Rail Academy Newport Policy and Procedures Manual

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State Government

Document Status

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Approval

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1	Oct 2016	Bradley Giddins	Director, Industry Capability and Inclusion
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10	January 2026	Caitlin Ryan	Director, Industry Capability and Development

This document is uncontrolled once printed

ACKNOWLEDGMENT AND AGREEMENT

All users of the Rail Academy Newport (RAN) training facility who deliver training and/or assessment at the facility are required to review and sign this annual Acknowledgement and Agreement. This confirms their understanding of, and commitment to comply with, all RAN policies, procedures, and safety requirements. A signed copy will be retained by RAN Management as part of our induction, onboarding, and safety management systems.

By signing this Policy and Procedures Manual acknowledgement and agreement, you confirm that you will meet allobligations and requirements contained within the manual.

You are required to sign and return the Acknowledgment and Agreement to your relevant Rail Academy Newport (RAN) contact within 28 days' of being provided this Policy and Procedures Manual.

RAN management reserves the right to refuse access to, and use of, the Rail Academy Newport premises if a signed Acknowledgement and Agreement is not provided within this timeframe.

Please Note: This acknowledgement and agreement is a yearly requirement and returned each year.

Acknowledgement and Agreement

I acknowledge that I have received, read and understood the Rail Academy Newport Policy and Procedures manual and agree to comply with all policies, procedures, and requirements outlined within.

Name_____

Organisation _____

Date _____

by its authorised representative in the presence of:

Signature of witness	Signature of authorised RAN representative

Full name of witness	Full name/ position of authorised RAN representative

Facility Overview

Rail Academy Newport (RAN) operates as a specialist rail training facility, providing a purpose-built environment that supports safe and practical learning. The site offers controlled rail-simulated conditions for use by third-party training providers and industry employers.

RAN's objective is to enable high-quality training and assessment for the rail and construction sectors by offering a low-risk setting for developing the skills required to work safely and effectively across Victoria's transport infrastructure programs.

1.1 Location and Facilities

The Rail Academy (RAN) operates under a lease agreement with Victrack near the historic Newport Workshops site on Shea Street, adjacent to Champion Road. The Lease commenced in October 2016. The Site is strategically positioned within Melbourne's rail precinct, bounded by Metro Trains Melbourne (MTM) stabling facilities and close to MTM driver facilities. The facility is easily accessible by road and public transport, with 100 on-site parking spaces and additional all-day parking on Champion Road (approximately 350 metres away). Newport and North Williamstown stations are nearest rail access points, located about two kilometres from the site, and local bus services (Route 415 Laverton-Williamstown) operate nearby. All access to the Rail Academy is via Shea Street, and for safety reasons, there is no direct access to the operational rail corridor.

RAN provides 14 training rooms, dedicated workshop area, and practical simulation zones for signalling, high voltage, and rail infrastructure training. Its purpose-built environment replicates real rail conditions without the hazards of high voltage or moving trains, offering a safe and controlled setting for high-risk work training. The centre includes a large skill-based training area equipped with track, boom gates, overhead wiring, and signalling components typically found in the rail corridor. As the facility is off-network, hazards are limited to Road Rail Vehicles (RRVs) only.
On-site facilities include:

- 14 training rooms, administration and manager offices
- Meals room and amenities (toilets and showers, including ambulant facilities)
- Substation (with training roomspace)
- Signal Equipment Room and workshop
- Rail Academy Train Station (including HCMT saloons and driver cabin)
- 550 metres of double off-network rail track and track build area
- Overhead wiring for rail and tram, plus low-level overheads for construction training
- Boom gates and level crossing equipment
- Comprehensive signalling equipment (lever frame, mechanical signalling, relay, SSI signalling, point machines, location boxes)

RAN is one of the few facilities in Victoria that meets industry-driven requirements for safe, realistic rail training, making it a critical resource for workforce capability development.

References

Document Name	Content Manager Reference	URL
(Appendix 1) Site Booking and Induction Process Flowchart		
(Appendix 2) Site Rules		
(Appendix 3) Site Evacuation Plan		
(Appendix 4) Emergency Procedures	DOC/24/25709	
(Appendix 5) Newport & Williamstown Emergency Services		
(Appendix 6) Code of Conduct		
(Appendix 7) Site Induction/Sign QR Code & Sign in Register – If internet down.	DOC/16/527832	
(Appendix 8) Site Induction Checklist	DOC/16/527893	
(Appendix 9) SWMS Template		
(Appendix 10) Internal Incident Report Form	DOC/24/6740	
(Appendix 11) Maintenance Report Under & Asset Verification Sign Out/In procedure	(Under development)	
(Appendix 12) Rail Academy Newport Track Access Form	DOC/18/826755	
(Appendix 13) Schedule of Rates		
Internal Incident Management Procedure	DOC/15/204007	
Office of the National Rail Safety Regulator – A guide to Road Rail Vehicles and the law.		

Compliance with the RAN policy, procedures and directions

- All training providers, rail organisations, suppliers, and any other parties using the Rail Academy Newport (RAN) must comply with this Policy and Procedures Manual at all times, including the Site Rules as set out in Appendix 2.

- Users are responsible for ensuring that their employees, trainers, trainees, students, subcontractors, visitors, guests and all other individuals they bring onto the site (collectivley, Guests) comply with the the Site Rules and with any parts of this Manual relevant to their activites.

- The User, through their authorised representative is responsible for the conduct and behaviour of their Guests at all times while at the RAN premises.

- Users must comply with the reasonable directions issued by of RANstaff located at the RAN, icluding RAN Management.

- Users must comply with all applicable laws, regulations, and statutory requirements relating to their use of the RAN premises.

