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# WORK HEALTH AND SAFETY POLICY AND PROCEDURES

Canberra Railway Museum

*Produced by Capital Region Heritage Rail Limited as the  
operators of the Museum from 2019*

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## 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
1.2	John Cheeseman	Revision by solicitors and updated for public trading and new RIM	14/1/2020	1.2	17 June 2020	2.0

2.1	John Cheeseman	COVID Safe plan added	17/6/2020	2.1	17 June 2020	2.1
3.0	Jane Wheaton	Full document review. Addition of content on forklift, use of chainsaws and the scaffold, confined space entry, and investigation of a WHS incident	19/3/2024	3.1	13 November 2024	3.1

## Part A WHS and the Kingston Site

This document applies principally to the CRM as a workplace. It should be read in conjunction with:

- Site Supervisor Instruction (CRM-PRO-HRM-001)
- CRM Emergency Plan (CRM-PLN-RSK-002)
- CRM Risk Management Policy and Process (CRM-PLN-RSK-001)

### A1 Document Control

This document was first published in October 2018 with approval of the Board of Capital Region Heritage Rail (CRHR), followed by a period of consultation with the membership. Subsequent reviews followed as listed in the table above.

In February 2024 the document was reviewed, and an updated version taken to the CRHR Board for approval in March 2024. This version was released for consultation amongst members for a period of three months. Consultation involves publishing it on the WHS Noticeboard, and communicating with members at the monthly meeting and via the Newsletter.

### A2 Document Review and Consultation.

This policy will be reviewed in accordance with our Document and Data Control Process.

Consultation with our volunteers occurs:

- Monthly at our members and supporters meeting
- Weekly at on site Toolbox meetings
- Via Members Newsletter

### A3 Emergency Management

The management of emergency situations at the Canberra Railway Museum is covered separately in the Emergency Management Plan – CRM-PLN-RSK-002

### A4 Rail Operations

Additional arrangements and procedures apply for Rail Operation. These will be covered in the Safety Management System being developed in support of gaining accreditation, and have been removed from this version of the WHS Policy and Procedures.

## A5 Further topics

WHS at CRM should be 'owned' by every member and 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, a Toolbox meeting or at the Members Monthly meeting.

## Part B Basic Instruction

Canberra Railway Museum (**CRM**) believes that safety is paramount, and a risk management culture is essential to ensure that everyone who participates in its activities returns home safe and well.

All people associated with CRM MUST abide by the Canberra Railway Museum Work Health and Safety Policy and Procedures. This document applies to all activities undertaken at the CRM site in Kingston, ACT.

Everyone who participates in activities at CRM 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 play a primary role in assisting the CRM's Board on a day to day basis to manage site safety when the Museum is open for a working day or public open day.

Anyone on-site is encouraged to raise work health and safety (**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 A should be used where possible.

## Part C Work Health and Safety Policy

### C1 Purpose

CRM recognises its moral and legal responsibility to provide a safe and healthy work environment for members, volunteers, employees, contractors, customers, other railway operators and visitors. A strong health and safety culture contributes directly to the success of our museum; safety is the Board's highest priority.

### C2 Objectives

To maintain a safe and healthy working environment, the Board is committed to:

- Fostering a positive culture of trust and working safely, and calling out unsafe behaviours
- Encouraging the reporting and analysis of incidents, and all opportunities for learning and improvement
- Actively identifying and managing workplace hazards, and implementing controls to reduce risk and eliminate risk wherever reasonably possible
- Ensuring compliance with current health and safety legislation, industry standards and rail safety standards
- Providing personnel with the appropriate information, training, instruction, skills and qualifications for the activities they undertake
- Ongoing consultation with members and volunteers, and other personnel entering the CRM work site, to ensure all are aware of hazards and any changes at the site or change in procedures
- Involving members and workers in discussions and decisions on health and safety. Suggestions are encouraged, and will be considered and acted upon where feasible and beneficial
- Ensuring a Site Supervisor is in attendance on every site working day, and an appropriately qualified Yard Coordinator is present when rail movements are occurring within the CRM siding
- Ensuring the CRM working environment is both safe and personally rewarding for personnel regardless of age, gender and ability or disability
- Providing Safety leadership that supports continuous improvement and reinforces individual responsibility for workplace safety

### C3 Application of this policy

This policy is applicable to the CRM workplace and functions including those situations where workers are required to work off site.

