



**Safeworking
and
General Safety
Performance
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.

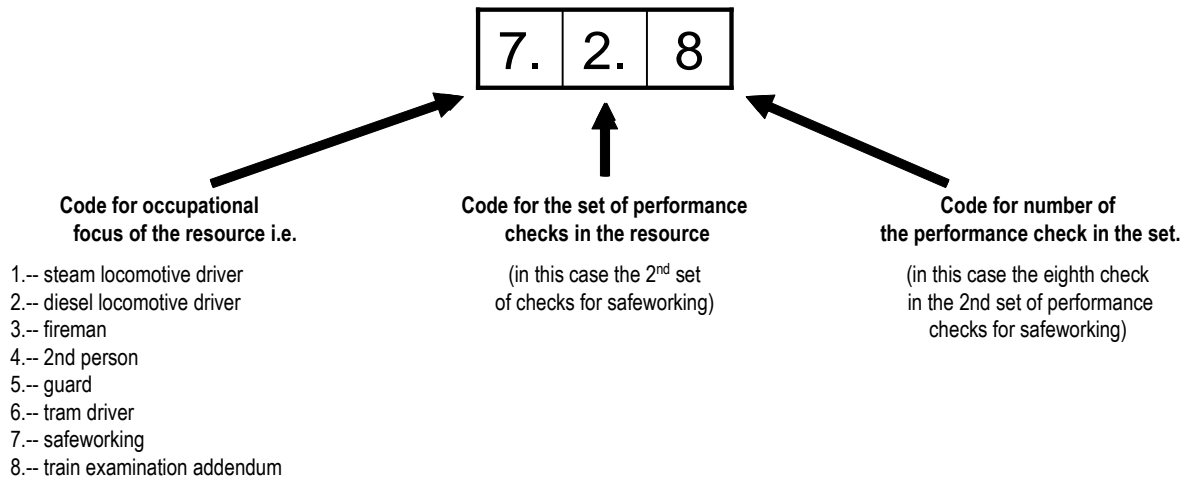
ATHRA does not assume any legal liability or responsibility for the accuracy, completeness or usefulness of any information provided in these generic resources.

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NOTES

CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



CUSTOMISATION OF QUESTIONS AND ANSWERS IN THE 'PERFORMANCE CHECKLIST'

As explained in the ATHRA Customisation Guidelines, this **Performance Checklist** is a generic document designed to be customized and adapted, if necessary, by local heritage railways to match their own railway configuration, equipment, procedures, safety management systems, etc.

Performance checks in the booklet may be modified by updating the content of the existing templates to incorporate appropriate information about the railway's own operating system, equipment, road, procedures, safety management system, etc. This may involve appropriate alteration to existing performance checks or the insertion of additional suitable performance checks.

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

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 performance checks (including the original blank row in the generic document)
5. Insert the text for each of the additional performance checks
6. Insert the codes of the additional performance checks as per the coding scheme for the ATHRA training and assessment resources

7.1 Safeworking and general safety duties and responsibilities

(Under supervision, the learner is to carry out the following tasks)

- 7.3.1 Obtained, read and correctly interpreted copies of the **railway's or tramway operator's documents** describing the duties and statutory responsibilities of persons working on the railway, or tramway including the safety management system, rail safety and safeworking requirements and other regulations related to the safe operation of trains
- 7.1.2 Obtained, read and correctly interpreted a copy of the **standard operating procedures** of the railway or tramway operator applicable to the operation of trains/trams, including record keeping and the reporting of defects and incidents
- 7.1.3 *Blank for additional question?*

7.2 Safety issues and danger zones

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the railway's or tramway's safety management system and safeworking procedures)

- 7.2.1 Identified and described the following **safeworking and general safety equipment** (purpose, principal parts, functions and operation, and potential defects and related action)

[The following list may be adjusted and customised to match the railway or tramway concerned]

- staff and ticket
- points
- points levers
- points indicators
- train signals
- flags
- communication devices
- personal protective equipment
- guard's whistle
- bells, gongs and buzzers on trams
- fixed trackside signals
- first aid kit
- fire extinguisher
- brakes
- handbrake
- track protection equipment

- 7.2.2 Demonstrated understanding and application of **safeworking system and rules**
- 7.2.3 Demonstrated understanding and application of **fitness for duty**
- 7.2.4 Demonstrated understanding and application of **fatigue management**
- 7.2.5 Followed safeworking rules related to **riding on** locomotives and rollingstock (where applicable)
- 7.2.6 Reported **safety incidents**
*This may include **simulated safety incidents** posed by the assessor)*

- 7.2.7 Reported **defects**
(This may include **simulated faults or defects** posed by the assessor)
- 7.2.8 Demonstrated understanding of **hazardous areas** and the ability to take appropriate control measures
(This may include **simulated hazards** posed by the assessor)
- 7.2.9 Demonstrated understanding of **points, point levers and points indicators**.....
- 7.2.10 *Blank for additional question?*.....

