

# Station Site Survey for Passenger Information (PI) Indicators

Review date: 02/07/13

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| <b>Document no.</b>   | <b>Work description</b> To carry out site survey of stations for the installation and development of PI indicators.  |  |                                     |
| SMS-06-SW-0613  | <p><b>Scope</b> The survey is to locate station facilities including PI concourse indicators, platform indicators, staff screens, audio systems, speakers, electrical distribution boards and awnings.</p> <p>A minimum of two qualified persons are to carry out the site survey in stations during off peak hours and when trains are <b>not</b> on the station.</p> |  |                                     |
| <b>Review date</b>  | <b>References</b> <ul style="list-style-type: none"> <li>• <a href="#">OHS Regulation 2001 clause 13 &amp; 64</a></li> <li>• <a href="#">SMS-06-GD-0268 Working Around Electrical Equipment</a></li> <li>• <a href="#">SMS-06-SW-0272 Non-Conductive Measuring Tapes Type Test and Before Use Inspection</a></li> </ul>  |  |                                     |
| <b>Responsible supervisor</b>   | <b>PPE and precautions</b>   | <b>Competencies or qualifications</b>  | <b>Licences or permits required</b> |
| Site Supervisor   | <ul style="list-style-type: none"> <li>• High visibility vest</li> <li>• Safety boots</li> </ul>   | Safe use of Class 2 laser devices<br>Track and Electrical Safety Awareness or RISI<br>OHS General Induction for Construction |                                     |
| <b>Tools and equipment required</b><br>Mock up signage indicators, laser distance measuring tool/turn wheel measuring device, non-conductive measuring tape, plans, camera and clipboard.           |  |  |                                     |
| <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> |  |  |                                     |


**Warning**

- Do **not** carry out this task on crowded or wet platforms.
- Do **not** touch exposed electrical cables.


**Warning**

- Do not carry out task whilst rail traffic is approaching or at the platform.
- Always face approaching rail traffic and remain inside of yellow line.

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| <b>Arrival on site</b> | On arrival at the site, personnel are to make sure that they receive the Induction briefing for the site before commencement of work: <ul style="list-style-type: none"> <li>• sight the Hazardous Materials register</li> <li>• sign the visitors register</li> </ul> Establish: <ul style="list-style-type: none"> <li>• what risks are posed to station staff and the public by your work</li> <li>• what risks are posed to you by station operations and the public</li> <li>• how those risks are going to be controlled</li> <li>• the person responsible for establishing and maintaining controls.</li> </ul> |
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| <b>Carry out survey</b>           | <p>Make sure that:</p> <ul style="list-style-type: none"> <li>• all equipment is kept secure when not in use</li> <li>• mock-up signage is firmly held on the ground when rail traffic is passing.</li> </ul> <p>Carry out the survey of the concourse and platforms as follows:</p> <ul style="list-style-type: none"> <li>• locate electrical cabling and electrical distribution boards</li> <li>• measure distances and dimensions (as required)</li> <li>• take photographs (as required)</li> <li>• check existing rollover boards and indicators on the concourse</li> <li>• check the location and height of existing or proposed PI indicators on the platform using the laser distance measuring tool, turn wheel measuring device or non-conductive measuring tape</li> <li>• check the PI indicators location does not obscure the guard indicator for 4,6 and 8 car train configurations</li> <li>• check that the proposed indicator is a minimum height of 2.4 metres</li> <li>• check the PI indicator's location does not obscure or reduce CCTV coverage</li> <li>• check location of speakers (if required)</li> <li>• check PI rack potential and existing locations (if required)</li> </ul> |
| <b>Use laser measuring device</b> | <p>To use the laser:</p> <ul style="list-style-type: none"> <li>• barricade area (if required)</li> <li>• make sure the person holding the mock-up signage turns away from the laser while it is active</li> <li>• turn off the laser: <ul style="list-style-type: none"> <li>- when <b>not</b> in use</li> <li>- when rail traffic is approaching.</li> </ul> </li> </ul>  |

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|  | <p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• Never point the laser into people's eyes</li> <li>• Never point the laser towards rail traffic.</li> </ul> |
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| <b>Additional controls</b> |  |
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