Safety Performance Report June 2011

Document Status

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SAFETY PERFORMANCE REPORT 2011

Executive Summary

Oberon Tarana Heritage Railway Inc. has continued in the pattern of successful management of Rail Safety Risks during the current report period – July 2010 to June 2011. This reporting period has been adjusted to reflect our accreditation requirements.

OTHR is pleased to report that during this period there have been:

- No serious injuries.
- No days or time lost due to injury or other incidents.
- No Drug or Alcohol incidents.
- No consequences resulting from worker Fatigue or Drug & Alcohol issues.

Key factors affecting performance against identified Key Performance Indicators have been described both in terms of Positive Indicators which are used to assess activities undertaken to improve safety performance and with Outcome Indicators which measure safety outcomes, albeit to an extent limited by data harvesting during the previous two report periods.

Deficiencies and irregularities have been confined largely to areas judged as needing adjustment after four years of operational experience tempered with advice from the Safety Regulator. Changes to risk analysis procedures and performance will remain a focus of OTHR management.

Key Safety Performance Indicators related to policy documents, document control and review have been well met. Improvements have occurred in compliance requirements; risk analysis procedures; safety briefings and worker competencies.

Reporting of Outcome Indicators was improved in 2010 and is reflected in the results for 2011. Last year's focus areas have had the following result:

- Risk Analysis procedures across all operational areas is now an accepted practice.
- Implementation of reporting has improved but more work is needed..
- Control of and access to documentation is via on-line access to all documentation.
- Audit procedures have not been implemented as fully as is desirable and needs improving.
- Rail Safety Worker Competency training, management, control, documentation and assessment have improved but needs to remain a focus.

Prepared by: Ian Davis
Systems Manager, Oberon Tarana Heritage Railway Inc.
On behalf of the Committee of Management.

Contents

Abbreviations used (revised during this reporting period):
PR= President, **OM**= Operations Manager, **SM**= Systems Manager, **SEC**= Secretary, **PO**= Public Officer, **TM**= Track Manager, **FM**= Finance Manager, **TR**= Treasurer, **IM**= Infrastructure Manager, **RM**=Rollingstock Manager, **TL**= Team Leader, **IA**= Internal Auditor, **DOC**= Document Controller, **SP**=Special Projects Mgr., **ARHS**= Aust. Railway Historical Society, **ARTC**= Australian Rail Track Corporation, **JSA** = Job Safety Analysis, **KPI**= Key Performance Indicators, **ITSRR**= Independent Transport Safety & Reliability Regulator.

1. *General Information*

1. **Operator**: Oberon Tarana Heritage Railway Inc. (OTHR)

2. **Accredited to Operate**:
   Between the catch points at Tarana and Oberon Yard Northern boundary. The station Lease and Licence to Occupy the rail corridor have been executed by OTHR and returned to ARTC.

3. **Reporting Period**: 1 July 2010 to 30 June 2011

4. **Contact Person** for the SPR:
   Ian Davis
   Systems Manager OTHR
   230 Gingkin Road, Edith NSW 2787
   Phone : 6335 6228

5. This report is endorsed by the OTHR Committee of Management meeting held on 19th October 2011

2. *Description and assessment of the safety performance of OTHR's railway operations during the preceding 12 months*

Background - 2010/11

Oberon Tarana Heritage Railway Inc. (OTHR) was formed in 2005 to restore the branch railway line between Oberon and Tarana as a tourist railway. The first section of the project (Stage 1) is to restore the line between Oberon Station and Hazelgrove Siding (5.4 km).

In June 2006 OTHR gained Accreditation as a Rail Infrastructure Manager and Rolling Stock Operator, in the latter case for use only in the performance of track maintenance.

The focus of Infrastructure Management has been on the continued restoration of remaining sections of track between Oberon Station and Hazelgrove siding, and the main level crossings close to town. The latter are being rebuilt by Council with help from OTHR and the community.

The focus of Rolling Stock operation has been restricted to a non-powered sleeper trolley. A Wickham Section Car has been restored and is still in storage pending accreditation. Recent developments have seen an escalation in the acquisition and arrival of rolling stock.