- Users must maintain current insurance coverage for the duration of their use of the facility, including public risk insurance and all other insurance required by law.

1.1   Stakeholder Engagement

Rail Academy Newport (RAN) works closely with the trainer/assessor community and the organisations that use the facility to ensure our spaces, equipment, and operating practices remain aligned with current industry needs. As a hire-for-use training environment, RAN depends on the expertise and professionalism of training providers, contractors, and operators to ensure activities are delivered safely and reflect contemporary rail and construction practice.

RAN is committed to continuous improvement and values the insight of those who use the facility regularly. If you would like to contribute to shaping the future development of RAN, we welcome your involvement in our User Group Committee. Please contact RAN Management to express your interest.

2 Booking Facilities at RAN

2.1 Becoming a User

Organisations wishing to make use of the RAN facilities (thereby becoming a User) must apply to the relevant RAN Support Officer (contact details provided below). RANRAN will require certain information to be provided by the organisation in order to be set up as a User and be given access to the bookings database. Prior to using the facilities, Users must agree to the terms set out in this document.

New Users will be included in the RAN User Group questionnaire twice a year.

2.2 Room and Facility Bookings

All bookings will be made by RAN staff. The bookings database can be viewed in read-only format.

The RAN Support Officer will provide a secure login username and password linked to the User. Users may apply for multiple logins to the bookings database. This will enable User's to view and verify their own bookings at the centre and check room availability.

A user manual for the bookings database and further assistance can be obntained from RAN staff.

To make a booking, the User will need to make a request by email detailing room and sector requirements as well as participant numbers to the shared inbox: RAN@bigbuild.vic.gov.au

RANRAN reserves the right to refuse a request for access.

2.3 Confirmation of Booking

Once a booking has been made, the booking system will automatically send a confirmation to the User through their nominated email address. The training course details will also be visible on the bookings system and may be viewed in the training calendar.

2.4 Conditions of Booking

Users are able to select available rooms and facilities when making a booking request via email. Bookings may be altered or amended by RAN Staff, including changing room allocation as required.

No individual User shall be permitted to book more than four (4) rooms in any day, except under special conditions as agreed by RAN Staff. Approval must be sought by contacting RAN Staff. Any bookings made for greater than four (4) rooms may be cancelled by RAN Staff. Or Bookings over (4) rooms by one user will incure a $250 fee per additional room per day.

2.5 Cancellation of Booking

Cancelling a booking may incur a cancellation fee. However, no cancellation fee will apply if access to the centre or a booking is withdrawn by RAN Staff for operational reasons.

Users must request via email to cancel a booking and can only cancel bookings for their own organisation.

Cancellation fees apply as noted in the Schedule of Rates (see Appendix 13) and explained as follows:

- more than seven days (7) days prior to the booked day will not incur a cancellation fee;

- less than twenty four (24) hours prior to the booked date will incur a cancellation fee of 100% of the day rate.

- If a user does not atend their scheduled booking and fails to notify RAN in advance, the booking will be treated as a no-show. No-show booking incur the same cancellation fee as cancellations made with less than 24 hours' notice, which is 100% of the applicable day-rate booking fee.

2.6 RAN Support Officer Information

Support, bookings cancellations or other information about use of the centre can be obtained from the RAN team.

RAN Support Officer	Contact Number	Email Address
Kellie Pont	0499 685 142	kellie.pont@vida.vic.gov.au
Luke Hayes	0439 202 876	luke.hayes@vida.vic.gov.au
Shared Inbox		ran@bigbuild.vic.gov.auRAN

3 Conditions of Use of the RAN

It is a condition of use of the RAN that Users comply with this Policy and Procedures Manual at all times, including the Site Rules as set out in Appendix 2. As noted above, Users are responsible for the conduct and behaviour of their Guests while at the RAN premises. Guests are required to comply with the Site Rules and applicable requirements of this Policy and Procedures Manual while present at the RAN.

Users and their Guests must comply with all applicable laws and the reasonable directions of RAN Staff or RAN Management while at the RAN premises.

3.1 Use of Training Rooms / Facilities

RANRAN will allow the Users to book and use training rooms and facilities within RAN for the permitted use as set out in this Policy and Procedures Manual. RANRAN has the right, in its sole and unfettered discretion, to determine which training rooms/facilities are available for booking by the Users.

3.2 Hire Fee

The hire fee payable by the User is contained in Appendix 13 - Schedule of Rates.

3.3 Induction

The RAN is a shared use facility for industry participants and other appropriate Users. To ensure the safe operation of the RAN and the continuous health and safety of all persons at the RAN, an induction will be required daily for all Users and their Guests.

Induction is conducted through a QR code located in the each training room. Each User (through their authorised representative) and their Guests are required to undergo induction through the QR Code. In the event of the QR Code not being available, induction materials are provided as a backup in the administration office.

The User (or the person authorised to represent the User) is responsible for ensuring that all Guests have completed the RAN determined induction and comply with the RAN Policies and Procedure Manual whilst on site. This will include advising Guests of Site Rules (Appendix 2), Emergency Procedures (Appendix 4), the list of Emergency Services (Appendix 5) located in each classroom, any identified hazards to be managed and any other matters required to ensure appropriate use of the the RAN and visitor safety. The User must also ensure that each Guest completes the Site Induction Record / Sign In Register at Appendix 7 prior to commencing any activities at the RAN if QR code not available.

3.4 Site Evacuation Plan

The Users must ensure that their Guests are aware of and comply with the Site Evacuation Plan (see Appendix 3) as described in induction.

A copy of the Site Evacuation Plan is mounted in each training room.

