

AUSTRALIAN ASSOCIATION OF  
**LIVE STEAMERS**

CODE OF PRACTICE  
TRAINING OF OPERATORS AND ATTENDANTS OF  
MINIATURE RAILWAYS, ROAD VEHICLES AND PLANT



**TRAINING**

## Document control

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## Authoring, Consultation and Approval

This document was produced by the Australian Live Steamers Safety Committee, a subcommittee of the Australian Association of Live Steamers Limited ABN 81 107 882 404 (AALS) For the Registered Office refer to the AALS Reference document.

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## About this code

This Code of Practice has been compiled by the Australian Association of Live Steamers for use by Member Societies so that a minimum standard of competency can be achieved by their Society Members.

By adopting the requirements and procedures outlined in this code the Association and its Member Societies recognise their obligation to provide a safe environment for visiting public and members alike which will be engendered at the many operating locations throughout Australia.

This Code of Practice for the Training of Operators and Attendants of Miniature Railways, Road vehicles and Plant was revised and re-formatted in 2009 as part of the general revision of the Code of Practice, to reflect changes made at the April 2009 convention and suggestions made through a formal process of consultation to make the document more user-friendly and comprehensive.

## Distribution and change

The AALS maintains the master for this document and publishes the current version on the AALS website [www.aals.asn.au](http://www.aals.asn.au)

Any changes to the content of this publication will also update this control page. The control page defines the current version of this document. Changes to this document are approved by vote by the member Society's of the Association in accordance with the Association's Constitution and Standing Orders.

## Disclaimer

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## **1. DEFINITIONS**

- 1.1 For definitions see the AALS Code of Practice:- Operation of Miniature Railways, Road Vehicles and Plant.

## **2. GENERAL**

- 2.1 This Code of Practice is intended to cover minimum safe operating requirements of affiliated societies operating miniature railways of gauges between 32mm (1¼") and 204mm (8"), operating at a speed not exceeding 20 km/h, road vehicles and plant, as non-commercial hobby operations.
- 2.2 This code is in accordance with the Aims and Objects as detailed in the Australian Association of Live Steamers Constitution.
- 2.3 With changes to Amusement Device Legislation in various States of the Commonwealth and the trend for self regulation by industry and business in general the need for a high standard of competency in operators is required.

## **3. CONTEXT**

- 3.1 This Code of Practice for Training of Operators and Attendants of Miniature Railways, Road Vehicles and Plant should be read in conjunction with:
- 3.1.1 AALS Code of Practice:- Operation of Miniature Railways, Road Vehicles and Plant;
- 3.1.2 AALS Code of Practice:- Standards for Interoperability and Safety of Miniature Railways, Road Vehicles and Plant;
- 3.1.3 AS 3533 - 2009 Amusement Rides and Devices.
- 3.1.4 AALS Constitution.
- 3.1.5 AALS Standing Orders.

## **4. POLICY**

- 4.1 Hobby Societies operating Miniature Railways shall:
- 4.1.1 Ensure that all members engaged in operating the Miniature Railway have received suitable training which will enable them to carry out their respective tasks without risk to their health and safety or the health and safety of other persons.
- 4.1.2 Be responsible for putting in place suitable Training Programs to assess competency of each classification of Operator and Attendant used during the public operating sessions.
- 4.1.3 Shall appoint a suitably qualified and experienced person(s) to assess the competency of members.
- 4.1.4 Ensure that competent persons, who are familiar with the tasks being performed, are used to undertake the training of members.
- 4.1.5 Review training methods from time to time especially if there is a change to operating methods or new equipment is introduced.

- 4.1.6 Keep a record of all members trained, or the various categories of Operators and Attendants that exist at their location.

## **5. DIRECT SUPERVISION**

- 5.1 A trainee Operator shall be under direct supervision where the Instructor/Supervisor is riding immediately behind or beside the trainee and can take control should an emergency or similar situation arise.
- 5.2 A trainee Operator may be deemed to be under direct supervision when operating on a small circular track, eg. portable track and the Instructor/Supervisor has visual contact

## **6. GUARDS**

### **6.1 Guards**

- 6.1.1 Shall carry a device for signalling the driver and ride on the last vehicle of the train consisting of three (3) or more passenger carriages.
- 6.1.2 Shall ensure all passengers are correctly seated before giving the signal for the train to move off and that they remain seated and refrain from such actions that are likely to affect the safety of the train during motion.
- 6.1.3 Shall protect the rear of the train if it is necessary to back up or stop the train.
- 6.1.4 Shall perform any other duties as determined by each individual Society.

### **6.2 Training Syllabus**

- 6.2.1 Candidates for the position of guard shall be competent in all sections of the syllabus as outlined below. It is recommended that each Society establish a minimum period of practical experience prior to assessment.
- 6.2.2 Syllabus shall include training periods in the following subjects:
- 6.2.2.1 Loading and unloading trains.
  - 6.2.2.2 Suitable footwear for passengers.
  - 6.2.2.3 Protection for rear of train.
  - 6.2.2.4 Emergency procedures, e.g. derailments, injured passengers etc.
  - 6.2.2.5 Location and operation of Society's First Aid arrangements.
  - 6.2.2.6 Communication with the driver and public.
  - 6.2.2.7 Any special operating procedures applicable to each Society.

