**Work description:** Monitoring the station environment

**Scope:** Entrances/Exits, Pedestrian Bridges, Interchange Pedestrian Bridges, Concourses, Platform, BOH, Connections to P&R, P&R monitoring duties – systems & equipment related monitoring

**References:** Cleaning Manual, HNL-09667 Station Checklist & Record Form, HNL-09668 Fault Reporting and Response Stations

| PPE and precautions | Competencies or qualifications | Licenses or permits required |
|---|---|---|
| As required | Station Attendant<br>Hazard Identification and Control | Nil |

| Tools and equipment required |
|---|
| Barricades, station signage |

⚠️ ***Warning***

*Hazards identified need to be either rectified immediately or isolated until rectification can take place to avoid causing harm*

| **Monitoring the Station**<br><br>*Station Attendant* | The Engineering & Fault Controller will ensure that the station is continually monitored via the SCADA, the relevant equipment control/indication/alarm panels and the CCTV system. |
|---|---|
| | The Station Attendant will conduct visual inspections of all areas of the station premises hourly to ensure:<br>• Security of rooms<br>• Equipment and assets are in place, not damaged, operating correctly<br>• General cleanliness of the station, and<br>• Any hazards are eliminated or dealt with promptly<br>• Access Control for any breaches of Security<br>• Monitor the information shown on the PID panels to ensure that they are correct, readable and properly displayed |
| | • Report on incidents which may impact the safety and security of passengers<br>• Observe and report any significant build-up of passengers or overcrowding incident |
| | Results of the inspection will be recorded on the Station Checklist & Record Form |
| **Monitoring People in the Station** | The Information Controller must be notified when people are found in unauthorized areas or found damaging/removing property from the station. |

| Document Code | HNL-09559 - Monitoring Stations | | Revision | |
|---|---|---|---|---|
| External Code | | | Ext. Revision | |
| File Name | -00.00-0- | | Page 1 of 2 | |

| Station Attendant | Station Attendants will:<br>• Check that all staff and contractors wear a pass or an approved form of identity when working in station premises<br>• Challenge the presence of any persons in the non-public areas without a pass or an approved form of identity<br>• Ask persons to leave where necessary<br>• Identify Hazards and report directly to the Customer Service Manager<br>• Investigate and record any incidents in the Station Logbook<br>• Report all defects to the Engineering and Fault Controller for further action<br>• Report all hazards not rectified to the Engineering and Fault Controller for further action<br>• Take all necessary corrective actions as a result of the findings of the inspection |
|---|---|

***Note***

*Assistance of City Security Personnel or the Police shall be summoned at any time if required*

| **Additional controls** |
|---|
| *Barricades may be used to direct passengers away from any defects or hazards identified* |