### C4 Site Induction

All workers who come on-site to perform any activity must be inducted. The induction must be conducted by a Site Supervisor or other person nominated by the Board of Directors and will cover:

- Volunteers' responsibilities and duties under CRM's WHS policies and procedures, particularly their duties in reporting hazards, incidents, and following emergency procedures;
- The location of the Attendance Record, WHS Noticeboard, and WHS suggestions box;
- The site entry and exit procedure;

- 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 kits and who to contact if they require first aid;
- The location of the kitchen, the toilets, and other amenities.

Procedures for conducting Site Induction are detailed in D3 below.

## C5 Consultation and Suggestions

CRM is committed to consultation and cooperation between management, members, and volunteers. The CRHR Board of Directors and management will consult with members, volunteers, employees, contractors, customers and visitors about any workplace change that will affect their health and safety. The WHS Noticeboard will be the primary mechanism to communicate and provide advice on changes to WHS matters with those who attend the site. Anyone with questions about the content of the WHS Noticeboard should raise it initially with the Site Supervisor or a CRHR Director.

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 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 A. 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 as required by this Policy. WHS suggestions will also be a standing agenda item on the members monthly meeting.

## C6 WHS Noticeboard

The WHS Noticeboard will be located near the Attendance Record. 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, and notices.

Any person who comes on-site 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.

## C7 Responsibilities

There are many different roles within CRM which hold different duties with respect to WHS in the workplace. These roles include:

- CRM (as an organisation)
- Board of Directors
- Volunteers

- Site Supervisor
- First Aid Coordinator
- WHS Coordinator
- Document Reviewer

These roles and their responsibilities will be outlined below.

#### C.7.1. CRM's Responsibilities

CRM needs to identify, assess and eliminate or minimise, as much as possible the risks arising out of its operations. To achieve this, it is important that everyone understands their roles and responsibilities so they can contribute to health and safety accordingly.

The CRM is responsible for:

- Ensuring the health and safety of everyone on-site;
- The provision and maintenance of a work environment without risks to health and safety including safe plant, structures and systems of work;
- Safe use, handling, storage and transport of chemicals and hazardous substances;
- Providing information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of CRM;
- The development, promotion and implementation of WHS policies and procedures;
- Ensuring workplace incidents are investigated to prevent further incidents; and
- The provision of resources to meet this health and safety commitment.

#### C.7.2. Board of Directors' Responsibilities

The Board of Directors is responsible for:

- The provision and maintenance of the workplace in a safe condition;
- The development, promotion and implementation of WHS policies and procedures;
- Ensuring workplace incidents are investigated;
- The provision of resources to meet CRM's health and safety commitments;
- Determining the content of, and approving, this document;
- Ensuring that this document and other policies and procedures are reviewed at least annually, and after any emergency or incident;
- Providing an Attendance Record, 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 the CRM site;
- Ensuring that risk management plans are in place for hazardous activities;
- Defining a perimeter, or boundaries around the site where people may conduct activities or where people may be present on the site without wearing mandated personal protective equipment;
- Ensuring that the WHS Noticeboard is regularly updated with relevant information for the CRM site;
- Declaring the days and hours of work under which activities may be conducted on CRM site;
- Ensuring that there is a Site Supervisor who is appropriately trained always on-site when the site is open;
- Identifying Director contact details for the escalation contact for the Duty Site Supervisor;



- Ensuring that an appropriately trained First Aid Coordinator is appointed;
- Determining the number of first aid kits and fire extinguishers that should be on site in consultation with people who come on-site;
- Ensuring that fire extinguishers on the site are 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 on-site to ensure that WHS matters are considered;
- Ensuring that complaints of bullying are appropriately investigated, resolved and documented;
- Identifying an appropriate emergency evacuation location;
- Reviewing and approving the outcomes of the investigation from an incident or WHS suggestion. This may involve forwarding a suggestion on to a Reviewer for consideration;
- Considering any reports from Site Supervisors and ensuring appropriate suggestions are considered; and
- Reviewing first aid logs and incidents to explore avenues to improve WHS for the site.

