



# INDUCTION FOLDER

*For*

Name

Date

 <p>PO Box 299 Oberon NSW 2787 ABN 98 107 506 208</p>	Version	Author	Reviewed	Reference
	B - Rev 2	SMS Work party	Committee	IND-006
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	Induction - General			

### Document Status

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### Revision Record

Revision	Date issued	Description of Changes
1	13/03/2016	Complete Revision
2	29/08/2018	Insert section on SMS and remove lists of standard documents

Induction - General

IND-006

**Page Content**

1	Cover Page
2	Header page
3	Index
4	Mission Statement
5	What is OTHR; What is this course about
6	Responsibilities to volunteers and OTHR
7	Competency
8	What is Rail Safety work
9	What Rail Safety work available in OTHR
10	What Rail Safety work can I do after induction
11	Rail Corridor
12	OTHR Policy on Safety; Safety Management System
14	Identifying Risks
15	Risk Ranking Matrix
18	Risk Management control measures
19	Risk Management control measures
20	OTHR Code of Conduct
21	Personal Protective Equipment
22	First Aid
23	Emergency Evacuation; Hazards & Regulations
24	Chemical; Confined space; Fire, Safety
25	Fire extinguishers
26	Smoking; Audits; Sign on/off
27	Public eye; Yard Precautions
28	TEST
29	TEST
30	TEST
31	Register of OTHR Standard Documents

## OTHR MISSION STATEMENT

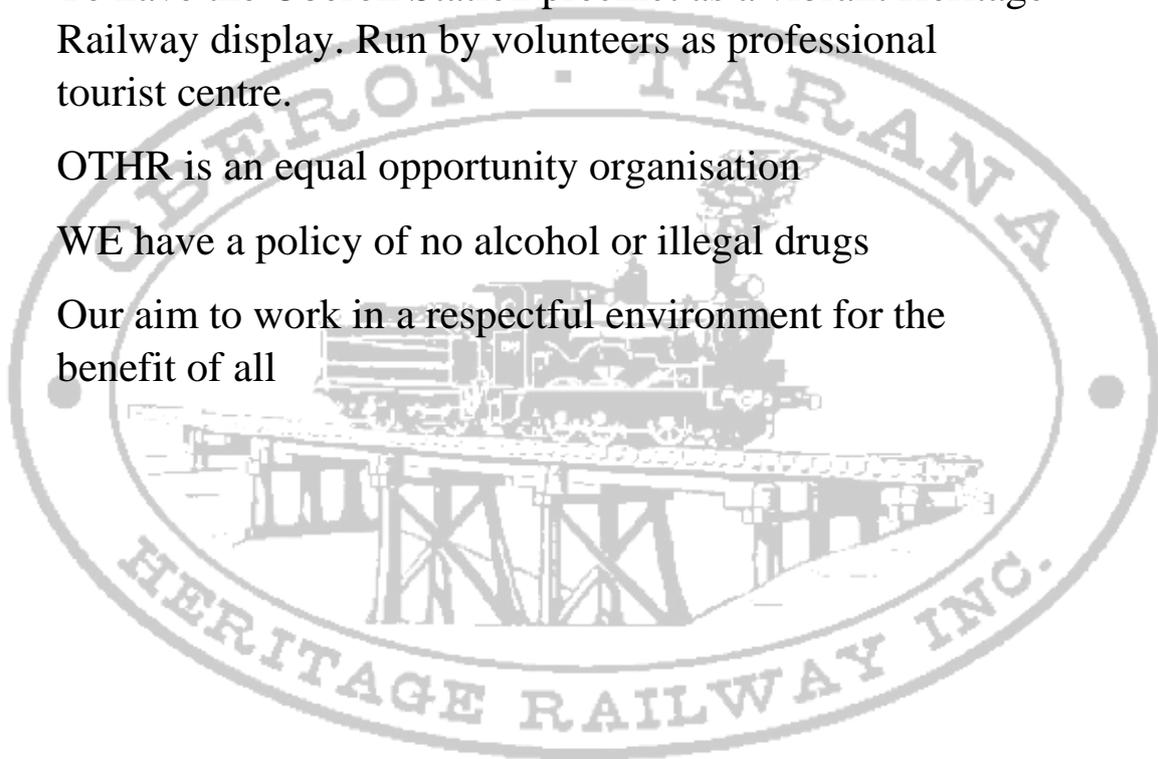
To operate voluntary run tourist trains between Oberon, Hazelgrove and ultimately Tarana.

To have the Oberon Station precinct as a vibrant Heritage Railway display. Run by volunteers as professional tourist centre.

OTHR is an equal opportunity organisation

WE have a policy of no alcohol or illegal drugs

Our aim to work in a respectful environment for the benefit of all



## What is OTHR?

In July 2004 Oberon Council held a public meeting to establish a Committee charged with the task of exploring options for the use of the rail corridor between Oberon and Tarana. As a result of community interest, a Railway Group was formed and in 2005 it became formally known as the Oberon Tarana Heritage Railway Inc. (hereafter referred to as OTHR).

The 24.3 km Oberon to Tarana railway line which was opened in 1923 and last operated in 1979, is a unique line. It has one of the steepest gradients of any track in New South Wales and is a very scenic railway as it descends from the Oberon Plateau through wooded hills and farming country to the beautiful Tarana Valley, crossing two creeks and the Fish River.

OTHR plans to establish a business which will be a tourist railway on the disused Oberon to Tarana railway line. Stage One of the project will be to restore the track from Oberon Railway Station to Hazelgrove Siding. Stage Two of the project will be to restore the line from Hazelgrove to Carlwood Siding and the final Third Stage will be the restoration of the line from Carlwood Siding to Tarana Railway Station.

To date in 2016 the line in stage 1 is mostly restored, rolling stock storage shed has been constructed. Two 73 Class Locos were bought and brought to Oberon. Two end platform passenger carriages are at Oberon on a custody management arrangement.

### **What is this course about?**

This Rail Safety Awareness (Induction) course will outline who we are, what to expect, and what we expect in return from our members while they work safely on the various tasks involved in restoring the railway Oberon Tarana heritage railway.

## What is OTHR's Responsibility to You?

The *Rail Safety Act 2008* section 21 says (in part):

### *21 Competence of rail safety workers*

*(1) A rail transport operator must, so far as is reasonably practicable, ensure that each rail safety worker who is to carry out rail safety work in connection with railway operations for which the operator is required to be accredited has the competence to carry out that work.*

To comply with the Act, OTHR will ensure that all workers engaged in rail safety work are trained by means of this induction course and if satisfactorily completed, will issue a Certificate of Competency.

