LEVEL CROSSING REMOVAL PROJECT

Rail Academy Newport (RAN)

Policy & Procedures Manual

(for Users of the RAN)

NOVEMBER 2017

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Approval

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1	Oct 2016	Bradley Giddins	Director, Industry Capability and Inclusion
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This document is uncontrolled once printed

ACKNOWLEDGMENT AND AGREEMENT

By signing this Policy and Procedure Manual, you hereby acknowledge and agree to perform all your obligations contained within and to meet all requirements set out within.

Execution and date

Executed on _____

Executed by [   ]
ACN [   ] by its authorised representative in the presence of:

_____   _____
Signature of witness   Signature of authorised representative

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

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Objectives

The Rail Academy Newport (RAN) will:

- Provide infrastructure and facilities that meets industry standards for vocational and other education and training.

- Implement policies, procedures and rules that ensure the health and safety of all users while at the RAN.

- Deal ethically and honestly with all users of the RAN

Vision

The Rail Skills Academy Newport exists to provide a multi user, state-of-the-art facility for the rail industry for provision of a broad range of training.

References

Document Name	TRIM Reference	URL
User Manual for RSC Booking Manager Training Provider Users		
User Manual for RSC Booking Manager Administrators		
(Appendix 1) Site Booking and Induction Process Flowchart		
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Internal Incident Management Procedure	DOC/15/204007	

Introduction

The site of the Rail Academy Newport was originally developed during the early 1990's to reflect rail and tram network systems and equipment to enhance the quality of training in an off network environment. The need for off netwok training was becoming more important as the nature of public transport changed.

In August 2003 the Victorian industry employers and unions convened a whole of industry sector meeting and established the tri -partite Rail & Tram Infrastructure Industry Committee (RTIIC). RTIIC included representatives of industry employers, unions, regulators and infrastructure operators/owners and was assisted by EPIC ITB, Transport and Logistics (TLI) and the Rail Skills Council to oversee the management of the Rail Skills Centre Victoria (RSCV).

From 2008 to 2016 the RSCV was managed by VicTrack.

From October 2016, the management of the RSCV was transferred from Vic Track to the Level Crossing Removal Authority (LXRA). The Centre has been re-branded to the Rail Academy Newport (RAN), and while continuing to be a training facility, RAN will see its operations broadened and have a different management and procedural structure.

1.1   Compliance with the RAN policy, procedures and directions

All Training Providers, Rail Organisations, rail suppliers and others utilising the RAN, including their employees and agents (the Users) are to comply with this Policy and Procedures Manual at all times, including the Site Rules as set out in Appendix 2.

Users must comply with all RAN and/or LXRA's reasonable directions relating to using the RAN.

Users must comply with all laws concerning using the RAN premises.

Users must effect and keep current insurance at all times when using the RAN, including a public risk insurance policy and all other insurance required by law.

1.2   Location Details

The RAN is located on approximately 4 hectares of railway land at Shea St Newport, off Champion Rd between the Railway historical precinct and the old Newport TAFE College.

1.3   Available Training Facilities

Areas of training include:

- overhead and underground power and communications networks,
- track construction, maintenance, and welding,
- rail crossings,
- signalling and substation installation and maintenance,
- train track safety awareness,
- working at heights,
- refresher and re-accreditation training,
- electrical apprentices,
- signal technician,
- graduate engineering,
- industry gap training.

The classroom facilities are suitable for technical training, supervisory and frontline management and para professional training and development.

1.4 Governance

The governance arrangements are:

- The facility is managed by LXRA on behalf of the State and industry,

- The Rail Acedemy Newport is **NOT** an RTO. It is a training facility that is made available for RTOs and other training providers to utilise,

- A Management Group will be formed to aid in the strategic directions for RAN,

- A User Group will be established to provide input into the daily operation of RAN.

Conditions of Use of the RAN

1.5 Use of Training Rooms / Facilities

LXRA will allow the Training Providers, Rail Organisations, rail suppliers and others (Users) to book and use training rooms and facilities within the Rail Academy Newport (RAN) for the Permitted Use. In the absence of agreement, LXRA has the right, in its sole and unfettered discretion, to determine which training rooms/facilities and when they are available for booking by the Users.

