



CANTERBURY RAILWAY SOCIETY INC.
 P.O. BOX 13-039, CHRISTCHURCH, NEW ZEALAND.

**Operations Group Code Supplement
 Society Procedure**

Number: CSP—005

Subject: Accidents and Incidents Procedures

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1. INTRODUCTION

The purpose of reporting, recording and investigating accidents and incidents is to avoid repetition of the event. A culture of blame allocation must not be allowed to become established.

The following document consists of procedures and guidelines for members should an accident or incident happen on the Ferrymead Railway

The term “TRAIN CONTROLLER” used in this document will be as follows:

- a) If a Director of Operations is on Duty then they will hold the responsibility of Train Controller.
- b) If no Director of Operations has been rostered on then this will be delegated to the Moorhouse Signalman.
- c) If no Signalman is on Duty (e.g. Railcar ***or Unit*** only running) then this will be delegated to the Driver ***for the Railcar or the Electric Safety Person for the Unit.***
- d) When only Work trains etc are running (i.e. non-operating days) this will be delegated to the Ways and Works Supervisor if on duty or the most senior member on site at the time.
- e) If no trains or work trains etc. are operating then this will be delegated to the most senior member on site.

However if the General Manager is on site during any of these situations then they will automatically be appointed to the role of Train Controller, ***or*** secondary will be the Traffic Manager.

2. REPORTABLE ACCIDENTS AND INCIDENTS

- 2.1** Any accident or incident associated with the operation of the rail service will be reported as required by the Railways Act 2005, The Transport Accident Investigation Act, Guidelines for Rail Service Operators and New Zealand Transport Agency (NZTA) or any other notice or order from the NZTA. ***The NZTA notification phone number is 04-499-1858.***
- 2.2** The **TRAIN CONTROLLER** of the day will be in charge of any accident scene or incident and will ensure reporting occurs within the required time period ***(within 2 hours to the NZTA phone notification line).***
- 2.3** The **TRAIN CONTROLLER** of the day must advise the General Manager as soon as possible.
- 2.4** The MAJOR INCIDENT PLAN is to be followed in event of emergency (See Section 4).
- 2.5** All accidents are to be included in the Accident Register held in the General Managers office.
- 2.6** A list of typical Reportable accidents and incidents is included in Section 9 of this document.

3. NON REPORTABLE ACCIDENTS AND INCIDENTS

- 3.1** The **TRAIN CONTROLLER** of the day will assess any accident or incident in relation to the NZTA reporting criteria. If the event is not deemed to be reportable the event must be handled in accordance with the relevant sections of the Safety System and Operating Rules and Regulations **and reported to the General Manager as soon as is practicable. If the Train Controller is not sure if an accident or incident is reportable to NZTA, then they should report it to NZTA.**
- 3.2** An INCIDENT LOG will also be kept in the General Managers office. This book must be filled in by the TRAIN CONTROLLER of the day. The TRAIN CONTROLLER will notify the SITE SAFETY SUPERVISOR that an entry has been made.
- 3.3** The SITE SAFETY SUPERVISOR will conduct and investigate, with the assistance from other Head of Department Managers and Supervisors, Internal and External Auditors as deemed necessary, into each occurrence and note their conclusions in the log. Internal and/or External Auditors may conduct independent investigations as they deem necessary.
- 3.4** Where conclusions involves a recommended change in operating practice this will be discussed with the relevant department heads at the monthly meeting, with appropriate consultation and approval of auditors.
- 3.5** The INCIDENT log must be up to date and available for external inspection at all times.

4. MAJOR ACCIDENTS AND INCIDENTS PROCEDURE

4.1 Major incidents are many and varied but the principles used in managing them will be the same.

- FIRST priority is to get help on the way
- Stop, think, act!
- **Ascertain what the nature of the incident is including contacting and accounting for the condition of the other train crew members. Note this should be done without getting off the train if possible.**
- **Advise the passengers to stay on the train (unless it is unsafe to do so) until they can be safely disembarked.**
- **Check if the incident involves damage to the electric overhead lines or to electric powered rail vehicles becoming derailed. If so ensure that the overhead has been turned off before disembarking from the train.**
- What types of help is required?
- Ambulance/Police/ Fire Service/ Power Authority/Hazchem/Christchurch City Council/Canterbury Regional Council.

4.2 CALLING FOR ASSISTANCE

Dial 111, (111 then SND on a cellular phone), ask for the appropriate emergency service.

State your name, location and telephone number, reason for service and help required.