The focus on negotiated loan/ lease arrangements with other heritage operators and the Office of Rail Heritage has seen the arrival of two end platform carriages on loan from the NSW RTM. OTHR decided to purchase four 4 wheel goods wagons and two 73 class diesel hydraulic locomotives in excellent condition while they were available and they have subsequently been delivered. Other bogie and 4 wheel goods wagons are under arrangement with ORH on deed of transfer and Custody Management agreements. OTHR's plan to acquire items of historical significance for the line is still intact. The primary aim of the loan/ lease of ready to run or almost ready to run rolling stock is still proceeding.

The arrival of the rolling stock will now facilitate passenger operations on Stage 1. Passenger operations will not occur until the final level crossings are complete; the track has been inspected and approved; rolling stock and locomotive/s have been inspected and approved and the necessary safe working procedures and approvals are in place.

Temporary permissions and variations to accreditation have been required to store the rolling stock in the Oberon Station yard. Currently a once off variation is being sought to move our two 73 class locomotives to a more suitable storage position within the station precinct. Negotiations about the terms of the lease on the station and the Heritage Licence to Occupy the corridor have been finalised with ARTC and RIC and OTHR has executed the documentation.

OTHR members are still contributing to the finance base by donating increasing numbers of volunteer hours and by carrying out extensive fund-raising activities. A campaign to attract large corporate and private donors is now under way. Council and community support has become even greater as the realisation of the success of the venture becomes apparent

Safety Performance 2010/11

Work Days / Work Hours / Injuries and Drug and Alcohol Incidents.

During this period of infrastructure development, work focused primarily on track refurbishment, sleeper removal and replacement, cattle stop reconstruction, culvert reconstruction and level crossing reconstruction. There have been NO rolling stock operations other than use of the un-powered sleeper trolley. No incidents or injuries have resulted from usage of the sleeper trolley.

A summary of the hours worked, injuries and Drug & Alcohol infringements is listed below.

July 2010 to June 2011

Report	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11
No. Worker Days	76	70	71	64	53	7	56	92	46	94	43	41
Hours Worked	518	451	425	388	517	66	368	674	300	634	291	314
Injuries Registered	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil
D & A Infringements	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil

Total: - 713 "Worker Days" and 4946Hours
* Injuries: all were of a minor first aid with the exception of those marked

May 2009 to April 2010

Report	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10
No. Worker Days												78
Hours Worked	550.5	253	437.5	578	470.5	159	356.5	280.5	nil	302	337.5	551.5
Injuries Registered	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil
D & A Infringements	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil	nil

Total: - 739 "Worker Days" and 4,594 Hours
* Injuries: there were no injuries or D & A incidents in the reporting period.

Key Result Area: Rail Safety Work / Injuries and Drug and Alcohol Incidents.

Key Performance Indicators (KPI) – Positive Indicators:

Rail Safety, OH & S, EEO and Environmental issues and requirements are complied with and commitment demonstrated.

1. Safety Regulator accepted practice compliance requirements are met.

2. Safety Management documents are effectively controlled, distributed and available for Rail Safety Workers, Managers and the Safety Regulator.

3. Regular reporting, analysis and recommendations on injuries, incidents and disruptions.

4. Regular reporting of train kilometres travelled and passenger journeys when train services begin as a reflection of injuries, incidents and disruptions.

5. Incidents are managed safely and effectively.

6. Investigations are undertaken as required.

7. Updated and relevant documentation on Risk Analysis is performed.

8. Updated and relevant information and documentation on Incident Management occurs.

9. Updated and relevant information and documentation on Infrastructure Management occurs.

10. Updated and relevant information and documentation on Management of Human Factors occurs.

11. Minimisation of time lost due to incidents.

12. Safety briefings occurring on a regular basis

13. Safety, incident and operational debriefs occur and are documented.

14. OTHR SMS Policies, as displayed in the Safety Management Plan (SMP-001 Safety Management Plan 19_02_10) are continually developed, modified and implemented.

15. Documentation is presented in a concise and easily comprehended format to avoid confusion and errors.

16. Consultation on the development of the SMS is extensive with all documents reviewed by the OTHR Board and any other parties or members who may be able to contribute.

17. Input on SMS and OH&S matters is received from "Wood Products" Oberon which has the largest commercial Safety Management System in Oberon.

