

Safety Guide for Volunteer Workers

Whenever you look in a mirror you are staring at **YOUR** Safety Officer, the person totally responsible for aspects of your safety on the railway, the person who must learn and fully understand all the rules and guidelines and the person who **MUST** report (to the Railway Manager) all unsafe practices, any breach of safety rules or guidelines and **ALL** injuries.

Company Statement of Safety Policy

It is the policy of the Bala Lake Railway to continue to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its staff and volunteers.

On a day to day basis, the responsibility, audit and monitoring of safety at work rests with the General Manager or, the person in charge in his absence.

The Company cannot eliminate physical risk entirely. Some operations have a degree of risk in their performance. The Company nevertheless accepts that it is the employer's duty to ensure so far as is reasonably practicable the Health and Safety of ALL including in particular:

- a) The provision and maintenance of plant, equipment and systems of work that are safe and without risk to health
- b) Arrangements for insuring safety and absence of risk to health in connection with handling, storage and transport of articles and substances
- c) The maintenance of any place of work in a condition that is safe and without risk to health and the provision of means to access to and egress from it that are safe and without risk
- d) The provision and maintenance of a working environment that is safe and without risks to health and is adequate as regards to facilities and arrangements for welfare of employees and volunteers at work. The Company will so far as is reasonable and practicable provide instruction in Health and Safety.

There is a legal obligation on every employee and volunteer to take care to ensure their own health and safety and that of his fellow employees and volunteers and to observe the regulations made by the Company for the protection of employees, volunteers and all visitors.

The Company has overall responsibility for Health and Safety, and all matters relating to Health and Safety at Work must be reported through the Railway Manager, who in turn will report to the Company on any problem incapable of solution at managerial level.

For all matters relating to the movement of trains, the attention of all staff and volunteers is drawn to the Operating Rule Book, the provisions of which must be strictly adhered to.

SAFETY ESSENTIALS

Steel toecap boots ◊ **Cotton** Bib and Brace or Overalls (nylon melts!) ◊ **Maintaining** clothing without frayed cuffs or leg bottoms ◊ **Remove jewellery** that can get caught ◊ **Tidy hair** - Long hair wearers must be prepared to use bands and or ponytails ◊ **Gloves** - Seek advice from the Railways Engineer ◊ **Hats** - Safety Helmets should be worn where required ◊ **Goggles** - Seek advice from the Railways Engineer ◊ **Visibility** - Hi-Vis clothing to be worn as directed ◊ **Awareness** - be constantly aware of where you are, of where others are, of machinery, of moving objects ◊ **Do Not Run** - move efficiently and effectively, as conditions allow ◊ **Responsibility** - be responsible in your conduct, in your attitude to others and equipment and if needed take responsibility of a situation ◊ **Put Things Away** - do not assume someone else will tidy up after you ◊ **Never Touch a Machine Without Permission** - You may have certification to use similar equipment elsewhere but unless the Railways Engineer agrees you cannot use machinery or equipment at the Bala Lake Railway ◊ **Obey all Rules**, signs and instructions ◊ **Don't Take Risks** - if you don't know **ASK!** ◊ **Stop and Seek Advice** - if you

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consider the job to be unsafe, be safe, not sorry! ◇ **Never Block Fire Escapes** or prop open fire doors ◇ **Do Not Smoke** - Unless advised otherwise assume the area is a No Smoking Zone ◇ **Use the Correct Tools** or equipment for the job, and use them safely ◇ **Never Report for Duty Under the Influence of Drugs**, remember, the effects of these last long after consumption. **Never Drink** on duty ◇ **Do Not Work Excessive Hours** - always ensure that you are properly rested before taking up duty.

Company Safety Rules

1. You must know and observe the safety rules directly concerned with the work you carry out on the railway
2. Do not attempt to operate any machine or handle any equipment or tools without knowing their correct operation or having the appropriate Certificate of Competence where required. Remember that machines must only be used for the purpose of their design and as instructed by the person in charge
3. Do not remove safety guards from a machine unless it is stopped or isolated. Only authorised personnel are allowed to remove guards from a machine at any time
4. If you are working on a machine:
 - a) Secure loose clothing, ties, scarves, jewellery etc
 - b) Tie or cover up long or loose hair
 - c) Report all faults immediately
 - d) No unauthorised person must attempt to repair faults in electrical or mechanical equipment
5. Keep gangways and passages free from obstructions
6. Keep all walking surfaces free from materials, waste, rubbish, water, oil, grease, etc
7. Do not run on the premises. It is especially dangerous near machinery or doors
8. Learn how to lift and carry items safely and if in doubt either seek assistance or guidance from an appropriate person
9. Use all mechanical aids for the purpose they were designed
10. Assume all areas are designated as NO SMOKING unless advised otherwise
11. You must know what to do in case of FIRE. Keep access to Fire Exits and Fire Points free from obstruction at all times
12. If working out doors ensure that you are clearly and safely separated from all visitors to the railway and animals. If needed employ lookouts or safety fences, cordons or notices
13. Report any unsafe conditions and safety hazards to the Railway Manager as soon as is practical
14. Report all accidents, even if they do not cause injury
15. Have all wounds treated - even minor ones

