

Canberra Railway Museum
Work Health and Safety

Kingston Site Policies and Procedures

Version 1.1
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WHS and the Kingston Site

This document is a work in progress. It will be updated as new information is developed.

Document Control

This document was version 0.22 draft, dated 06 October 2018. The Board resolved to publish this document as final on 8 October 2018 and has version 1.1.

Draft document version 0.2 draft was reviewed and approved for consultation by the Board of Directors on 10 September 2018.

Consultation on this document will continue to occur from 8 October 2018 for a maximum of 3 months through publishing it on the WHS noticeboard and communicating with members at the monthly meeting. The monthly meetings have discussed the need for Risk Assessments for certain activities and this will continue

Document Control History

Version	Author	Summary of Changes	Date Reviewed by Board for Consultation	Version Reviewed	Date Approved by Board after Consultation	Version Approved
0.1X	Gary Watkins	Initial Versions	N/A	N/A	N/A	N/A
0.2X	Gary Watkins	Further early draft versions.	10/09/2018	0.2 draft	8 October 2018	1.1

Regular Review

This document must be reviewed on an annual basis for its suitability and applicability.

The Document Review Process, discussed in the Document Review, Consultation, and WHS Administration Policy and Procedure, will be used to review this document.

Basic Instruction

Work Health and Safety's key priority is to manage workplace risks. Canberra Railway Museum believes that safety is important and a risk management culture is essential to ensure that everyone who participates in activities returns home safe and well. All people associated with Canberra Railway Museum must abide by the Canberra Railway Museum Work Health and Safety Policy and Procedures. This document is one of those policies and procedures and applies to all activities undertaken at the Canberra Railway Museum site in Kingston.

Everyone who participates with the Canberra Railway Museum has a responsibility to identify workplace hazards and risks and only perform activities where appropriate risk elimination or minimisation has taken place. Ultimately the Board of Directors has final say on which activities may or may not be performed and / or under which conditions. Site Supervisors are expected to assist the Board on a day to day basis managing the site when it is open.

Roles and Responsibilities

Personal Responsibilities

All persons who come onsite have the following responsibilities:

- Following all Work Health and Safety policies and procedures;
- Only performing activities which are within their skills, abilities and, where appropriate, qualifications;
- Promptly reporting any known or observed hazards and incidents using the documented procedure;
- Reading, understanding and following the content of this document, and raising any issues with the content to a Site Supervisor in the first instance.
- Being aware of their safety responsibilities, which include but are not limited to taking “reasonable care for their own health and safety and must not adversely affect the health and safety of other persons” (First aid code of practice);
- Only attending the site if they are well rested, not intoxicated, nor under the influence of drugs (prescription or other) which may affect Work Health and Safety;
- Signing in the Attendance Book upon arrival to the site and signing out when they are leaving;
- Checking the safety noticeboard after signing in and being familiar with the content of all notices;
- Ensuring that their emergency contact details are kept up to date;
- Participating in a site induction as required and site briefings as necessary;
- Providing emergency contact details and ensuring that the details are kept up to date;
- Considering whether any medical conditions that they may have should be disclosed to the Site Supervisor to assist in First Aid treatment should it be necessary.
- As many of the activities are conducted outdoors, ensuring that their attire is appropriate considering the weather and season, including use of hats and sunscreen as appropriate;
- Providing and wearing their own safety vest and safety boots for conducting activities at specified locations of the site as per the site map;
- Maintaining site security such as closing entry / exit gates and following the procedures if unknown persons are found on the site;
- Undertaking regular rest breaks as necessary and ceasing an activity if they are fatigued or tired;
- Following the directions of the Site Supervisor, particularly in relation to WHS matters or in an emergency. This includes stopping an activity if directed by the Site Supervisor;
- Returning to the museum building if they hear a blast of the whistle from a Site Supervisor, or evacuate to the Emergency Assembly point if they hear three blasts;
- Promptly raising WHS hazards, issues, incidents or emergencies with the Site Supervisor;
- Moving to the emergency assembly point promptly in the case of an emergency;
- Following all risk mitigation requirements (for example the use of personal protective equipment) when conducting an activity;
- Reporting any first aid needs to the Site Supervisor or first aider on site;
- Using the WHS suggestions box to provide feedback on any WHS matter which is not time critical. The suggestion should include the person’s name, telephone number, and email address so that an appropriate person can respond directly to the person making the suggestion.

Anyone onsite is encouraged to raise WHS issues. This should be done initially by discussing the matter with the Site Supervisor for the day. Items which are not time critical can be raised through the WHS suggestions box and will be logged and responded to. The form in Appendix C should be used where possible, but at a minimum all suggestions should include a name of the person making the suggestion, their contact details, and the nature of the suggestion.

Bullying is considered a WHS matter and any form of bullying will not be tolerated. Anyone who believes they have been bullied should raise it with the Site Supervisor. If the Site Supervisor is believed to be the one conducting the bullying, the Chairman of the Board of Directors should be notified. If the Site Supervisor is also the Chairman, one other member of the Board of Directors should be contacted.

All complaints of bullying will be investigated by a person appointed by the Board. Those found to have been bullying others may be warned, banned from the site for a period or permanently, required to undertake appropriate counselling or remediation at their expense, reported to law enforcement authorities, have their membership suspended or permanently cancelled, or other suitable sanction. Frivolous complaints of bullying will similarly not be tolerated.