Help required at, Ferrymead Heritage Park and give the most appropriate access point, At the Ferrymead Station end this is 269 Bridle Path Road (**this gate is also fitted with a CRS padlock**), or at the Moorhouse end Ferrymead Park Drive GATE A, **or at Truscotts Rd level crossing (also known as Ferrymead Park Drive - North)**. A member is to be sent to the appropriate access point to guide emergency services to location to avoid delay.

Number of persons involved (**including number of injured**), is anyone trapped, are power lines down, are hazardous substances involved, risk of fire.

Only one 111 call is required. Should other emergency services be required they will be alerted by the initial service contacted. Each emergency control room officer has access to other emergency services and will pass on requests that involve multiple services.

DO NOT HANG UP UNTIL EMERGENCY OFFICER SAYS SO.

Advise the Moorhouse Signaller and the Ferrymead Stationmaster at the earliest opportunity. Also advise the Ferrymead Heritage Park main office that an incident has occurred and that emergency services have been called as they may be contacted by Emergency Services finding their way to the incident location, phone (03) 384 1970.

In event of a major incident ALL rail operation will immediately cease

4.3 MANAGING THE INCIDENT SCENE

The area is to be cordoned off and public access stopped. The number of persons in the area is to be restricted. **Hazard tape is kept in the workshop key cupboard (located under the stairs) for the purpose of cordoning off any area as required.**

Hand brakes are to be applied (**provided there are no obstructions under the rail vehicles such as trapped persons**) and the rail vehicles to be made secure. Steam locomotives are to be made safe under the direction of the member in charge of the locomotive. If they are not capable of this after the incident a suitably capable member may tend to the boiler.

In the case of an incident involving electric traction rail vehicles or the electric traction overhead everyone must stay on board the train if there is any potential for the traction circuit to have been disrupted (e.g. derailment, pan losing contact with the overhead, downed overhead wires) until the overhead has been isolated by the appointed Electric Safety Person (in an emergency this can be completed by phone, internal number 840, or by the emergency trip switches located at Moorhouse and Ferrymead Stations, Moorhouse Signalbox, and the Electric Shed; in all cases the Electric Safety Person must be advised if completed by someone else). Evacuation of an electric train shall not be commenced until the Electric Safety Person has advised that it is safe to do so. Note that this procedure is more fully described in the Ferrymead Railway 1500V Safety Booklet.

4.4 The **TRAIN CONTROLLER** of the day is to take charge, if incapacitated the next most senior member on duty.

4.5 The **TRAIN CONTROLLER** of the day will hand over control of the incident to the officer in charge of the emergency services upon their arrival.

5. DUTIES OF MEMBERS DURING MAJOR INCIDENTS

The TRAIN CONTROLLER will carry out the following and may delegate some jobs under their control to appropriate members:

- Use CRS Certificate of Competency as identification to emergency services officer
- Act upon instruction of emergency services officers without question (*provided that it is safe to do so*).
- Make available: Gas Plant, Rail Jacks, Train Bars, Track tools and other equipment Delegate other members on site to get equipment if required). *A key to the Track Tools wagon is kept in the workshop key cupboard (located under the stairs) for the purpose of accessing this equipment in an emergency.*
- Help emergency services officers with general railway safe operating practice, according to the Ferrymead Railway safety system and Rules. Instructions only to be taken from emergency services officers. *Note that any incident is not an excuse to abandon safe railway operating practices; i.e. any signals, safe working, etc. must continue to be observed.*
- Record all names of members involved
- Time of incident
- Contact NZTA and the General Manager (*also contact KiwiRail if the incident affects the Main South Line in any way, phone 0800-808-400*).
- Carry out evacuation procedures as instructed
- Collect names of witnesses *and their contact details*.
- Movement of any rail service vehicle will come under the direction of the emergency services incident officer who will direct competent Ferrymead Railway staff to undertake the movement
- Ferrymead Railway staff with first aid or any other specialised skills should be instructed to care for the sick and injured or to their specialised activity—e.g. gas plant use etc— Under the control of the Emergency Services Incident Officer
- Protect the Ferrymead Railway staff from the media, unwanted criticism or fault finding by other members and/or public.

The General Manager is to arrange debriefing and counselling.

General information to all members is as follows:

- No Ferrymead Railway member is to make any statement to the media **or on social media; e.g. Facebook.**
- Some staff will not feel up to assisting, this is to be understood and respected
- When staff members are injured their names are only to be given to ambulance officers or police, who will inform next of kin. Give full name, home address, next of kin address (where known). **Next of Kin details are kept in a folder in the General Managers office.**
- Ferrymead Railway staff should make themselves and railway facilities, available to help other societies at Ferrymead Heritage Park should there be a major incident unrelated to the rail operation
- Any major or minor incident must be left undisturbed until inspected by the authorities or internal department heads and auditors.
- Removal, rearrangement or tampering with equipment contravenes the Ferrymead Railway Safety System and rail service legislation. Any such action may be construed as concealing evidence.