The authorised representative of the User will be responsible for explaining the emergency evacuation procedure outlined in the Site Evacuation Plan to their Guests.

Users must at all times comply with and where appropriate, participate in any activities associated with a RAN Site Evactuation Plan issued by RAN Staff and as amended from time to time.

3.5 Utilising Training Sectors

Any User wishing to access external assets at RAN must have a booking for the location to assist in managing interface between groups.

3.6   Access to Sectors

Prior to accessing practical training areas, the User must report to RAN Staff. The User may be required to complete the RAN Track Access form at Appendix 12 to manage multiple groups in the track area and to ensure separation between groups.

3.7   Safety Documentation for Practical Training

All Users must ensure they contribute to maintaining a safe training environment.

Users must not conduct any activities outside a training room and within the boundaries of the RAN without completing a Job Safety Environmental Analysis Worksheet (**JSEA**), Safe Work Method Statement (**SWMS**) or equivalent document.

The User's SWMS must consider:

*   road rail vehicles moving on the track as a potential hazard;

*   interface risk associated with mutliple training activites occurring on site; and

*   any other hazard associated with training activities.

The SWMS, JSEA or other relevant safety documentation for the activity must be available for review by RAN Staff. Review by RAN Staff does not mean that RAN approves/authorises any of the risk control strategies.

An example blank SWMS form is attached to this Policy and Procedures Manual - see Appendix 9.

3.8   User Competence

Trainers and supervisors working at the RAN must have competency for the practical activity being conducted or trained. This includes holding any required competency for equipment, tools, plant and machinery. The User's trainers and supervisors must provide adequate supervision during training and whilst tools, equipment, plant and machinery are being used.

To the extent permitted under law, RAN is not liable to the User or any third party for any failure of the User to ensure its trainers and supervisors hold the required competency under this clause 3.9.

3.9   Use of RAN Assets

At commencement of the hire, the facility must be inspected by the User to ensure the asset is fit for purpose. If any issues are identified, these must be reported to the RAN Staff immediately. Any User that conducts training/activities in a facility other than a training room, must ensure that, after using the asset, the asset used is secured, safe to leave and **in the condition it was found.** The User must verify that the asset is fit for purpose when keys are returned. See Appendix 11 – Maintenance Report Under & Asset Verification Sign Out/In procedure under development Sept. 2024.

3.10   Hot Works

All hot works conducted at RAN such as cable or track welding on the RAN rail line shall be risk assessed. Further, fire protection will be made readily available.

No hot works are to be undertaken on days of 'Total Fire Ban'.

3.11   Tools and Equipment

Users may bring tools and equipment necessary for training events into the site. This includes any hand tools, power tools and electrical equipment. Prior to use, the equipment must be checked by the User to ensure it is safe. This may be determined by the presence of an electrical test and tag, guarding in place, no lock out tag out fitted and a general check of condition. Equipment must be used and maintained in accordance with the manufacturer's instruction. Appropriate personal protective equipment (**PPE**) must be identified and provided by the User whilst the equipment is in use. Equipment must not be left unattended without making it safe and equipment must be removed from RAN premises at completion of the training.

3.12   Plant and Machinery

Users may bring plant and machinery necessary for training events into the site. The plant and machinery must be maintained, inspected and certified in accordance with manufacturer's instructions and as per any legislation. Prior to use, the plant must have any required daily check. Any hazards associated with operating the plant must be identified in a SWMS and the User must apply all appropriate risk controls. Plant must not be left unattended without making it safe, and it must be removed from the RAN premises at completion of the training. Any plant, machinery and equipment brought to the RAN premises must comply with current safety standards.

3.13   Road Rail Vehicles and Track Vehicle Operator Training

Road Rail Vehicles (**RRV**) are any vehicle with road wheels or tracks, as well as a set of guidance wheels enabling the vehicle to run on rail tracks. Track Vehicle Operator **(TVO)** training can be conducted at RAN.

The RRV track comprises 100 metres of track baulked at either end to maintain separation from other sectors. A concrete mounting pad at the level crossing enables road vehicles to mount on to the track.

The track is registered rail infrastructure, with Metro Trains Melbourne (**MTM**) as the 'Rail Infrastructure Manager' on behalf of RAN.

Bookings requiring access to the RRV track must be made via the RAN booking system and include the RRV track booked, zone 7.

Only one (1) booking will be permitted to use the RRV track at any time.

RRVs operating on the track must be inspected and certified as compliant to access MTM infrastructure. All vehicles will be checked in 'Aquipa' and only permitted to access the RAN RRV track if the vehicle is shown as current to access the network. Any required daily inspection must be performed by the User to ensure the vehicle is roadworthy and safe to be operated on track.

All TVO trainers must be competent to drive a RRV on MTM infrastructure. All competencies will be verified via Metro Trains Australia Rail Industry Worker Card or MTM training matrix.

SWMS or relevant hazard identification and a pre-start briefing must be conducted prior to the RRV mounting on to the track.

User's trainers are responsible for the safe operation of the vehicle whilst trainees are learning.

Prior to the vehicle being placed on track, the trainer must complete the RAN Track Access Form (see Appendix 12) to assist in the management of interface between all groups utilising external assets.

See the following reference for more information: Office of the National Rail Safety Regulator – A guide to Road Rail Vehicles and the law (https://www.onrsr.com.au/operators/compliance-and-enforcement/RRVs-and-the-law).

3.14   PPE and Clothing

It is the responsibility of each User to ensure that they and their Guests comply with all relevant standards, rules and legislation with regard to PPE and clothing when using the RAN training facilities.

When utilising any of the rail assets on site, the same standards that apply in the live rail environment apply at the RAN.