This fundamental Certificate of Competency is in the form of an identity card bearing your photograph, ID number, expiry date, highest qualification and other prescribed information. It will be issued following successful completion of this awareness course. The Certificate of Competency will be re-issued at least every 5 years or when more qualifications are gained, or you have your qualification suspended or revoked. If you relinquish membership, you must return your Certificate of Competency to OTHR.

You must be a member of OTHR to be inducted. This is to ensure you are covered by OTHR's insurances. ( \*\* through its insurance brokers, SGP Insurance Brokers Pty Ltd, ) OTHR holds a public liability insurance policy and also personal accident insurance cover for its voluntary workers.

( \*\* A summary of the benefits and terms of this policy is available for reference.)

## What is Your Responsibility to OTHR?

Members must, at all times while at work, take all reasonably practical steps:

- To ensure that they do not take any action, or make any omission, that creates a risk, or increases an existing risk, to the health or safety of the member, or of other persons at or near the work place;
- To co-operate with OTHR, or any other person, to the extent necessary to enable OTHR to fulfil their health and safety obligations;
- To use equipment in accordance with any instructions given by OTHR and its managers and team leaders consistent with its safe and proper use.

## Certificates of Competency

### *Worker Competence*

Oberon Tarana Heritage Railway Inc. will only issue Certificates of Competency to persons who have met the criteria for the category of work. They should be fit and healthy and possess knowledge, skills, responsibility and aptitude appropriate to the rail safety work to which the certification relates. A Certificate will be issued for a period not exceeding five years (Membership dependant). All employees who undertake rail safety work will be adequately trained beforehand to perform the operations for which they are certified.

Only members / employees holding a current Certificate of Competency and /or an appropriate Certificate of Competency will be permitted to undertake rail safety work and Operations on behalf of OTHR. ( Under the *Rail Safety Act* and OTHR bylaws), you must be between the ages of 16 & 85 to carry out rail safety work.

OTHR will ensure that the particulars of the Certificates are kept in a secure system by an approved officer.

OTHR will undertake regular audits of its records to review the issue and recording of Certificates of Competency to prevent any person from undertaking rail safety work if:

- that person is not in possession of a current Certificate, or
- there has been a change in the person's health and fitness status, or
- the person has breached current work procedures, or
- the person failed to comply with management instructions after a breach occurred or,
- membership lapses.

## ***What is Rail safety work?***

Railway safety work means any of the following classes of work carried out by a railway employee:

- (a) driving or despatching rolling stock or any other activity which is capable of controlling or affecting the movement of rolling stock,
- (b) signalling (and signalling operations), receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock,
- (c) coupling or uncoupling rolling stock,
- (d) maintaining, repairing, modifying, monitoring, inspecting or testing:
  - i. rolling stock, including checking that the rolling stock is working properly before being used, or
  - ii. rail infrastructure,
- (e) installing components in relation to rolling stock,
- (f) working on or about rail infrastructure relating to the design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of the rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used,
- (g) installing or maintaining:
  - i. a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure, or
  - ii. the means of supplying electricity directly to rail infrastructure or to any rolling stock using rail infrastructure or to a telecommunications system,
- (h) working on the certification as to the safety of rail infrastructure or rolling stock or part or component of rail infrastructure or rolling stock,
- (i) working on the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock,
- (j) working on the development, management or monitoring of safe working systems for railways,
- (k) working on the management or monitoring of passenger safety on, in or at any railway,
- (l) any other work that is prescribed by the regulations to be rail safety work.

## What Rail Safety Work will be available in OTHR?

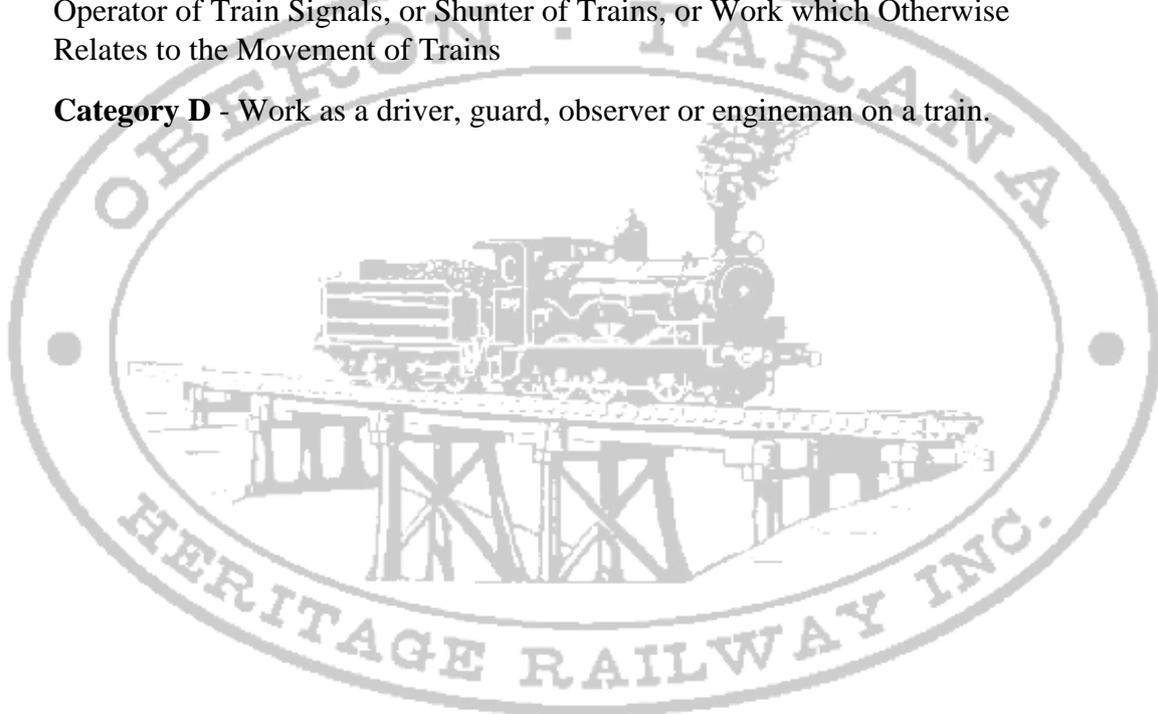
OTHR has 4 Categories of Rail Safety Work:

**Category A** - Work in a Controlled Environment on or about the line on Railway Infrastructure, on Repair, Maintenance or Upgrading of Railway Tracks, or any Rolling Stock or Associated Equipment.

