PROCEDURE

LVR Prior to the commencement of operations on each day, all operation and maintenance staff involved in the day's operation shall be given a safety briefing. Persons commencing work during operations, i.e., relief crew, must also partake in this safety briefing.

The safety briefing will be conducted by the Operation Safety Officer of the day, or delegate. The Operation Safety Officer will be appointed by the Operations Manager to be solely in charge of train operation and safety for the day or until relieved.

The Operation Safety Officer shall ensure all operations and maintenance members/staff at the safety briefing are informed of at least the following information:

1. Locomotives / rolling stock to be utilised in the day's operation.
2. That the required consist form has been compiled and faxed to the relevant network controllers.
3. All other necessary safety documentation is in place. (I.e. brake certificates, inspection checklists etc.)
4. All shunting procedures to take place during the day are clearly defined including location and time they will occur.
5. Where passengers will entrain and detrain.
6. Any special requirements during the day's operations.
7. Operations staff duties and responsibilities are clearly defined.
8. Inform crews on relief provisions to be provided where applicable.
9. General refresh of safety rules and prohibition orders.
10. Make sure members/staff are in possession of correct PPE and suitable footwear and that it is in good condition and is worn.
11. Ensure members / staff not in possession of current track safety awareness competencies do not enter the danger zone at any stage.
12. Safety critical workers are in possession of a current valid LVR identification card (Under the National Rail Safety Legislation, 2012).
13. That TAA, STN, CTN, Speed Notices, Safe Notices and any other safety publications that may be required during the day are available.
14. Anything that the Operation Safety Officer deems necessary for the safe operations of the train/trains.
15. That each safety critical operations personnel has sighted & signed the LVR fatigue and drug and alcohol declaration is familiar with the policy.

The OSO shall also be responsible for liaison between the train crew and the following when there is a disruption, or likely to be a disruption to planned working:

1. Network Control.
2. Signallers.
3. Other Operators (where required).
4. Customers.