Directors may not perform any work activity on the site alone, except as authorised by this document, or authorise opening the site for any type of work activity without approval from a majority of the Board.

All members of the Board are subject to the policies and procedures of this document.

### C.7.3. Volunteer Responsibilities

All volunteers are responsible for:

- Taking reasonable care for his or her own health and safety;
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Complying, so far as they are reasonably able, with any reasonable instruction that is given by CRM;
- Cooperating with any reasonable health and safety policy or procedure of the CRM;
- Only performing activities which are within his or her skills, abilities and, where appropriate, qualifications; and
- Promptly reporting any known or observed hazards and incidents using the documented procedure at D.20.

### C.7.4. Site Supervisor Responsibilities

The Site Supervisor plays a key role in managing WHS issues on-site and has the following responsibilities:

- Only opening the site during times expressly authorised by the Board of Directors;
- Opening the site at the commencement of the day and securing it at the end of the day, after checking that all persons who have signed in have left;
- Indicating on the Attendance Record that they are the Site Supervisor for the day;
- Checking that relevant notices have been placed on the WHS Noticeboard at the commencement of the day and updating when necessary;
- Conducting site inductions and site briefings / toolbox meetings as necessary;

- Ensuring 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;
- Managing WHS issues on site during the workday, including managing emergencies and incidents, and escalating to the Board of Directors as necessary. This includes notifying the Board of any reports of bullying, and producing written reports for incidents or emergencies within 24 hours;
- Directing persons on-site to stop an activity if it is considered dangerous and appropriate control measures are not in place;
- Ensuring that items in the WHS suggestions box have been collected by a representative of the Board of Directors; and
- Ensuring that the first aid log is updated with details of all first aid treatments.

A Site Supervisor may also act as the “Local Manager” under Operating Canberra Railway Museum Sidings (CFAP WOI RSK 019) during rail operations provided they hold “Safely Accessing the Rail Corridor” qualification. Procedures and requirements for rail operations are contained in a separate document being developed in connection with a submission to the Office of the National Rail Safety Regulator (ONRSR) seeking accreditation.

A Site Supervisor must:

- hold a first aid qualification;
- hold a working with vulnerable persons clearance;
- Always carry a mobile phone ;
- Always carry a whistle ;
- be trained in the Site Emergency Management Procedure;
- be physically on-site at all times during the opening hours of the CRM site. 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 on-site that they will act as the Site Supervisor for the rest of the day or until the nominated Site Supervisor returns. This should be recorded in the Attendance Record.

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. The Board of Directors have the final decision of whether an activity should be ceased, or certain measures be taken.

The Site Supervisor is authorised to use emergency contact details as specified in this document or in an emergency. 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.

The Site Supervisor will initially manage any emergencies or incidents until an emergency response team arrives (when required). If the Site Supervisor is unavailable or injured, a suitable alternate person on-site must take control of the emergency and undertake the role of the Site Supervisor until either the Site Supervisor arrives, or an emergency response team arrives.

### C.7.5. First Aid Coordinator Responsibilities

The Board of Directors will appoint a First Aid Coordinator who has the following responsibilities:

- Ensuring that the contents of the First Aid kits on-site are regularly reviewed and refreshed as appropriate
- Ensuring that CRM maintains a pool of personnel, who are regulars on working days or public days, with current first aid training

### C.7.6. Volunteer Coordinator Responsibilities

The Board of Directors will ensure that the role of the volunteer coordinator (if appointed) includes the following responsibilities

- Ensuring that the qualifications of Site Supervisors, are current and up to date by sighting, retaining a copy of, and maintaining a register of qualifications.