**Category B** – Be within the Danger Zone without supervision for any authorized purpose. *The Danger Zone is everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place exists or can be created.*

**Category C** - Work at a Railway Station or Other Place as a Station Master, Operator of Train Signals, or Shunter of Trains, or Work which Otherwise Relates to the Movement of Trains

**Category D** - Work as a driver, guard, observer or engineman on a train.



## What Rail Safety Work can I do following this Induction Course?

The General Induction training allows you to access the work site as a **Category A worker** under supervision. Following additional practical, on-the-job training you will be able to perform tasks in the **Category B classification**.

This work description is traditionally described as a “FETTLER”. Some of these tasks are listed below:

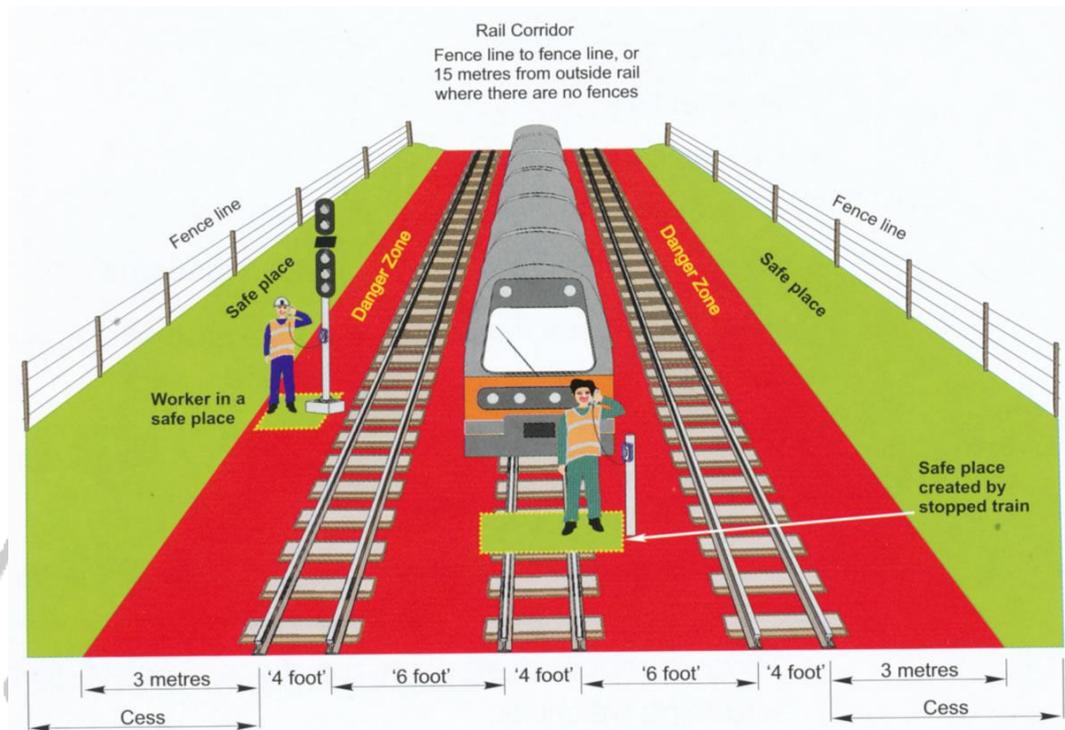
- Accessing the rail corridor on approved work days.
- Reading, understanding and filling-out the designated paperwork.
- Clearing debris and vegetation from the line.
- Working within the “4 FOOT” – a traditional name for the area between the rails.
- Removing old sleepers and replacing with serviceable sleepers.
- Operating hand tools, both powered and un-powered.
- Drilling holes in sleepers and dog spiking rails.
- Restoring infrastructure such as cattle stops and culverts\*.
- Clearing debris from culverts and drains. \*\*
- Repairing and lubricating points switch gear and controls.
- Overhauling fishplates and bolts at each rail join.
- Painting signs, culverts and cattle stops

Notes:

\* Unless a Height safety system is required.

\*\* Unless the area is considered a Confined Space.

## The Rail Corridor



In time, you may consider additional training for specialist work in **Categories C and D**.

*Some Additional Levels of Competency that can be obtained.*

1. Senior Fetter
2. Ganger or track laying Team Leader
3. Confined space entry and working.
4. Hot working qualifications (including Grinding, Welding & Cutting)
5. Security / Public Safety.
6. Chainsaw operations.
7. Work at a Railway Station as a Station Master, Operator of Train Signals, or Shunter of Trains, or Work which Otherwise Relates to the Movement of Trains
8. Work as a driver, guard, observer or engineman on a train.

## OTHR Policy on Safety.

Oberon Tarana Heritage Railway Inc. is committed to the health and safety of all employees, and strives to be an acknowledged leader in the field. Our goal is to have injury free workplaces. OTHR will work to eliminate hazards, practices and behaviour which could cause accidents, injuries or illness to employees, contractors, visitors and the general public where applicable.

OTHR is committed to continually improving safety performance levels by:

- Identifying and analysing safety risks.
- Putting in place control measures and resources to address those risks.
- Ensuring managers and team leaders are responsible for implementing the relevant sections of the Safety Management Plan and for developing standards and procedures for employees and volunteers to work to.
- Ensuring that employees and volunteers are trained in these standards and procedures and are committed to the Rail Safety Policy and the safety of others; and
- Monitoring and auditing the Rail Safety Policy and compliance with the Safety Management Plan.

## OTHR Safety Management System (SMS)

The purpose of the OTHR SMS is to ensure the competency and safety of the elements which go to make up OTHR – the organisation itself, its assets, its personnel and the operations it conducts.

The SMS does this via a set of policies in each of the four elements, which set out what is to be achieved in order to be successful. Each policy may have one or more procedures, which detail how OTHR will proceed to satisfy that policy. Supporting each procedure will be a number of forms, registers, notices/alerts, reports and agreements, which are the auditable documentation of the success or otherwise of our procedures and policies.

The SMS is documented on the OTHR website at <http://othr.com.au/smsdocs/>. The index to its contents is reproduced below. Note though that the SMS is undergoing continuous development and the website is the only place that contains the current, up to date contents.

### Index

In this index the **Heading** refers to the titles on the top of the page banner from which the drop down box can be selected. The HP number is the file allocation for each category. These files contain all the information pertaining to that subject and have all the relevant OTHR SMS, and other, files as reference material.

