

ADVERSE WEATHER CONDITIONS WORK INSTRUCTION

Work description: Dealing Adverse Weather Conditions

Scope: Maintaining safe operations within the Station Environment during adverse weather conditions

References: Adverse weather warnings

PPE and precautions	Competencies or qualifications	Licenses or permits required
As required	Station Operator	Nil

Tools and equipment required

Flood Board, Sandbags, Signage

**Warning**

It is important to remember that staff are not to place themselves in harm's way when dealing with adverse weather conditions

Weather Warnings

Weather Warnings will be provided by the OCC to all affected stations on the network. The Information Controller will issue the warnings in conjunction with the reports from the National Weather Service

**Adverse weather conditions**

Adverse weather condition may manifest themselves in many different ways, these may include:

- Hot and sunny days
- Continuous heavy rain
- Strong gusty winds
- Hurricanes

Station Operators shall implement the following measures as and when necessary:

- Stop staff from working in open area with low visibility conditions
- Remind passengers to be aware of slippery floors in station by means of notices, PIDS and PA
- Increase the frequency of floor mopping
- Closely monitor the status of water pumps and promptly report any faults
- Secure loose items in vulnerable areas (e.g. litter bins, stands, barriers)
- Move flood boards and sandbags to vulnerable locations in advance

**Warning**

Station Operator must continually monitor local conditions and keep OCC & Information Controller informed to ensure the most effective response to the Adverse Weather Conditions is implemented.

Extreme weather has the potential to:

- Restrict or prevent normal operations of the railway
- Threaten the safety of passengers and workers
- Cause serious cleaning problems and damages to equipment in exposed areas

Approved By:

☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

Signature:

Date:

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Precaution Prior to an adverse weather event Station Operator Station Operators & City Security Personnel	When staff are warned about impending adverse weather precautions will need to be taken.	
	Station Operator will:	<ul style="list-style-type: none"> In consultation with OCC and Information Controller determine the most effective response to be implemented to manage the impending Adverse Weather Conditions Brief City Security Personnel of the impending adverse weather warning and planned response to be implemented Subject to the nature of the adverse weather warning the Station Operators & Security Guards, will coordinate the initial set up of emergency response equipment such as warning signage, barricades, sandbags and liaise with OCC as well as monitor weather conditions in preparation for full implementation of station adverse weather conditions incident response Notify passengers to be aware of impending adverse weather conditions by means of notices, PIDS and PA and provide details for recommended passenger actions
	Station Operators and City Security Personnel will:	<ul style="list-style-type: none"> Collect and position the required emergency response tools and equipment Be prepared to Implement adverse weather conditions response actions as instructed Monitor & report station/environmental conditions, & operational impacts to the Train & Stations Supervisor
		<p>Note</p> <p><i>Not all Adverse weather conditions will have the same effect on Station Operations. For example, not all heavy rain incidents will lead to station flooding, or the severity of the flooding may be different for different incidents. Therefore, it is essential to continually monitor the impact of the Adverse condition on the station environment as well as train operations, and where required a planned response may need to be altered to account for the changing conditions.</i></p>

Extreme Wind Station Operator	In the event of Adverse Weather Conditions involving Extreme Wind	
		<p>Warning</p> <p><i>During Extreme Wind tiny solid particles floating in the air can get past the lungs natural defenses and harm sensitive lung tissue, and can irritate the lungs and trigger allergic reactions or asthma attacks. Staff are to be provided with a mask to reduce inhalation of particles of dust.</i></p>
	Station Operator will:	<ul style="list-style-type: none"> In consultation with OCC and Information Controller determine the most effective response to be implemented to manage the impending Adverse Weather Conditions Brief City Security Personnel of the impending adverse weather warning and planned response to be implemented Instruct station staff to close affected doors, windows and any other external openings, where possible Instruct station staff to put signage at the station entrance that advise passengers of a particular station entrance closure and alternative entrances Ensure all vulnerable equipment is brought inside the station Arrange for vulnerable equipment to be covered to prevent damage if it cannot be brought inside Assign staff to clean up sand from the station floors Report to OCC if any staff or passengers have been affected by the adverse conditions and make the necessary arrangements should they require medical attention
		<ul style="list-style-type: none"> If possible, isolate high-risk areas with barriers and signage Assist passengers to alternative entrances/exits Ensure that passengers are in an area of safety inside an enclosed area and protected from the wind Ensure key risk areas are frequently cleared to prevent a build-up of debris

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Continuous Heavy Rain	In the event of Adverse Weather Conditions involving continuous heavy rain
	<div data-bbox="492 306 553 369"></div> <div data-bbox="583 310 1484 426"> <p>Warning <i>Staff & passengers to be advised to stay away from & not attempt to walk through Flood water. There may be hidden electrical hazards, slip and trip hazards due to submerged items. Flood water can be unpredictable with sudden shifts in flood water current.</i></p> </div>
Station Operator	<p>Station Operator will:</p> <ul style="list-style-type: none"> • In consultation with OCC and Information Controller determine the most effective response to be implemented to manage the impending Adverse Weather Conditions • Brief City Security Personnel of the impending adverse weather warning and planned response to be implemented • Instruct Station Staff to place barriers and warning signage at station entrances, and where required close off station entrance and redirect passengers to alternative entrance/exit • Assign staff to monitor and frequently mop station surface, and increase the frequency of floor mopping • Remind passengers to be aware of slippery floors in station by means of notices, PIDS and PA • Closely monitor the status of water pumps and promptly report any faults • If possible, isolate high-risk areas with barriers and signage • Ensure “caution –risk of slippage” signage is placed in the appropriate areas • Redirect passengers to a safe area within the station, isolate high-risk areas with barriers & signage • Assist passengers to alternative entrances/exits • Ensure that passengers are in an area of safety away from the flooding • After the heavy rain has subsided the Station Operators shall remove barriers and signage

Excessive Rain (Flooding of a Station)	In the event of Adverse Weather Conditions involving the flooding of a station.
	<div data-bbox="492 1062 553 1125"></div> <div data-bbox="583 1066 1495 1213"> <p>Warning <i>Staff and passengers are to be advised to Stay away from and not attempt to walk through Flood water. Flood water may have hidden electrical hazards, slip and trip hazards due to submerged items, and flood water can be very unpredictable with sudden shifts in flood water current.</i></p> </div>
Station Operator	<p>Station Operator will:</p> <ul style="list-style-type: none"> • In consultation with OCC and Information Controller determine the most effective response to be implemented to manage the impending Adverse Weather Conditions • Brief City Security Personnel of the impending adverse weather warning and planned response to be implemented • Make a determination in consultation with OCC and Information Controller if there is a need to part or all of the station • Decide whether there is a need to evacuate the station • Instruct Station Staff to place barriers and warning signage, if it is safe to do so • Assign staff to monitor and frequently mop the area, if possible • Remind passengers to be aware of slippery floors in station by means of notices, PIDS and PA • Increase the frequency of floor mopping • Closely monitor the status of water pumps and promptly report any faults • Secure loose items in vulnerable areas (e.g. litter bins, stands, barriers) • Move flood boards and sandbags to vulnerable locations in advance • Report the flooding to the Engineering and Fault Controller for their response where required • If possible, isolate high-risk areas with barriers and signage • Assist passengers to alternative entrances/exits • Ensure that passengers are in an area of safety away from the flooding • After the flooding has rescinded the Station Operators shall remove barriers and signage