## **7. STATION ATTENDANTS**

### **7.1 Station Attendants**

- 7.1.1 Shall assist with the safe loading and unloading of passengers and the control of spectators.
- 7.1.2 Shall not allow passengers to ride who are visibly ill, suspected of being under the influence of drugs or alcohol, or have unsuitable footwear. Persons who are impaired, pregnant, or holding small children are to be advised of suitability to ride.
- 7.1.3 Shall instruct passengers in the correct riding procedure before commencement of the ride.
- 7.1.4 Shall give a signal to the Operators that all passengers are loaded and it is safe to depart the station.
- 7.1.5 Shall perform any other duties as determined by each individual Society.

### **7.2 Training Syllabus**

- 7.2.1 Candidates for the position of Station Attendant shall be competent in all sections of the syllabus as outlined below. It is recommended that each Society establish a minimum period of practical experience prior to assessment.
- 7.2.2 Syllabus shall include training periods in the following subjects:
  - 7.2.2.1 Loading and unloading of trains.
  - 7.2.2.2 Suitable footwear for passengers.
  - 7.2.2.3 Emergency procedures, e.g. fire, injured persons etc.
  - 7.2.2.4 Communication with appropriate operator and the public.
  - 7.2.2.5 Control and organisation of the public.
  - 7.2.2.6 Location and operation of Society's First Aid arrangements.
  - 7.2.2.7 Any special operating procedures applicable to each Society.

## **8. SIGNAL BOX ATTENDANTS**

### **8.1 Signal Box Attendants**

- 8.1.1 Shall be responsible for safeworking procedures applicable at their location.
- 8.1.2 Shall guide trains within their section in a safe and efficient manner.
- 8.1.3 Shall perform any other duties as determined by each individual Society.

### **8.2 Training Syllabus**

- 8.2.1 Candidates for the position of Signal Box Attendant shall be competent in all sections of the syllabus as outlined below. It is recommended that each Society establish a minimum period of practical experience prior to assessment.
- 8.2.2 Syllabus shall include training periods in the following subjects:
  - 8.2.2.1 Complete understanding of track layout.
  - 8.2.2.2 Use and operation of the Society's signalling equipment.
  - 8.2.2.3 Demonstration of safe working equipment.
  - 8.2.2.4 Emergency procedures in the event of equipment failure.
  - 8.2.2.5 Communication systems.
  - 8.2.2.6 Any special operating procedures applicable to each Society.

## **9. OPERATORS**

### **9.1 Operators**

- 9.1.1 Shall be responsible for the safety of plant/equipment and persons under his/her control or care.
- 9.1.2 Shall perform any other duties as determined by each individual Society.

### **9.2 Training Syllabus**

- 9.2.1 Candidates for the position of Operator shall be competent in all sections of the syllabus as outlined below. It is recommended that each Society establish a minimum period of practical experience prior to assessment.
- 9.2.2 Syllabus shall include training periods in the following subjects:
  - 9.2.2.1 Knowledge of area of operations.
  - 9.2.2.2 Understanding of the operation of the item of plant/equipment being operated.
  - 9.2.2.3 Potential hazards in operation of equipment and the minimisation of associated risks.
  - 9.2.2.4 Communication systems.
  - 9.2.2.5 Emergency procedures in the event of equipment failure.
  - 9.2.2.6 Location and operation of Society's First Aid arrangements.
  - 9.2.2.7 Refuelling procedures.
  - 9.2.2.8 Any special operating procedures applicable to each Society.
- 9.2.3 Additionally, where the operation of a steam boiler is involved, the following subjects shall be included:
  - 9.2.3.1 Quality of water used in boilers.
  - 9.2.3.2 Operation of water gauges and water level.
  - 9.2.3.3 Process to raise steam and operate the boiler.
  - 9.2.3.4 Checking and operation of gauge glasses, safety valves, injectors, pumps, brakes and whistle.
  - 9.2.3.5 Procedures in the event of loss of water in the boiler.
  - 9.2.3.6 Shutting down procedures.



## **10. DUTY OFFICER**

- 10.1 A person shall be appointed by the executive of each Society and shall be responsible for the safe and efficient operations of the day's activities.
- 10.2 This person should be a suitable responsible member well versed in the Society's operating procedures and public relation skills in dealing with members of the public.
- 10.3 This person shall have a working knowledge of all Sections of the A.A.L.S. Code of Practice.
- 10.4 The Duty Officer's decision on any matter shall be final on that day.

## **11. ADDITIONAL PERSONNEL**

- 11.1 Societies may find other positions necessary for the safe operation of the Society's public day.
- 11.2 They shall undertake suitable accreditation based on the above format.

## **12. HAZARDS**

- 12.1 All operators should have knowledge of possible hazards within their area of operation.
- 12.2 Some possible hazardous areas are:
  - 12.2.1.1 Stairways, steps on bridges etc.
  - 12.2.1.2 Public pathways and facilities provided for public use eg. Picnic tables, BBQ pits etc.
  - 12.2.1.3 Electrical installations both high and low voltage.
  - 12.2.1.4 Storage of equipment in workshops, e.g. Flammable liquids etc.
  - 12.2.1.5 Dead trees and possibility of falling branches.
  - 12.2.1.6 For further details refer to the AALS Code of Practice:- Operation of Miniature Railways, Road Vehicles and Plant.