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|  | Emergency Procedures |                |           |           |

Document Status

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Revision Record

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# Emergency procedures

## SOP-014

### 1: Introduction

This procedure is to cover what actions OTHR will do if an Emergency Incident occurs in the rail corridor that the Oberon Tarana Heritage Railway Inc is responsible for under its Heritage Operators Licence.

### 2: Responsibilities

The Team Leader in charge on the 'Working Bee' and the nominated person(s) from the management committee on site for 'Open Days', 'Group Tours' and 'Heritage Rally's' are responsible to ensure the Emergency Procedures are carried out.

### 3: Related Documents

- IND-006 induction Folder
- TB-001 Toolbox meeting

### 4: Scope

An Emergency Incident could be but not limited to the need to evacuate the area (see below) a Medical situation or the Non-authorized movement of Rollingstock or TMV's resulting in damage of property and or injury to a person(s)

### Emergency Evacuation:

The Evacuation of a Work area, Station or Rollingstock Shed may be necessary due to a number of reasons:

- Fire
- Bomb threat
- Gas leak
- Earthquake
- Explosion
- Storm
- Or another emergency incident

There are three Emergency Assembly Points (green sign) North Street gates, adjacent to the Men's Toilet and adjacent to the storage container / fence.

Working Bee: 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.

If the members of the general public (visitors) need evacuating the Nominated person(s) from the management committee will advise the public of their closest emergency assembly point and ensure they are moved to that point.

#### **Medical situation:**

If a member of the general public or volunteer needs medical assistance via Ambulance call triple 0.

#### **Non-authorized movement of Rollingstock or TMV's:**

If there a Non-authorized movement of Rollingstock or TMV's due to a 'run away' or an act of vandalism that causes damage to property and or injury to person(s) call the Ambulance for the injured person(s), Police for property damage due to vandalism and ONRSR.

#### **Emergency contact numbers:**

000 for Police, Ambulance and Fire.

131050 for SafeWork NSW (see attached)

1800 011 034 for ATSB if there is damage to property or persons by Rollingstock or TMV's

## **Rail accident or incident notification**

### **Changes to reporting rail occurrences for Qld rail operators**

- **ATSB is the national independent, no-blame safety investigator for rail incidents and accidents.**
- **Report all Category-A rail occurrences to the ATSB on 1800 011 034.**  
From 30 June 2017, the ATSB will start investigating accidents and incidents on Queensland's metropolitan and regional passenger, and freight rail networks.

This new focus in Queensland will see more investigations conducted across a greater range of safety matters. It will also mean that the ATSB will be the mandatory notification point for all Category-A occurrences within Queensland.

The changes are a result of Queensland joining the national rail safety scheme. The Office of the National Rail Safety Regulator (ONRSR) will also assume regulatory oversight in the state.

Queensland now joins South Australia, Tasmania, Northern Territory, New South Wales, Victoria, Western Australia and the Australian Capital Territory in the national scheme.

The table below highlights who you should notify for Category-A occurrences in each state and territory. It also shows who will be investigating an accident or incident in each state and territory.

#### **Who should I notify? Investigator**

Report Cat. A occurrences immediately to the  
**ATSB on 1800 011 034.**

Send written reports of Cat. A and Cat. B occurrences to the  
Office of the National Rail Safety Regulator within 72 hours.

The ATSB and the Office of Transport Safety  
Investigations will continue investigating throughout  
NSW.

The ATSB and the ONRSR are working with all states and territories to make notifications and investigation arrangements more consistent across Australia. We'll let you know when there are any changes to the reporting requirements listed above.

## Voluntary and confidential reporting (REPCON)

A national voluntary and confidential reporting scheme (REPCON) is available for anyone with concerns about rail, aviation or maritime safety.

Managed by the ATSB, REPCON will gather information about unsafe transport practices so that action can be taken to address them. Anyone can confidentially report concerns about such things as unsafe scheduling or rostering, unsafe operating procedures or the by-passing of safety instructions.

If you have a transport safety concern, you can confidentially report it by:

- calling the ATSB on **1800 020 505**
  - emailing [repcon@atsb.gov.au](mailto:repcon@atsb.gov.au)
  - visiting the ATSB's [confidential reporting page](#)
- More information

The changes to Australia's rail notification and investigation arrangements are part of the broader reforms to the national rail safety regulations and investigations.

Read more about the [reforms](#).

## Incident notification

**If there is a serious injury or illness, a death or a dangerous incident, you must report it to us immediately on 13 10 50 as an urgent investigation might be needed.**

Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50.

You must also:

- provide first aid and make sure the worker gets the right care
- take care not to disturb the incident site until an inspector arrives. You can help an injured person and ensure safety of the site.
- record it in the [register of injuries](#)
- notify your insurer within 48 hours

### What incidents need to be notified?

A 'notifiable incident' under the [work health and safety legislation](#) relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident

Examples of these incidents are available in the [Incident notification fact sheet](#).

If you're still unsure, call us on 13 10 50.

## How we will respond

Our [customer service standard](#) outlines the process we follow when responding to incidents, what you can expect from us, and how we can help.

## When you don't notify

Penalties apply for not notifying incidents. The [maximum penalty](#) for failing to notify is \$50,000 for a body corporate and \$10,000 for an individual.

## More information

- Use the [Have you been injured at work?](#) web app to find out what you need to do next. The app contains information on your weekly payments and entitlements and will help you plan your next steps in recovery and return to work.
- Download and display the If you get injured at work [poster](#).
- Contact icare for information on [notifying a workplace injury and the claims process](#).
- For recovery at work information visit the [State Insurance Regulatory Authority Injury Advice Centre](#)