



# **Safeworking**

## **Knowledge Checklist**

***(Generic Version)***

### **Version 1**

June, 2011

## IMPORTANT NOTICE

This booklet is one of a series of generic training and assessment templates developed by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as guides for heritage railway operators seeking to develop or upgrade their local training and assessment resources.

This booklet and others in the series are not intended to be training resources in their own right but rather to be suitably customised, embellished and adapted by railway operators to match the specific context of their own railway, e.g. types of locomotives, rollingstock and associated equipment, the track layout and infrastructure, the local standard procedures and rules, the safety management and safeworking systems, the railway organisational structure, and the roles and functions of personnel in the railway, etc.

Railway operators seeking to use this booklet and others in the series should initially refer to the ***ATHRA Customisation Guidelines Booklet*** which provides important information on how the generic templates should be used.

### Disclaimer

The information contained herein is made available by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as part of a set of ***generic training and assessment templates*** for use by individual heritage railway operators.

It is intended that heritage railway operators will be able to create their own local training resources by suitably modifying, embellishing and customising the generic templates to meet their own requirements.

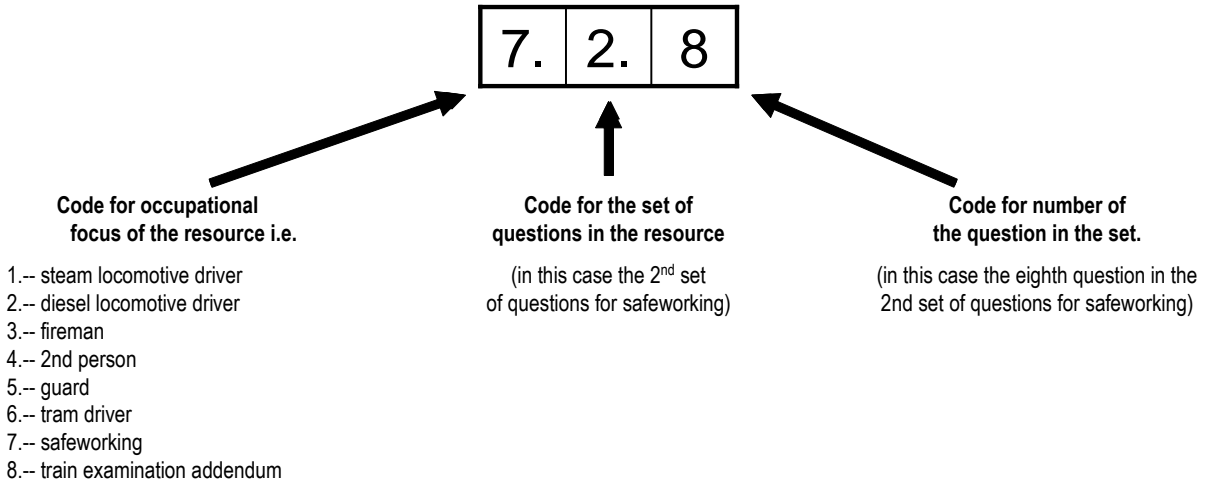
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# NOTES

## CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



## CUSTOMISATION OF QUESTIONS IN THE 'KNOWLEDGE CHECKLIST'

As explained in the ATHRA Customisation Guidelines, this *Knowledge Checklist* is a generic document designed to be customized and adapted, if necessary, by local heritage railways or tramways to match their own railway or tramway configuration, equipment, procedures, safety management systems, etc. Questions in the booklet and related sample responses in the *Mentor's Q&A Booklet* may be modified by updating the content of the existing templates to incorporate appropriate information about the railway's or tramway's own operating system, equipment, road, procedures, safety management system, etc. This may involve appropriate alteration to existing questions or the insertion of additional suitable questions.

To aid in the addition of questions, if needed, a blank row has been provided at the end of each set of questions in the generic checklist. The following is a step-by-step process to incorporate any additional questions:

1. Using the mouse, select the blank row
2. In the 'TABLE' drop down menu at the top of the document select 'Insert'
3. Click on 'Insert rows below'
4. Repeat as many times as necessary until you have sufficient rows for the additional questions (including the original blank row in the generic document)
5. Insert the text for each of the additional questions
6. Insert the codes of the additional questions as per the coding scheme for the ATHRA training and assessment resources
7. Make sure there are matching questions and sample responses in the *Mentor's Q&A Booklet* with the same code

## Question Set 7.1 Safeworking and general safety duties and responsibilities

- Q7.1.1 What are the key ways in which rail workers fulfil their **safeworking and safety duties** when working on a railway or tramway? .....
- Q7.1.2 Describe the **safeworking system** as it applies to you in your role on the railway or tramway? .....
- Q7.1.3 Describe six duties that you can perform in your role on the railway or tramway that contribute to **general safety** .....
- Q7.1.4 Give four ways in which effective **communication** can contribute to safety in railway or tramway operations? .....
- Q7.1.5 Describe **four responsibilities** you have in your work on the railway or tramway related to rail safety and safeworking requirements and regulations? .....
- Q7.1.6 Give three examples of **hazards** that exist when working in a heritage railway or tramway environment. ....
- Q7.1.7 Give two examples of **risk management strategies** to control hazards when working in a heritage railway or tramway environment. ....
- Q7.1.8 *Blank for additional question*.....