### C.7.7. Document Reviewer Responsibilities

The Board will appoint suitable person(s) to conduct a review of this document at least every two years for its suitability and applicability. This document must also be reviewed after any emergency (real or test). 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 and release for consultation.

## Part D – Risks and Hazards Management Procedures at the CRM site

All volunteers must be aware of safety risks on the site. Volunteers working on the CRM site must take reasonable steps to ensure that hazards are minimised from the work they are doing and alert others who may be working around the site of hazards.

### D1 Site Access Control

Site access is controlled via the issue of site access keys on the authority of the Board. A key register must be maintained. Site access keys permit entry via:

- Gate “C” – emergency vehicle gate facing corner of Geijera Place and Cunningham street
- Gate “D” – staff car park and large vehicle entry (“truck gate”) facing Cunningham street roundabout.

A Site Access key is also required to unlock the entry door to visitor centre from the platform.

Site Access keys are only issued to:

- Directors of Capital Region Heritage Rail if required
- Directors of ACT Heritage Rail Holdings if required
- Site Supervisors
- Security System maintainers
- Other members on a needs basis as approved by the Board of Capital Region Heritage Rail

Site Access keys are returnable on demand and must not be copied, lent or otherwise distributed by the holder.

### D2 Working Alone on Site

No person should enter, remain or work on site alone, except as allowed by this document or with the specific approval of the Board. The following situations are allowed:

- The Site Supervisor may 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 the site using the current procedure and depart themselves.
- A Security System maintainer may enter and work on site alone to investigate any security system failures but must not do any high-risk work whilst alone. This includes working from ladders and at heights. If urgent remedial system repair is required a second person should be onsite to provide safety support.
- Any site access keyholder may enter the site outside of regular opening hours:
  - in an emergency such as a reported break in;
  - to carry out a rostered security check;
  - to deliver / collect items relating to their usual duties (such as mail);
  - as required to facilitate delivery / collection of items by external contractors;
  - where appropriate to facilitate external parties approved access; and
  - if appropriately qualified, to facilitate entry / exit of rail crew conducting an authorised rail operation / inspection.

In all such cases the key holder must log their entry and departure times in the Attendance Record and are responsible for site security on their departure.

Working alone on-site increases workplace risk and key holders accessing site alone must:

- have an operational mobile phone with them whilst on site;
- visually survey site from Geijera Place / Cunningham Street roadway before entry. If anything unexpected is observed DO NOT ENTER;
- Upon entry, patrol the whole site, ensuring that everything is normal;
- Ensure no rail operations are observed within the CRM;
- Close the entry gate used for access but do not lock it.

### D3 Site Induction Procedure

An induction PowerPoint presentation module is available on the CRM office computer. A new visitor is required to view the induction pack, in the presence of the Site Supervisor or a CRM member available to answer any questions or emphasise important points. (The presentation is available under the *Supervisor* username. A shortcut is available on the desktop screen.)

On completion, the Site Supervisor must ensure that the person provides the necessary details on the Induction Form (Appendix B), and then files the form in the folder provided. Blank forms are also available in the folder and on the CRM office computer.

Should a person on-site request that they review their emergency contact details, the Site Supervisor should obtain the person's paperwork so that they can check it. Once the paperwork has been checked or updated on the existing form, it must be returned to the folder

### D4 Personal Protective Equipment (PPE)

PPE requirements vary between site zones and types of work.

As a minimum, any person working on the site in any zone is required to have the following PPE:

- A Hi-Vis vest (or similar work wear);
- work gloves appropriate to task;
- enclosed footwear according to task, as below; and
- sun protection headwear in summer months.

#### D.4.1 Footwear by Task

For most tasks undertaken by workers at the CRM, Safety Boots / Footwear with toe protection is the minimum requirement.

Where workers are only engaged in administrative, cleaning or other nonmechanical duties AND these duties are being performed in the Visitor Centre / Platform / BBQ and Garden area the minimum footwear requirement is relaxed to "sturdy enclosed footwear".

This relaxation does NOT apply to any construction work or to the use of ANY power tools (including gardening power tools) used in this area.

