

 <p>PO Box 299 Oberon NSW 2787 ABN 98 107 506 208</p>	Version	Author	Reviewed	Reference
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	23/04/2018			
	Track Maintenance Vehicle Operator Training			

### Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
A-1	15/01/2018		ID, TM	Committee	07/02/2018
A-2	28/03/2018	1st	SMS Working Party	Committee	23/04/2018

### Revision Record

Revision	Date issued	Description of Changes
1st	28/03/2018	Name change from IND-004 to TRG-001

# Track Maintenance Vehicle Operator Training

## TRG-001

For \_\_\_\_\_

Date \_\_\_\_\_

## 1: What is this course about

This TMV training course is designed to ensure that all OTHR members who operate trikes, inspection vehicles or Perway equipment designed to work on rails do so safely.

## 2: 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 practical, 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 as to be competent to carry out that work.

To comply with the Act, OTHR will ensure that all workers who operate TMV's are trained by means of this training course and if satisfactorily completed, will issue a Certificate of Competency.

The successful completion of this course will be endorsed on your identity card. 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 the 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 and completed your induction course to undertake this training.

This is to ensure you are covered by OTHR's insurances. (\*\* through its insurance brokers, LCIS Insurance 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.)

## 3: What is Your Responsibility to OTHR?

Members must, at all times while operating TMV's, take all reasonably practical steps:

- To operate machines in a safe manner, in accordance to training and instructions.
- 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.

## 4: Certification of TMV operators competency

TMV Operators

Oberon Tarana Heritage Railway Inc. will only issue certificate of TMV competency to persons who have met the criteria for the category of work. The endorsement to their induction certificate / identification 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 are permitted to undertake operation of TMV's 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 Certificates, 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.

## **5: What are TMV's.**

TMVs are defined as rail vehicles that:

- have three wheels and are manually operated or are motorized and can be lifted and removed from the track by hand
- have four wheels are manually operated or are motorized and can be lifted and removed from the track by hand.
- Four wheeled motorised vehicles designed specifically as track inspection vehicles.
- Excavators or similar fitted with "Hi-Rail" equipment.
- Machines running on rails deigned for removing / inserting sleepers.
- a "Hi-Rail" type road/rail vehicle suitable for two or more occupants

Some equipment that OTHR has and would be covered in this might be (but not exclusively):-

- hand operated trike.
- motor bike trike.
- four-wheel ganger's vehicle.
- Sleeper inserter.

## **6: What can I do with this training?**

- The TMV training is not a nationally recognised course and is only specific to being operated on lines controlled by OTHR.

## **7: Track access form**

If TMV is to be used outside of the Yard Limits, Form F-044 must be filled out in duplicate and signed by the Operator / Driver and the Operations manager / Track manager before the TMV is moved from its stabled position.

This form states: -

- Who is the driver.
- Which machine it applies to.
- Where it is being used.
- For what purpose.
- The start and finish time of the authority.
- That you have read and understood SOP-001.
- Then at the end of the Authority the drivers copy plus the check list F-045 are returned to the office and fastened to the office copy for filing.

## **8: Section car safety check**

Form F-045 must also be picked up and before the TMV is used it must be filled out.

- There are 15 items currently on the list. This might change as deemed necessary.
- It must be signed by the driver / operator at the time of the inspection before the machine is used.
- The form must be returned to the office with F-044 at the end of the authority time when the machine has been safely stabled.
- Unless the machine is safe it must not be taken out.

## **9: Check made to ensure that all people and equipment are safe.**

Refer to the section car check list.

It is the driver / operator's responsibility be sure that any other members travelling on the machine have on the appropriate PPE and safety equipment as necessary.

## **10: Safety briefing conducted for those involved with the track machine on the day.**

A toolbox meeting must be carried out with all those involved with the track machine.

To explain: -

- Who is the driver / operator?
- Why the machine is being used.
- Where it is to be used.
- The limits of the authority area and times.
- Safety awareness.
- Any other matters applying to the day.

Use a copy of TB-001 which is a blank toolbox form and fill in by hand the topics covered on the day by you.

Get all people covered by the toolbox meeting to sign and return it with F-044 and F-045 to the office at end of day.