1.6 Disaster Recovery Centre (VicTrack)

The RAN is designated as a primary disaster recovery centre for Victrack, RAN management retains the right to cancel all or any User bookings to utilise the site for disaster recovery.

1.7 Hire Fee

The Hire Fee payable by the Users is contained in the Schedule of Rates.

1.8 Roles and Responsibilities

RAN is a shared use facility for industry participants and other appropriate Users.

RAN provides inductions for Users. These are available via Kiosk located in the meals room. In the event of the Kiosk not being available, induction materials are provided as a backup in each classroom. Subsequently, the Person representing the User is responsible for ensuring that all visitors have conducted the RAN determined induction and compliance to policies and procedures of all students and visitors whilst on site. This will include advising students and visitors of Site Rules, Evacuation Procedures, the List of Emergency Services located in each classroom, any identified hazards to be managed if training outdoors and any other matters required to ensure that students and visitors appropriately use the RAN and are kept safe.

1.9 Site Evacuation Plan

The Users must ensure that employees, customers and visitors comply with the site evacuation plan (SEP) as described in the Induction.

A copy of the SEP will be mounted in each training room.

The trainer or supervisor will be responsible for explaining the site evacuation procedure outlined in the SEP to their employees, students and visitors.

All Users must at all times comply with and where appropriate, participate in any activities associated with a RAN emergency evacuation plan issued by LXRA, and as amended from time to time.

A copy of the current emergency evacuation plan is attached to this document as well as being posted in each classroom.

1.10   Training Room/Facilities Bookings

New users must make application to the RAN Coordinator to be added as a User to the RAN Bookings section of the RAN website prior to being able to make a booking. This will include providing company details for an application the finance department to be set up as a customer.

All bookings are made through the RAN bookings database on the website (www.railacademy.vic.gov.au)

Users must make bookings for any training room or other facility at RAN.

No individual User shall be permitted to book more than 4 training rooms in any day except under special conditions. Approval must be gained in writing from the RAN Coordinator.

1.11   Booking Confirmation

A training room/facility booking confirmation will be sent by return email to the User.

1.12   Training Room Allocations

Users are able to select available rooms/facilities when making their booking via the website. Training rooms/facilities may be adjusted at the discretion of theRAN Coordinator or Manager.

Facilities other than rooms must be booked separately from rooms.

Refunds

Any bookings cancelled:

- more than seven days (7) days prior to the booked day will not incur a cancellation fee.
- between seven (7) days and forty eight hours prior to the booked date will incur a cancellation fee equal to ten per cent (10%) of the fee in the Schedule of Rates by the number of days cancelled.
- forty eight to twenty four hours prior to the booked date will incur a cancellation fee of 80% of fees in the Schedule of Rates.
- less that twenty four hours prior to the booked date will incur a cancellation fee of 100% of fees in the Schedule of Rates.

1.13   External Activities

The User 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) or Safe Work Method Statement (SWMS) or equivalent document.

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

An example blank form is attached to this document, see Appendix 10.

Trainers and supervisors working at RAN must have competency for the practical activity being conducted or trained. This includes holding any required competency for equipment, tools and machinery.

Any User that conducts training/activities in a facility other than a training room, must ensure that after use the asset/facility used is secured, is safe to leave and **in the condition it was found.** 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 throughout the hire, these must be reported to the RAN Coordinator immediately. At the completion of hire, the User must verify that the asset is returned fit for purpose when keys are returned. See appendix 12 Asset Condition Report.

All hot works conducted on the rail line, shall be risk assessed and identified fire protection readily available. No hot works to be undertaken on days of 'Total Fire Ban'

1.14 PPE and Clothing

It is the responsibility of each User to ensure that they, their students and visitors comply with all relevant standards, rules and legislation with regard to personal protective equipment 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.

N.B. Users, students and visitors will be asked to leave site if they do not have suitable PPE and clothing.

As a minimum Users, students and visitors using facilities other than classrooms shall wear an approved rail (orange) safety vest, steel capped lace up safety boots, and other protective clothing suitable for the task..

As identified in the risk assessment, additional PPE can include long trousres, coveralls, hard hats, safety glasses and gloves.