<b>Heading</b>	<b>HP file reference</b>
Home Page	HP-037
<b>Safety</b>	
<b>Policy</b>	
Safety Policy	HP-002
Safety Culture	HP-003

**Governance**

Management Accountabilities, responsibilities & authorities	HP-005
Regulatory compliance	HP-006
Resource Availability	HP-007
Document Control and Information Management	HP-008
Internal Communications	HP-009
Consultation	HP-011
Insurance	HP-012

**Review & Audit**

SMS Review	HP-013
Safety Performance Measures	HP-014
Safety Performance Report	HP-
015	Safety Audit
Arrangements	HP-016
Corrective Actions	HP-017
Management of Change	HP-018

**Risks & Incidents**

Risk Management	HP-019
Risk Register	HP-020
Notifiable Occurrences	HP-021
Security Management	HP-022
Emergency Management	HP-023

**Operations**

Operations	HP-024
Asset Management	HP-025
Safety Interface Coordination	HP-026
Procurement and Contract Management	HP-027
Forms	HP-028

**Engineering**

Engineering & Operational Systems	HP-029
Infrastructure	HP-030
Rolling Stock Standards	HP-031
Process Control	HP-032

**Personnel**

Competency/Induction	HP-033
Training	
Drug and Alcohol Management	HP-034
Fatigue Management	HP-035
Health & Fitness	HP-036

## Identifying Risks

One of the prime objectives of an SMS is to identify the risks of undertaking an operation, and come up with control measures that will eliminate or significantly reduce any adverse outcomes from that operation.

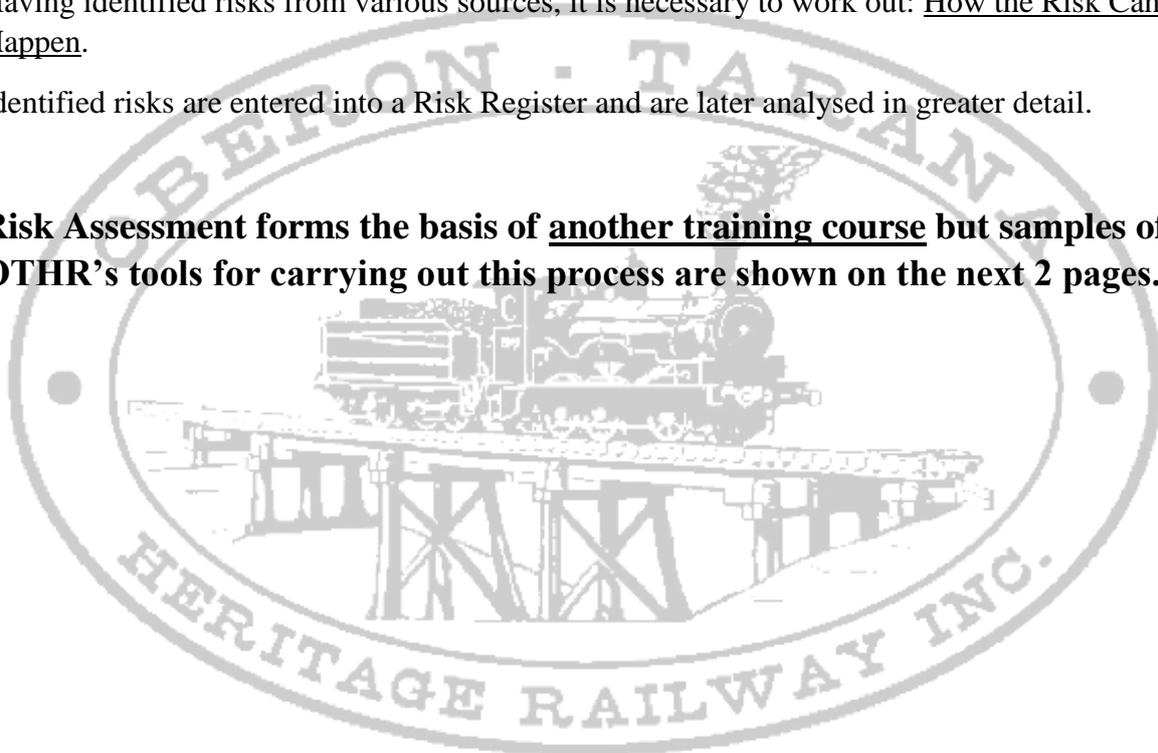
A risk is made up of a number of components. The components usually include a hazard, or combination of circumstances, leading to a risk event that has an effect on objectives. There may be a number of causal factors leading to the risk event. The risk is measured in terms of consequence and likelihood.

The aim of risk identification is to generate a comprehensive list of sources of risks and events that might have an impact on the achievement of each of the objectives. In other words, the first step is to work out: What Can Happen.

Having identified risks from various sources, it is necessary to work out: How the Risk Can Happen.

Identified risks are entered into a Risk Register and are later analysed in greater detail.

**Risk Assessment forms the basis of another training course but samples of OTHR's tools for carrying out this process are shown on the next 2 pages.**



### Likelihood –Severity Risk Ranking Matrix

OTHR Inc.		Consequence (Cons)				
Likelihood (Lik.)		Not Significant 1	Minor 2	Moderate 3	Major 4	Extreme 5
5	ALMOST CERTAIN	MEDIUM 6	HIGH 7	VERY HIGH 8	VERY HIGH 9	VERY HIGH 10
4	LIKELY	LOW 5	MEDIUM 6	HIGH 7	VERY HIGH 8	VERY HIGH 9
3	POSSIBLE	LOW 4	LOW 5	MEDIUM 6	HIGH 7	VERY HIGH 8
2	UNLIKELY	VERY LOW 3	LOW 4	LOW 5	MEDIUM 6	HIGH 7
1	RARE	VERY LOW 2	VERY LOW 3	LOW 4	LOW 5	MEDIUM 6
<b>RATINGS IN ALL FIELDS</b> Higher Numbers are an <u>undesirable</u> level.  Risk Level is the <u>sum</u> of the intersecting Likelihood and Consequence.		<b>RISK LEVEL</b> <b>Very High</b> - Intolerable <span style="float: right;">8 - 10</span> <b>High</b> - Prompt Action Required <span style="float: right;">7</span> <b>Medium</b> - Proceed with Caution <span style="float: right;">6</span> <b>Low</b> - Plan for corrective action <span style="float: right;">4 - 5</span> <b>Very Low</b> - Acceptable <span style="float: right;">2 - 3</span>				

#### LIKELIHOOD CRITERIA

RARE	UNLIKELY	POSSIBLE	LIKELY	ALMOST CERTAIN
Theoretically possible but not heard of in Australia	Has happened in rail industry in Australia.  Unlikely in OTHR Operation.	Heard of in Heritage railway operations.  Possible in OTHR Operation.	Some reported for Heritage railway operations. Happens every year in rail industry in Australia	Has occurred or is expected every year or every few years in OTHR's Heritage rail Operation.