Users and their Guests will be asked to leave site if they do not have suitable PPE and clothing. RAN do provide "Borrow some PPE" items available at the adminstration office (Safety boots not included).

At a minimum, Users and their Guests using facilities other than classrooms shall wear an approved rail (orange) safety vest and other protective clothing suitable for the task. If walking or working on the RAN track, then lace up safety boots must be worn.

As identified in the risk assessment for the task, additional PPE may be identified and may include long pants, coveralls, hard hats, safety glasses and gloves. It is the User's responsibility to ensure that their Guests comply with any the PPE requirements for the task.

Red, yellow or green coloured clothing is not acceptable in the rail corridor or at the RAN 'outdoor training' areas.

Users that are only accessing the classroom and office facilities will need to wear closed-toe shoes at all times when on site.

3.15   Keys

RAN Staff may issue keys to rooms, facilities and assets at the request of the User. The User will be responsible for the care, custody and control of any training room or other facility keys handed over by RAN Staff. The User must return all such keys to RAN Staff by the end of any booking period. In the case of keys being used to unlock assets, the User must ensure that the asset is made safe and locked when unattended and that the asset is secured and locked at the end of each day.

Should the User fail to return any keys to RAN Staff as required, the User agrees to compensate RAN within seven (7) days of receipt of a written demand from RAN to the User. The demand will itemise RAN's losses, including but not limited to the cost of procuring new locks and keys.

3.16   Managing Incidents

Where an incident or near miss occurs involving a User or their Guests whilst on-site, RAN Staff are to be notified immediately and an incident report form completed by the User. The incident report form is to be delivered to RAN Staff within 2 hours.

The Incident Report Form is available from RAN Staff and is annexed to this Policy and Procedures Manual at Appendix 10.

Incidents will be reported to RAN in accordance with RAN DOC/15/204077 – Internal Incident Management Procedure.

3.17   IT Facilities and Use

RAN is equipped with wired and wireless internet connections as part of the Victorian Government network. No public access is available at RAN.

Users wishing to access the internet must use their own portable device and ensure that access to the internet is used appropriately.

3.18 Appropriate Workplace Behaviour

A code of behaviour has been developed for all Users of the RAN facility. The code of behaviour seeks to actively and positively contribute to the relationships existing amongst Users, local areas and communities.

All Users, Guests and subcontractors engaged by RAN and using the facilities at RAN, shall be required as a condition of entry to observe this policy.

The site rules on workplace behaviour must be covered as part of induction. The User's trainers and supervisors shall ensure that the policy is followed and monitor the conduct of their groups of Guests. User's trainers will be required to acknowledge understanding of the policy as part of their induction to the facility (see Appendix 6).

3.19 First Aid

First aid may be provided by RAN Staff in the event of any incident at the facility. RAN Staff hold appropriate first aid qualifications. Where there are specific hazards associated with any training activity, such as presence of voltage, working with machinery etc. the trainer or supervisor must be prepared to provide first aid. All User's authorised representatives on site must be able to provide first aid to their Guests.

First aid equipment is provided in the following locations:

- Meals Room   First aid kit, eye wash and defibrillator

- Workshop   First aid kit and eye wash

- Substation   First aid kit

RAN Staff must be informed where first aid equipment has been used for the purpose of checking and resupplying where necessary. Users must report all first aid injuries to RAN Staff who will then complete the first aid register.

3.20 Parking

Limited parking is available for Users and their Guests whilst on site. Vehicles must only be parked in the marked bays ensuring that space allocated for those with impaired mobility is used appropriately. The car park is only open and accessible during centre operating hours. There is no pedestrian or vehicular access outside operating hours.

Vehicles in use for track, overheads or signalling works may be parked adjacent to the rail if this is required to conduct the training activity (such as where equipment is stored or transported in those vehicles).

Vehicles must not be parked in areas:

- reserved for rail vehicles;

- where practical training may occur;

- designated for access; or

- required for loading and unloading.

Vehicles are parked at the owner's own risk. RAN accepts no responsibility for vehicles damaged at the RAN.

Appendix 1 – Site Booking & Induction Process Flowchart

Flowchart:

- **Are you an existing User of RAN?**
  - No → **Contact RAN Staff** → **Create new User account and register with RAN** → **Use booking manager link from RAN staff**
  - Yes → **Use booking manager link from RAN staff**
- **Use booking manager link from RAN staff** → **Are you conducting practical training activities?**
  - Yes → **Request the appropriate sector and classroom** → **Create JSA/SWMS and submit to RAN Staff**
  - No → **Request to book available classrooms**
- Both paths → **Ensure all Users and Guests are signed in and inducted to the facility**

Appendix 2 – Site Rules

1. **The Premises**

    1.1. The User acknowledges that Rail Academy Newport (**RAN**) is a shared facility, and the User must ensure that it does not prevent, impede or disrupt any other activity being undertaken at RAN premises by other Users.

    1.2. The User's right to use RAN premises are subject to the requirements and reasonable directions of RAN and its employees and agents.

2. **Users' obligation to adhere to Site Rules**

    2.1. All Users must ensure:

    a)   RAN premises are only used for the use permitted by RAN and for no other purpose without the prior written consent of RAN;

    b)   RAN premises are not damaged during use;

    c)   the User and Guests of the User comply with any reasonable requirements of RAN Staff and / or RAN Management;

    d)   RAN premises are not used in a manner that does or has the potential to contaminate or pollute the premises; and

    e)   that all plant, machinery, tools, equipment, goods or temporary buildings are removed from RAN premises at the conclusion of hire.

    2.2. It is a requirement for all Users and their Guests to adhere to the following:

    a)   RAN is a non-smoking facility.