#### D.4.2 Task Specific PPE

You must wear PPE which is appropriate for your job such as

- eye and/or face protection;
- hearing protection;
- safety helmets (“hard hats”); and
- Respiratory protective devices.

Qualified workers undertaking Rail Safety Work should follow the requirements outlined in the CRM Safety Management System.

### D5 Driving a Motor Vehicle on the CRM site

All volunteers are required to minimise the amount of driving that is done on the CRM site.

Anyone who does drive on the CRM site is required to:

- Travel at a safe, reasonable distance away from other people who may be on-site;
- Travel at a slow speed and never more than 10km/h; and
- Ensure that all gates, barriers and other warning devices that may be moved for the vehicle are returned after the vehicle’s movement.
- Not take a vehicle into the Public zone during public open days except in an emergency.

### D6 Operation of the forklift

CRM owns a ForkForce forklift for use around the site. Consistent with ACT regulation the forklift may only be used by members who hold a current forklift operator licence. Any members who hold a licence are to provide a copy of the licence for the hard copy file held in the office, to be available for any audit by a regulator.

The operator must observe the speed limit within the CRM yard. When moving a large or awkward load, the forklift operator is to be accompanied by a spotter to assist in safely moving around the yard and avoid any fixed structures, power lines, fences or rail vehicles and importantly for the safety of workers moving around the site.

A forklift cage has been purchased. Any member working at height within the cage must be wearing a harness (available from the office). Only two people are permitted in the cage at any one time.

### D7 Bullying

CRM seeks to provide all volunteers with a safe work environment where they are not subjected to bullying.

Bullying is repeated, unreasonable behaviour directed towards another person or group of persons that creates a risk to health and safety.

Bullying behaviour refers to behaviour that a reasonable person, having regard for the circumstances, would see as victimising, humiliating, undermining or threatening. Bullying includes intentional and unintentional as well as overt and covert bullying behaviours.

Anyone who believes they have been bullied should raise it with the Site Supervisor. If the Site Supervisor is believed to be the one engaging in bullying, the Chair of the Board of Directors should be notified. If the Site Supervisor is also the Chair, contact should be made with another member of the Board of Directors.

All complaints of bullying are to be investigated. Those found to have been bullying others will be subject to disciplinary action including a warning, or having their membership suspended or cancelled as detailed in the CRM Code of Conduct.

## D8 Fatigue

No person may arrive on-site if they are tired or fatigued and unable to conduct the activity they are to perform in a safe manner.

If a person becomes fatigued during the day they should stop and only recommence when they are fit to perform the activity.

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.

## D9 Drugs and Alcohol

The CRM is an Alcohol-Free site. All volunteers must attend the CRM site fit to perform the activities of the day. This means volunteers must not be under the influence of drugs (including legal drugs/medicine) or alcohol.

Any person who suspects another volunteer is not fit to perform the activities of the day should inform the Site Supervisor.

If a person appears to be under the influence of drugs and/or alcohol the Site Supervisor or member of the Board of Directors may request the person leave the CRM site. A person will not be sent off the site if there is any concern for his or her condition and safety. In such a situation, the person is to be removed from any duty and either a family member called, or taken to a safe place on the site to be kept under supervision.

During days of Rail Operations as required under the Rail Safety National Law (RSNL), a rail safety worker must not carry out or attempt to carry out rail safety work while there is any presence of alcohol or a 'prescribed drug' in their system.

## D10 Smoking

Smoking is not permitted in the vicinity of buildings and museum exhibits. Any person who wishes to smoke must be at least five meters from buildings, rolling stock and exhibits while smoking. This includes taking care to be 5m from other persons who are not smoking.

## D11 First Aid Equipment

There are at least five first aid kits on the CRM site and are indicated on the CRM Emergency Plan map contained in document CRM-PLN-RSK-002 and displayed on the WHS noticeboard. They are located:

- **near the sign in location in the Visitor's Centre;**
- **in the Woodworking Shop;**
- in the carriage shed beside the garden shed
- **at the Fyshwick end of the carriage shed**
- **in the locomotive shed.**

**Snake bite kits are also available at the locations in bold above.** A Defibrillator is available in the Visitor Centre adjacent to the First Aid kit.