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

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

1.15 Rolling Stock Operations including Track Vehicle Operator Training (TVO)

Rolling stock operations, including the on and off tracking and travelling of any rail vehicle, can only be conducted by a registered Rolling Stock Operator, (RSO) on registered rail infrastructure.

Rail Academy Newport is not registered rail infrastructure, therefore rolling stock operations must not take place at RAN.

As rolling stock is classed as any vehicle that can be moved on rail, including manually operated such as a trolley, RAN users must ensure that no vehicle or equipment is mounted to the track.

Reference: Office of the National Rail Safety Regulator – A guide to Road Rail Vehicles and the law

1.16 Keys

The User will be responsible for the care, custody and control of any training room or other facility keys handed over by the RAN Coordinator to it or any of its employees. The User must return all such keys to the RAN Coordinator by the end of any booking period.

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

1.17 Managing Incidents

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

The Incident Report Form, is available from the RAN Coordinator. (Appendix 11).

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

1.18   I.T. Facilities and Usage

The RAN has a wireless broadband network that is available to Users, students and visitors on request from the RAN Coordinator.

All Users of this wireless broadband service shall comply with the Internet Usage Policy (Appendix 6).

It is the responsibility of each User to ensure **they, their Students and visitors read, sign and adhere** to Internet Usage Policy. Failure to do so may result in the service being withdrawn and possibly withheld.

To gain WiFi access please make your request to the RAN Coordinator who will provide you with a user name and password for the agreed duration.

1.19   Appropriate Workplace Behaviour

A policy has been developed for use of the RAN Facility to actively and positively contribute to the relationships existing amongst users, local areas and communities be they heritage, ethnic, environmental or any other sensitive issues.

All personnel, including staff, employees, training providers, trainees and subcontractors engaged by the RAN and using the facilities at the RAN, shall be required as a condition of entry to observe the intentions of this policy.

All personnel shall acknowledge having read and understood this policy when signing in to site. Trainers and supervisors shall ensure that the policy is followed, and monitor the conduct of their groups. Trainers will be required to acknowledge understanding of the policy as part of their induction to the facility. See Appendix 7

1.20   First Aid

First Aid may be provided by RAN staff in the event of any incident at the facility. Where there are specific risk 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 trainers on site must be able to provide First Aid to their workers, students or visitors.

There is a fully stocked first aid kit and defibrillator at the rear of the meals room and a first aid kit in the workshop on site.

The RAN Coordinator and Manager hold first aid qualifications.

Please ensure that if the first aid kit is used a note is made of any supplies used and passed to the RAN Coordinator so that the kit is fully stocked at all times.