Signing in and out of the site in the Attendance Book is essential for the following reasons:

- It serves as evidence that a person was onsite on a particular day between certain times if they are injured;
- It minimises the likelihood of persons being locked in at the end of the day;
- It allows Site Supervisors to conduct an accurate headcount in the case of an emergency;
- It provides evidence of volunteer hours supporting funding grants where applicable.

A person who signs in acknowledges that they are aware of their Work Health and Safety responsibilities. Any questions or concerns in relation to those responsibilities should be discussed with the Site Supervisor before any activity is performed by the person.

Nobody may perform work onsite alone.

Site Supervisor Responsibilities

On any day where work is being performed on site, there must be a Site Supervisor who is physically onsite. Should there be a requirement for the Site Supervisor to leave the site for whatever reason, they must identify and have agreement from another person onsite that they will act as the Site Supervisor for the rest of the day or until the nominated Site Supervisor returns.

The Site Supervisor plays a key role in managing WHS issues onsite and has the following responsibilities in addition to those for all persons mentioned above:

- Only opening the site during times expressly authorised by the Board of Directors;
- Open the site at the commencement of the day and secure it at the end of the day, after checking that all persons who have signed in have left;
- Indicate on the Attendance Book that they are the Site Supervisor for the day;
- Managing WHS issues on site during the work day, including managing emergencies and notifiable incidents, and escalating to the Board of Directors as necessary. This includes notifying the Board of any reports of bullying so that they can be investigated, and producing written reports for notifiable incidents or emergencies within 24 hours;
- Ensuring that any reportable incidents are notified to the Board of Directors promptly for them to be notified to the relevant authorities;

- Directing persons onsite to stop an activity if it is considered dangerous, or the persons conducting an activity are not taking appropriate risk reduction measures;
- Managing the site in an emergency situation, including contacting emergency services if they have not already been contacted;
- Checking that relevant notices have been placed on the WHS noticeboard at the commencement of the day;
- Conducting site inductions and site briefings as necessary;
- Ensuring that items in the WHS suggestions box have been collected by a representative of the Board of Directors;
- Ensuring that the first aid log is updated with details of all first aid treatments.
- Ensure that completed induction forms and Emergency Contact details are kept secure, and the information is only used when authorised by these procedures or in an emergency.

A Site Supervisor must have “Provide First Aid” qualification and carry a mobile phone at all times to contact emergency services if required. They must also carry a whistle which can be used to alert people on the site to return to the museum building (one blast) or evacuate the site immediately (three blasts).

If at any time the Site Supervisor requires assistance, contact with a nominated member of the Board of Directors must be made to seek clarification. Ultimately if a member of the Board of Directors decides that an activity should be ceased or certain measures be taken, it must be.

The Site Supervisor must not conduct any work onsite alone. Should no other person arrive at the commencement of a scheduled opening, the Site Supervisor may only open the site to allow others to arrive but must not commence work until at least one other has arrived. If at any time during the day all other persons have left the site, the Site Supervisor must immediately close down the site using the current procedure and depart themselves.

Board of Directors Responsibilities

The board of directors holds ultimate accountability for Work Health and Safety issues for the site. This includes the following responsibilities:

- The provision and maintenance of the workplace in a safe condition;
- The development, promotion and implementation of Work Health and Safety policies and procedures;
- Ensuring members, volunteers and employees are trained in the safe performance of their assigned tasks;
- Ensuring workplace incidents are investigated and notified to appropriate authorities as required by law;
- The provision of resources to meet this health and safety commitment;
- Determining the content of, and approving, this document;
- Ensuring that this document is reviewed at least annually, and after any emergency or notifiable incident;
- Providing an Attendance Book, WHS Noticeboard; WHS Suggestions Box; and a secure location to store Induction Forms and Emergency Contact Details at the site;
- Defining which activities may not be permitted on site;

- Ensuring that risk management plans are in place for hazardous activities, including defining which risk minimisation measures must be used by anyone onsite who conducts an activity which contains risk;
- Defining a perimeter, or boundaries around the site where people may conduct activities or where people may be present on the site without wearing personal protective equipment (e.g. safety vest and safety boots);
- Ensuring that the WHS noticeboard on the site is present, and is regularly updated with relevant information for the site;
- Declaring the days and hours of work under which activities may be conducted on site;
- Ensuring that there is a Site Supervisor and first aid trained person onsite at all times the site is open. At this time, it has been determined by the Board that all Site Supervisors must have "Provide First Aid" qualifications.
- If the Site Supervisor for any day is not a member of the Board of Directors, identifying which Director will be the escalation contact for the Site Supervisor for that day;
- Ensuring that an appropriately trained First Aid Supervisor is appointed to undertake regular checks of the first aid kit after use or at a minimum of 12 months intervals to ensure its contents are suitable, unexpired, and working as appropriate;
- Determining the number of first aid kits and fire extinguishers that should be on site in consultation with people who come onsite.
- Ensuring that Fire Extinguishers on the site have been tested by appropriately skilled professionals on at least an annual basis, and ensuring any issues with the Fire Extinguishers are rectified;
- Consulting with Site Supervisors and people onsite to ensure that WHS matters are considered;
- Ensuring that complaints of bullying are appropriately investigated, resolved and documented;
- Identifying an appropriate emergency evacuation location;
- Regularly collect the contents of the WHS Suggestion Box.
- Appoint a WHS Suggestions Coordinator to log, consider, and respond to WHS Suggestions.
- Review and approve the outcomes of the investigation from a suggestion. This may alternatively include forwarding a suggestion on to a document reviewer for consideration;
- Consider any reports from Site Supervisors and ensure appropriate suggestions are considered;
- Reviewing first aid logs and notifiable incidents on a regular basis to explore avenues to improve WHS for the site.

