

Safe Work Instruction	Issue date: 12/06/09
<b>Working on Passenger Information Systems</b>	Review date: 11/06/12


<b>Document no.</b> SMS-06-SW-0881	<b>Work description</b> Working on Passenger Information Systems		
<b>Review date</b> 11/06/2012	<b>Scope</b> This document outlines the safety standards for the various equipment which relate to Passenger Information Systems.		
<b>References</b>	<ul style="list-style-type: none"> <li>• OHS Act 2000</li> <li>• OHS Regulation 2001</li> <li>• AS/ACIF S008 Requirements for Authorised Cabling Products</li> <li>• AS/ACIF S009 Installation Requirements for Customer Cabling (Wiring Rules)</li> <li>• AS/NZS 3080 Telecommunications installations – Integrated telecommunications cabling system for commercial buildings</li> <li>• AS 3084 Telecommunications installations – Telecommunications pathway and spaces for commercial buildings</li> <li>• AS/NZS 3085.1 Telecommunications installations – Administration of communications cabling systems</li> <li>• AS/NZS 3000 Electrical Installations (known as the Australian/New Zealand wiring rules)</li> <li>• AS/NZS 1892.5: 2000 Portable ladders - Selection, safe use and care</li> <li>• Manual Handling Resource WorkCover NSW 2004</li> <li>• <a href="#">SMS-06-GD-1306 Radio Frequency Electromagnetic Energy at Fixed Sites</a></li> <li>• <a href="#">SMS-06-GD-0268 Working Around Electrical Equipment</a></li> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• <a href="#">SMS-06-GD-0240 Working At Heights</a></li> <li>• <a href="#">SMS-06-SW-0298 Electrical Practices for Construction Work</a></li> <li>• <a href="#">SMS-06-SW-0276 Work on Low Voltage Installations</a></li> <li>• <a href="#">SMS-06-SW-0269 Electric Shock Protocol</a></li> <li>• <a href="#">SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms</a></li> </ul>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
LINE MANAGER	<ul style="list-style-type: none"> <li>• Safety Boots</li> <li>• High Visibility Vest</li> <li>• Safety Glasses or Goggles</li> <li>• Protective Gloves (Cut resistant or Leather)</li> <li>• Protective Clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Rail Industry Safety Induction (RISI)</li> <li>• OHS Construction Induction Training Card</li> </ul>	N/A
<b>Tools and equipment required</b>			
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> .			
<b>General</b>	The following risks are associated with the various Passenger Information equipment located at stations. When installing or performing corrective maintenance on Passenger Information equipment make sure that the following safety procedures are followed.		

