



Amenities Standards

For

RailCorp CityRail Drivers ETR / Intercity

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Establishment and Preamble:

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Prepared by	H/ O Relief	C/O Head Office	Jun - Dec 07 >	Formatted/update
Prepared by	Bob Newham	Ass Sec	Nov – 07 >	Draft
Prepared by	Jeff King	D/O Flemington	Nov – 07 >	Draft
Prepared by	A. Holt	D/C Region 1	Jan – 08 >	Draft
Reviewed by	Alex Claassens	Secretary	April 08	

Document References:

- Head Office - All relevant documents available on this subject – past history.
- Jeff King – Draft presented at ETDC November 07
- Bob Newham – From lists of amenities put together that were gathered from each workplace.
- WorkCover – Workplace Amenities, Code of Practice 2001.
- Unions of NSW – Amenities standards.

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Distribution and Change:

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Changes to this document must be approved in accordance with the Secretary of the Rail Tram Bus Union, Locomotive Division.

Any changes to the content of this document require the version number to be updated and those changes to be distributed to all Divisional Councilors, Depot / Workplace Organisers.

Note: All consultation and agreements will be covered by the following over arching amenities standard!

The Rail Tram and Bus Union will not accept anything less than currently exists. No reduction to member's conditions will be acceptable.

1.0 PERMANENT MEAL ROOM / DINNING ROOM AMENITIES STANDARDS:

- Security locks on doors, Bi-Lock or Code. Outer security screen door.
- Railway digital time clocks connected through data link to Central.
- Notice boards. Minimum 3 boards. 1 – Key lockable union case. 1 – Community pin board. 1 – Management notice board.
- T.V. – To be wall mounted so as not to take up floor space. Must have controls on front of TV so as not to rely on remote. Connected to appropriate outside aerial.
- Communication. Phones, TLS and Kiosk available.

Kitchen area and utilities:

- Kitchen sink with hot and cold water fitted with soap and paper towel dispensers.
- Kitchen benches and washing area must drain towards the sink, and must be made of material so as not to soak up or retain fluids. Sink drain area must not be used for or planned as an area for the placement of kitchen equipment. Mounting of appliances above this area must leave adequate height clearance for washing and draining of meal/cooking utensils.
- Fluorescent lighting with diffuses. Lights to have individual switches.
- Signs (meal room to be kept clean). All other appropriate safety signs.
- Air conditioning – Reverse cycle. Controls located in meal room.
- Fridge and part freezer to be of adequate size for expected use of meal room.
- Water cooler - Ice machine. Chilled water must be available at all times.
- Microwave ovens. To be of sufficient size and power for main meal cooking.
- Toasting facilities - sandwich press and toaster ovens.
- Range hood - exhaust fans in cooking area.
- Fire blanket, extinguisher and smoke alarms in cooking area.
- Hot water urn with sufficient capacity. Splash tray to be fitted to urn and drain into kitchen sink.
- Windows must have blinds fitted/ no verticals pull down type only. Windows must be tinted if blinds can not be fitted. In some areas both blind and tint may be needed for privacy and direct sun issues.
- Coat hooks and storage areas for work bags. Minimum of 4 coat hooks more for high use areas, work bag rack if designed as sectional, must be able to fit issued work bag standing up on base.
- Sufficient crew capacity - comfortable seating (That is vinyl covered and padded). Also appropriate tables (*that will allow every person rostered to take a meal at least 20 minutes at the table to partake their meal*) in number and style.
- Walls to be kept clean and free from Graffiti. “Gyprock” walls are to be fitted with a chair rail prevent the backs of chairs marking the wall.
- Sufficient rubbish bins with plastic liners. Must be inside a cupboard with a trap door.

Toilets:

- Toilets attached to a meal room must have an air lock and exhaust fan to protect the potable water supply. Coat hooks to be provided inside each cubicle mounted on door or side wall. Sanitary bins to be provided. Sink with liquid soap dispenser and paper towel dispenser. Separate male and female toilets must be the standard in areas of high usage.

Cleaning:

- Cleanliness. To be provided by regular cleaning and programmed maintenance cleaning. Maintenance is to include painted surfaces, walls, roof, etc. and the maintenance of paint itself, flaking/peeling paint is not acceptable.
- Flooring of suitable vinyl or tile material and have hard wearing qualities and coloured such as to assist in easy cleaning.
- All surfaces to be suitable for heavy traffic and cleaning purposes.