18. Worker and Trainer Competencies are documented, managed and reviewed.

19. Identifiable categories and codes of Rail Safety Workers are used to facilitate management, training and logical progression through different levels of training.

Key Performance Indicators (KPI) – Outcome Indicators:

Days or time lost due to serious injury or accidents in the report period.

  a) Number of Injuries registered in the report period.

  b) Number of Incident Reports in the report period.

  c) Number of safety briefings in the report period.

  d) Number of Drug and Alcohol incidents in the report period.

KPI – Outcome Indicators	Report Period			Analysis
	2008/9	2009/10	2010/11	
Days Lost	0	0	0	No serious injuries occurred in either period and no days were lost due to injury. *No statistical inference can be drawn.*
Reported Injuries	6	0	0	Whilst the number of injuries in the periods remained static, there was an increased use of machinery in the 10/11 period. *Injuries have not escalated.*
Incident Reports	1	0	0	*No statistical inference can be drawn.*
Safety Briefings	75		43	Whilst it appears that a significant increase has occurred in 08/09 that may be due more to failure to keep records in 09/10. *It is reasonable to infer that safety briefings are regularly occurring.*
Drug & Alcohol Incidents	0	0	0	*No statistical inference can be drawn however D & A policies appear to be effective.*

Operations carried out in this period were similar over the three year period and involved replacement of sleepers, culverts, cattle stop reconstruction, and level crossing replacements. The increasing data samples make statistical analysis more reliable and the trends are positive.

3. *Comments on deficiencies or irregularities in railway operations relevant to safety*

Review Outcomes Related to KPI 2009/10 (Positive Indicator):
The review and development of SMS documentation has continued at pace during the reporting period. Consultation with the Safety Regulator has been ongoing and consultation within OTHR has been a key feature in the effective development of a working Safety Management System. As a result of that consultation and analysis, the following KPI outcomes have been noted:

- SMS documentation which was previously reported as "adequate" in the last reporting period has now moved to higher level of professionalism and continues to control Safe Working, Injuries and incidents in a very effective manner. This can be demonstrated by reference to the Safety Performance Tables above. There have been no injuries; no D & A infringements and there have been no lost work days. This is particularly relevant in the increased context of the expanded level of involvement in the areas of infrastructure and rolling stock management. The handling of recent additions of rolling stock to Oberon yard has been an exemplary demonstration of safe working.
- The following weaknesses which were noted in the last reporting period have been resolved to a satisfactory degree:
    - Distribution of documents is now fully implemented.
    - Controlled documents are now clearly understood to be the electronic version on the secure web site.
    - The Risk Analysis Model has been redeveloped
    - All legacy documentation has been reviewed and replaced with ones that have been reviewed as satisfactory.
    - Missing documentation has been replaced on a priority basis. OTHR does not claim to have completed all of the documentation needed to run revenue services.
    - Regular reporting is much more effective.
    - Most deadlines are now being met.
    - Worker and trainer Competencies have been systemised and recorded but more work is needed.
    - Levels of Rail Safety work have been defined but will continue to need expanding and refining.
    - Change Management procedures need clarification in terms of definition, documentation and compliance.
    - Auditing procedures need further development and implementation.

- The following matters have <u>not</u> been completely resolved although progress has been made:
  - Infrastructure construction standards for replacing sleepers and re-aligning track were not adequately revealed.
    Comment: this has been a difficult issue due to the shortage of remaining records relating to the original technical standards for Pioneer Railways. Recent attempts to quantify this material are bearing fruit and our primary rail infrastructure advisor has made several visits to assess and clarify the matter.
  - OTHR's formal legal tenure of the Oberon Tarana Rail Corridor needs clarification.
    Comment: we have negotiated the terms of the legal documents agreed with ARTC/RIC on the final versions; executed the documents on behalf of OTHR and are only now awaiting the executed documents from ARTC/RIC.
  - Safety interface agreements need developing between RTA and other stakeholders such as adjacent landholders.
    Comment: this matter is still not resolved but work is in progress with the Council, RTA, Police, Industry and land holders on level crossing issues.
  - Worker and Trainer Competency
    Comment: improved record keeping helps but more work is needed.
  - Infrastructure Standards.
    Comment: compilation of documentation still continues.

- The following matters have <u>not</u> conformed to the expectations of the Systems Manager:

  - Failure to produce a series of critical documents within the reporting system:
    - This is a perennial problem with the limited resources and time available for all members of a volunteer organisation.
    - One solution may be to explore grants for the support of administrative help.
    - In the interim period, adjustments will have to be made in the expectations related to document production.
    - Time frames will need to be implemented with a more realistic chance of achievement.

4. *Safety Initiatives - within the Reporting Period*

KPI 2009/11 Initiatives Developed following Review:

1) **Distribution of Documents**

   o The implementation of the Secure Document area on the web site has now been completed. User name and password protection is now in place so that documents are restricted to approved personnel and the ITSRR.

2) **Managerial Control of Documentation**

   o The position of "Document Controller" has proved successful and with the acquisition of Oberon Station as a working base, a Document Office has been established in the station building. This was the former Ticket Office and will serve until OTHR constructs and administrative office on another area of the site.
   The Document Controller is maintaining all Files at the Document Office for easy access by managers.
   o Forms and documents which require multiple copies are held in readily accessible files as laminated masters.
   o Facilities for reprinting documents are available in the office.
   o A computer with internet connection and printer is available in the office.
   o Secure documents (including qualification and competency documents) are held in a locked filing cabinet in a secure, separately keyed office. Access is available to senior management only.

3) **Effective Distribution of Documents**

   In order to improve the presentation of the SMP as a cohesive whole document, the plan has been released as an "overview", entitled "SMP-001 Oberon Tarana Heritage Railway Inc. Rail Safety Management Plan Overview"

   The purpose of this document is to provide an introduction to OTHR and to give an overview of the Safety Management Plan which comprises a series of documents covering policies, strategies and procedures fundamental to the safe operation of a heritage railway.

   The implemented system has proved effective and has simplified the provision of documentation to external bodies such as ARTC..

4) **Risk Analysis** techniques and matrix were further addressed by the following initiatives:

   o Continual fine tuning of the Risk Assessment procedures has occurred and the current model contains many improvements to simplify use by volunteers.
   o Consequence Criteria were readjusted to reflect the fact that even one fatality should be considered Extreme rather than Major.

5) **Missing or inadequate documentation** was further addressed by the following initiatives:

- o Continued creation of documents follows a priority schedule set to some extent by impending events (eg. the collection of donated buildings required documentation relating to working at heights) but guided by the business plan and by issues identified by Safety Regulator audits.

- o The appointment of an effective Document Controller has improved the interface between the Systems Manager and the Managers and volunteers. Documentation is now readily available from the Document Office at Oberon Station.

6) **Regular Reporting** and meeting deadlines:

- o More rigorous reporting by managers at Management Committee meetings and General meetings has continued with a particular emphasis on a mandatory Safety Report at each Board meeting followed by presentation of issues raised and action taken at the subsequent General Meeting.

- o Serious safety issues now give rise to Safety Alerts which are displayed at the worksite to make workers aware of specific dangers. One example is relevant to the recent arrival of rolling stock coupled with the *RISN20 - Prohibition on Riding on Rollingstock*. OTHR has produced a Risk Assessment related to this prohibition and followed that with a *Safety Alert - SA-002 Prohibition - Riding on Rollingstock*.

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5. *Safety Initiatives Proposed for the Next Reporting Period*

In line with weaknesses which were noted by the Safety Regulator and by the internal reviewers and which have not been corrected by initiatives undertaken late in the reporting period, the following initiatives are proposed.

The Primary Focus will be on implementing Track, Civil Infrastructure, Rollingstock and Interface Documentation

1) *Track, Civil Infrastructure and Rollingstock Documentation Initiative(s) Proposed:*

- • *Track and Civil Infrastructure documentation*
  Review of the current draft documents.

- • *Rolling Stock Documentation*
  Devise, structure and review draft documents for the diverse range of goods and passenger rolling stock as well for locomotives and a rail motor.

- *Interface Documentation*
  Review of the current draft documents.

2) *Signalling and Communications Documentation* (lower priority)
   Devise, structure and review draft documents prior to revenue services.

   Safety Interface Agreements*: need further development between OTHR and other groups likely to be impacted by operations such as adjacent landholders, Government authorities (eg. RTA, Police), Local Government Authorities (Councils), Emergency Services, Industry etc.*

   Initiative(s) Proposed:

- Review and expansion of the current documentation.