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 Coordinator for investigation. Any

issues identified by the First Aid Coordinator should be raised with the Board of Directors, particularly if it requires expenditure.

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

All injuries are to be reported using the Injury Report Form available:

- In the First aid kits;
- On the WHS noticeboard
- On the CRM office computer; and
- From the site supervisors filing cabinet.

A sample form is shown in Appendix C

### D12 Scaffolds fixed and mobile

CRM owns and uses a number of fixed and mobile scaffolds or towers to work safely on carriage rooves and other heights.

Fixed scaffolding is located in the locomotive shed, where the scaffold fully surrounds a carriage. After it was installed this scaffold was checked by a specialist inspector and all recommendations for improvements were implemented. The scaffold is checked every month by one of several members with appropriate knowledge, and any problems are rectified. A sheet is maintained on the WHS noticeboard in the museum building, to confirm this monthly inspection has been done.

At the end of the working day the scaffold is to be closed off with a gate. When the scaffold is not safe to use, for example when the southern end plug has been removed for moving a carriage in or out, the gate at the northern end is to be tagged to make clear that the structure is out of service.

A second low level fixed scaffold is located in the carriage shed on six road for use on carriage sides.

A number of mobile scaffolds are also available around the site. When not in use, these are to be screened off at the base to deny public access and climbing by children. These scaffolds must only be used on a suitable firm and level surface to ensure they are stable and pose no risk of toppling over.

### D13 Use of ladders

The safe use of ladders involves selecting the right ladder for the job, ensuring the ground surface is safe for erecting a ladder, the ladder is checked and free from any defects, and the member maintains three points of contact of the ladder at any one time. When the work is finished, the ladder is to be returned to storage where it is not available to members of the public.

The CRM site is large, and while there may be other volunteers working across the site it is possible for a member to fall or trip from a ladder without being seen, and the injured person might not be found for immediate first aid. CRM members and other workers are not to use ladders when working alone. When working from a ladder members must be within sight of another member or volunteer.

### D14 Electrical Equipment

All mains supplied plug-in electrical equipment, used on the CRM site, shall be Tagged & Tested by a competent person before being used.

For new equipment, the supplier is deemed responsible for its initial electrical safety. New equipment need not be tested but shall be examined for obvious damage. Where deemed compliant the owner or responsible person shall ensure it is tagged in accordance with AS/NZS 3760.



Equipment found not to be tagged should be brought to the notice of the Site Supervisor who will make arrangements for it to be tested. If possible, the item should not be used until tagged.

### D15 Operation of chainsaws

The use of chainsaws on the CRM site is to be closely managed. A chainsaw is an extremely dangerous item of equipment that can inflict major injury in an instant. Used without appropriate safeguards and safety equipment, handled carelessly or by inexperienced volunteers, there is potential for a notifiable injury.

A chainsaw is only to be used on CRM by a volunteer with appropriate chainsaw training. As a minimum the volunteer must be wearing hearing protection, eye protection, long trousers and safety boots. If available chaps are also to be worn.

### D16 Workers Personal Tools and Equipment

Workers who bring their personal tools and equipment to the CRM are responsible for the safety and appropriate use of their equipment. Any personal equipment must comply with these site procedures, where applicable.

Personal tools or equipment left on site between uses remain solely at the owner's risk unless:

- specific written arrangements are made with the CRHR Secretary; and
- the items are recorded in the CRM Register of Private items stored on site.

The CRHR Secretary may decline a request to register a private item where risk and / or insurance implication is considered unacceptable.

Personal Motor Vehicles left on site irrespective of term are always at the owner's risk and workers are advised to look to their personal insurance arrangements if cover / protection is required.

### D17 Asbestos

Management of any Asbestos risk is covered in the CRM Asbestos Management Plan and associated Asbestos Register. Any identified ACMs have been labelled.

Contractors doing work on site must be briefed as to the presence of ACM and sign the Contractors Sign- In Form contained in the Asbestos Register.