All First Aid injuries must be reported to the RAN Coordinator and the First Aid register completed.
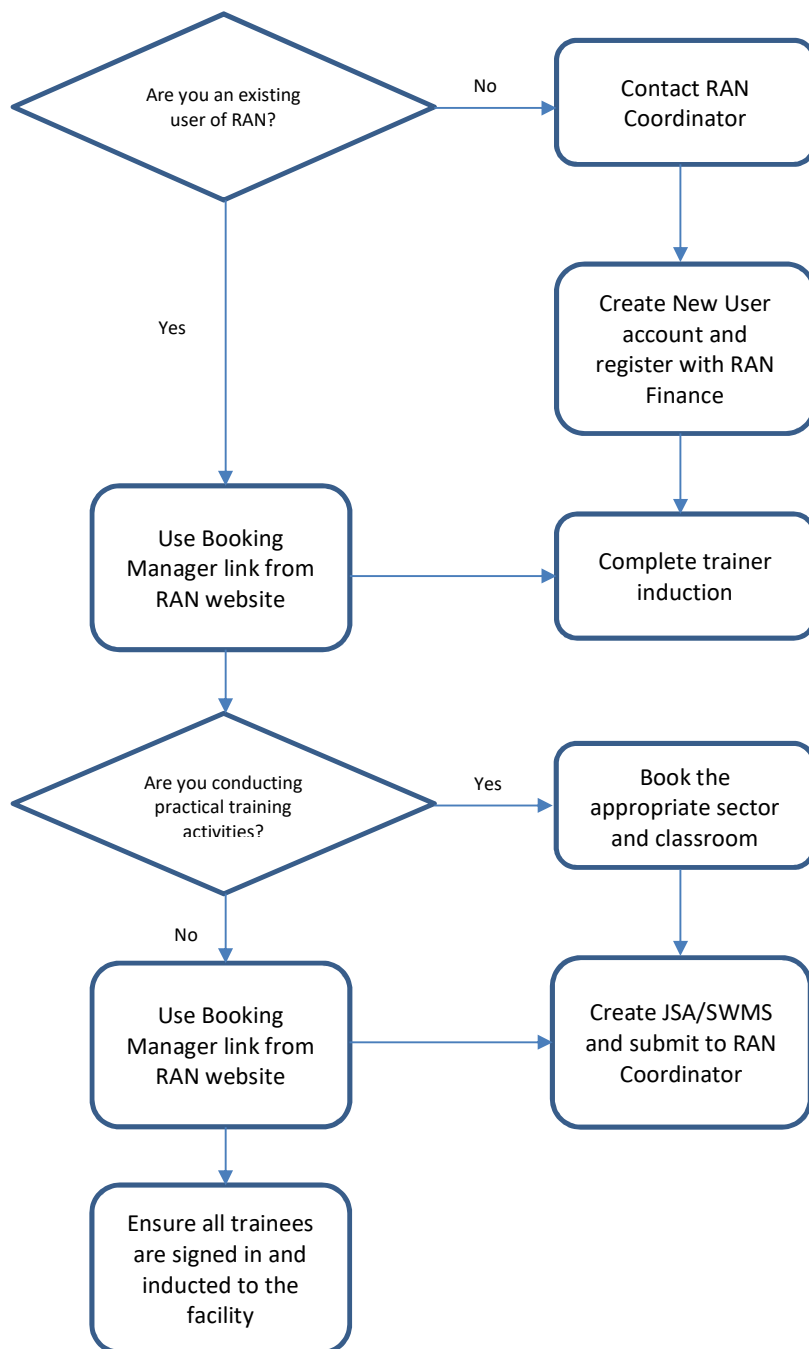
1.21   Parking

Limited parking is available on-site for users of the Ran. Vehicles must only be parked in the marked bays ensuring that space allocated for those with impaired mobility is used appropriately.

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 any area reserved for rail vehicles, where practical training may occur, any area designated for access, or in any area required for loading and unloading.

Vehicles are parked at the owners risk, Ran takes no responsibility for vehicles damaged at the RAN.

Appendix 1 – Site Booking & Induction Process Flowchart

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                                          ┌─────────────────────┐
         ╱╲                         No     │    Contact RAN      │
        ╱  ╲  Are you an existing  ───────▶│   Coordinator       │
        ╲  ╱  user of RAN?                 └─────────────────────┘
         ╲╱                                           │
          │                                           ▼
          │ Yes                          ┌─────────────────────┐
          │                              │  Create New User     │
          │                              │  account and         │
          │                              │  register with RAN   │
          │                              │  Finance             │
          ▼                              └─────────────────────┘
   ┌──────────────────┐                            │
   │ Use Booking      │                            ▼
   │ Manager link from│──────────────▶  ┌─────────────────────┐
   │ RAN website      │                 │  Complete trainer    │
   └──────────────────┘                 │  induction           │
          │                             └─────────────────────┘
          ▼
         ╱╲                         Yes    ┌─────────────────────┐
        ╱  ╲  Are you conducting  ───────▶│  Book the           │
        ╲  ╱  practical training          │  appropriate sector │
         ╲╱   activities?                 │  and classroom      │
          │                               └─────────────────────┘
          │ No                                       │
          ▼                                           ▼
   ┌──────────────────┐                  ┌─────────────────────┐
   │ Use Booking      │                  │  Create JSA/SWMS     │
   │ Manager link from│──────────────▶  │  and submit to RAN   │
   │ RAN website      │                  │  Coordinator         │
   └──────────────────┘                  └─────────────────────┘
          │
          ▼
   ┌──────────────────┐
   │ Ensure all trainees │
   │ are signed in and   │
   │ inducted to the     │
   │ facility            │
   └──────────────────┘
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Appendix 2 – Site Rules

1. The Premises

   1.1. The User acknowledges that the 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 the RAN premises by other Users; and

   1.2. The Users right to use the RAN premises are granted subject to the rights of the RAN and LXRA and its employees and agents.