3) **Health Assessment Protocols**

   Initiative(s) Proposed:

- Around the Track Personnel (ATTPs) will be encouraged to gain Category 3 medical assessment allowing them to work in an uncontrolled environment.

- Drivers of the section car will be required to complete the appropriate Category 1 or Category 2 Health Assessments.

- Prospective drivers and crew for the diesels and rail motor will be required to complete the appropriate Health Assessments.

4) **Crew Training:**

   Initiative(s) Proposed:

- OTHR will investigate training pathways for train operating crews including drivers, second persons, guards, shunters etc.
- OTHR will investigate training pathways for rollingstock and mechanical engineering staff as well as station staff.

5) **Human Factor Protocols:**

   Initiative(s) Proposed:

- Investigation and implementation of Human Factor protocols including:
  - Behavioural
  - Medical
  - Operational
  - Task related

- Equipment design
- Environmental
- Information Transfer
- Survival
-

6. *Details of the Operation of OTHR's Drug and Alcohol Management Program*

In accordance with Section 19 of the *Rail Safety Act 2008* OTHR implements a Drug and Alcohol Program which complies with approved guidelines (*see P-004 Drug and Alcohol Policy*) OTHR is a volunteer heritage railway organisation that relies upon the contributions of a small group of volunteer members for all rail safety work. During the past year OTHR has not utilised contractors or paid employees and OTHR does not as yet operate rolling stock although that will change during the next reporting period.

Guiding Principles: Drug and Alcohol Program
1. The Program has been developed in consultation with OTHR's members.

2. OTHR's Alcohol and Other Drugs Program bans all alcohol and drugs from the workplace and prohibits any person who is affected by alcohol and/or other drugs from taking part in its operations.

3. All OTHR volunteer rail safety workers are aware of their responsibilities in relation to the consumption of alcohol or other drugs which may adversely affect their work performance or conduct.

4. Volunteer rail safety workers are required to advise the Operations Manager or the Track Manager if they are taking any medication which may affect their task performance.

5. Before OTHR operates rolling stock it will seek ITSRR's approval for Drug and Alcohol Testing Authorised Officers for the purposes of conducting drug and alcohol testing under the Regulation.

Implementing Awareness Strategies

1. At OTHR's monthly general meetings members are reminded of the objectives, procedures and key issues in the Drug and Alcohol Program.

2. All OTHR members are required to attend a General Safety Induction course before they can work on the railway line or take part in any other OTHR work activities. In this course, the key Alcohol and Other Drug policies, rules and procedures are emphasised.

3. At OTHR's Sleeper Replacement/Rail Alignment Induction course, the Alcohol and Other Drug Program is reinforced.

4. At periodical Toolbox meeting, volunteer workers are reminded of the content of OTHR's Alcohol and Other Drugs Program.

5. At OTHR's worksite office, signs are posted stating that alcohol and other drugs are not permitted on the worksite.

6. All OTHR members are aware of the requirement to report to a supervisor any volunteer worker who appears to be affected by alcohol or any other drug.

7. Currently, OTHR's Operations Manager, Track Manager and work gang supervisors rely on visual and verbal assessments to form a reasonable impression as to whether a person's behaviour is affected by alcohol. If it ever becomes necessary to determine whether a person is affected by alcohol, a breath test and/or breath analysis may be arranged with the Oberon police. In this case, the supervisor must refer the matter to the Operations Manager who has responsibility for making the final decision.

8. Before any consultants, contractors or paid employees take part in any OTHR work operations, they will be informed of the contents of OTHR's Alcohol and Other Drugs Program. A brochure has been prepared that outlines OTHR's Alcohol and Other Drugs Program and will be made available for future use of all consultants and paid employees.

7. *Details of the Operation of OTHR's Fatigue Management Program*

In accordance with Section 19 of the *Rail Safety Act 2008* OTHR implements a comprehensive Fatigue Management Program (See *P-003 Fatigue Management Policy*) that has been developed and implemented in consultation with its volunteer rail safety workers. OTHR recognises that fatigue is a risk factor that can occur in the transportation industry, and that its fatigue policy and program implementation must eliminate or minimise the effects of fatigue upon rail safety workers' performance, their safety, co-worker safety and the safety of the general public.

