

TRAIN/STATION OPERATOR RELIEF AND REPLACEMENT WORK INSTRUCTION

Work description: Process for relieving or replacing Train and Station Operators

Scope: Replacing Train / Station Operators when they are absent, or require relief because of personal needs or feeling unwell

References: U.S. Code § 21103. Limitations on duty hours of train employees, and other applicable laws in the US and international standards are stated in HNL-09111 O&M Provider - Safety Plan and HNL-09102 Fitness For Duty Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train & Stations Manager, , Train & Stations Supervisor, OCC Supervisor, Train Operator, Station Operator	Nil
Tools and equipment required		
Nil		



Warning

Staff must be rostered to have enough rest to avoid fatigue. In exceptional circumstances staff may be required to work outside of their normal duties, however staff must only be assigned duties (including relief/replacement) they are qualified for. Generally, an employee may not work more than twelve (12) hours a day or forty-eight (48) hours a week, while the rest interval between shifts must be at least 12 hours. These limits can only be exceeded on a strictly short-term basis in exceptional and emergency circumstances. Please refer to HNL-09102 Fitness for Duty Work Instruction.

Replacement of Train & Station Operators <i>Train & Stations Supervisor / OCC Supervisor</i>	When a Train & Stations Supervisor does not have enough Train Operators or Station Operators to cover all Train or Stations Rosters (due to a sudden or short notice of staffing problems such as sickness and absence), the Train & Stations Supervisor will:
	<ul style="list-style-type: none"> Use any spare or standby Train Operators to cover Train Operator's Roster Use any spare or standby Station Operators to cover Station Operator's Roster
	If no spare or standby Train/Station Operators are available:
	<ul style="list-style-type: none"> Find out where the shortage is in the network Contact the Train & Stations Manager (or designate) and request for resources (what and when?) Wait for further instructions (following the standards and limits) to fill the shortage <ul style="list-style-type: none"> Get additional workforce; or Extend existing staff; or Vary the current duties of staff Make sure staff members have enough breaks
<i>Train & Stations Manager</i>	When a Train & Stations Supervisor reports to the Train & Stations Manager (or designate) that they do not have enough numbers of staff to fill the train or stations roster, the Train & Stations Manager will:
	<ul style="list-style-type: none"> Fill the shortage by: <ul style="list-style-type: none"> Arrange additional workforce; or Extend the hours of existing staff; or Vary the duties of staff to cover the shortage Tell the Train & Stations Supervisor about the arrangement Follow up with the Train & Stations Supervisor to make sure the arrangement works Make sure staff members have enough breaks
	Make sure the changes are in line with the Occupational Health and Safety Plan HSE-PL-001-01, and HNL-09102 Fitness for Duty Work Instruction and the applicable laws referred.



Note

The Train & Stations Manager can delegate an authorization regarding staff vacancies to the OCC Supervisor to make sure that quick and efficient decisions can be made during 'non-office hours'.

Additional controls


Check with the staff members to make sure that they are suitable to continue work and are not suffering from any forms of fatigue.

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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