    I.   Smoking is permitted only in the designated area behind classroom 8.

    b)   All persons using or visiting RAN must have a Blood Alcohol Concentration reading of 0.00 and must be free from the influence of all drugs whilst at the RAN.

    I.   If taking prescription medication which may adversely impact on a person's responses, they must notify the trainer/supervisor prior to entering RAN premises.

    c)   Whilst at RAN premises, Guests must observe all directions of the User and RAN Staff.

    d)   All injuries and safety or environmental incidents are to be reported to RAN Staff as soon as practicable. Users may be required to assist in completing an incident form.

    e)   Users must comply with the RAN policy on Appropriate Workplace Behaviour (Appendix 7) while at the RAN.

    f)   All motor vehicles must be parked in the designated parking areas.

    g)   Users and their Guests must strictly observe the following speed limits within RAN:

    I.   20KPH on access roads; and

    II.   10KPH in the car park.

h)   If you are using the outdoor training areas or workshops, it is the User's responsibility to:

    I.   ensure that the User's Guests have appropriate PPE, footwear and clothing (e.g. safety boots/shoes, long pants and sleeves, 'special purpose' orange vest, hard hat, glasses, hearing protection or other PPE consistent with the task); and

    II.   signed to a JSEA/SWMS and apply the controls outlined to maintain a safe working environment.

i)   All persons on site must follow the directions of the trainer/supervisor or RAN Staff in an emergency evacuation scenario to one of the two evacuation areas.

j)   Users and Guests may use the meals area and are expected to contribute to always maintaining the meals area in a clean and tidy state.

k)   Users and their Guests must acknowledge that RAN is a workplace. Sports and ball games are always prohibited.

l)   Users acknowledge that first aid kits, eye wash and a defibrillator are in the meals room, substation and workshop. If a User or their Guest requires first aid, they must consult their trainer/supervisor or RAN Staff.

m)   User's trainers must hold current competency in the use of any plant, machinery or equipment being used for practical training or demonstration at RAN.

n)   Users must ensure that they comply with all laws concerning their use of the RAN premises, including (without limitation) their obligations under occupational health and safety laws and ensuring that any plant, machinery and equipment brought to the RAN premises is compliant with current safety standards.

Appendix 3 – Site Evacuation Plan

For more information, see the Evacuation Diagram located in each classroom.
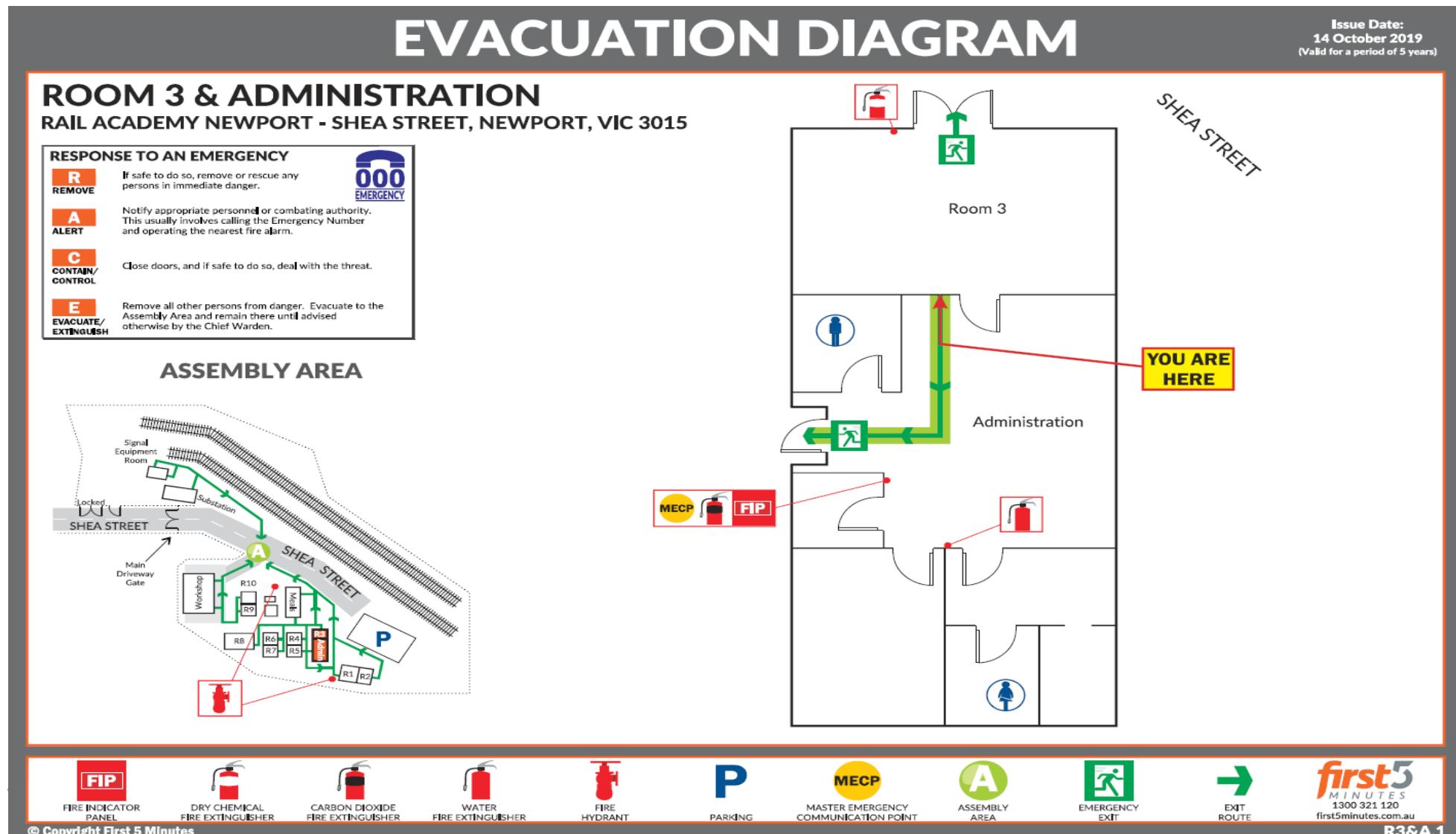
Appendix 4 – Emergency Procedures