Any suspected Asbestos identified should be immediately reported to the Site Supervisor who must follow the "*Asbestos Unexpected Finds Procedure*" as outlined in Appendix "B" of the Asbestos Register.

### D18 Confined space entry

Confined spaces at CRM include boilers and fireboxes of steam locomotive 1210 and 3016. Workers are not permitted to enter these spaces without appropriate training and without completing a risk assessment or Safe Working Method Statement. Members with Confined Space entry training are to provide a copy of their qualification for the training register in the office.

In addition to the above, when a worker is working within a confined space a second person is to be present outside in order to provide immediate assistance if the member within the confined space gets into difficulty.

## D19 Management of Deliveries to the Site

A volunteer who is expecting a delivery to the site must ensure that they work with the Site Supervisor to minimise the risks to persons on-site and the person making the delivery.

Depending on the nature of the delivery, and if it is for large or bulky equipment, machinery or plant, a risk assessment (in accordance with the Risk Management Procedure) may be required prior to delivery .

## D20 Covid 19

A COVID Safe Plan has been developed and is available on the Safety Notice Board and in the WHS folder. Additional duties under the plan have been assigned to the Site Supervisor.

## D21 Incident investigation

Any safety incident or accident at CRM must be investigated to determine how and why the incident occurred, and what preventative action must be taken to ensure the incident does not happen again. An investigation is important even if no one was harmed: this is termed a 'near miss'. The WHS Officer will lead the investigation, or if not available then an experienced Site Supervisor or CRHR Director. The Incident Investigation form is at Appendix D.

Every incident investigation is to be presented to the CRHR Board **within one month of the incident**. The Board will review the incident and ensure appropriate actions are taken to remove or reduce the hazard. This may involve expenditure decisions to address the risk of the incident recurring.

### D21.1. Notifiable Incident

**Under the WHS Act 2011 a notifiable accident is one that results in death, serious injury or illness, includes a dangerous incident or a sexual assault incident (or a suspected incident). As a guide, if an injury or illness requires admission to hospital then ACT Worksafe should be contacted as soon as possible.**

- **During business hours contact 13 22 81**
- **After hours contact 0419120028**

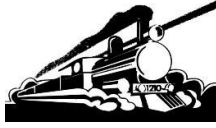
The ACT Worksafe form for a Notifiable Incident must be completed. [Notifiable-Incident-Report-Form-Word.pdf \(act.gov.au\)](#) The form on the ACT Worksafe site must be used to ensure you are using the latest version with any recent updates.

It is important that the site of a notifiable incident is preserved as far as possible, without tidying or cleaning up, to allow ACT Worksafe to complete an investigation.

## Part E - Additional Requirements during Rail Operations.

Specific requirements for Rail Operations within the Canberra Railway Museum are subject to agreement by our contracted Rail Infrastructure Manager (RIM) and the applicable Rail Transport Operator conducting the movement. These are detailed in *Operating Canberra Railway Museum Sidings* document (CFAP WOI RSK 019) and further outlined in the CRM Draft Safety Management System. Rather than maintaining this content in two different instructions or management documents, the following content is removed from the WHS Policy and Procedures.

## Appendix A – WHS Suggestion Form



### CANBERRA RAILWAY MUSEUM

2 Geijera Place, Kingston ACT

## Work, Health and Safety (WHS) Suggestion Form

Anyone may use this form to make a WHS suggestion through the WHS Suggestion Box

<b>WHS Suggestion Section</b>		
Name of Person Making Suggestion:		
Contact Details (Telephone & Email):		
Date Suggestion Lodged:		
Nature of Suggestion:		
<b>WHS Coordinator Section</b>		
WHS Suggestion Number:	Date Logged:	Date closed:
Details of investigation conducted:		
Recommendations:		
Date submitted to Board:	Agreed / Not Agreed / Other decision	
Board Comments:		

# Appendix B – Induction Acknowledgement



**CANBERRA RAILWAY MUSEUM**  
2 Geijera Place, Kingston ACT

## 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:        /        /

Name of Site Supervisor: .....