2. Users' obligation to adhere to Site Rules

   2.1. All Users must ensure:

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

   b) The RAN premises is not damaged in the course of using the premises;

   c) The User and employees and agents of the User comply with any reasonable requirements of the RAN and/or LXRA management;

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

   e) That all plant, machinery, equipment, good or temporary buildings are removed from the RAN premises at the conclusion of using RAN.

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

   a) The RAN is a non-smoking facility.

   I. Smoking is permitted only in the designated area between the male toilet block and the meals room. A bin is provided for cigarette butts.

   b) All personnel using or visiting the 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 Users are taking prescription medication which may adversely impact on a person's responses, the User is required to notify the trainer prior to entering the RAN premises.

   c) Whilst at the RAN premises, Users must observe all directions from your training provider and RAN/LXRA management.

   d) All injuries and safety or environmental incidents are to be reported to the RAN Coordinator as soon as practicable and 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 RAN.

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

g) Users must strictly observe the following speed limits within the 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 Users responsibility to:

    I.   Ensure that the Users employees and agents have appropriate PPE, footwear and clothing, (e.g. safety boots/shoes, long trousers and sleeves, 'special purpose' orange vest, and hard hat, glasses, hearing protection or other PPE consistent with the task); and

    II.   Signed to a JSEA/SWMS and use the controls outlined to maintain a safe working environment.

i) Users must follow the directions of the trainer or RAN staff in an emergency evacuation scenario to one of the two evacuation areas.

j) Users may use the meals area and are required to keep is clean and tidy at all times.

k) Users must acknowledge that RAN is a workplace and all ball games are prohibited at all times.

l) Users must acknowledge that a First Aid Kit and Defibrillator are located at the rear of the meals room and a First Aid kit is located in the workshop shed. If a User requires first aid they must consult the trainer or the RAN Coordinator.

m) Trainers must hold certification of current competency in the use of any plant or equipment being used for practical training or demonstration at the RAN.

Appendix 3 – Site Evacuation Plan

Also see Evacuation Plan in each classroom

Emergency Response and Evacuation Plan

Legend

⊞	First Aid Kit
☎	Emergency Telephone
FH	Fire Hydrant
▬	Fire Hose Reel
▯	Fire Extinguisher
ⓘ	Information Board
– – –	Rail Skills Centre Fence

Rail Academy Newport
Shea St., Newport (off Champion Rd)
Melway map 55 J-6
Ph. (03) 9619 7021

Appendix 4 – Emergency Procedures

EMERGENCY PROCEDURES

IN AN EMERGENCY DIAL   000

AMBULANCE	000
FIRE BRIGADE	000
POLICE	000

Remove People - **From immediate danger, if safe to do so.**

Alert Others - **Notify Trainer/Academy management.**

Confine Smoke & Fire - **Close doors as leaving.**

Evacuate - **Follow instructions of Trainer/Academy management**

WHEN YOU DIAL THE EMERGENCY NUMBER

1   *Advise location-*
Rail Academy Newport, Shea Street, Newport.
Melway Map Ref: 55 J6

2   Provide your name and telephone number and any other information requested by the operator.

IN ALL CASES ADVISE RAN COORDINATOR IMMEDIATELY
TELEPHONE (03) 9619 7021; MOBILE 0407 565 907;

EVACUATION PROCEDURE

IF IN IMMEDIATE DANGER or being instructed to evacuate

1   Leave the building by the nearest EXIT-Trainer to take the daily sign in book.

2   DO NOT delay by collecting personal belongings.

3   DO NOT run, push or overtake and proceed to the designated Evacuation Assembly Area.

4   DO NOT re-enter the building until advised it is safe to do so.

5   Check evacuees against the room sign in book to ensure everyone is evacuated.

KNOW YOUR EXITS

FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT AND EVACUATION ASSEMBLY AREA

EXIT

FIRE EXTINGUISHERS AND HOSE REELS

Only use if necessary, and only if you were trained to use fire fighting equipment

Fire Extinguishers

1   Remove extinguisher from bracket.
2   Carry to scene of fire.
3   Whilst clear of fire remove pin and test extinguisher.
4   Proceed to fire, from a distance of **no closer than 2 metres** direct agent at base of fire.