No Director may perform any regular work activity on the site alone or authorise opening the site for any type of regular work activity without written approval from a majority of the board. A Director may enter the site outside of regular opening hours in an emergency such as a reported break in after considering the risks of entry. The director doing this must still log their entry and departure times in the Attendance Book.

First Aid Supervisor Responsibilities

The Board will appoint a First Aid Supervisor who has the following responsibilities:

- Ensuring that the contents of the First Aid kits onsite are regularly reviewed and refreshed as appropriate recognising current industry practice and in consultation with the Board;

- Testing the emergency shower and eye wash on the site at least once each month and maintaining a record of these tests (as the emergency shower and eye wash are considered part of first aid). Should the emergency shower or eye wash not function, this must be raised with the Board of Directors who are responsible for ensuring it is fixed.
- Ensuring that First Aid qualifications of Site Supervisors and others who may have, and are willing to conduct First Aid, are current and up to date by sighting, retaining a copy of, and maintaining a register of First Aid qualifications.
- Checking monthly that the fire extinguishers located on the map have been tested and tagged as functioning on at least an annual basis. Any issues identified should be raised with the Board.

WHS Suggestions Coordinator Responsibilities

The Board will appoint a WHS Suggestions Coordinator to manage suggestions placed in the WHS Suggestions box.

Details on this role and the applicable procedures can be found in the Document Review, Consultation and WHS Administration Policy and Procedure document.

Document Reviewer Responsibilities

This document must be reviewed on an annual basis for its suitability and applicability. The document must also be reviewed after any emergency (real or test), or notifiable incident.

The Board will appoint someone to conduct a review of the document. Details on this role and the applicable procedures can be found in the Document Review, Consultation and WHS Administration Policy and Procedures document.

Role Specific Procedures

All Persons

Site Entry and Exit Procedure

All persons who attend the site to perform an activity must follow the following procedures:

1. Before commencing any activity, sign in the Attendance Book and if they are not the Site Supervisor, note who the Site Supervisor is.
2. Check the WHS noticeboard and ensure that they are familiar with and understand all notices.
3. Report to the Site Supervisor for a briefing or any specific instructions.

If they have not been inducted, the person may not commence activities on the site until they have been inducted. They must notify the Site Supervisor if to their recollection they have not been inducted.

All persons must provide emergency contact details for themselves and an alternate contact which may be used in an emergency or when authorised under these procedures. These details will initially be provided during a site induction but an individual has a responsibility to ensure these details are kept up to date. Should someone need to provide updated details they should provide these in writing to the Site Supervisor who will ensure they are stored in the secure location. Any person may check the emergency contact details they have on file by approaching the Site Supervisor.

Before departing the site, all persons must follow the following procedures:

1. Ensure that any workspace and equipment used is safe and secured as necessary so that it does not pose a hazard to other persons;
2. Prior to leaving the site, sign out with their departure time is noted in the Attendance Book;
3. Depart the site promptly.

Any person who enters or leaves the site must ensure the gate used is closed on entry and exit.

Site Induction

All persons who come onsite to perform any activity, even if in a volunteer basis, must be inducted. The induction must be conducted by a Site Supervisor or other person nominated by the Board of Directors and will cover:

- Their responsibilities and duties under the WHS policies and procedures, particularly their duties in reporting hazards, incidents, and following emergency procedures.
- The location of the Attendance Book, WHS noticeboard, and WHS suggestions box;
- The need to sign in and out in the Attendance Book;
- Which activities have been prohibited; permitted using personal protective equipment; or generally permitted;
- Any locations which are out of bounds or those that require personal protective equipment;
- The locations of the first aid kit and who to contact if they require first aid;
- The location of the kitchen, the toilets, and other amenities;

At the end of the induction, the person must sign that they understand and will follow the WHS policies and procedures, using the form in Appendix C. They must also provide emergency contact details that may be used in an emergency or as authorised under this document.

A person who comes onsite must consider whether they have medical conditions that should be disclosed to the Site Supervisor that may assist with their treatment if they become injured or ill when onsite. They may also write this with their emergency contact details if they wish.

Site Supervisor Specific Procedures

Site Entry and Exit

The Site Supervisor has additional duties when commencing the day. They must:

1. Attend the site and unlock the necessary gates / buildings;
2. Sign in and note that they are the Site Supervisor for the day in the Attendance Book;
3. Check the noticeboard and ensure that the appropriate notices are presented, raising any issues with their Board of Directors contact if there are any issues;
4. Only commence work when at least one other has arrived;
5. Conduct a briefing if necessary with those onsite prior to permitting work to commence.

