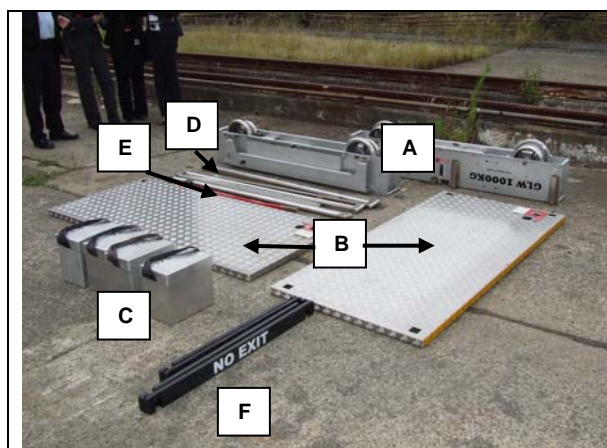


Safe Work Instruction	Issue date: 15/07/10
Assembly of Emergency Trolley	Review date: 15/07/13

Document no. SMS-06-SW-1374	Job title/description Assembly of Emergency Trolley		
Review date 15/07/13	References: <ul style="list-style-type: none"> - SMS-06-GD-0001 Manual Handling - Bance Motorised Hand Cart Operating Instructions For Emergency Response Vehicle Model Type MHC-ERV1 (June 2006, Issue 4). - Bance Motorised Hand Cart Operating Instructions For Emergency Response Vehicle Model Type ERV3 CIVSYS-1 Stat East New South Wales. 		
Responsible supervisor <ul style="list-style-type: none"> - Line Manager 	PPE and precautions PPE: <ul style="list-style-type: none"> - Protective Gloves - Rigid hard soled fully enclosed shoes - High visibility vest or emergency services agency endorsed PPE. Precautions: <ul style="list-style-type: none"> - Work under emergency possession conditions 	Competencies or qualifications <ul style="list-style-type: none"> - RISI - RailCorp Emergency Trolley briefing (DVD and/or practical demonstration) 	Licences or permits required Nil
Tools and equipment required Emergency Trolley components			
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 .			



Step 1: Ensure that all components are available for assembly.

- A. chassis pods
- B. chequer plates x 2
- C. batteries x 4
- D. side hand rails x 4
- E. "Tee" control lever
- F. side hand rails



Note

Some trolleys have wheels to assist with the manual handling of the Emergency Trolley to the track

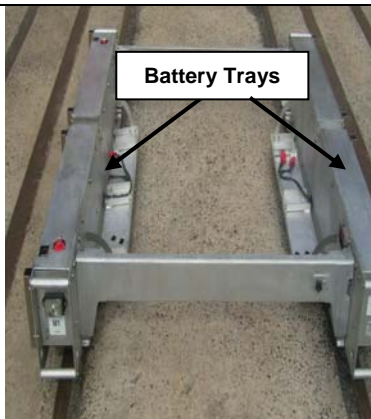
Assembly of Emergency Trolley

Step 2: Two people to position the chassis pods on the tracks with the side containing the linking arms facing inwards towards the four-foot.



Linking Arm

Step 3: Unfold the linking arms from the side of the frame and swing the linking arm out. Connect the linking arms from one chassis pod to the other pod ensuring they lock in position.

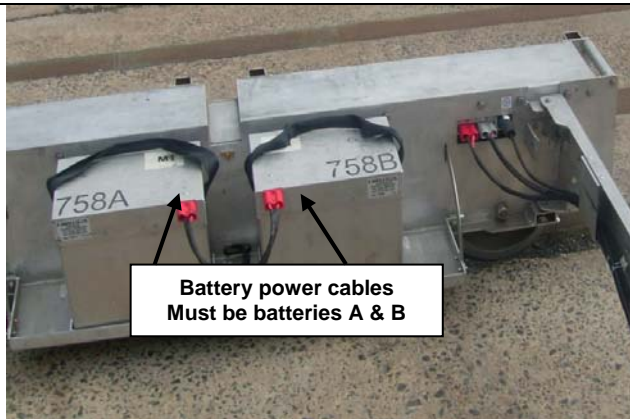


Battery Trays

Step 4: Open battery trays



Step 5: Connect the power cables between the chassis pods.



Battery power cables
Must be batteries A & B

Step 6: Place two batteries on each tray and connect battery power cables.