7.3 Train and tram movements

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the railway's or tramway's safety management system and safeworking procedures)

- 7.3.1 Demonstrated understanding and application of '**Authority**'
- 7.3.2 Demonstrated understanding and application of a '**Cancellation of authority**'
- 7.3.3 Demonstrated understanding of the appropriate authority to enter and be in a section.....
- 7.3.4 Demonstrated application of procedures when there is a **train or tram broken down or stalled in a section**
- 7.3.5 Demonstrated application of safeworking procedures when there is **work on the track**
- 7.3.6 Followed applicable **safeworking** procedures.....
- 7.3.7 Interpreted and applied maximum **speed limits** permitted by the railway concerned
- 7.3.8 Demonstrated an understanding of **safety clearances**
- 7.3.9 Demonstrated application of safeworking procedures related to **level crossings**
- 7.3.10 Demonstrated application of safeworking rules during **shunting** activities.....
- 7.3.11 **Secured** a train or tram
- 7.3.12 Demonstrated an understanding of the rules and procedures for trains crossing or passing on single lines for the type of safe working in use.....
- 7.3.13 *Blank for additional question?*.....

7.4 Signals

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the railway's or tramway's safety management system and safeworking procedures)

- 7.4.1 Interpreted and applied indications on **fixed trackside signals, point indicators and signs**
- 7.4.2 Correctly applied railway rules and procedures regarding the passing of signals at stop.
- 7.4.2 Correctly gave hand signals and interpreted **hand signals** given by others
- 7.4.3 Correctly interpreted and applied an understanding of **audible signals** where used.....
- 7.4.4 *Blank for additional question?*.....

7.5 Abnormal situations

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the railway's or tramway's safety management system and safeworking and emergency procedures)

- 7.5.1 Demonstrated an understanding of the range of **emergencies and abnormal situations** that could occur on the *railway or tramway*'
*(This may include a verbal discussion on **emergencies and abnormal situations**)*
- 7.5.2 Interpreted and applied **train or tram failure** procedures
*(This may include a verbal discussion on an **emergency scenario** involving a train or tram failure)*
- 7.5.3 Interpreted and applied procedures in the event of a **safety occurrence or incident**
*(This may include a verbal discussion on an **emergency scenario** involving a train or tram accident)*
- 7.5.4 Interpreted and applied procedures in the event of **illness** (of personnel or passengers)
*(This may include a verbal discussion on an **emergency scenario** involving a sudden illness of a passenger or personnel)*
- 7.5.5 Demonstrated understanding and use of **first aid** (i.e. first aid procedures)
- 7.5.6 Interpreted and applied **fire emergency procedures**
*(This may include a verbal discussion on an **emergency scenario** involving a fire)*
- 7.5.7 Demonstrated understanding and use of a **fire extinguisher** (location, procedures for use).....

- (This may include a verbal discussion on an **emergency scenario** involving a fire).....
- 7.5.8 Interpreted and applied **emergency procedures**
 (This may include a **simulated emergency situation**)
- 7.5.9 Interpreted and applied **evacuation** procedures
 (This may include a verbal discussion on an **emergency scenario** requiring evacuation)
- 7.5.10 Blank for additional question?.....

7.6 Safety and effective communication

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the railway's or tramway's safety management system and safeworking procedures)

- 7.6.1 Demonstrated ability to **verbally communicate** with others effectively as required in own duties
 (This may include face-to face-**communication scenarios** and the use of applicable communication devices)
- 7.6.2 Demonstrated ability to read and interpret **documents** related to own duties
- 7.6.3 Demonstrated ability to **complete documentation** required in own duties (i.e. writing skills).....
 (This may include completion of all **applicable forms and reports**)
- 7.6.4 Demonstrated effective **listening skills**
- 7.6.5 Demonstrated ability to interpret and apply **applicable forms of non-verbal communication used on the railway or tramway**
 (This may include applicable safety-related non-verbal **communication scenarios** involving flags, whistles, buzzers, gongs, fixed trackside signals, point indicators, track protection detonators, lights, etc.)
- 7.6.6 Reading and interpreting **signs**
 (This may include safety-related **communication scenarios** involving speed signs, other trackside signs, point indicators, safety signs, etc.)
- 7.6.7 Blank for additional question?.....

RECORD OF THE PERFORMANCE 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.....

<p>COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT</p>
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