If it is necessary to conduct a briefing prior to permitting work, the briefing should cover:

- A reminder that all persons have responsibilities under WHS and must follow the WHS Policies and Procedures;
- Any notices that should be taken note of, particularly if there are have been recent changes;
- Encourage those present to raise any health and safety hazards, risks or issues of concern;
- The time at which the site is due to close and by when any work must be completed.

Those who are not present at the start of the day must be similarly briefed when they present themselves to the Site Supervisor.

If the Site Supervisor leaves the site for any reason while it is open, the Site Supervisor must identify and seek agreement from an appropriately qualified Site Supervisor to continue for the remainder of the day or until the Site Supervisor returns. Prior to departing, the Site Supervisor must:

1. Brief their replacement with any necessary information required;
2. Go to the Attendance Book and note who the replacement Site Supervisor is;
3. Sign out;
4. Promptly leave the site.

If it is the end of the day, the Site Supervisor must:

1. Check that as far as reasonable, all persons have left or are leaving (e.g. no people can be seen on the site, no cars are in the carpark).
2. Check the Attendance Book and ensure that all persons have signed out;
3. Take note if there are any items in the WHS suggestions box;
4. Sign out themselves;
5. Promptly secure the site and leave.

If someone has not signed out, then the Site Supervisor must make every effort to determine that the person has left before leaving, including making contact using emergency contact details if necessary.

If the Site Supervisor notices items in the WHS suggestions box, they must contact their Board of Directors contact and indicate that the WHS suggestions box requires emptying.

The Site Supervisor must not work on site alone. Should the Site Supervisor determine that they may be onsite alone, they must immediately:

1. Stop whatever they are doing;
2. Ensure that their workplace and equipment are safe and secure;
3. Check their surrounds and the Attendance Book to determine whether or not they are alone;
4. If they are alone, follow the steps to close and secure the site as though it was the end of the day.

Site Induction

Should a person require site induction, the Site Supervisor must do this prior to allowing them to perform work.

The induction must cover the items highlighted above in the Site Induction procedure for all persons.

At the end of the Site Induction, the Site Supervisor must ensure that the person provides the necessary details on the Induction Form (Appendix C), and then files the form in the secure location on the site.

Use and Update of Emergency Contact Details

The Site Supervisor is only authorised to use Emergency Contact details as specified in this procedure or in an emergency. Emergency Contact details must not be used for any other purpose, and it may be unlawful under the Privacy Act or other government legislation for them to be used. When using these details, all care must be taken to minimise the likelihood of their disclosure to others. A similar non-disclosure requirement and non-use of information applies to any medical conditions that may have been disclosed.

All persons have a responsibility to ensure their Emergency Contact details are kept up to date. Should a person onsite request that they review their Emergency Contact details, the Site Supervisor should look for the person's paperwork in the secure location and show it to the person so that they can check it. Once the paperwork has been checked it must be returned to the secure location by the Site Supervisor.

Should a person onsite provide updated Emergency Contact details, they must file the updated document with the person's existing details and note on the previous form that these details have been replaced.

Board Member Procedures

A member of the Board of Directors who attends site will generally either be subject to those procedures that apply to all persons or those procedures that apply to the Site Supervisor, if they are the Site Supervisor.

If they are the nominated contact for a Site Supervisor on any given day, they must consider their obligations to WHS at all times. Their actions should appreciate WHS requirements and be reported to the Board as a whole.

WHS Noticeboard

The Board of Directors will ensure that there is a WHS Noticeboard and regularly review the items posted for their relevance and applicability.

WHS Suggestions

The Board will appoint a WHS Suggestions Coordinator to log, review, investigate and respond to suggestions from the WHS suggestions box. A member of the Board should collect and refer items placed in the WHS Suggestions box to the WHS Suggestions Coordinator.

All suggestions placed in the WHS Suggestions Box must be logged and investigated. The Board should review the reports from the WHS Suggestions Coordinator on a monthly basis to ensure that this occurs.

The WHS Suggestions Coordinator will provide a report on the outcomes of any WHS suggestion box investigation to the Board for acceptance.

Responding to Bullying

The Board is responsible for documenting, investigating, and resolving complaints of bullying. The Board will appoint one of their number, who must not be subject to the bullying complaint, to document, investigate, and resolve the bullying complaint. If it is not possible that a board member investigates this matter for whatever reason, an appropriate independent person must be appointed.

At all times, the matter must be conducted sensitively, as far as possible confidentially, and natural justice principles shall apply. ACT Regulation 2012-219 has content that can be of assistance.

The results of any bullying investigation must be presented to the Board of Directors. If one of the directors is the subject of the complaint, they must not participate in any deliberation or decision in relation to the complaint. If a complaint is upheld, any sanction against the person or persons conducting the bullying must be approved by the Board.

WHS Suggestions Coordinator Procedures

A member of the Board of Directors will provide the details of suggestions to the WHS Suggestions Coordinator.

The Documentation Review, Consultation and WHS Administration Policy and Procedures document contains details on how WHS Suggestions are to be treated.

Document Reviewer Procedures

A person appointed to review this document leads the review process, initiates and leads the consultation, updates the document and provides the updated documentation to the Board for acceptance.

The Documentation Review, Consultation and WHS Administration Policy and Procedures document contains details on how Document Reviews are to be conducted.

WHS Administration Coordinator

The Board will appoint a WHS Administration Coordinator under the Documentation Review, Consultation and WHS Administration policy to ensure that records of persons who come onsite and signed induction forms are maintained. Details on this role are found in the Documentation Review, Consultation and WHS Administration Procedure.

General WHS Risk Minimisation Procedures and Measures

WHS Noticeboard

There shall be a Work Health and Safety noticeboard on site, near the location of the Attendance Book. All persons who enter the site must check and be familiar with notices which have been placed on the noticeboard. A copy of the approved WHS policy must be posted on this noticeboard and all WHS policies must be near at hand.

At the start of each day, the Site Supervisor must check that the required notices are placed on the noticeboard. The notices may be of any WHS nature and may include, but not be limited to, consultations, Risk Assessments, reminders, notices and the like.

Any person who comes onsite and requires clarification in relation to a notice must discuss it with the Site Supervisor. If the Site Supervisor requires clarification in relation to a notice, they must discuss it with the Board of Directors (the Chairman or nominated WHS person).

Consultation and Suggestions

The Board recognises the need to provide a consultation mechanism for WHS matters with anyone who comes on site.

The WHS noticeboard will be the primary mechanism to communicate with those who come onsite and provide advice on changes to WHS matters. Anyone with questions about the content of the WHS noticeboard should raise it initially with the Site Supervisor.

Anyone who has a suggestion in relation to WHS matters is encouraged to use the WHS Suggestion Box. These matters will be collected, logged, investigated and responded to by the Board or nominated person. The Board may engage others to investigate and provide suggestions to address the matter, which may include it being raised at a members' meeting for discussion.

It is recommended, but not required, that a person submitting a suggestion use the form in Appendix D for making the suggestion. All suggestions must have the name and contact details of the person making the suggestion so that appropriate follow up and closure of the matter may occur. Suggestions without a name and contact details may be discarded by the Board.

After any suggestion has been investigated and a solution proposed, the person who made the suggestion will be contacted. Any changes agreed by the Board will be notified to those onsite through the WHS noticeboard.

Further details on how WHS Suggestions are managed through their lifecycle can be obtained in the Documentation Review, Consultation, and WHS Administration Policy and Procedure.

First Aid

There will be at least two first aid kits on the site and will be indicated on the map. One will be located near the sign on location and another in the carriage shed. The first aid kit will be regularly checked by a first aid qualified person to ensure that appropriate supplies are present. The board will nominate a First Aid Supervisor to conduct this activity and other duties as specified separately in this document. This includes testing the emergency shower and eye wash on a regular basis.

Any issues with first aid equipment should be raised with the Site Supervisor during normal opening hours. The Site Supervisor will pass any issues on to the First Aid Supervisor for investigation. Any issues with identified by the First Aid Supervisor should be raised with the Board, particularly if it requires expenditure.

Any Site Supervisor who administers First Aid must log it in the appropriate first aid logbook.

Fatigue

No person may come onsite if they are tired or fatigued and unable to conduct the activity they wish to perform in a safe manner.

If someone becomes fatigued during the day they should stop and only recommence if they are appropriately rested.

The Board of Directors assists in the management of fatigue by authorising opening of the site only on certain days and hours. If required, a risk assessment will be conducted using the Fatigue guidance from Safe Work Australia if there are major changes to opening hours or work duties that impact fatigue.

Drugs and Alcohol

Nobody who attends site may be under the influence of alcohol or drugs (prescription or other). Some rail safety work has requirements under law that are stricter than those which follow, and in some cases mandatory testing and reporting to authorities applies.

For general attendance at the Kingston site, a person's blood alcohol level may not exceed 0.05. Anyone who suspects someone onsite is above this limit should refer it to a Site Supervisor for resolution.

If a person is suspected of not being within the limit, they will be requested to undertake a breath test conducted by the Site Supervisor to remain onsite or leave the site immediately. Should the person pass the test, they shall be permitted to continue on the site. Should they refuse or fail the test, or refuse to leave the site, this will be raised formally by the Site Supervisor to the Board of Directors for resolution, initially through counselling.

Any person who repeatedly appears to the site intoxicated and / or refuses to leave the site and / or refuses counselling will be treated to disciplinary procedures which may lead to being banned from the site or in the case of members, having their membership cancelled.

Formal procedures for random breath testing or other formal testing arrangements under AS/NZS 4308:2001 and AS 4760-2006 will be developed at a later date if required.

Smoking

Smoking is accepted by health experts to have a harmful impact on human health.

In recognising this impact, all areas of the Canberra Railway Museum site, indoors and outdoors, will have a prohibition on smoking to minimise the impact of smoking on non-smokers. Additionally,

smoking shall not be permitted within five meters of any entrance or exit point to similarly minimise the possible impact on persons entering or leaving the site.

Any smoker who wishes to smoke must leave the site and be at least five meters from an entrance / exit while smoking.

Site Safety

All persons who come onsite must recognise that there are safety risks on the site, including things like trip hazards. People working on site must take reasonable steps to ensure that hazards are minimised from the work they are doing and alert or remove hazards to others who may be walking around the site. All persons are required to wear appropriate personal protective equipment as specified.

Persons should minimise the amount of driving that is done on the site. Anyone who does drive on the site should:

- Travel at a safe, reasonable distance away from other people who may be onsite;
- Travel at a slow speed and never more than 10km/h;
- Ensure that all gates, barriers and other warning devices that may be moved for the vehicle to move are returned to the safest aspect after the vehicle movement.

Site Security

All persons have a responsibility to assist managing site security. This includes:

- ensuring the gate used is closed on entry and exit;
- keeping an awareness of those who may be onsite and taking appropriate action if unknown persons are on the site;
- raising any issues with site security with the Site Supervisor (e.g. hole in the fence).

If safe to do so, an unknown person who is found onsite should be approached and requested to leave. If a person onsite is not comfortable with doing this, or the person approached does not leave or have a valid reason for being onsite, the person must bring the matter to the attention of the Site Supervisor promptly.

The Site Supervisor should request the person to leave if they have not done so, indicating that the Police may be contacted should they not leave. If the unknown person does not leave, or it is not safe to approach them, the Site Supervisor should contact the Police on 131444 for assistance.

If the Police are called, the Site Supervisor must provide a written report to the Board within seven days outlining what occurred.

The Site Supervisor should also:

- Address any non-compliance closing the gate with the individual(s) concerned;
- Organise a work team to fix basic site security issues such as holes in the fence (or raise the issue with the Board should an expenditure of funds be required).

Use of the Forklift

A person who operates the forklift in any fashion must have an appropriate High Risk Licence for operating the forklift, or if it is permitted by government regulations, be directly supervised in the near vicinity by someone with an appropriate licence. A person who operates the forklift and holds an appropriate licence must carry it at all times when using the forklift and present it to a Site Supervisor if requested.

A person who intends to use the forklift must notify the Site Supervisor of their intention to do so, prior to operating it.

A person operating the forklift must be familiar with the safety requirements under the laws and regulations of the ACT and follow those requirements. They must also use a high degree of caution in operating the forklift and minimise the risk of injury to themselves or others.

If it is permissible that someone without a licence operate the forklift under certain conditions, then the Site Supervisor must be notified of this. The Site Supervisor must also be confident that an appropriately licenced person is supervising the unlicensed operator at all times.

Communications on site

A person onsite who has a message that needs to be communicated to everyone onsite should raise it with the Site Supervisor.

The Site Supervisor will sound one blast of a whistle to advise all persons that they should return to the museum building and await further instruction. If anyone hears three blasts, they should evacuate the site immediately and assemble at the emergency assembly point. Except in an emergency, in case of any confusion the person must return to the museum building and seek guidance.

Emergencies and Notifiable Incidents

Site Supervisor Responsibilities

The Site Supervisor will in the primary instance manage any emergencies or incidents until a more appropriate authority arrives, if required. If the Site Supervisor is unavailable or injured, a suitable person onsite must take control of the emergency and undertake the role of the Site Supervisor until an appropriate authority arrives.

Responsibilities of all Persons onsite

If a person onsite identifies an emergency or workplace incident they must promptly bring it to the attention of the Site Supervisor. Emergency services are to be contacted immediately if necessary. The address of the Kingston site is 2 Geijera Place, Kingston ACT and the entrance to the site has GPS coordinates 35.32 degrees South 149.15 degrees East (according to Google Maps).

If an evacuation of the site has been determined necessary by the Site Supervisor and the evacuation alert has been sounded, all persons must promptly leave the site and assemble at the Emergency Assembly Point after ensuring that whatever they are doing is not left in an unsafe state. Persons may only remain onsite (e.g. to provide first aid) if they have been given explicit permission by the Site Supervisor to do so.

Fires

In the case of a fire on the site, the primary consideration should be to ensure the safety of all on the site. The Site Supervisor should be informed as soon as possible and emergency services contacted by phone (000) if necessary. Any person can contact emergency services and it should be done as soon as possible.

A person onsite should only fight a fire onsite if it is safe to do so. It is important that the right type of fire extinguisher is used when fighting a fire.

Site Evacuation

The Site Supervisor will determine whether the site should be evacuated and lead the evacuation.

An emergency Evacuation Assembly Point is located as shown on the site map.

Should the site require evacuation, the Site Supervisor must manage the evacuation. The Site Supervisor must:

1. Contact emergency services if it is necessary and contact has not already been made by someone else;
2. Alert all persons onsite to the emergency by producing three blasts on their whistle. The Site Supervisor may authorise specific persons to remain onsite to provide first aid.
3. Collect the Attendance Book and hold it in their possession until all persons who have signed in have been accounted for;
4. Proceed to the Emergency Assembly Point;
5. Ensure that all persons who have signed in have been accounted for (present or signed out). Should a person be unaccounted for, the Site Supervisor must attempt to contact them or their emergency contact to check whether or not they are still onsite;
6. Contact the nominated member of the Board of Directors;
7. Only permit persons back onsite when the reason for the evacuation has been removed;
8. Provide a written report on the nature of the emergency to the Board of Directors within 24 hours of the emergency.

Site Evacuation Test

At least once per year, a test of the emergency evacuation procedure highlighted above must be conducted. The Site Supervisor on the day of the test must complete a written report and provide it to the Board of Directors notifying any suggested areas of improvement.

Notifiable Incidents

Certain workplace incidents are considered notifiable incidents and must, under the law, be reported to the appropriate government entity. As at the time of writing, a notifiable incident includes:

- the death of a person;
- a serious injury or illness of a person; and,
- a dangerous incident.

More details in relation to notifiable incidents is contained in Appendix A.

Any person onsite who becomes aware of a notifiable incident must contact the Site Supervisor immediately. The Site Supervisor must ensure that the Board of Directors is informed and the notifiable incident is reported using the fastest possible means. Procedures on how to do this are located on the ACT Government Access Canberra website.

In the case of a Reportable Incident, the Site Supervisor must:

1. Contact emergency services by phone (000) if necessary;
2. Ensure that any persons who may be affected are provided First Aid if possible;
3. Ensure that the site is preserved in line with site preservation requirements;
4. Make contact with their Board of Directors contact if they are not a member of the Board of Directors;
5. Ensure that the incident is reported to the appropriate workplace authorities (it may be done by a Director).

The Site Supervisor must follow the directions of emergency services personnel or government workplace inspectors. One of these parties will often take control of the incident.

The Site Supervisor must provide a written report on the nature of the incident to their Board of Directors contact within 24 hours, and this must be reported to the Board as a whole within xx hours.

Review of Emergency Procedures

In addition to the requirement for regular review, the Board of Directors must review the applicable emergency procedures to ensure their continuing effectiveness after any emergency, notifiable incident or test.

Management of Deliveries to the Site

Anyone who is expecting a delivery to the site must ensure that they work with the Site Supervisor to minimise the risks to both persons onsite and the person making the delivery.

Depending on the nature of the delivery, and in particular if it is for large or bulky equipment, machinery or plant, a Risk Assessment may be required prior to delivery. Details on Risk Assessments is contained in the Risk Management Policy and Procedure.

Using Risk Assessments to Identify and Manage Workplace Hazards and Risks

All persons onsite have the obligation to identify and manage workplace hazards. Managing workplace hazards is primarily done via a Risk Assessment. Hazardous activities which require a Risk Assessment may only be conducted if the Risk Assessment has been completed and accepted by the Board of Directors or a person authorised by the Board.

Risk Assessments may only be conducted by persons authorised and tasked by the Board of Directors to do so. The latest Risk Management document must be referred to for further detail.

Reporting Workplace Hazards and Risks

All persons have the responsibility to raise workplace hazards and risks according to the documented procedure. This may be by removing the hazard (e.g. cleaning a wet floor), raising the matter with the Site Supervisor (e.g. an emergency has occurred), or placing a Suggestion in the WHS Suggestion Box (e.g. a suggestion to conduct a Risk Assessment). Other sections of this document highlight the applicable procedures.

Activities which do not require a full Risk Assessment

Some activities do not require a full Risk Assessment if risk management measures are well known and specified control measures are taken. In these cases, an Abbreviated Risk Assessment may be conducted. The Risk Management Policy and Procedure contains further details.

Risk Assessments Undertaken

At the time of writing, the following activities performed on the Kingston Site have had an Abbreviated Risk Assessment undertaken. Further details on these Risk Assessments can be found as an Appendix to this document:

- grass mowing;
- using a whipper snipper;
- lifting and moving things;
- using the BBQ;
- cleaning gutters;
- general gardening;
- cleaning toilets;
- general cleaning using chemicals;

The following items have been considered as requiring a complete Risk Assessment:

- use of electric leads and advantage of battery operation of tools;
- carriage maintenance.

Details on how Risk Assessments are managed are contained within the Risk Assessment Procedure document.

Further topics

WHS requires regular review. Any person who has suggestions for additional content of this document is encouraged to raise it via a suggestion through the WHS Suggestions Box.

Appendices

Appendix A: Notifiable incidents

WHS law requires that certain WHS incidents be reported to government. As at May 2018, ACT Government website (https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1767) indicates that “Notifiable incidents include:

- the death of a person;
- a serious injury or illness of a person; and,
- a dangerous incident,

“A serious injury or illness includes:

- an injury or illness that requires immediate treatment as an in-patient in hospital (An in-patient in hospital is a person who has been admitted to hospital and requires at least one overnight stay);
- amputation;
- serious head, eye or burn injury;
- degloving or scalping;
- spinal injury;
- loss of bodily function;
- serious laceration; and,
- exposure to a substance which requires medical treatment within 48 hours.
- A dangerous incident means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - an uncontrolled escape, spillage or leakage of a substance;
 - an uncontrolled implosion, explosion or fire;
 - an uncontrolled escape of gas or steam;
 - an uncontrolled escape of a pressurised substance;
 - electric shock;
 - the fall or release from a height of any plant, substance or thing;
 - the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in the Work Health and Safety Regulation 2011;
 - the collapse or partial collapse of a structure;
 - the collapse or failure of an excavation or of any shoring supporting an excavation;
 - the inrush of water, mud or gas in workings, in an underground excavation or tunnel;
 - the interruption of the main system of ventilation in an underground excavation or tunnel;or,
- another event prescribed in the Work Health and Safety Regulation 2011.