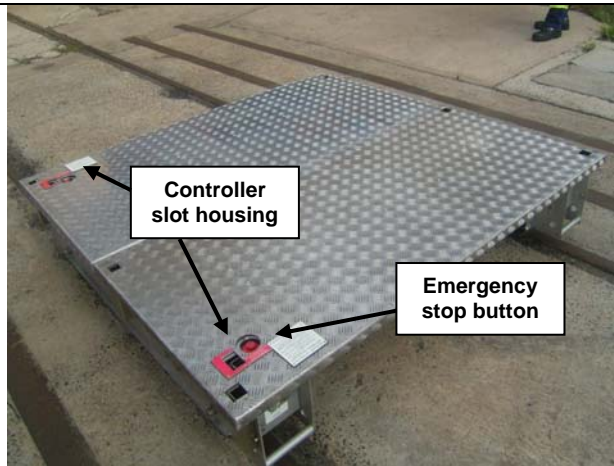


Note

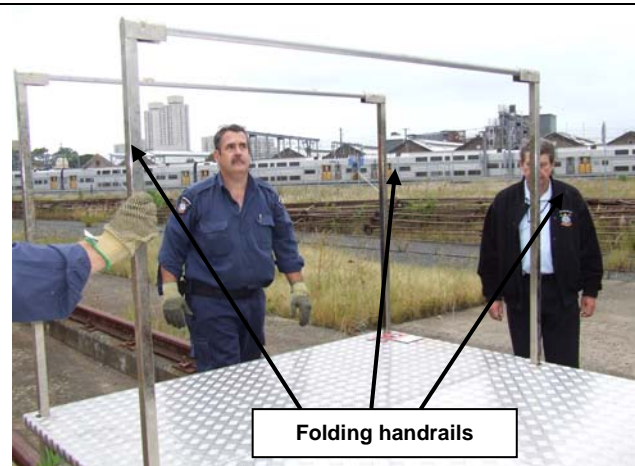


ERV2 model Emergency Trolley is set up to allow battery power to be changed over by switch.

ERV3 model Emergency Trolley also has a battery switch in the same position as ERV2

Assembly of Emergency Trolley

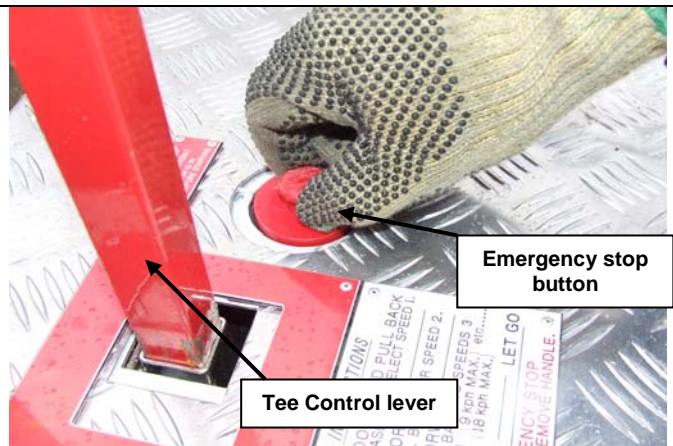
Step 7: Place the two aluminium chequer plate platforms over the chassis pods. Ensure the cut out sections are located over the emergency stop buttons and controller slot housings.



Step 8: Slide the three folding handrails into position.



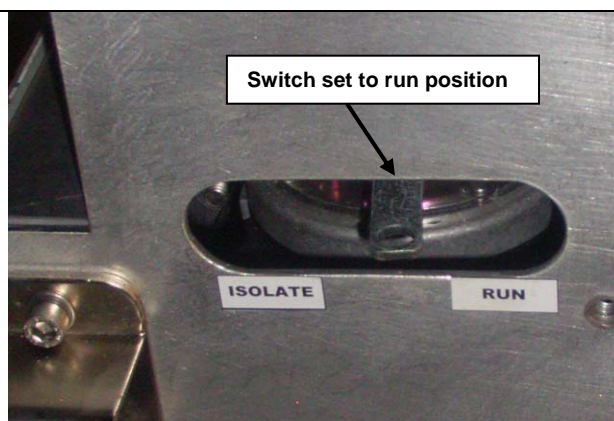
Step 9: Attach the four side handrails to the folding handrails



Step 10: Insert the red "Tee" control lever in the control housing at the forward leading end in direction of travel.

**Note**

Raise the emergency red stop button to reset.



Step 11:

- Set on RUN to operate.
- Set on ISOLATE to move trolley manually when batteries are flat.



Step 12: Operate as per instructions on chequer plate.

Safe Work Instruction	Issue date: 15/07/10
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Warning

DO NOT move Emergency Trolley if people are standing in front of the unit.

Battery storage and changing	<p>Batteries must be kept charged when not in use.</p> <p>Put batteries on battery shelf (where provided) and connect them to battery charger. Turn on battery charger.</p> <p>Keep batteries in pairs during use and when being charged. Serial numbers followed by either an "A" or "B" are clearly marked on each battery.</p> <p>Fully charged batteries are indicated by the green LED light showing on the charger.</p>
Emergency Trolley locations and use	<p>Emergency Trolleys are located on the RERU vehicle and at locations listed below.</p> <p>At the Epping to Chatswood Rail Link (ECRL), Emergency Trolleys are housed in nominated storage areas on purpose built racks. The trolleys must be stored on the racks in the following sequence:</p> <ul style="list-style-type: none"> - handrails and "Tee" control lever - chequer plate platforms - side rails - chassis pods

LOCATION	NOTES
Goulburn St Portal	Entry via Castlereagh Street
Circular Quay	Enter via George Street Harbour side ramp
Domain Portal For the Eastern Suburbs Railway (ESR)	Entry via Sir John Young Crescent
Ersleville Junction	Entry via Railway Parade
ECRL	<ul style="list-style-type: none"> - North Ryde, Macquarie Park and Macquarie University Stations at the Maintenance Equipment Room on the Up Platform at the end of the station. - Epping Station at the platform level behind the roller shutter in the second cross passage from the country end of the station opposite the control room. - Chatswood (Cross Passage No.1) Stations - Lady Game Drive Facility