**CONSEQUENCE CRITERIA**

<b>NOT SIGNIFICANT</b>	<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>	<b>EXTREME</b>
1 or more minor injuries. (First aid treatment on site only.)	1 or more minor injuries ( off-site Medical Treatment required)	A Category “B” Notifiable Occurrence (NOC).	2 to 10 serious injuries requiring hospitalisation. Cat. “A” (NOC)	1 or more fatalities and/or more than 10 serious injuries. Cat. “A” (NOC)



**SAMPLE of part of the Risk Assessment carried out on the move into Oberon Station Yard – July 2009**

Risk No.	Hazard	Risk	Inherent Risk			Controls	Residual Risk			Finding: Issues? Problems? Adopt?	Action	
			Like	Cons	Risk		Like	Cons	Risk		By	Review
1	Holes Uneven surfaces Tripping hazards.	Trips, falls and injury	4	3	7	<ul style="list-style-type: none"> <li>Fill holes.</li> <li>Level uneven surfaces.</li> <li>Induction training.</li> <li>Isolate danger zones with fences or tape.</li> </ul>	1 1 2 1	1 1 2 1	2 2 4 2	Adopt (done) Progressive (large area) Revise by new Toolbox mtg Start with ground controls and frames	TM TM SM TM	Done Oct 10 Oct 09 Jan 10
2	Frame Levers, Signal Levers and Ground controls for Points.	Pinch points and entrapment if unauthorised movement.	5	3	8	Isolate by locking each control lever.	1	1	2	Adopt	TM	Jan 10
3	Platform: Edge horizontal alignment.	Fouls Rollingstock.	5	3	8	Realign edge.	1	1	2	Adopt prior to running Rollingstock.	TM RM	Aug 10
4	Platform: Edge timbers rotten & sagged.	Fall and injury.	5	4	9	<ul style="list-style-type: none"> <li>Replace or invert edge timbers.</li> <li>Paint warning stripe on platform edge.</li> </ul>	3 2	4 4	7 6	Height risk at platform. Adopt – same problem exists at all NSW platforms.	IM TM	Aug 10 Jan 10
5	Platform edge low leading to excessive slope down to edge.	Stroller or rolling object falls to track.	4	4	8	<ul style="list-style-type: none"> <li>Raise platform edge and regrade surface.</li> <li>Warnings &amp; control staff on running days.</li> </ul>	2 1	3 2	5 3	Adopt with other controls Implement when operational.	IM OM	Aug 12 Jan 10
6	Platform: no passenger barrier at ends.	Injury to public when running Rollingstock.	4	5	9	Erect barrier fence at platform ends.	1	1	2	Adopt prior to running Rollingstock.	TM IM	Aug 10
7	Loading bank platform – low end.	Fall and injury.	5	4	9	Erect fence on S end & paint warning stripe on platform edge.	2	4	6	Adopt – same problem exists at all NSW platforms.	TM	Jan 10
8	Loading bank (wool) platform – high end (1.9m)	Fall and serious injury.	5	5	10	<ul style="list-style-type: none"> <li>Erect fence along to low level platform.</li> <li>Erect warning tape barrier</li> </ul>	1 3	2 3	3 6	Adopt in long term. Implement in short term	IM TM	Aug 12 Oct 09
9	Barbed wire fencing between Oberon Yard and museum area is at body & eye level of children & adults.	Barbed wire is an injury danger to the public & volunteers	5	3	8	<ul style="list-style-type: none"> <li>Remove bottom 3 strands and replace with plain wire.</li> <li>Erect temporary warning signs indicating danger.</li> </ul>	1 3	1 3	2 6	This problem needs to be resolved by <u>Oberon Council</u> who erected the fence. Temporary measure to reduce risk.	IM	Jan 10 Oct 09
10	Lack of fencing between the car park and the running line.	Public can enter the running and maintenance area with risk of injury.	5	5	10	<ul style="list-style-type: none"> <li>Erect barrier fence to car park.</li> <li>Erect temporary warning tape barrier</li> </ul>	1 2	2 2	3 4	The fence will be erected by Oberon Council. Implement as a temporary measure	TM	Jan 10 Oct 09

## RISK MANAGEMENT CONTROL MEASURES

The following control measures are used to reduce the risks associated with working on or around the track or other infrastructure.

### Pre-work Meeting

At the start of a work session, the Team Leader will gather the crew together and “Take Five” to review the day’s work schedule, the tasks involved, any safety concerns and the skill levels of the people involved. If there are any concerns then the Team Leader will initiate appropriate Toolbox Meetings to reinforce any of these areas of concern.

### Toolbox Meetings

Generally these are safety related to the job in-hand and are designed to jog the memory and to reinforce safety issues. The team leader will go through the contents, and then you have an opportunity to ask question and to raise issues. You must sign the attendees’ section indicating that you have attended and that you understood the content of this meeting.



These forms are kept in a working folder and once filled in are filed at Oberon Station for reference and review by the board and the Safety Management Committee.

The training topic will vary depending on the tasks at hand and the skill levels of the attendees. You are encouraged to add to the topics available should you feel we are missing something. Just discuss it with your team leader.

### Fatigue Management.

The purpose of fatigue management is to reduce the errors, incidents and accidents in which fatigue is a contributing factor. Before attending the work session it is your responsibility to make sure you are fit and well rested.

Use rest periods in addition to scheduled meal breaks during the work session. During periods of excessive heat, drink plenty of fluids, rest in the shade and wear protective headgear. Wherever possible use plant, machinery and equipment to eliminate or reduce the excessive physical demands of the job.

Scientific studies suggest that people who are fatigued are unable to identify their own level of impairment – watch your co-workers for symptoms. Know the symptoms of fatigue:

- feeling drowsy,
- yawning,
- losing concentration,

- impatience or irritability,
- delayed reaction times.

Be aware that some medications cause drowsiness and must not be used before using machinery or carrying out complex plant operations.

Use rotational rosters when using heavy machinery or for arduous tasks.

### **Drugs and Alcohol.**

Workers must not be adversely affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner. Members are responsible for absencing themselves from work if they are under the influence of alcohol or other drugs.

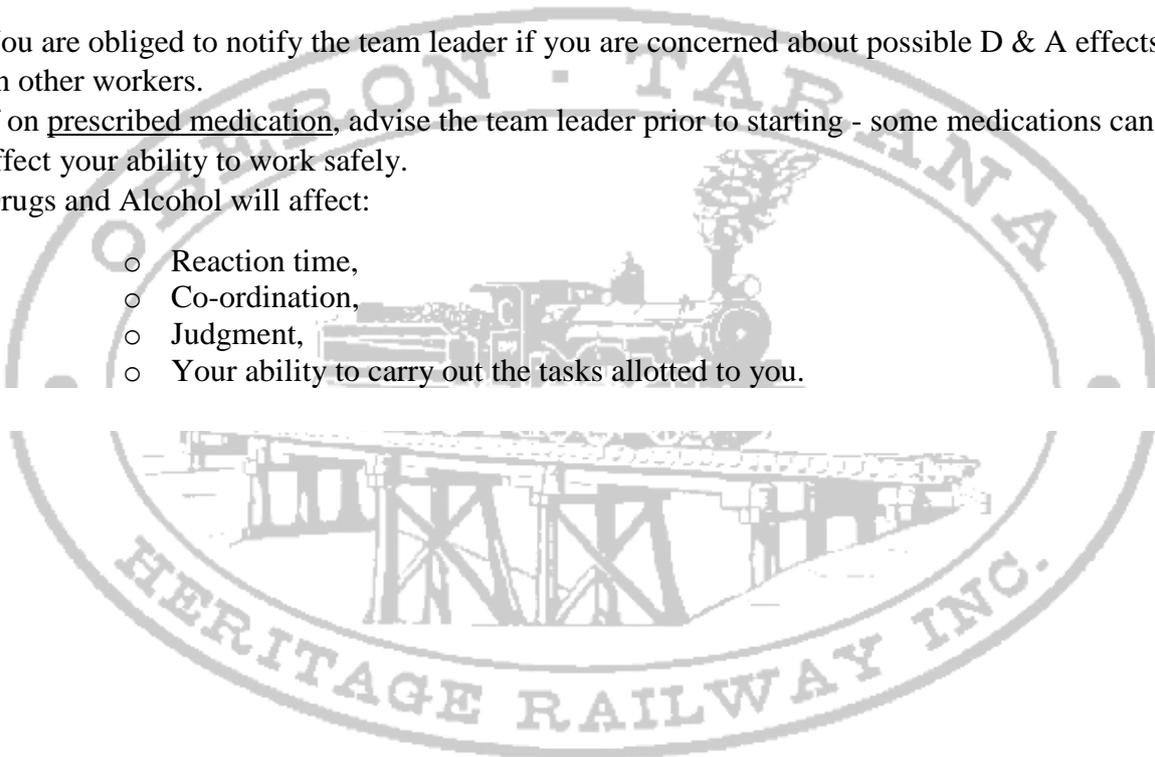
#### **Drugs and alcohol are not permitted on the work site.**

You are obliged to notify the team leader if you are concerned about possible D & A effects on other workers.

If on prescribed medication, advise the team leader prior to starting - some medications can affect your ability to work safely.

Drugs and Alcohol will affect:

- Reaction time,
- Co-ordination,
- Judgment,
- Your ability to carry out the tasks allotted to you.



## **OTHR Code of Conduct**

### **Introduction**

OTHR is a volunteer organisation and it is expected that at all times members will treat each other with respect and uphold the values that are the norm within the community.

Unacceptable personal misconduct is defined as (but not limited to):

- a. Treating others with a lack of respect.
- b. Harassing, physically threatening, or physically or verbally abusing any person at any OTHR sponsored function or event or when working on site.
- c. Conducting oneself in a manner endangering the health or safety of another person.
- d. Harassing any individual because of that person's race, colour, gender, religion, marital status, disability, sexual orientation, or for other reasons by:
  - Intentionally subjecting another person to offensive physical contact ;

Specifically insulting another person in his or her immediate presence with abusive words or gestures when a reasonable person would expect that such act would cause emotional distress or provoke a violent response

Violation of the Code may subject the member to disciplinary action by the Management Committee, including suspension of membership or expulsion

### **Personal Hygiene.**

OTHR expects its volunteers and employees to demonstrate high levels of personal hygiene when operating as part of a team and when interacting with the public. Good personal hygiene is one of the most effective ways to protect ourselves, and others, from illness.

- Appropriate clothing including PPE should be used to help workers maintain personal hygiene.
- Volunteers involved in food handling should be familiar with the NSW Food Authority “Food Handling Guidelines for Temporary Events” (available on site).
- OTHR provides amenities for workers to maintain personal hygiene including toilets and hand washing facilities. The state of these facilities should be monitored by workers and deficiencies reported to the team leader.
- A covered and protected facility is available for meals and this should be used to maintain health standards during food preparation and serving.
- Workers who are sick, particularly with contagious illnesses such as ‘flu, should stay at home to prevent infection of other workers.

## Personal Protective Equipment (PPE).

The Team Leader shall advise all members prior to the day what type of PPE is required. A general clean up may only require sturdy foot wear and comfortable clothing, however, sleeper replacement may require steel caps, long trousers and sleeves, hand and eye protection and possibly a hard hat as well.

Specifically you:

- must wear an approved Safety Vest at all times;
- should wear solid gloves for most tasks and you **SHOULD** wear solid gloves and steel capped or solid foot protection when working on a track laying gang or when handling heavy equipment and hand tools..
- must wear Safety Glasses when there is danger of flying sparks or chips or dangerous airborne particles;
- must wear an approved Hard Hat when working closer than 5 metres from the operational area of machinery;
- must restrain long hair if working with or near rotating machinery;
- must wear hearing protection in a noisy environment (provided by OTHR)
- may need respiratory protection (respirators, face masks, cartridge filters) in some environments;
- may need body protection (aprons, safety harnesses) in some environments;

Your Team Leader is authorised and responsible as the judge as to whether or not your PPE is acceptable.

Remember, you cannot rely on PPE or administrative controls such as a job safety analysis to prevent injury. Be alert and watch out for potential hazards.

## Housekeeping.

Good housekeeping is important for accident prevention and helps maintain safety in the workplace.

Every member is responsible for their own immediate area and the area about any plant or equipment that they may use.