All accidents and injuries must appear in the Accident Book

Safety Tips

1. Keep the work areas and gangways tidy and clear
2. Never assume someone else will put something back where it belongs...always do it yourself
3. Make sure people cannot trip over things or bump into them....use hi-vis cones or tape or employ another person as a lookout if needs be to highlight areas
4. Mop up wet patches as quickly as possible to avoid people slipping or falling
5. Use sand or sawdust immediately on oil or grease patches
6. When you have finished a job, always clean the tools or machine you have been using....the Railway Engineer is not a sweeper-upper!
7. If you have been painting always put the lid back on the tin properly...even during lunch or tea-breaks...nothing gets a skin on the top faster than open tins of paint

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8. If you paint anything ALWAYS completely clean your brush after use...don't dump in a tin of diesel or white spirit assuming someone else will clean it
9. Always wash your hands, with the provided hand-cleaner, immediately after handling harmful substances
10. Use the provided protective equipment such as dust masks, safety goggles, ear protectors and helmets when the job demands it....seek advice if unsure at any time
11. Make sure you wear cotton based overalls.....don't wear nylon it tends to melt if it gets too hot (and railways do have a lot of hot things)
12. Make sure you have protective footwear....don't try to do any work in trainers
13. If you find safety equipment too worn or defective....don't use it....take it straight to the Railway's Engineer and ask for a replacement or for a suitable repair
14. Walk, do not run or rush about...use the provided gangways or walkways
15. Always watch out for train movements....always assume a vehicle will move, not that it has never moved!
16. When moving about the mainline or sidings be aware of point-rodding and signal cables that can trip you up
17. Be aware of open ash pits, drains, manholes or inspection pits
18. Do not use your own personal portable equipment until it has been approved by the Railway Engineer or appointed Electrical Engineer
19. Do not use damaged equipment. If equipment becomes unsafe during use, return it to the Railway Engineer immediately for repair
20. Operate only those machines that you have been trained and authorised to use
21. Make sure you can easily reach the controls and know how to stop any machine in an emergency
22. If authorised to use welding or cutting equipment ensure that you wear the correct eye protection at all times whilst the welder or cutter is in use
23. If arc welding make sure all skin is covered and not exposed to the arc or possible splatter from the welding. Ensure that clothing is secure so that splatter cannot enter it and cause burns
24. If welding or cutting, do not drag hoses or cables over sharp edges or leave them in positions where they can be run over by trucks or trolleys
25. Cables or hoses must be inspected before use. Any defective cable or hose must be replaced and not repaired
26. All gas cylinders must be stored in a secure area when not in use and be vertical at all times. Do not use cylinders as rollers
27. Never look at the welding or cutting flame or arc with the naked eye. If you are helping or passing by, always turn your head away
28. If working in confined or poorly ventilated areas, remember welding or cutting fumes are harmful when inhaled
29. If using ladders ensure that they are not split, damaged or missing rings
30. Ensure you know how to set a ladder safely and if not seek guidance before use
31. Do not work on roof's without the use of crawling boards
32. Never be afraid to ask for help. Never be afraid to say you do not have experience of carrying out a particular task. Never "big yourself up" - we do not want you hurt (or worse) and we would like you to come back again!

Be safe at all times, report and safety breaches and always treat injuries as important.

Accidents

Even in the safest jobs, when all practical steps have been taken, accidents will happen. All workers are reminded that it is their responsibility to minimise the chances of any accident happening (you are **your** safety officer).

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Any accident that does happen, no matter how small, must immediately be reported to the railway management and entered into the Accident Book.

If despite all your precautions, you do suffer an injury of any sort remember that First Aid equipment is available at various locations around the railway.

All injuries **must** be reported to the Railway Manager at the first practical moment and, where deemed necessary, professional medical help obtained.

Failure to report an accident or injury may result in the person being asked to leave the railway.