OTHR's Fatigue Management Program aims to reduce fatigue and improve the on-duty alertness of all of its volunteer rail safety workers when they are involved in all aspects of the line reconstruction between Oberon railway station and Hazelgrove siding and when in the future, rolling stock is operated for tourist purposes.

Managing the Fatigue Management Program
Volunteer work activities are never scheduled during times of extreme heat, cold or wet weather. If during a working bee the weather turns inclement then the work activity is terminated until the weather is more suitable.

Work activities are undertaken by small groups (greater than 2 and usually less than 20) and each group has a team leader who has been trained and has the responsibility to monitor volunteer workers for signs of stress or fatigue.

Implementation Strategies

OTHR's Fatigue Management Policy and Program are implemented in the following ways:

(a) Involving and informing rail safety workers

    At Management Committee meetings, general monthly meetings and at working bees, rail safety workers have been given opportunities to contribute to the development and

implementation of OTHR's Fatigue Management Program. Through toolbox meetings and JSAs, workers have been informed and reminded of the salient aspects of the Program.

(b) <u>Responsibility for implementing the Program</u>

The Systems Manager has the overall responsibility for implementing the Program within the organisation. The Track Manager and team leaders assist the Systems Manager and are also responsible for the implementation of the Program in the work place.

(c) <u>In the work situation</u>

- Supervisors and team leaders allocate tasks appropriate to the physiological conditions of all workers. No worker is allowed to undertake a task beyond his/her experience and physiological capabilities without proper training.

- Supervisors rely on visual assessments to ensure all staff are sufficiently rested and alert to perform their duties.

- Supervisors demonstrate to workers correct procedures to carry out work tasks and to operate machinery. For example, workers are taught the correct lifting procedures to minimise fatigue and muscle injuries.

- OTHR provides morning, afternoon and lunch breaks for its workers when they are on task.

- Rail safety workers are encouraged to assist each other with strenuous tasks.

- Rail safety workers are encouraged to report any feelings of fatigue so they can be given the opportunity to rest.

- OTHR has impressed upon all rail safety workers the need to have a break between their normal work commitments and the work on the railway line. The requirement to commence work in a refreshed and alert state is a key aspect of OTHR's Safety Management System.

- OTHR has stressed the need to dress appropriately and take adequate precautions in different climatic conditions such as extreme heat, extreme cold, rain or wet and slippery conditions.

(d) <u>Supervisor responsibility</u>

The Track Manager and work team leaders are responsible for:

- Ensuring all workers in their area of responsibility are provided with sufficient protection against extremes of heat, cold and ultra violet radiation (UVR).

- Ensuring that all workers are using appropriate personal protective equipment.

- Consulting with workers in assessment of work conditions and in implementing common sense safe working practices.

- Continually observing and monitoring workers operating in extreme weather conditions for signs that a worker is suffering symptoms of fatigue due to exposure to the elements. In situations of extreme cold, control measures might include windbreaks, heating devices and procedural/scheduling changes.

- Establishing control measures for extreme heat conditions. These measures include:

  - ensuring adequate supplies of cool drinking water are available and encouraging workers to consume water to avoid dehydration,

  - providing (where possible) shade for workers,

  - utilising additional rest breaks,

  - utilising job rotation to share any strenuous or arduous work,

  - ensuring workers wear appropriate personal protective equipment and apply sunscreen, especially to the neck and face,

  - adjusting shift times (where practicable) to avoid working in the hottest part of the day.

(e) Worker responsibility

Rail safety workers are responsible for:

- Carrying out their work in accordance with supervisor instructions and OTHR's Fatigue Management Program.

- Ensuring they wear any personal protective clothing issued to them whenever it is required and as directed by their supervisor.

- Ensuring the correct care and maintenance of any protective equipment and clothing that OTHR has issued to them.

- Advising the team leader if they are suffering from symptoms of dizziness, light-headedness or dehydration.

- Advising the team leader if they are working in conditions or on a task they find stressful.

- Avoiding work in hazardous areas that could cause stress or lead to an accident or fatigue.

- Avoiding back injuries; slips and falls; following work procedures outlined in toolbox meetings and JSAs; seeking help if required; and not taking risks or overextending themselves.