic Manager, or
- Rail Safety Manager or the Deputy Rail Safety Manager.

4. References

STM6198 - Traffic / Safety Notices Register

5. Definitions

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

TRAFFIC / SAFETY NOTICE: A notice relating to any change, temporary or permanent, to the operations of the Museum or of the use of Museum buildings, infrastructure, vehicles or tramway vehicles which may affect the safety or reliability of those operations. The circumstances in which a notice must be issued includes, but are not limited to, the following:

- Closure/opening/re-opening of trackwork, points, etc.;
- Speed restrictions (imposition, variation or removal, etc.)
- Additions, alterations or restrictions to the use of overhead wiring and/or associated structures
- Operations during special events;
- Restrictions on the use of particular trams or groups of trams; and
- Restrictions on access to trams, infrastructure or buildings.

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TSN - Traffic /Safety Notice

6. Explanations of Headings

STM Traffic/Safety Notice No.: – to be in the format of YYNN (e.g. 1201)

DATE OF OPERATION:- the date when the TSN is to become effective.

DEPARTMENTS EFFECTED:- circle those areas in which the TSN effects

It should be noted that the Website question is very important to answer as the TSN will be placed on the STM Web site unless the Issuing and Authorising persons indicate that the text of the TSN is NOT to be placed on the STM website, in which case only the number and name of the TSN will appear on the museum website.

DATE TO BE REMOVED FROM NOTICE BOARDS: – the date when the TSN will no longer apply – usually until further notice. The notice is to be removed from notice boards after this date by the officer responsible for issuing the notice.

AUTHORISED BY:- must be an officer identified below NOT a group or team, etc.

7. Process

Except in cases of urgency, before any Traffic / Safety Notice can be issued, a consultative process needs to take place involving the following members:

- The Board of Directors;
- Chief Engineer,
- Operations Manager,
- Rail Safety Manager and the Deputy Rail Safety Manager,
- Traffic Manager,
- Workshop Manager;
- Infrastructure Manager;
- STM Secretary
- As far as is reasonably practicable, other active members of the Museum workforce

Where a notice is to be issued as a matter of urgency, the officer responsible for issuing that notice must consult those persons to the extent that the urgency of the situation permits. After the urgent issue of a notice, the issuing officer must conduct the full consultative process without delay, so that further consideration can be given to the necessity for the notice, its' scope, wording, duration and circulation.

Traffic / Safety Notices **can only be issued** by the Chief Engineer, Operations Manager, Traffic Manager, Workshop Manager or the Rail Safety Manager.

The officer issuing the Traffic / Safety Notice is also responsible for placing it on the Traffic and Workshop notices boards.

If, for any reason, a hand written notice is prepared, it **MUST** be followed up with a formal typed notice, using the format below, as soon as possible. This notice should replace any handwritten notice on any notice boards at STM.

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The Rail Safety Manager is responsible for keeping the register of Traffic / Safety Notices (*STM6198 Traffic / Safety Notices Register*) updated and filing a copy of the notice in the Traffic / Safety Notice file which is held in the office.

The officer issuing the Traffic/ Safety Notice is also responsible for removing it from the Traffic and Workshop notices boards when it “out of date”.

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