MONITORING STATIONS WORK INSTRUCTION

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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 -09527 Fault Reporting and Response

PPE and precautions	Competencies or qualifications	Licenses or permits required
As required	Station Operator 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 *Station Operator*	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 Operator will conduct visual inspections of all areas of the station premises hourly to ensure: - Security of rooms - Equipment and assets are in place, not damaged, operating correctly - General cleanliness of the station, and - Any hazards are eliminated or dealt with promptly - Access Control for any breaches of Security - 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 - Observe and report to the Train Controller 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 *Station Operator*	The Information Controller must be notified when people are found in unauthorized areas or found damaging/removing property from the station.
	Station Operators will: - Check that all staff and contractors wear a pass or an approved form of identity when working in station premises - Challenge the presence of any persons in the non-public areas without a pass or an approved form of identity - Ask persons to leave where necessary - Identify Hazards and report directly to the Customer Service Manager - Investigate and record any incidents in the Station Logbook - Report all defects to the Engineering and Fault Controller for further action - Report all hazards not rectified to the Engineering and Fault Controller for further action - 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

Approved By:	☐ Director, Operations and Maintenance	☐ Department Manager	☐ Manager, HSE (Operations and Maintenance)
Signature:			
Date:			