6. MINOR INCIDENT

This is a scaled down version of a major incident, with only Ferrymead Railway Staff involved, with NO requirement of emergency services.

The TRAIN CONTROLLER of the day will take charge and will carry out the following:

- Record names of members involved
- Contact the General Manager and Head of Department involved
- Record Time and Date of incident
- All railway operations should cease **if safety is likely to be compromised by continued operations or a repeat of the incident is possible. It is desirable to detrain passengers at a platform if is safe to do so.**
- Collect names of witnesses **and their contact details.**

No work or repair is to be carried out until inspected by the relevant Head of Department and advice taken on action required by NZTA/TAIC.

An NZTA incident notification form is to be filled in and sent to NZTA. A copy of the form is to be placed in the Accident & Incident ring-binder in the General Manager's Office. The incident book is to be filled in for minor non-reportable incidents.

7. FIRE AND HAZARDOUS SPILL/ POLLUTION

In event of fire or hazardous spill/pollution, members must take all steps possible to minimize the situation, taking in consideration the public's and their own safety and wellbeing.

7.1 FIRE ON ROLLINGSTOCK OR SITE

In event of a trackside fire every effort is to be made to contain its spread by using every resource available. ***If there is any risk that the fire cannot be easily extinguished by members on site then*** the Fire brigade is to be notified by ringing 111. Train operations are to cease, except any train being used for fire fighting.

Should the fire look to be encroaching on National Railway Line, then they must also be notified as soon as possible

For a fire involving buildings or rolling stock, staff are to ensure that the building or rolling stock is evacuated as quickly as possible and people mustered in one place to aid emergency services. The fire is to be contained from spreading with all the resources available. In the case of rolling stock, the remainder of the train is to be moved away from the burning vehicle if possible.

If the fire is under or near electric overhead, then arrangements must be made immediately to have the power disconnected and the overhead earthed. The person who actually earths the overhead must notify the senior fire service officer of this fact.

7.2 HAZARDOUS SPILL

In the case of a Hazardous spill the FIRE SERVICE must be notified immediately on 111 and the relevant information passed on. All people are to be removed from the immediate area until emergency services declare otherwise. Emergency services are to be approached, identifying the nature of the spill and any information available on site.

If away from workshop, then Site Safety Supervisor must be notified and access to the register of dangerous goods made available.

Every assistance is to be given to the emergency services as required.

7.3 POLLUTION

In case of pollution, such as contamination of waterways, then the Canterbury Regional Council Water Hotline is to be notified as soon as possible.

Every possible endeavour must be taken to ensure that the contamination is minimized until the council arrives.

In all cases the Site Safety Supervisor must be notified who will then advise the General Manager

8. EMERGENCY PHONE NUMBERS

FIRE 111 or (03) 372-8600

POLICE 111 or (03) 363-7400

AMBULANCE 111 or 0800-426-285

HAZARDOUS SPILL 111 (Fire Service)

0800-764-766 (Poisons/Hazardous Chemicals Centre)

POLLUTION (03) 366-4663 (Environment Canterbury pollution Hotline)

NATIONAL RAILWAY SYSTEM (KIWIRAIL)

0800-808-400 (Train Control Emergency only)

NEW ZEALAND TRANSPORT AGENCY (NZTA)

04-499-1858 (24 hours/7 days a week)

or 04-894-5098 (Fax Number)

ELECTRIC POWER LINES

363-9898 (Orion Christchurch)

Overhead Int. Ph: 840

GENERAL MANAGER

Nigel Hogg Home: 980-9784 Cell: 0274 183 703

SITE SAFETY SUPERVISOR

Peter Jenkinson Home: 359-8166 Cell: 021 0229 2660

FERRYMEAD RAILWAY

(03) 384-9918

FERRYMEAD HERITAGE PARK

Main Office (03) 384-1970

9. Typical List of Reportable Incidents

Accidents and significant incidents to be notified to NZTA by the Train Controller as soon as practicable, with the aim of within 2 hours;

- All Accidents (where death or serious injury results)
- Collisions between Rail Vehicles (RV)
- Collisions between RV and a road vehicle
- Collisions between RV and a person
- Collisions between RV and significant obstacles during movements
- Collisions between RV and resulting in the significant release of Dangerous goods
- Derailment of Running Trains
- Derailment of other RV's when the consequence involves the public, third party lineside land/property or public roads
- Significant operating rules irregularities including track protection irregularities
- Fallen loads involving public, third party lineside land/property or public roads
- RV component failure involving significant risk to a person
- Explosions, fire or significant fumes on a RV involving significant risk to a person
- Significant occurrences likely to attract media attention, or in which the rail participant think NZTA would have an immediate interest.

All of the above are required to be followed up in writing by the next day as requested by NZTA, typically by the General Manager.

The following are reportable Accidents and Incidents to notify NZTA by the next day, however it is recommended that NZTA be advised by phone as soon as practicable by the Train Controller in all cases.

- Derailment of RV in yards and sidings when a person is placed at significant risk
 - Derailment of RV's other than running trains (e.g. hi-rail vehicles), when traveling on the main line.
 - RV component Failure involving open doors, safety barrier, break or bogie failures on running trains.
 - RV component Failure involving partings on passenger trains
 - Significant explosions, fire or fumes on running trains, excluding minor break grid fires
 - Significant release of Dangerous goods into the environment from a RV
 - Significant safety critical irregularity in overhead traction or power supplies involving a RV
 - Loading Irregularities of fallen or shifted (outside the loading gauge) loads.
 - Signalling system or crossing alarm failure that could reasonably place a person or persons at significant risk
 - Signals passed at danger (SPAD) due to reversions.
 - All other SPADs except instances of minor misjudgment
- Alleged or confirmed Operating Rules breaches involving:
- Track protection irregularities
 - Failure to secure brakes allowing rolling stock runaway.
 - Incapacitation by alcohol or drugs, of critical safety staff whilst on duty
 - Significant safe working, e.g. Tablet working, irregularities
 - Significant telecommunications or radio failure

Persons (including trespassers) who:

- Fall from a RV
- Fall between a RV and station platform
- Fall while embarking or alighting from a RV
- Are caught in a train door in circumstances involving significant risk

Vandalism or wilful interference which could reasonably place a person at risk e.g.

- Stones/objects thrown at train
- Obstructions deliberately placed on track
- Interference with signalling or communication equipment
- Interference with level crossing protection equipment
- Interference with fixed infrastructure including track
- Unauthorised external riding of trains

All incidents require written notification to NZTA the next day. Although this will typically be done by the General Manager, the Train Controller must collect all relevant information to the best of their ability. NZTA accident reporting forms are kept in the workshop lunch room in the folder above the Train Advice desk, or they can be found at:

<http://www.nzta.govt.nz/resources/rail-incident-accident-form/index.html>

Completed forms should be e-mailed to:

railregulation@nzta.govt.nz

10. Incident Check List

<ul style="list-style-type: none"> • Ascertain what the nature of the incident is including contacting and accounting for the condition of the other train crew members and number/nature of any passenger injuries. Note this should be done without getting off the train if possible. 	
<ul style="list-style-type: none"> • Advise the passengers to stay on the train (unless it is unsafe to do so) until they can be safely disembarked. 	
<ul style="list-style-type: none"> • Check if the incident involves damage to the electric overhead lines or to electric powered rail vehicles becoming derailed. If so ensure that the overhead has been turned off before disembarking from the train (Internal Phone 840). 	
<ul style="list-style-type: none"> • Advise Emergency Services, Phone 111. 	
<ul style="list-style-type: none"> • Send someone to nearest public access point to guide emergency services. 	
<ul style="list-style-type: none"> • Secure the train (i.e. apply the handbrakes, tend to the locomotive boiler). 	
<ul style="list-style-type: none"> • Advise the Moorhouse Signalbox, Phone 03 384-9918. 	
<ul style="list-style-type: none"> • Advise Ferrymead Station. 	
<ul style="list-style-type: none"> • Advise the Ferrymead Heritage Park Main Office, Phone 03-384-1970. 	
<ul style="list-style-type: none"> • Disembark passengers if it is safe to do so, tend to injured passengers, and keep all passengers informed as best as possible. 	
<ul style="list-style-type: none"> • Take down passenger details if possible before allowing them to leave. 	
<ul style="list-style-type: none"> • Assist emergency services as directed by them (within railway safe working practices) and provide any equipment as needed. 	
<ul style="list-style-type: none"> • Cordon off area if required. 	
<ul style="list-style-type: none"> • Advise NZTA within 2 hours, phone (04) 499-1858. 	
<ul style="list-style-type: none"> • Advise the General Manager, phone 0274 183 703. 	
<ul style="list-style-type: none"> • Fill in NZTA Incident Form. 	