EMERGENCY PROCEDURES	
In an Emergency Dial **000**	**When you call 000**
Ambulance 000	Advise Location;
Fire 000	Rail Academy Newport, Shea Street, Newport VIC 3015
Police 000	Melway Ref 55 J6
Remove People From immediate danger, if safe to do so.	
Alert Others Notify RAN Staff.	Provide your name and telephone number and any information requested by the operator.
Confine Smoke and Fire Close doors as leaving.	
Evacuate Follow instructions of Trainer/RAN Staff.	

In all cases advise RAN Staff Immediately

Evacuation Procedure	**Know Your Exits**
If in immediate danger or being instructed to evacuate;	For your safety make sure you know the location of the nearest emergency exit and Emergency Assembly Area
1 Leave building	
2 Do not delay by collecting personal belongings	
3 Do not run, push or overtake people	
4 Proceed to the Assembly Area	
5 Do not re-enter the building until safe to do so	
6 Check evacuees against sign in register	

Fire Extinguishers and Hose Reels

Fire Extinguishers	Hose Reels – not for use on electrical hazards
Remove extinguisher from bracket	Open valve ensuring hose turned off at nozzle
Carry to scene of fire	Fully run out hose toward scene of fire
Whilst clear of fire remove pin and test extinguisher	Open nozzle and direct stream at base of fire
Proceed to fire, no closer than 2 metres	
Direct agent at base of fire	

Appendix 5 – Emergency Services

Rail Academy Newport, Shea Street, Newport - Melway Map 55 J6

Category	Contact Number	Address
Fire Station	000	231 Melbourne Road, Newport
Ambulance	000	397 Blackshaws Road, Altona
Police	000	Nelson Parade, Williamstown
Police Assistance Line (for non-urgent assistance)	131 444	N/A
Hospital	(03) 9393 0100	Williamstown Hospital, 76-77 Railway Crescent, Williamstown
	(03) 9397 7300	Williamstown General Practice Suite 2/37 Ferguson St, Williamstown
	(03) 9397 1366	The Clinic Unit 2/37 Ferguson St, Williamstown
Local Security	1300 044 989	Security Concepts, Williamstown

Emergency Site Contacts			
Area	**Company**	**Name**	**Phone no.**
RAN Facilities	RAN	Vera-Ann Georgiou	0497 899 241
VIDA SVIC	SVIC	Caitlin Ryan	0459 870 744
Director Safety	VIDA Rail	Rick Najar	(03) 9027 5289
Safety Advisor	VIDA Rail	Debra Azzopardi	0459 846 036

Appendix 6 – Appropriate Workplace Behaviour

All Users and their Guests engaged by RAN and / or using the facilities at RAN, shall be required as a condition of entry to observe this code. All personnel shall acknowledge this as part of induction.

Code of Behaviour

RAN recognises that the imposition of standards for social behaviour, as distinct from complying with the law, is a complex matter involving human relations, social norms, cultural values and acceptance by all that such standards are desirable from a personnel point of view as well as a company perspective.

However, all personnel visiting / using RAN facilities should understand that a failure to behave in a responsible and considerate manner may have a significant adverse impact on the facility's harmony and general wellbeing.

The following forms of behaviour are not acceptable and will lead to action by RAN Staff which may include the User being requested to immediately remove the offending person from site:

- offensive behaviour such as foul or unseemly language (including such behaviour under the influence of drugs and alcohol);
- unsafe behaviour to yourself, your colleagues or any other persons;
- intentional damage to property;
- theft;
- vandalism;
- violence in any form;
- starting of fires; and
- trespass on heritage or restricted access areas.

In addition, antisocial behaviour includes:

- discrimination of any form;
- bullying;
- sexual harassment;
- interpersonal conflict;
- possession of illegal drugs;
- use of illegal drugs or substances; and
- illicit trade of alcoholic beverages/drugs.

Any instances of the above behaviour/activities will be monitored, as well as instances of other forms of public anti-social behaviour. The guiding principle as to what constitutes acceptable behaviour will be in accordance with societal expectations and is at the discretion of RAN Staff.

Environmental Issues/Sacred Sites

It is a condition of use that all personnel comply in full of all aspects of environmental protection as defined under legislation as well as RAN and local government requirements. All details relating to the above will be provided during the RAN induction program. If you are unclear about any of the above, please seek advice from the RAN Staff.

Review

Issues which breach this code will be referred to a RAN manager, who will discuss the issue with the nominated User and the person/s involved prior to action being taken. In addition to the above, the RAN reserves the right to immediately withdraw access to the RAN facilities to any persons who, in the opinion of RAN Staff is guilty of a breach of the accepted appropriate workplace behaviour.