“Reporting of a dangerous occurrence under the Dangerous Substances Act 2004 (the Act) must be made if;

- a person in control of premises believes there is a substantial likelihood of a dangerous occurrence happening at the premises; or,
- there is a dangerous occurrence as defined under the Act.

“A dangerous occurrence includes:

- an incident causing or creating a substantial risk of:
- death or serious harm to a person, whether at the premises or elsewhere; or,
- substantial damage to property or the environment, whether at the premises or elsewhere;
- anything declared by regulation to be a dangerous occurrence; or,
- any other incident involving a serious and immediate risk of anything mentioned above.

“Examples of dangerous occurrences include:

- a spill or other loss of containment of a dangerous substance;
- an uncontrolled emission of a dangerous substance; and,
- a fire, explosion or release of energy.”

There are requirements under law for preservation of a site under which a notifiable incident has occurred, until a workplace inspector arrives or otherwise directs. According to ACT Government websites, “Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

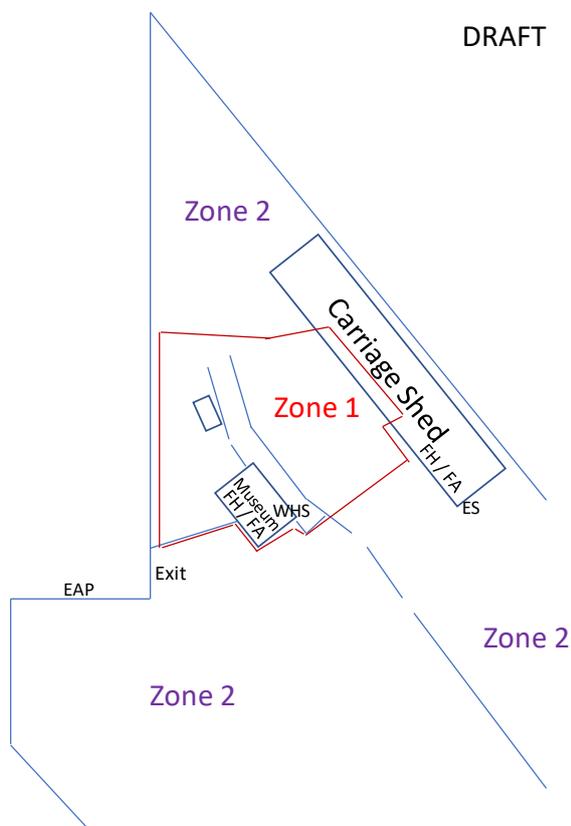
“An incident site may be disturbed:

- to assist an injured person;
- to remove a deceased person;
- to make the site safe or to minimise the risk of a further notifiable incident;
- to facilitate a police investigation; or,
- an inspector has given permission either in person or by telephone.”

Appendix B: Site Map

Map needs to show

- Location of Attendance Book, WHS Noticeboard and WHS Suggestions Box
- Location of first aid kits (including showers)
- Location of fire extinguishers
- Evacuation routes and location of Emergency Assembly Point.
- Out of bounds locations
- Where PPE must be worn



Zone 1

Areas:

- Museum building
 - Platform
 - BBQ
 - Garden and tables around BBQ
 - Publicly accessible exhibits in first row of carriage shed
 - Between carriage shed and museum building
- Personal Protective Equipment required
- All members, volunteers and public must wear footwear

Zone 2

Areas:

- All areas not in Zone 1
- Personal Protective Equipment required
- Safety Boots
 - High Visibility vest

Notes:

All persons accessing this zone must be inducted according to the WHS documentation and sign in and out of the site.

ALL ZONES OF CANBERRA RAILWAY MUSEUM ARE NON-SMOKING.
PERSONS WISHING TO SMOKE MUST LEAVE THE SITE AND BE AT
LEAST 5 METRES FROM AN ENTRY / EXIT.

Legend

EAP: Emergency Assembly Point

FH: Fire Hydrant

FA: First Aid Kit

WHS: WHS Noticeboard, Suggestion Box, and sign in location

Exit: Exit to be used in Emergency

ES: Emergency Shower and Eye Wash

Appendix C: Acknowledgement of Induction to Kingston Site

I,

Acknowledge that I have been inducted into the Canberra Railway Museum Kingston Site and will follow all Work Health and Safety Policies and Procedures.

Signed:.....

Dated: / / 20

Name of Site Supervisor:

Signature of Site Supervisor:.....

Emergency Contact Details

Mobile or Home Phone Number:

Name of Alternate Contact:.....

Phone number of Alternate Contact:

Medical Matters

Those with medical issues who consider it best to disclose them in case of a need of treatment may record them here if desired.

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Appendix D: WHS Suggestion Form

Anyone may use this form to make a WHS suggestion through the WHS Suggestion Box. If this form has not been used, the WHS Suggestions Coordinator must fill in the initial details and then complete the remainder of the form as required.

WHS Suggestion Section

Name of Person Making Suggestion:

Contact Details (Telephone & Email):

Date Suggestion Lodged:

Nature of Suggestion:

WHS Suggestion Coordinator Section

WHS Suggestion Number:

Date Logged:

WHS Coordinator Name:

Details of investigation conducted:

Recommendations:

Date submitted for Board Review:

Board feedback: Agreed / Not Agreed / Other decision

Board Comments:

Date closed in WHS suggestions log: