

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

<b>Document no.</b> SMS-06-SW-0626	<b>Work description:</b> Using a 5.5 litre container to top up train drinking water dispensers.		
	<b>Scope:</b> Applies to Presentation Services staff.		
<b>Review date</b> 20/09/13	<b>References:</b> <ul style="list-style-type: none"> <li>• <a href="#">OHS Regulation 2001 clause 13, 14 &amp; 64</a></li> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</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-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres</a></li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Supervisor/Team Leader	<ul style="list-style-type: none"> <li>• High visibility vest</li> <li>• Safety footwear</li> <li>• Rubber gloves</li> <li>• Red flag</li> <li>• Personal Identity Card (PII)</li> </ul>	<ul style="list-style-type: none"> <li>• Track Safety Awareness and Electrical Safety, or</li> <li>• Rail Industry Safety Induction (RISI)</li> </ul>	Nil
<b>Tools and equipment required</b>			
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 <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			



#### Warning

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

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