

# Escorting a Visitor throughout a Maintenance Centre - Safely

Review date: 19/02/11

Document no.	Work description		
SMS-SW-06-1393	<p>The SWI outlines the Safe practices for escorting a visitor who is not in possession of a RISI card throughout a Maintenance Centre.</p>		
	<p><b>Scope</b></p> <p>This SWI is for maintenance centre employees who are required to escort a visitor (a person not in possession of a RailCorp RISI card) safely within their Maintenance Centre. This SWI is for escorting visitors only and is not intended for the supervision of visitors or contractors on site who are engaged in actual work.</p> <p>Possession of this document is not a visitor pass; the visitor must still follow all applicable site safety procedures.</p> <p>The minimum competency required to undertake this role is Network Rollingstock Maintainer (NRM)</p>		
Review date	<p><b>References</b></p> <ul style="list-style-type: none"> <li>• OHS Act 2000</li> <li>• OHS Regulations 2001</li> <li>• Rail Safety Act 2008</li> <li>• Local workplace risk register</li> <li>• <a href="#">NGE 200 Walking in the Danger Zone</a></li> <li>• <a href="#">SMS-12-OS-0664 Rail Industry Safety Induction</a></li> <li>• <a href="#">SMS-06-SW-1152 Carry Over Passengers within Maintenance Centres</a></li> <li>• <a href="#">SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres</a></li> <li>• <a href="#">SMS-06-SW-0487 Entering Trains from Ballast</a></li> <li>• <a href="#">SMS-06-SW-0488 Climbing out of Trains onto Ballast</a></li> <li>• <a href="#">SMS-06-SW-1162 Portable Work Platform</a></li> <li>• <a href="#">SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms</a></li> <li>• <a href="#">SMS-11-GD-0629 Delivering Safety Induction</a></li> <li>• <a href="#">SMS-06-FM-0370 Worksite Traffic Management Plan</a></li> <li>• <a href="#">SMS-06-GD-0323 Personal Protective Equipment</a></li> <li>• <a href="#">SMS-06-SR-0142 Security</a></li> <li>• <a href="#">SMS-15-PR-0245 Site Incident Response Procedures</a></li> <li>• <a href="#">SMS-17-PR-0313 Workplace Incident-Injury Reporting</a></li> <li>• <a href="#">SMS-06-FM-0106 Hazard Report form</a></li> </ul>		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> <li>• High visibility orange vest or clothing</li> <li>• Safety Footwear</li> <li>• Hearing protection as required</li> <li>• Eye protection as required</li> </ul>	Network Rollingstock Maintainer (NRM) Familiar with site traffic management plan Electrical Safety Awareness	N/A
<b>Tools and equipment required</b>			
Additional high visibility orange vest for visitor Red Flag			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			

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	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Be aware of traffic movement at all times i.e. trains, trucks &amp; forklifts</li> <li>• Ensure the visitor is in possession of the necessary PPE prior to entering the maintenance centre as detailed in <a href="#">SMS-06-GD-0323 Personal Protective Equipment</a></li> <li>• Only a Maintenance Centre employee with worksite protection competencies is permitted to escort visitors or contractors throughout the maintenance centre</li> <li>• Ensure the visitor is verified &amp; displays identification in accordance with <a href="#">SMS-06-SR-0142 Security</a></li> <li>• A condition of the visitor entering the maintenance centre is that the visitor must comply with all procedures and follow all instructions.</li> <li>• Visitor/s is not to undertake physical work activities.</li> <li>• Maintenance centre employees must be competent to carry out this task</li> <li>• Conduct visual risk assessments of any area prior to entering.</li> <li>• Employees must notify the Line Manager of planned movements prior to escorting the visitor/s.</li> <li>• Any incidents or injuries are to be reported immediately to the Line Manager in accordance with <a href="#">SMS-17-PR-0313 Workplace Incident-Injury Reporting</a></li> </ul>
<b>Communication and Supervision</b>	<p>Remain with visitor at all times</p> <p>Ensure the visitor has signed in and completed a local safety induction in accordance with <a href="#">SMS-11-GD-0629 Delivering Safety Induction</a></p> <p>Advise the visitor of the intended route and communicate all relevant safety information which relates to the intended route.</p> <p>If the visitor is required to board a train, you must place a Red Flag in accordance with <a href="#">SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres</a></p> <p>Visitors must be made aware they have a duty of care to act safe, responsible and <u>not</u> at any time endanger RailCorp staff or other contractors/visitors in the workplace.</p> <p>If for any reason you have to leave the visitor, ensure the visitor is handed over to a Line Manager or competent worksite protection employee. Remind the Line Manager/competent worksite protection employee that they are now responsible for the visitor and are to make arrangements for the visitor to be escorted, by a competent worksite protection person from the Maintenance Centre at the completion of their visit.</p> <p>Where possible, climb in and out of the cars from platforms. If it is necessary to access from floor level or ballast always do so in accordance with <a href="#">SMS-06-SW-1162 Portable Work Platform</a>, <a href="#">SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms</a>, or <a href="#">SMS-06-SW-0487 Entering Trains from Ballast</a> and <a href="#">SMS-06-SW-0488 Climbing out of Trains onto Ballast</a></p>
<b>Controls associated within RSD maintenance centres</b>	<p>Refer to the local workplace risk register. Some examples are as follows:</p> <ul style="list-style-type: none"> <li>• Site Specific Induction</li> <li>• Portable signage</li> <li>• Drug &amp; alcohol policy</li> <li>• Traffic management plan</li> <li>• Warning beacons/alarms</li> <li>• Supervision</li> <li>• High visibility vests/clothing</li> <li>• Safe Working Rules</li> <li>• Train horn</li> <li>• Train Operating Procedures</li> <li>• Protection officer</li> <li>• Site incident response procedures in accordance with <a href="#">SMS-15-PR-0245 Site Incident Response Procedures</a></li> </ul>
	<p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• For safety reasons do not, at any time, leave the visitor unattended</li> <li>• Do not enter any unauthorised area</li> <li>• Do not assume at any time the visitor is aware of or understands the hazards and risks associated with a Maintenance Centre, failure to adequately supervise a visitor at all times could lead to serious injury or death.</li> </ul>

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	<p><b>Note</b></p> <ul style="list-style-type: none"><li>• Be aware that RailCorp has a legal duty of care to all visitors, with regard to their personal safety while on RailCorp property</li><li>• Comply with the Maintenance Centre Traffic Management Plan at all times in accordance with <u>SMS-06-FM-0370 Worksite Traffic Management Plan</u></li><li>• You are responsible for the visitor from point of entry to the destination and from the destination to the point of exit at the completion of the visit. Do not assume at any time the visitor will be 'OK' with another RailCorp employee or contractor either working in the Maintenance centre or visiting from another area. This decision is made by the Line Manager.</li><li>• If the visitor becomes ill or injured, ask them for detailed descriptions of the cause and symptoms and contact emergency services. Stay with them and send for a Line Manager.</li></ul>
<b>Escorting the visitor from site</b>	Upon completion of the visit, escort the visitor to the sign on/off area, ensure that they sign off and escort the visitor to the boundary gate/perimeter. Notify the line manager upon completion of visit.
<p><b>Additional controls</b></p> <p>If you identify additional hazards and / or controls relevant to this SWI, notify your Line Manager as soon as practicable, so they can be noted and used to continuously improve this document</p>	