- Keep the work area tidy and free of litter.
- Remove debris and rubbish at the end of the work session and place it in an approved bin or area.
- Pick up tools or work pieces, coil up power leads and hoses, secure all power sources and ensure all flames are out before leaving the work area.
- Spillages of oil, chemicals, solvents, or hazardous substances should be cleaned up immediately.
- Spills over 20 litres must be reported to the operations manager.
- Roadways and private access must not be obstructed by any materials or standing vehicles.

- Protruding nails or sharp edges must be withdrawn or made safe as soon as they are exposed.
- Tools and equipment are to be returned to their proper places in a clean and serviceable condition after use. If damaged or faulty the piece is to be TAGGED and reported to the work team leader.
- Waste combustible material must be removed daily.

## First Aid.

Members who are First Aid qualified will be identified by the Team Leader at the pre-work meeting.

You should let the first aider know if you have any medical conditions or requirements prior to starting the work. This may assist you to receive speedy care should the need arise.

First aid and snake bite kits are provided for all work crews. If someone is injured, provide help as soon as possible.

- Administer First Aid.
- Take immediate steps to safeguard other workers and the public by removing them from the vicinity of the emergency.
- Notify the Team Leader.
- If necessary, contact 000 –
  1. ask for eg. Ambulance,
  2. clearly describe where you are and how access is obtained to the site,
  3. answer the operator's questions,
  4. report any dangers,
  5. report any action taken,
  6. delegate somebody to meet the emergency vehicle.
- Plan in advance:
  - Who has First Aid training – identify that person?
  - Know where the First Aid kit is located.
  - Check somebody has a phone or find where one is located.
  - Where are the scheduled access points for the worksite?
  - Learn about Notifiable Occurrences and Incident Reporting.

**OTHR has an on-site Injury Register.** Every work related injury or sickness, no matter how minor, must be recorded in the "Injury Register" otherwise any injury, including future infection or complication from the injury may not be accepted for workers' compensation benefits.

OTHR has in place procedures to provide the earliest possible attention to injury or illness which may be beyond the expertise of the first aid attendant.

## **Emergency Evacuation Procedure.**

The Evacuation of a work area may be necessary due to a number of reasons:

- Fire
- Bomb threat
- Gas leak
- Earthquake
- Explosion
- Storm

If the team leader advises you to leave the area you should;

- Immediately cease the work you are doing.
- Proceed to the emergency assembly point, generally the vehicle you came in or a designated area at the work site.
- Wait for your team leader's instructions.
- Do not leave the area unless you notify the team leader.

## **Work specific Hazards and Regulations.**

- No one is to tamper with or use any piece of equipment for which they have not been trained or are not required to use as part of their normal duties.
- No equipment is to have any guards or other such safety devices modified or removed.
- All visitors must report to the site office prior to entering the work site. In some cases the visitor may have to be escorted by an OTHR representative.
- Passengers are not permitted to ride on any piece of equipment unless it has a passenger seat.
- All power leads are to be supported where possible clear of the ground.
- All compressed air hoses are to have safety clips fitted.
- All unsafe acts or areas are to be reported immediately to your team leader.
- Site speed limit for vehicles is 10km or walking pace when near pedestrians or other workers.
- Under no circumstances are any statements, policy or photographs to be released to the media or the public without the written permission from the OTHR board.
- Follow instructions; take no chances; if you don't know, ask your team leader.
- Report immediately to your team leader any conditions or practices you think may cause injury to members or damage to property or equipment.
- Use the right tools and equipment for the job; avoid make shift tooling; use all tools in a safe manner.
- Use, adjust, alter and repair equipment only when authorised.
- "Horseplay" and fooling around is a dangerous practice at any time and will not be tolerated.
- When lifting, use appropriate manual handling techniques.
- Obey all specific rules, signs and instructions - these are made and displayed for your safety.
- Any person found in breach of these procedures will be subject to disciplinary action.

## **Chemical safety.**

There are many substances that may be in use within the operations of OTHR. Ensure that you know what you are dealing with, read the Material Safety Data Sheets (MSDS) and follow the instructions on the container.

MSDS for all chemicals in use in your area can be obtained from the team leader and are available in the base camp areas.

## **Confined Spaces.**

Under NO CIRCUMSTANCES may ANY PERSON ENTER or WORK IN a confined space without observing the specific procedures prescribed for that particular situation. Please check with your team leader.

A confined space is a space of any volume which:

- is not intended as a regular workplace;
- has restricted means of entry and exit;
- may have inadequate ventilation and/or an atmosphere which is either contaminated or oxygen deficient; and
- is at atmospheric pressure during occupancy.

To be able to work in these areas you must be qualified, and have obtained a Permit to Work (PTW) for the task. The atmosphere must be tested and then monitored.

## **Fire.**

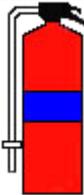
An alarm should be raised immediately if a fire is detected. If required, the fire brigade should be called (000). **During total Fire bans, the lighting of fires is prohibited.**

Make yourself familiar with the location of fire extinguishers in your work place, the type of fire they are designed to fight and the methods of operation.

## Fire Extinguishers.

If you use an extinguisher, inform the team leader who will arrange for a replacement.

- Check where fire extinguishers are located on the current work site (*note locations now!*)
- Choose the correct type of extinguisher for the class of fire (see below).
- Remove the safety pin by pulling it sharply. Briefly test the extinguisher before proceeding to the fire.
- Try to work in pairs for safety.
- Hold the hose near the nozzle or hold any moulded handles.
- Always back away from a fire
- Always lay the extinguisher down on its side when empty.
- If you cannot put the fire out with one extinguisher then the fire is too big to fight.
- Remember “PASS” to guide your procedure:
  - Pull the Pin,
  - Aim Low at base of fire,
  - Squeeze the handle,
  - Sweep from side to side.
- Do NOT discharge Water onto an electrical fire or flammable liquid fires.
- Extinguisher types:

		
Red – Water – for wood, paper, rags, grass	Red with Blue stripe – Foam, as for Water type but also for flammable liquids (old standard was all blue)	Red with WHITE stripe - Dry Powder, as for the others but also for gases and electrical fires

## **Smoking in the workplace.**

OTHR has a duty of care to ensure the health and safety of members and any other persons in the workplace.

For that reason we have a restricted smoking policy for enclosed areas. Smoking is only permitted outside in designated areas.

If involved in outdoor work during total fire bans, smoking may also be banned in these areas.