Signature of Site Supervisor: .....

<b>Worker's Emergency Contact Details</b>
Mobile or Home Phone Number:
Name of Alternate Contact:
Phone number of Alternate Contact:
Workers Medical Matters Declaration (Voluntary) 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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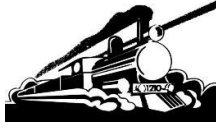
## Appendix C – Injury Report Form



### Canberra Railway Museum - Injury Report Form

<b>Exact location:</b> <input type="checkbox"/> On Platform <input type="checkbox"/> On Stairs / Ramp <input type="checkbox"/> In Museum <input type="checkbox"/> Between Platform & Train				<input type="checkbox"/> On Exhibit or Object <input type="checkbox"/> On Track <input type="checkbox"/> From Car Park <input type="checkbox"/> Other (specify) _____	
<b>Date of Injury:</b>		<b>Time of Injury:</b>		<b>Run No: (where applicable)</b>	
<b>Witness names / contact details:</b>					
<b>Injury Type:</b> <input type="checkbox"/> Slip / Trip / Fall <input type="checkbox"/> Person hit by train <input type="checkbox"/> Stuck / Caught / Trapped <input type="checkbox"/> Other (specify) _____					
<b>Contributing Factors:</b> <input type="checkbox"/> Weather Conditions Specify _____ <input type="checkbox"/> Passenger Overcrowding Specify _____ <input type="checkbox"/> Faulty Equipment / Fixtures Specify _____ <input type="checkbox"/> Other Surface Conditions Specify _____ <input type="checkbox"/> Missed Step/Lost Footing _____					
<input type="checkbox"/> Slip on Object Specify _____ <input type="checkbox"/> Falling Object Specify _____ <input type="checkbox"/> Sharp Object Specify _____ <input type="checkbox"/> Incorrect right of way procedure _____ <input type="checkbox"/> Other (specify) _____					
<b>Contributory factors:</b> <input type="checkbox"/> Pre existing medical condition <input type="checkbox"/> Mobility Impaired _____ <input type="checkbox"/> Appear to be under the influence of alcohol or drugs					
<input type="checkbox"/> Trespass <input type="checkbox"/> Boarding / alighting late <input type="checkbox"/> Interfering with doors (or attempted to)		<input type="checkbox"/> Involved in an activity that contributed [i.e. photography] <input type="checkbox"/> Do you think footwear or clothing was a contributing factor? specify _____		<input type="checkbox"/> Other [give details] specify _____	
Describe how injury occurred: [Consider any trip hazards, slippery surface, etc]					
<b>PERSONAL INFORMATION</b>					
Name:					
Date of Birth:			Phone No:		
Address:					
Describe the nature of any injuries sustained:					
Describe any medical assistance received: [i.e. first aid, ambulance, etc]					
Form completed by:				Date:	
Completed Form checked / reviewed by Board				Date:	

## Appendix D – WHS Investigation Form



### CANBERRA RAILWAY MUSEUM

2 Geijera Place, Kingston ACT

## Work, Health and Safety Investigation Form

Used to document the conduct of an internal investigation following an accident or near miss. When completed this form must be submitted to the CRHR Board for consideration and action as appropriate.

<b>Accident/incident/near miss:</b> Describe what happened, where, who was involved, who witnessed, weather and/or lighting conditions		
Date and time of accident/incident/near miss:		
Nature of injury ?		
What action was taken – first aid ?		
Ambulance called: YES / NO		
Injured person went to hospital? YES / NO Note: if the injured person was admitted to hospital you must notify ACT Worksafe : <b>132281 during business hours or 0419120028 after hours</b>		
Name (completing the form)		
Site Supervisor Name and comment		
<b>WHS Coordinator Section</b>		
WHS Investigation Number:	Date Logged:	Date closed:
Details of investigation conducted:		

Remedial action identified	
Any cost for action to prevent recurrence?	
Recommendations for CRHR Board:	
Date taken to Board	Agreed / Not Agreed / Other decision
Board Comments:	
Date remedial action completed	

# Appendix E – Site Map