Fire Hose Reel
(Not for use on fires with an electrical hazard)
1   Open valve (ensure that hose reel is turned off at nozzle).
2   Fully run out hose toward scene of fire.
3   Open nozzle and direct stream at base of fire.

BOMB THREAT PROCEDURES

1   Record exact wording of threat.

2   Report call to **Police on 000**, RAN Coordinator on **0407565907** or **9619 7021**, and your Manager.

3   Record details of caller's voice and background noise.

4   Await instructions from authorised persons.

5   **Do not hang up the phone after caller has finished.**

Appendix 5 – Emergency Services

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

Fire Station:	**000**	**231 Melbourne Road Newport**
Ambulance:	**000**	**397 Blackshaws Road Altona**
Police:	**000**	**Nelson Parade Williamstown**
Hospital:	**(03) 93930100**	**Williamstown Hospital 77B Railway Crescent Williamstown**
Medical Centres:	**(03) 9391 2855**	**Challis St Medical Centre Unit 1/37 Challis St Newport**
	(03) 9397 7300	**Williamstown General Practice Unit 2/37 Ferguson St Williamstown**
	(03) 9397 1366	**The Clinic Unit 2/37 Ferguson St Williamstown**
Local Security:	**(03) 9388 8800**	**Victorian Protection Security Spotswood**

Emergency Site Contacts			
Area	**Company**	**Name**	**Phone no.**
RAN Facilities	RAN	Stuart Fraser	0429295010
	RAN	Rod Ryan	0407565907
Director Safety	LXRA	Ian McLeod	(03) 9027 5149
Specialist Safety Advisor	LXRA	Adam Birmingham	0429 594 365

Appendix 6 – Internet Usage Policy

INTERNET USAGE POLICY

This form is to be completed by all Users, Training Providers, Trainers and Students who access the wireless Internet service at the Rail Academy Newport (RAN).

All persons provided with access to VicTrack network via RAN, has the ability to access the Internet, including use of electronic mail and the World Wide Web.

It is the responsibility of each approved person to use this resource responsibly and respectfully.

The predominant use of these resources is for work use, and that any personal use of electronic mail or the World Wide Web will be kept to a minimum. Users found spending excessive time on personal use may have their connection privileges revoked.

The wireless internet service is NOT under any circumstances to be used to access information that could be construed as offensive to others. This includes (but is not restricted to) information of a pornographic, violent or generally offensive nature.

Any failure to observe the guidelines above will:

1. have access removed immediately, and
2. have the matter referred back to their employer for action.

Electronic mail sent using the RAN wireless internet service should be written in a professional and appropriate manner.

If there are any question regarding this policy, please contact either your Trainer or the RAN Management.

Prior to being granted access to the RAN wireless internet services you must complete the following:

I have read, understand and agree to abide by these guidelines.

What is your name?　　　　　　　　　Title:　　Mr ☐　Mrs ☐　Miss ☐　Ms ☐

Surname of family name

First or given names

Provider Name

Course

Signature　　　　　　　　　　　　　　　　　　　Date

Appendix 7 – Appropriate Workplace Behaviour

All personnel, including staff, employees, users, training providers, trainees and contractors engaged by the RAN and using the facilities at the RAN, shall be required as a condition of entry to observe the intentions of this code. All personnel shall acknowledge this as part of induction.

Code of Behaviour

The 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 the 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 user wellbeing.

In particular the following forms of behaviour are not acceptable and will lead to action by RAN Management which may include the Training Provider 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,
- Trespass on heritage or restricted access areas.

In addition antisocial behaviour of a nature embodied in RAN procedures shall also be reinforced by the commitment to this code and shall include:

- Discrimination of any form,
- Bullying,
- Sexual harassment,
- Interpersonal conflict,
- Possession of illegal drugs,
- Use of illegal drugs or substances,
- 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 the overall good of colleagues, the local community and the maintenance of a stable and harmonious society as deemed appropriate by RAN Management.

Environmental Issues/Sacred Sites

It is a condition of use that all personnel comply in full with 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 Management.

Review

Issues which breach this code will be referred to the RAN Manager, who will discuss the issue with the Nominated User/Training Provider representative 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 Management is guilty of a breach of the accepted appropriate workplace behaviour.