Appendix 7 – Site Induction QR Code and Record/Sign In Register (If internet down)

Rail Academy Newport

INDUCTION REGISTER

DATE---

PROVIDER/USER---TRAINER NAME---

COURSE NAME:---

Site Induction Completed by:---

NAME	COMPANY	SIGNATURE

TRIM Ref: DOC/XX/XXXXXX   Version: A   Date issued: November 2016   page 1 of 1

Appendix 8 – Induction Checklist

Rail Academy Newport

SITE INDUCTION CHECK LIST

PROVIDER/USER--TRAINER NAME---

COURSE NAME:---

Site Induction Completed by:--- DATE--

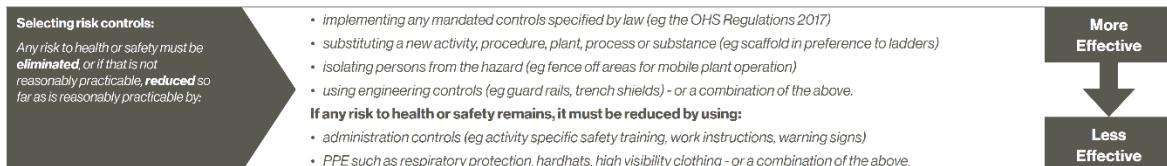| Done?	Site Induction	Due By	Notes
	Site Rules	Initial Site Visit	Read the Site Rules and Explain
	Site Map including Evacuation Points	Initial Site Visit	Explain Evacuation Points/First Aid
	Emergency Contacts	Initial Site Visit	Point Out Emergency Contact Information
	Smoking Area	Initial Site Visit	Explain Location and Rule
	Toilets	Initial Site Visit	Explain Locations
	Meals Room	Initial Site Visit	Explain Location / Tea and Coffee / Honour System / Lunch Truck / Clean up after yourself / Use bins appropriately
	Safe Walking Paths to Newport Station	Initial Site Visit	Stay within the Yellow Lines, wait for trains to pass before proceeding
	Car Park	Initial Site Visit	Designated Car Park….the only onsite parking area
	Sign In / Sign Out Register	Initial Site Visit	To be completed by each attendee every day
	First Aid Kit	Initial Site Visit	Located at rear of Meals Room. Seek level 1 / Level 2 First Aider. Complete Accident / Incident Form and note usage from Kit
	Explain Known Hazards	Initial Site Visit	Contaminated Ground, Rabbit Holes, Workshop Floor (uneven), Other Users on-site
	Drinking Water	Initial Site Visit	There is a filtered chilled tap in the meals room. Only use this for drinking water
	Signage	Initial Site Visit	Please observe and adhere to all site signage
	Internet	Initial Site Visit	Wireless internet access available for work purposes only. Read the Internet Policy. Explain Access Arrangements (request user name and password from RAN Coordinator. Trainees to Sign Internet Usage Policy
	Appropriate Workplace Behaviour	Initial Site Visit	Read and acknowledge.
Done?	**Tour of Immediate Area**	**Due By**	**Notes**
	Show Room Exits	Initial Site Visit	Explain Room Evacuation Plan
	Show Evacuation Point	Initial Site Visit	Show Assembly Area Signs
	Show Toilets	Initial Site Visit	Show Toilet / Shower Locations
	Show Meals Room	Initial Site Visit	Tour Meals Room / Explain Honour System for Drinks / Chips
	Show First Aid Kit	Initial Site Visit	Show First Aid Kit and Explain Notations for Usage
	Explain Safe Working Procedure (if using Out door Facilities). Explain JSEA / SWMS	Initial Site Visit	Protective Clothing / Site Management / Other Users
Done?	**Evalute**	**Due By**	**Notes**
	Answer any Queries re the Induction to the RAN Facilities	Initial Site Visit	Answer Questions
	Test by Asking Questions to Trainees	Initial Site Visit	Test

Appendix 9 – SWMS Template

APPENDIX A – SAMPLE SWMS TEMPLATE FOR HIGH RISK CONSTRUCTION WORK (HRCW)

DUTIES: 1) A SWMS **must** be prepared if proposed works involve any of the HRCW activities listed below and that work poses a risk to the health and safety of any person. **2)** Affected employees and their HSRs must be consulted in the preparation of the SWMS. **3)** Once a SWMS has been developed and implemented, the HRCW to which it relates **must** be performed in accordance with the SWMS. **4)** Duty holders (builder and sub-contractor) **must** stop the HRCW immediately or as soon as it is safe to do so if the SWMS is not being complied with; the HRCW **must** not resume until the SWMS is complied with or reviewed and revised as necessary. **5)** The SWMS **must** be reviewed and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW, or if there is any indication that risk control measures are not adequately controlling the risks. **6)** An employer **must** retain a copy of the SWMS for the duration of the HRCW.

Direct employer:		**Principal contractor (PC)** *(Name and contact details)*	
Work supervisor: *(Name and contact details)*		**Date SWMS provided to PC:**	
Work activity: *(Job description)*		**Workplace and works location:**	

High risk construction work:	☐ Where there is a risk of a person falling more than two metres.	☐ On or adjacent to roadways or railways used by road or rail traffic.	☐ In, over or adjacent to water or other liquids where there is a risk of drowning.
	☐ At workplaces where there is any movement of powered mobile plant.	☐ Structural alterations that require temporary support to prevent collapse.	☐ In an area where there are artificial extremes of temperature.
	☐ On or near energised electrical installations or services.	☐ Involving a trench or shaft if the excavated depth is more than 1·5 metres.	☐ On or near pressurised gas distribution mains or piping.
	☐ Involving demolition.	☐ Involving a confined space.	☐ On or near chemical, fuel or refrigerant lines.
	☐ Involving tilt-up or precast concrete.	☐ On telecommunications towers.	☐ Involving diving.
	☐ Involving removal or likely disturbance of asbestos (note: preparation of an asbestos control plan is taken to be preparation of a SWMS).	☐ In an area that may have a contaminated or flammable atmosphere.	☐ Involving the use of explosives.
			☐ Involving a tunnel.