## **11: Correct procedure for starting, stopping and operating TMV's**

This will be covered in the machine familiarisation of the OTHR machines.

Each TMV is different in its operation. A TMV Operator's Certificate of Competency provides the authority to operate a TMV on the railway, however you must demonstrate to the standard that you are competent to operate individual machines. A training record will be maintained for each member and the endorsements on each TMV type noted.

### **Pre-journey checks**

A pre-journey safety inspection includes (where fitted);

- Rock wipers are in place
- TMV Lifting handles are secured in holders
- Oil Level
- Fuel Level – with adequate reserve
- Fuel supply is turned on
- Wheels and rigging for any defects or loose gear
- Brake Operation
- Hand Brake Operation
- Headlight and Tail Light Operation (for each direction, where fitted)
- Rotating Beacon Operation
- Horn Operation
- Battery is indicating charge on ammeter when motor and rotating beacon are running, overall condition of the vehicle.

A pre-journey check lists includes;

- Safeworking Forms (if required)
- First Aid Kit is on board the TMV
- Fire Extinguisher is charged
- Protection kit is carried (• 2 Red Flags • 1 Green Flag)
- Hand held radio (if working outside of yard limits)
- Mobile phone (if working outside of yard limits).

## **12: Ensure that Driver / Operator knows the correct procedures.**

### **General driving techniques.**

- Always ensure the handbrake is applied and the operator is within the TMV before engine start.
- Always ensure the transmission is in neutral before engine start.
- Power should be continuously and gently applied until desired engine power is reached.
- Harsh use of the throttle may not only damage the drivetrain but create unnecessary danger through uncontrolled and unexpected movements.
- Smooth application of both the throttle and brake reduce wear and tear on the TMV, make for a more comfortable ride and ensures maximum control of the TMV by the driver.
- Anticipate braking requirements in advance by knowing the road. Reduce power well prior to your stopping point, allowing the vehicle to reduce speed prior to a gentle and controlled brake application.

- Consider the need for operations in adverse weather conditions. Wet rail will significantly reduce adhesion and increase your stopping distance. Reduce your speed when in wet or icy conditions.
- Leaf litter on the line will also reduce adhesion and increase stopping distance.
- Maintain a lookout at all times. Monitor all possible hazards, including people, vehicles and livestock.
- The second person/observer plays an important role in maintaining situational awareness. They are an important part of the crew, not just a passenger.

#### **Crossing over points.**

- Ensure they are in your favour by inspecting.
- Make sure the points are fully travelled
- If point blades are not close against the face of the rail, points clips should be used.
- Never exceed more than 5 Km/h or walking pace when crossing points
- A facing point movement is one where the TMV or rolling stock is travelling towards the point blades (facing you).
- A trailing point movement is an opposite movement in which the TMV or rollingstock is travelling over and away from the point blades. (Trailing through the points)
- Facing point movements offer increased risk to TMV operations due to smaller diameter wheels and low vehicle weight. It is imperative that points are observed to be set correctly with the point blades against the rail. **IF IN DOUBT STOP AND PHYSICALLY INSPECT THE POINTS**

#### **Approaching stations.**

- Ensure that all aware of your approach.
- And it is safe to proceed.

#### **Crossing over level crossings.**

- Stop before the crossing.
- Switch on headlight for increased visibility If no road traffic, vehicles or pedestrians then proceed.
- Horn signals must be used on approach to all crossings

### **13: Demonstrate the correct method of towing trailer.**

- Trailers **MUST** be attached by a tow bar between approved hitch points on either vehicle
- Tow bars **MUST** be secured by means such as pins and spring-loaded shackles
- All trailers operated on the railway must have independent brake systems capable of restraining the trailer and any load when not coupled to a TMV.
- When standing independent of a TMV, all trailers must be blocked with wooden chocks or spragued to prevent a runaway.
- The aggregate weight of a trailer should never exceed the aggregate weight of the TMV towing it.
- There will be instances where trailers will need to be propelled rather than towed. Propelling movements require greater care and awareness of track conditions, especially around points. If propelling movements are required, speed must be reduced when doing so to enable the operator to maintain a proper lookout.
- Personnel **ARE NOT PERMITTED** to ride on trailers unless the trailer is specifically designed for the carriage of passengers and is designed to contain passengers within the vehicle - The yellow man car is one example where passengers may be carried safely.

