

Safe Work Instruction	Issue date: 02/07/10
Station Site Survey for Passenger Information (PI) Indicators	Review date: 02/07/13

Document no. SMS-06-SW-0613	Work description To carry out site survey of stations for the installation and development of PI indicators.		
	Scope The survey is to locate station facilities including PI concourse indicators, platform indicators, staff screens, audio systems, speakers, electrical distribution boards and awnings. A minimum of two qualified persons are to carry out the site survey in stations during off peak hours and when trains are not on the station.		
Review date 02/07/13	References <ul style="list-style-type: none"> OHS Regulation 2001 clause 13 & 64 SMS-06-GD-0268 Working Around Electrical Equipment SMS-06-SW-0272 Non-Conductive Measuring Tapes Type Test and Before Use Inspection 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Site Supervisor	<ul style="list-style-type: none"> High visibility vest Safety boots 	Safe use of Class 2 laser devices Track and Electrical Safety Awareness or RISI OHS General Induction for Construction	
Tools and equipment required			
Mock up signage indicators, laser distance measuring tool/turn wheel measuring device, non-conductive measuring tape, plans, camera and clipboard.			
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

- 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.

Arrival on site	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"> sight the Hazardous Materials register sign the visitors register Establish: <ul style="list-style-type: none"> what risks are posed to station staff and the public by your work what risks are posed to you by station operations and the public how those risks are going to be controlled the person responsible for establishing and maintaining controls.
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Carry out survey	<p>Make sure that:</p> <ul style="list-style-type: none"> all equipment is kept secure when not in use mock-up signage is firmly held on the ground when rail traffic is passing. <p>Carry out the survey of the concourse and platforms as follows:</p> <ul style="list-style-type: none"> locate electrical cabling and electrical distribution boards measure distances and dimensions (as required) take photographs (as required) check existing rollover boards and indicators on the concourse 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 check the PI indicators location does not obscure the guard indicator for 4,6 and 8 car train configurations check that the proposed indicator is a minimum height of 2.4 metres check the PI indicator's location does not obscure or reduce CCTV coverage check location of speakers (if required) check PI rack potential and existing locations (if required)
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Use laser measuring device	<p>To use the laser:</p> <ul style="list-style-type: none"> barricade area (if required) make sure the person holding the mock-up signage turns away from the laser while it is active turn off the laser: <ul style="list-style-type: none"> when not in use when rail traffic is approaching.
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	<p>Warning</p> <ul style="list-style-type: none"> Never point the laser into people's eyes Never point the laser towards rail traffic.
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Additional controls