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<b>Safe Working on Specific Passenger Information Equipment</b>	<ul style="list-style-type: none"> <li>• LED Platform Indicators</li> <li>• Clocks &amp; Master Clocks</li> <li>• Public Address System (speakers)</li> </ul>	<p>When performing work on LED Platform Indicators, Clocks or Public Address Speakers take the following precautions:</p> <ol style="list-style-type: none"> <li>1. Work on station platforms must be assessed for safety and its potential to intrude on the Danger Zone.</li> <li>2. Isolate work area by means of barricade and ensure good housekeeping is practiced at all times to eliminate slip, trip and fall hazards.</li> <li>3. Transporting and lifting equipment; <b>review the section on “manual handling” before performing this action (below).</b></li> <li>4. Isolate power sources and observe the safe work clearances when working in the proximity of electrical cables and outlets; <b>review the section on “working around electrical equipment” before performing this action (page 3).</b></li> <li>5. Access equipment located above shoulder height via portable ladder; <b>review section on “working at heights” before performing the action (page 3).</b></li> <li>6. Carry out work in a comfortable position with regular changes in position and posture. Position regularly used items within optimum reach areas.</li> <li>7. Be aware of sharp edges (eg. enclosures, ducting, skirting). Wear suitable Protective Gloves (Cut resistant or Leather) to avoid hand injuries.</li> </ol>
	LLPA / DVA Console PC & Microphones	<p>When performing work on LLPA / DVA Console PC and Microphones take the following precautions:</p> <ol style="list-style-type: none"> <li>1. Isolate power sources; <b>review the section on “working around electrical equipment” before performing this action (page 3).</b></li> <li>2. Transporting and lifting equipment; <b>review the section on “manual handling” before performing this action (below).</b></li> <li>3. Be aware of sharp edges when removing or installing LLPA / DVA Console PC and Microphones.</li> <li>4. Carry out work in a comfortable position with regular changes in position and posture. Position regularly used items within optimum reach areas.</li> </ol>
	Rack Mounted Equipment (eg. PA Amplifier, AGC)	<p>When performing work on Rack Mounted Equipment (eg. Servers, Patch Panel, Voice Recorder, VCS) take the following precautions:</p> <ol style="list-style-type: none"> <li>1. Isolate power sources; <b>review the section on “working around electrical equipment” before performing this action (page 3).</b></li> <li>2. Make sure there is adequate space to facilitate ease of loading.</li> <li>3. Shelves are to be used for heavy or awkward equipment. Supporting heavy equipment with rack screws only is to be discouraged.</li> <li>4. Transporting and lifting equipment; <b>review the section on “manual handling” before performing this action (below).</b></li> <li>5. Carry out work in a comfortable position with regular changes in position and posture. Position regularly used items within optimum reach areas.</li> <li>6. Use caution when pressing the component rail release latches and sliding a component into the rack. The slide rails could pinch your fingers.</li> <li>7. Access equipment located above shoulder height via portable ladder; <b>review section on “working at heights” before performing the action (page 3).</b></li> </ol>

<b>Generic Control Measures for Working on Passenger Information Systems</b> There are numerous physical hazards associated with RailCorp sites which, if not identified and addressed, could present operational problems as well as accidents and personal injury to the work force. In order to minimise hazards, these safety protocols should be followed.	
<b>Manual Handling</b>	<p>Use mechanical aid (eg. trolley) for transporting heavy loads, or loads long distances.</p> <p>Always use proper lifting techniques when handling batteries:</p> <ol style="list-style-type: none"> <li>A. Keep back straight, elbows in and bend at the knees.</li> <li>B. Perform all movements smoothly, in a controlled, balanced, comfortable position.</li> <li>C. Avoid sideways bending or twisting of the back.</li> </ol>

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Generic Control Measures for Working on Passenger Information Systems (cont.)	
Working around electrical equipment	<p>Make sure that the minimum Safe Approach Distance is not infringed in accordance with SMS instruction <a href="#">SMS-06-GD-0268 Working Around Electrical Equipment</a>.</p> <p>Particular attention must be given to making sure that all possible sources of contact are identified and isolated.</p> <p>The most common feature of electrical accidents is the presence of live conductors. To eliminate the hazard of shock or burns:</p> <ol style="list-style-type: none"> <li>Switch off the supply</li> <li>Isolate and tag the supply</li> <li>Prove the supply is dead by testing with an approved testing instrument.</li> </ol> <p>Tools should be insulated to protect the user from electric shock (eg. screwdrivers, drill casings etc).</p> <div>  <p><b>Warning</b>  <i>Employees must work within their competencies on electrical equipment, and utilise services of a qualified electrician where necessary.</i></p> </div>
Working at heights	<p>When working at heights:</p> <ol style="list-style-type: none"> <li>Inspect ladder before use for damage.</li> <li>Position ladder to ensure stability – step ladders to be fully opened with locks in place.</li> <li>Maintain 3 points of contact.</li> <li>Keep proper footing and balance at all times.</li> <li>Don't over reach – move the ladder as you work.</li> <li>Do not climb higher than the third rung from the top of the ladder.</li> </ol>
Slips, Trips & Falls	<p>To prevent trips and falls make sure:</p> <ol style="list-style-type: none"> <li>work area is clear of obstacles,</li> <li>work area is isolated by means of barricade from other employees / public.</li> </ol>