## Question Set 7.2 General safety and safety zones

- Q7.2.1 Describe your railway's or tramway's policies and requirements concerning '**fitness for duty**'? .....
- Q7.2.2 What should you do if are scheduled to commence a shift on the railway or tramway and you have had a few drinks and have a low **blood alcohol** level of say 0.01%?.....
- Q7.2.3 What should you do if are scheduled to commence a shift on the railway or tramway and you are taking a **prescription drug** and feel a bit strange? .....
- Q7.2.4 What should you do if are scheduled to commence a shift on the railway or tramway and you are **tired** from lack of sleep? .....
- Q7.2.5 What should you do if a colleague is scheduled to **take over** from you in your role at the railway or tramway but you notice they appear to be sleepy, drunk or under the influence of drugs?.....
- Q7.2.6 Describe six of the factors that may contribute to **fatigue** in the workplace? .....
- Q7.2.7 What are your railway's or tramway's policy and procedures for **fatigue management** for their employees and volunteers when working on the railway or tramway? .....
- Q7.2.8 What is your railway's policy on **riding on locomotives** (where applicable)? .....

- Q7.2.9 What is your railway's or tramway's policy on the reporting of **safety incidents**?.....
- Q7.2.10 Describe six **hazardous areas** on your railway or tramway and what precautions you should take in these areas. ....
- Q7.2.11 What is your railway's or tramway's policy on the reporting of **defects and deficiencies** in locomotives, rail vehicles, trams and railway or tramway facilities and infrastructure?..
- Q7.2.12 *Blank for additional question*.....

**Question Set 7.3 Train and tram movements**

- Q7.3.1 Describe the processes involved in interpreting and applying **authority to move a train or tram**? .....
- Q7.3.2 Describe the processes involved in interpreting and applying a '**Cancellation of authority**'? .....
- Q7.3.3 Describe the standard operating procedures that must be followed when there is a **train or tram broken down in a section**? .....
- Q7.3.4 Describe the standard operating procedures and safeworking rules that need to be followed by drivers when operating in the vicinity of **work on the track**? .....
- Q7.3.5 During a train journey, what is the role of the train crew **concerning fixed signals, point stand indicators, check points, track side signs and level crossings**?.....
- Q7.3.6 Why is it important for the train or tram crew to remain **vigilant** at all times during a train or tram journey?.....
- Q7.3.7 What are the responsibilities of a train or tram driver and crew concerning **speed limits** along a train's or tram's route? .....
- Q7.3.8 What are the safeworking requirements when **shunting trains or trams**? .....
- Q7.3.9 *Blank for additional question*.....

**Question Set 7.4 Signals**

- Q7.4.1 What are the rail safety and safeworking requirements for recognising, interpreting and responding to the indications that may be shown by the **fixed trackside signals, point indicators and signs**?.....
- Q7.4.2 What are the standard operating procedures for recognising, interpreting and responding to the indications that may be shown by the **fixed trackside signals, point indicators and signs**? .....

- Q7.4.3 Why is it important that railway or tramway personnel can give and interpret **hand signals**? .....
- Q7.4.4 Why is it important that personnel can recognise and interpret the various **audible signals** used on a railway or tramway? Give six examples of audible signals used on your railway or tramway and their purpose. ....
- Q7.4.5 *Blank for additional question* .....

**Question Set 7.5 Abnormal situations**

- Q7.5.1 What are five examples of **abnormal situations** that may occur during a train or tram journey and what is the role of the train or tram crew in responding to these abnormal situations? .....
- Q7.5.2 What are the rail safety and safeworking issues and requirements in the event of an **occurrence or incident** during a train or tram journey? .....
- Q7.5.3 What are the standard operating procedures in the event of an **occurrence or incident** during a train or tram journey? .....
- Q7.5.4 What are the safeworking issues and requirements n the case of a **train or tram failure**? ..
- Q7.5.5 What are the standard operating procedures in the case of a **train or tram failure**? .....
- Q7.5.6 What are the standard operating procedures in the event of **illness** of personnel or passengers? .....
- Q7.5.7 What are the emergency procedures in the event of **fire** on a train or tram or in railway or tramway facilities? .....
- Q7.5.8 What are the evacuation procedures that may need to be followed in an **emergency** on a train or tram or in a railway or tramway facility? .....
- Q7.5.9 *Blank for additional question* .....

**Question Set 7.6 Safety and effective communication**

- Q7.6.1 Give three examples of how effective **verbal or spoken** communication may contribute to safeworking and general safety on your railway or tramway. ....
- Q7.6.2 Give three examples of how effective **reading and interpreting of documents** may contribute to safeworking and general safety on your railway or tramway. ....
- Q7.6.3 Give three examples of how **effective writing** may contribute to safeworking and general safety on your railway or tramway. ....

- Q7.6.4 Give three examples of how effective **non-verbal** communication may contribute to safeworking and general safety on your railway or tramway. ....
- Q7.6.5 Give three examples of how effective **reading and interpreting of signs** may contribute to safeworking and general safety on your railway or tramway.
- Q7.6.6 *Blank for additional question* .....

# RECORD OF THE KNOWLEDGE ASSESSMENT

Name of Rail Operator .....

Date assessment completed .....

Name of candidate .....

Signature of candidate .....

Name of the person conducting the assessment.....

Signature of the person conducting the assessment.....

Number of questions satisfactorily answered .....  
*(as per the ticked boxes on checklist)*

## COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT