

Safe Work Instruction	Issue date: 20/09/10
Filling Train Water Dispensers	Review date: 20/09/13

Document no.	Work description: Using a 5.5 litre container to top up train drinking water dispensers.		
SMS-06-SW-0626	Scope: Applies to Presentation Services staff.		
Review date	References: <ul style="list-style-type: none"> • OHS Regulation 2001 clause 13, 14 & 64 • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto Ballast • SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor/Team Leader	<ul style="list-style-type: none"> • High visibility vest • Safety footwear • Rubber gloves • Red flag • Personal Identity Card (PId) 	<ul style="list-style-type: none"> • Track Safety Awareness and Electrical Safety, or • Rail Industry Safety Induction (RISI) 	Nil
Tools and equipment required			
5.5 litre water container, Oates trolley			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			



Warning

The water dispenser is located in the same compartment as the electrical panel. Take care to avoid spillages while carrying out this task.

Preparation	<ul style="list-style-type: none"> • Proceed to train • Before starting work on the train Employees must clip their discipline's RED flag to the blind in the Driver's window at the leading end with the clips provided. • Employees intending to work on a rail vehicle consist must attach their identification (PId card) to their discipline's RED flag displayed in the Driver's window at the leading end. • Make sure the 5.5 litre container is clean and the taps are working. • Fill the container with clean drinking water. • Place container on the trolley and transport to train.
Procedure	<ul style="list-style-type: none"> • Open the drinking water compartment. • Check both taps on the container are closed. • Place the lower tap of the container over the dispenser's filling point with the upper tap facing you. • Open the tap positioned over the filling point. • Open the upper tap on the container. • Fill the water dispenser taking care not to spill the water over the electrical panel.
Clean up	<ul style="list-style-type: none"> • Close both taps on the container. • Mop up any spillage. • Close and lock the drinking water compartment. • Place container on trolley. • Return equipment to storage area.
Additional controls	
Use the correct lifting techniques when lifting the water container	