**14: End of Authority or works, stabling.**

- At the end of the authority or the works day the machine must be returned to its storage area or another safe place as agreed upon.
- Motor made safe.
- Fuel off
- Wheels chocked front and back.
- Where appropriate, secure the TMV using a secure locking device to prevent movement of brake systems without authority
- Keys for TMV's and security devices must be stored in a secure and locked location
- If lifted off the track stored far enough off to not foul other equipment.

**15: Manual lifting of TMV's from line.**

This will be covered in the practical machine familiarisation.

**16: Related Documents**

Form F-044 Authority to operator rollingstock

Form F-045 TMV safety checklist



## T.M.V COMPETENCY ASSESSMENT

**Participant name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor:** \_\_\_\_\_

**Competent/Not Yet Competent (Circle result)**

The following questions are designed to test your knowledge of OTHR's TMV operations. Please fill in answers in space under question.

**Q1:** Before using any TMV you must do a \_\_\_\_\_ **(2 marks)**

**A:** \_\_\_\_\_

**Q2:** An Authority to Operate Rolling Stock must be filled out when? **(1)**

**A:** \_\_\_\_\_

**Q3:** A pre-journey check lists includes? (4 items) **(4)**

**A:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Q4:** How many people can travel on a TMV? **(2)**

**A.**

- \_\_\_\_\_
- \_\_\_\_\_

**Q5:** What is the maximum speed limit in the Oberon Yard? (1)

**A:** \_\_\_\_\_

**Q6:** What is the speed limit outside of the Oberon Yard limits? (1)

**A** \_\_\_\_\_

**Q7:** Who can drive a TMV? (1)

**A:** \_\_\_\_\_

\_\_\_\_\_

**Q8:** List five general driving principles (5)

**A:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Q9:** When travelling through turnouts what should you look out for?(2)

**A:** \_\_\_\_\_

\_\_\_\_\_

**Q10:** What is the difference between a facing point and trailing point movement? (3)

**A:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Q11:** List two hazards associated with TMV operation through facing point movements? **(2)**

**A:**

- \_\_\_\_\_
- \_\_\_\_\_

**Q12:** Where does the Oberon Yard limit finish? **(1)**

**A:** • \_\_\_\_\_

**Q13:** What should you do when approaching a level crossing? **(4)**

**A:** • \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Q14:** What authority do you need to go beyond the Oberon Yard limits?

**A:** **(2)**

- \_\_\_\_\_
- \_\_\_\_\_

**Q15:** What communication device must you carry outside of the Oberon Yard limits? **(2)**

**A:**

- \_\_\_\_\_
- \_\_\_\_\_

**Q16:** Can TMV's travel in a convoy? **(1)**

**A:** \_\_\_\_\_

**Q17:** Whenever the TMV Operator leaves the TMV, but remains within 2m of the TMV the following **MUST** be carried out? **(1)**

**A:** \_\_\_\_\_

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### THEORY BASED ASSESSMENT

A minimum score of 70% is required to pass this assessment

**SCORE:** \_\_\_\_\_ / 35 = \_\_\_\_\_ % (Min score to pass is 24/35)

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### PRACTICAL ASSESSMENT RESULT

On \_\_\_\_\_ (day) \_\_\_\_\_ (date)

\_\_\_\_\_ (participant name)

took part in T.M.V training conducted by the Oberon Tarana Heritage Railway and was found to be **Competent/Not Yet Competent**

**Participant signature:** \_\_\_\_\_

**Assessor name:** \_\_\_\_\_

**Assessor Signature:** \_\_\_\_\_

**SUCCESSFUL COMPLETION OF THIS TRAINING DOES NOT AUTHORISE THE USE OF TRACK MAINTENANCE VEHICLES UNTIL A CATEGORY 1 OR 2 MEDICAL ASSESSMENT HAS BEEN COMPLETED AND A CERTIFICATE OF COMPETENCY ISSUED**