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS? *(eg direct supervision, regular spot checks)*			
Person responsible for reviewing SWMS control measures *(eg PC's representative):*		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

Selecting risk controls:

Any risk to health or safety must be ***eliminated****, or if that is not reasonably practicable,* ***reduced*** *so far as is reasonably practicable by:*

- *implementing any mandated controls specified by law (eg the OHS Regulations 2017)*
- *substituting a new activity, procedure, plant, process or substance (eg scaffold in preference to ladders)*
- *isolating persons from the hazard (eg fence off areas for mobile plant operation)*
- *using engineering controls (eg guard rails, trench shields) - or a combination of the above.*

If any risk to health or safety remains, it must be reduced by using:

- *administration controls (eg activity specific safety training, work instructions, warning signs)*
- *PPE such as respiratory protection, hardhats, high visibility clothing - or a combination of the above.*

More Effective

↓

Less Effective

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?
List the work tasks in a logical order.	*What aspects of the work could harm workers or the public?*	*Describe what will be done to make the activity as safe as possible?*

Name of Worker	Signature	Date	Name of Worker	Signature	Date	Name of Worker	Signature	Date

Appendix 10 – Internal Incident Report Form

Rail Academy Newport

Internal Incident Report Form

| Reporting Persons Contact Name and Number: | Incident Ref No |
| | Location: |

TYPE OF INCIDENT:	☐ Lost Time Injury	☐ Medical Treatment Injury	☐ First Aid	☐ Alternate Work Injury
	☐ Procedural Breach	☐ Property Damage	☐ Unsafe Condition	☐ Unsafe Act
Non-Injury	☐ Environmental Incident	☐ Theft / Vandalism	☐ Rail Safety	☐ Near Miss

INCIDENT REPORTING		Reported to:	
Incident Occurred when:	Time:	Date:	
Incident Reported when:	Time:	Date:	Reported by :
Supervisor (or equivalent):			
Reason for late reporting (if applicable):			

PERSONAL DATA		(Only complete if you are the person injured or reporting illness)
Name of Injured Person:		Date of Birth:
Person involved in incident:	☐ Employee ☐ Subcontractor	☐ Other
Occupation / Job Title:		
Type of Employment:	☐ Permanent ☐ Casual ☐ Labour Hire	☐ Other
What work activity was being performed at the time of the incident?		

INCIDENT DESCRIPTION
(Describe what happened – who, when, where, how and why).

IMMEDIATE ACTION TAKEN (Provide details of any corrective actions taken at the time)

DETAILS OF INJURY											
Nature of Injury:	☐	Fracture	☐	Dislocation	☐	Sprain	☐	Laceration	☐ Foreign Body	☐	Burn
Or Illness:	☐	Abrasion	☐	Bruising	☐	Puncture	☐	Spinal Damage	☐ Other	☐	
Location of Injury:	☐	Head	☐	Face	☐	Eye	☐	Neck	☐ Shoulder	☐	Arm
	☐	Chest	☐	Back	☐	Leg	☐	Knee	☐ Foot/Toe	☐	Ankle
Other:	☐	Describe									
	☐ Further treatment required	☐ Return to Normal Duties	☐ Return to Alternative Duties	☐ Totally Unfit

Employee Involved:			Date:	
	Print Name	Signature		
Investigation Conducted by:			Date:	
	Print Name	Signature		

Appendix 11 –Maintenance Log & Asset Sign out/in procedure (Under Development)

Appendix 12 – RAN Track Access Form

Rail Academy Newport (RAN)
Track Access Form

This form is intended to manage track access and maintain separation between practical training activities at RAN. Access is granted by the RAN Coordinator – Do not contact Metrol or MTM Track Access.

Training Details	
Date:	
Training Provider:	
Practical Asset booked (see over for sector map)	
Training Course:	
Risk assessment/SWMS/JSA prepared for task	Y / N
Risk Assessment sighted by RAN	Y / N

Trainer Details and Declaration	
Trainer Name	
Trainer Licence/Ticket number	

Trainer Declaration;

I am competent to deliver the training and have inspected the area and found it fit for use for training activities. Prior to commencement of practical training, a pre-start briefing will be conducted to discuss hazards and control interface with other groups. All risk controls identified will be applied before use of the track. As well as use of Stop Limit Board if needed.

Sign:	Date:

Vehicle Details and Interface Agreement – Road Rail Vehicles	
Vehicle Type:	
Road Registration Number:	
Aquipa number:	Expiry Date: Maintenance:

RAN Authorisation	
The above training is authorised / not authorised	
RAN Staff Name:	Section Clear?: ☐
Pegasus/Rail Industry Worker Card scanned	Y / N RRV Training Only
Vehicle checked in Aquipa	Y / N RRV Training Only
Date	Sign

Page 1 of 2

Appendix 13 – Schedule of Rates

All costs in this Schedule of Rates are subject to GST at 10%

RAN may apply CPI increases to the day rate at the beginning of each financial year

Booking Fees (day rate)	Cost Ex GST	Cost Inc GST
Room booking – full day or part thereof per group	$250	$275
Sector booking – full day or part thereof per group	$250	$275
Combined room and sector – full day or part thereof per group	$250	$275

Cancellations	Fee
Cancelled within twenty-four (24) hours of booking	100% of day rate x number of days booked
Cancelled between 2 days (48 hours) and twenty-four (24) hours of booking	80% of day rate x number of days booked
Cancelled between 2 and 7 days of booking	10% of day rate x number of days booked
Cancelled more than 7 days prior to booking	Zero fee