

Safe Work Instruction	Issue date: 19/12/08
Track to Platform Emergency Evacuation Stairs	Review date: 19/12/11

Document no. SMS-06-SW-0426	Work description Using underground track to platform emergency evacuation stairs		
	Scope Use at underground locations with platforms		
Review date 19/12/11	References <ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • SMS-15-PR-0245 Site Incident Response Procedure • SMS-16-SR-0057 Inspection and Testing • NWT 308 Controlled Signal Blocking (CSB) • OHS Regulation 2001 chapter 5 Plant • OHS Regulation 2001 clause 9 Employer to identify hazards • OHS Regulation 2001 clause 10 Employer to assess risks • OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk • Manual Handling Risk Assessment – Track to Platform Emergency Evacuation Stairs 29 July 2007 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager/s	<ul style="list-style-type: none"> • Safety shoes • High visibility vest • Fume mask (as required) • Goggles (as required) 	RISI – Rail Industry Safety Induction Protection Officer	N/A
Tools and equipment required:			
N/A			
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 .			

Identifying the emergency stairs	All underground stations (except stations in the ECRL) have emergency evacuation stairs: <ul style="list-style-type: none"> • installed on the inside wall of the tunnel, approximately 5 metres from the tunnel portal • marked by a sign stating EMERGENCY TRACK TO PLATFORM STAIRS • easily identified by the instruction board displayed above or near the stairs - EMERGENCY TRACK TO PLATFORM – STAIRS INSTRUCTION.
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Warning



Use correct lifting techniques



Stairs/ladders are to be used for emergency evacuation only.

Do not use the stairs/ladders to access a train roof.

Evacuating a train		Note Only the Rail Management Centre (RMC) and the Officer in Charge (OIC) are authorised to direct staff to assemble and use the emergency evacuation stairs. This can happen once NWT 308 Controlled Signal Blocking (CSB) has been applied.
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	<p>For an evacuation, an RMC Officer:</p> <ul style="list-style-type: none"> • contacts the affected Signaller and confirms CSB has been applied NWT 308 • confirms with Train Crew that the train will remain stationary • authorises the OIC to use the evacuation procedure including use of the emergency track to platform stairs. <p>The OIC delegates staff to:</p> <ul style="list-style-type: none"> • make sure they are wearing the required PPE and are ready to act • prevent any persons entering adjacent tunnels • assist people to access the platform




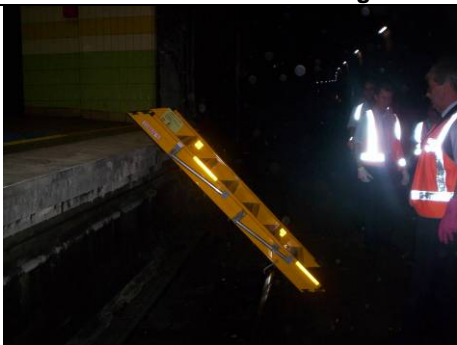
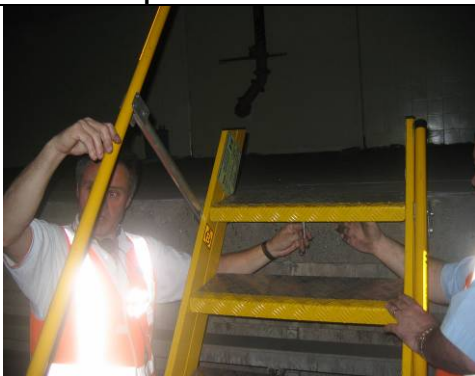



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Setting up stairs/ladder		Warning <i>When carrying the ladder be aware of live 1500V electric wires above.</i>
		<ul style="list-style-type: none"> when authorised, move from the platform to the location where stairs are stored when carrying the stairs be aware of trip hazards and uneven surfaces take rest breaks to prevent fatigue follow the emergency track to platform stairs instructions displayed on the tunnel wall above the stairs to assemble the stairs use a 2 person lift to carry in a horizontal position and below shoulder height to the evacuation point.
	Assemble stairs	To assemble the stairs/ladder: <ul style="list-style-type: none"> place ladder a safe distance in from the end of the platform and on a stable surface place ladder hook over the rail closest to the platform release the spring loaded bolt unfold the hand rail and make sure the spring loaded bolt is locked into place check stairs are in a fixed and secure position before use.
		Note <i>To prevent any sparking between stairs and platform, check all four rubber insulation pads on sites and nylon sleeves of hook bolts are in place before use.</i>

Evacuate the train	To manage the evacuation, the OIC makes sure staff are allocated to: <ul style="list-style-type: none"> assist passengers to evacuate up on to the platform provide direction to safely move people from the affected area to allow the remaining persons to access the platform. <p>The OIC continues evacuation of the site using the local Site Incident Response Procedure.</p>
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Pack up	When the evacuation is complete: <ul style="list-style-type: none"> disassemble the stairs/ladder return it to its site and secure the ladder in place OIC provides assurance to RMC that persons and staff are clear of the affected area
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Additional controls	
Staff are to be trained in the: <ul style="list-style-type: none"> site incident response procedure use of the emergency track to platform stairs Staff with specific special needs or restrictions should not undertake this task. 	

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Picture gram guides on using a track to platform ladder (in an emergency situation only)		
		
Two staff to handle stairs	Care to be take when walking to site	
		
Clip secure to rail	Ensure stairs is secured tight to platform edge	
		
Raise holding arm and secure in place	Clip secured both left and right sides	
		
Test ladder prior to usage	Two staff to return to correct location	