Appendix 8 – Site Induction Record/Sign In Register

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 9 – Induction Checklist

Rail Academy Newport

SITE INDUCTION CHECK LIST

LEVEL CROSSING REMOVAL AUTHORITY

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 10 – SWMS Template

Rail Academy Newport   Page 1 of 6   LEVEL CROSSING REMOVAL

SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY:		SWMS #:	PRINCIPAL CONTRACTOR (PC):	
COMPANY NAME:		ABN:	ADDRESS:	
COMPANY ADDRESS:			PROJECT ADDRESS:	
COMPANY CONTACT:		PHONE #:	PROJECT MANAGER (PM):	CONTACT PH. #:
SWMS APPROVED BY EMPLOYER / PCBU / DIRECTOR / OWNER:			DATE SWMS PROVIDED TO PC:	
NAME:			PM SIGNATURE:	DATE:
SIGNATURE:		DATE:		

PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:

PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS:

NAME	SIGNATURE	DATE

HIERARCHY OF CONTROLS — MOST EFFECTIVE

ELIMINATION
SUBSTITUTION
ISOLATION
ENGINEERING
ADMIN.
PPE

LEAST EFFECTIVE

DETERMINE THE RISK SCORE

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	3 High	3 High	4 Acute	4 Acute	4 Acute
LIKELY	2 Moderate	3 High	3 High	4 Acute	4 Acute
POSSIBLE	1 Low	2 Moderate	3 High	4 Acute	4 Acute
UNLIKELY	1 Low	1 Low	2 Moderate	3 High	4 Acute
RARE	1 Low	1 Low	2 Moderate	3 High	3 High

RECORD RISK SCORE ON WORKSHEET (NOTE – RISK SCORES HAVE NO ABSOLUTE VALUE AND SHOULD ONLY BE USED FOR COMPARISON AND TO ENGENDER DISCUSSION.)

SCORE	ACTION
4A: ACUTE	DO NOT PROCEED. REQUIRES IMMEDIATE ATTENTION. INTRODUCE FURTHER HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. RE-ASSESS BEFORE PROCEEDING.
3H: HIGH	REVIEW BEFORE COMMENCING WORK. INTRODUCE NEW CONTROLS AND/OR MAINTAIN HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. MONITOR FREQUENTLY TO ENSURE CONTROL MEASURES ARE WORKING.
2M: MODERATE	MAINTAIN CONTROL MEASURES. PROCEED WITH WORK. MONITOR AND REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.
1L: LOW	RECORD AND MONITOR. PROCEED WITH WORK. REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.

DOCUMENT NO: xxxxxxxxxx   VERSION NO: A   ACTIVITY: AUTHORISED BY: REVIEW NO: DATE:

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Appendix 11 – Internal Incident Report Form

Rail Academy Newport

LEVEL
CROSSING
REMOVAL
AUTHORITY

Internal Incident Report Form

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

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Appendix 12 – Asset Condition Report Form

Rail Academy NEWPORT

Asset Condition Report

When utilising any of the practical training assets at Rail Academy Newport, this form must be completed at the start of the day. If any issues are found during the course of the hire, these must be reported to RAN Coordinator immediately. At completion of training, this must be filled in to verify that the asset is fit for purpose.

It is a condition of rental that "Any trainer that conducts external training activity and utilises an external training sector must ensure that the asset used is secured and **left in the condition it was found in.**"

DETAILS OF HIRE

Organisation:	Date:
Trainer Responsible:	
Course Name:	

COMMENCEMENT OF RENTAL – ASSET CONDITION

Asset 1:	Condition (fit for purpose, yes/no):
Asset 2:	Condition (fit for purpose, yes/no):
Asset 3:	Condition (fit for purpose, yes/no):
Asset 4:	Condition (fit for purpose, yes/no):

If not fit for purpose; what is wrong with the asset?

COMPLETION OF RENTAL – ASSET CONDITION

Asset 1:	Condition (fit for purpose, yes/no):
Asset 2:	Condition (fit for purpose, yes/no):
Asset 3:	Condition (fit for purpose, yes/no):
Asset 4:	Condition (fit for purpose, yes/no):

If not fit for purpose; what is wrong with the asset?

Signed: Date:

Please return this form with the keys at the end of the hire.