Smoking is prohibited in the following areas;

- Site sheds and offices.
- Tool stores and lockers
- All buildings and structures.
- Any area in which food is being prepared.

## **Workplace Inspections (Audits).**

Workplace audits are to be conducted on a regular basis. The audit teams may include the workplace manager, and include where possible a member representative. It should also include the team leader of the area being inspected.

Work place inspections shall include, but not be limited to, the following;

- Housekeeping
- Work practices and personal behaviour.
- Condition of tools and equipment.
- Access and egress
- First Aid Boxes.
- Emergency equipment.
- Use of PPE.
- Availability of relevant documentation.

## **Signing ON / OFF.**

As indicated earlier, for safety reasons it is important that OTHR managers and team leaders are aware of who is on site and when they leave. For that reason a SIGN ON book is kept at the work site and you should record:

- Your name
- Time of Sign On.
- Work undertaken – given by a Job No. allocated from a table in the book and on display.
- Time of Sign Off.

This allows the Team Leader to tally the number of hours worked by volunteers – a necessary statistic required for investigation, compliance and funding applications.

## **Working in the Public Eye**

Remember, every time you work on the line you are representing the Oberon Tarana Heritage Railway and you are mostly open to public scrutiny. It is therefore important that no matter how bad things are, you always display a courteous and pleasant approach to the public, your co-workers and other visitors to the site

## **Precautions for Oberon and Hazelgrove Yards.**

OTHR will become increasingly involved in operating Rolling Stock including rail maintenance machinery. At all times remain VIGILANT. Use caution and common sense when rail vehicles are moving or when crossing tracks.

- Before approaching a track or entering the 4 FOOT – LOOK and LISTEN.
- Beware of wet or greasy rails – step over the rails.
- Watch for, and walk around points levers to avoid trips and falls.
- Points and signals are controlled by rodding and cables – take care to avoid trips and falls.
- Always stand CLEAR of the track.
- Don't step out from behind a passing train or track vehicle unless you check that it is safe to do so.
- Be aware of adjacent tracks especially in yards and sidings where continual vigilance is required. Yards pose special problems due to the closeness of tracks.
- Do NOT cross between stationary vehicles as shunting may occur without your knowledge.
- If walking around the end of stationary rolling stock, maintain a 5m clearance due to slack in couplings and unexpected train movements.
- If walking between two stationary rakes (groups) of carriages, maintain 5m clearance.

Thank you for participating in this General Induction for Rail Safety Work – we trust that you have a long and SAFE career as a volunteer with OTHR.

If you wish to make any comments, a feedback form is available and your comments would be greatly valued.

***The following questions are designed to test your knowledge of OTHR's General Induction for Rail Safety Work. Please fill in the blanks or Circle the correct answer.***

Name: ..... Date ..... / ..... /  
.....

1. Your Certificate of Competency is issued for a period of: \_\_\_\_\_ years.
2. If you are no longer a member of OTHR you must return your Certificate: True / False
3. *Fill in the missing word:*  
As a responsible Rail Safety Worker you must not take any action that is likely to create a \_\_\_\_\_
4. Under the Rail Safety Act 2008, what is the minimum age for a Rail Safety Worker? \_\_\_\_\_ yrs.
5. Rail Safety Work may involve working on rail infrastructure repair? True / False
6. Your general RSW Induction training allows you to work as a Category **A, B, C, D** worker  
(Circle Correct Letter)
7. Name TWO things \_\_\_\_\_ i.) \_\_\_\_\_  
a FETTLER may be called on to do: \_\_\_\_\_ ii.) \_\_\_\_\_  
\_\_\_\_\_
8. The DANGER ZONE is everywhere within \_\_\_\_\_ metres of the nearest rail.
9. The space between the rails on a single line is called the \_\_\_\_\_ foot.
10. The space between a pair of adjacent rails is called the \_\_\_\_\_ foot.
11. One of OTHR's goals is to have an injury \_\_\_\_\_ workplace.
12. Risks are made up of components such as hazards and are measured in terms of \_\_\_\_\_  
and Likelihood.

13. One method of Risk Management Control involves having a \_\_\_\_\_ Meeting at the start of the work session.

14. One of the symptoms of Fatigue is: -  
\_\_\_\_\_

15. Drugs and Alcohol are not permitted on the worksite as they can affect your:  
\_\_\_\_\_

16. If you are to report on duty but are feeling sick, why should you stay at home?  
\_\_\_\_\_  
\_\_\_\_\_

17. What specific item of PPE must you wear within 5 m of an operating machine?  
\_\_\_\_\_

18. Describe one important task in "Good Housekeeping"  
\_\_\_\_\_  
\_\_\_\_\_

19. OTHR's on site "Injury Register" is only for major injuries: True / False

20. Describe ONE important piece of First Aid planning that should be carried out before a fettling team heads out on the job -  
\_\_\_\_\_  
\_\_\_\_\_

21. You should not leave a work area without notifying your team leader? True / False

22. What should you do if you see an UNSAFE work practice? -  
\_\_\_\_\_  
\_\_\_\_\_

23. Compressed air hose must have Safety \_\_\_\_\_ fitted.

24. The correct method of using a fire extinguisher can be described by reference to the word "PASS"

- P = Pull the pin
- A = Aim low at the base of the fire
- S = \_\_\_\_\_
- S = \_\_\_\_\_

25. Name one special safety precaution to observe when working within Oberon or Hazelgrove yard:

\_\_\_\_\_

RESULT: ..... / 25 .....(date)

Satisfactory: YES / NO Needs

Reassessment: YES / NO

Examiner: .....(print name)

..... (signature)

Comments

.....  
.....  
.....  
.....

*Thank you for attending the General Rail Safety Induction Course.*

*If you have answered any of the sections incorrectly you will be asked to check your course notes to ascertain the correct answer.*

*If you are unclear about the question or answer PLEASE ASK YOUR INSTRUCTOR.*

*WORK SAFELY and enjoy your time with Oberon Tarana Heritage Railway*

## OTHR. Register of Standard Documents

INDEX		Available at
AM-	Asset Management	
COM-	Competency	
F-	Forms	Station Computer
IA-	Interface agreements	
IM-	Incident Management	
IND-	Induction	
ITSRR forms	ITSRR forms	
OD	Other Documents	
POL-	Policy	
R-	Register	
RM-	Risk Management	
SA-	Safety Alerts	
SMP	Safety Management	
SN-	Site Notices	
SOP-	Standard Operating Procedures	
SPR-	Safety Performance Reports	
TB-	Tool Box meetings	Station Computer