2.0 TEMPORARY MEAL ROOM AMENITIES STANDARDS:

All of the conditions at 1.0 PERMANENT MEAL ROOM / DINNING ROOM AMENITIES STANDARDS to be applied with the additional items or exceptions as listed below;

- Placement of portable buildings is to take into account passenger interference with crew, privacy, crowding around meal room, public smoking around building, etc.

Kitchen area and utilities:

- Sufficient rubbish bins with plastic liners.

Note:

A time frame on any temporary meal room needs to be established during initial local consultation and agreement with due regard to the relevant capital works program. Each case will need to be evaluated and determined on its merits. If a temporary meal room is to be established for a time period exceeding 3 months, refer to permanent meal room / dinning room standards.

3.0 STANDBY ROOM AMENITIES STANDARDS:

- Security/ locks on doors, Bi-Lock or Code. Security screen door.
- Railway digital time clocks connected through data link to Central.
- Sufficient rubbish bins with plastic liners.
- T.V. – To be wall mounted so as not to take up floor space. Must have controls on front of TV so as not to rely on remote. Connected to appropriate outside aerial.
- Notice boards.
- Communication, Phones, TLS and Kiosk and network ports.

Kitchen area and utilities:

- Sink with hot and cold water. To be fitted with soap and paper towel dispensers.
- Fluorescent lighting with diffuses.
- Air conditioning - Reverse cycle. Controls located in standby room. If there is no A/C working and there are no windows with insect screens capable of being opened for fresh air, no use of stand by room.
- Windows must have blinds fitted, no verticals. Pull down type only. Windows must be tinted if blinds can not be fitted. In some areas both blind and tint may be needed for privacy and direct sun issues.
- Water cooler - Ice machine. Chilled water must be available at all times.
- Hot water urn with sufficient capacity. Drip tray to be provided.
- Coat hooks and storage area for work bags. Minimum of 4 coat hooks more for high use areas, work bag rack if designed as sectional must be able to fit issued work bag standing up on base.
- Sufficient crew capacity - comfortable seating and appropriate tables. In rooms with walls of a soft material 'Gyprock' a wall protector strip mounted at such height to stop the backs of chairs braking the wall, these are usually made of timber.
- All surfaces to be suitable for heavy traffic and cleaning purposes.

Toilets:

- Toilets off a stand by room must have an air lock and exhaust fan to protect the potable water supply. Coat hooks to be provided inside each cubicle mounted on door or side wall. Sanitary bins provided. Sink with liquid soap dispenser and paper towel dispenser. Separate male and female toilets must be the standard in areas of high usage.

Cleaning:

- Cleanliness. To be provided by regular cleaning and programmed maintenance cleaning. Maintenance is to include painted surfaces, walls, roof, etc. and the maintenance of paint itself, flaking/peeling paint is not acceptable.

4.0 PERSONAL NEEDS / FACILITY ROOM STANDARDS:

- Security/ locks on doors, Bi- lock or code.
- Communication/ departmental phones.

Kitchen area and utilities:

- Sink with hot and cold water fitted with soap and paper towel dispensers.
- Hot water urn with sufficient capacity and drip tray to sink.
- All surfaces to be suitable for heavy traffic and cleaning purposes.
- Fluorescent lighting with diffuses.
- Rubbish bins with plastic liners.
- Signs (room to be kept clean) and all appropriate safety signage.
- Air conditioning is preferred but not essential.
- Windows with insect screens or some sort of air ventilation is needed in these rooms especially if there is no A/C due to there lack of full time use they can become odorous.
- The placement of 1-2 chairs in this room for the use of crew if feeling ill, sit bag on, passenger needs assistance, etc.

Toilets:

- Toilets off a personal needs / facilities room must have an air lock and exhaust fan protecting the potable water supply. Coat hooks to be provided inside each cubicle mounted on door or side wall. Sanitary bins provided. Sink with liquid soap dispenser and paper towel dispenser. Separate male and female toilets must be the standard in areas of high usage.

Cleaning:

- Cleanliness. To be provided by programmed and regular maintenance cleaning.

Note:A Personal Needs Facility Room is **NOT** to be used for crib provisions, as a standby room or a waiting room for relief or relay requirements.

5.0 LOCKER ROOM AMENITIES STANDARDS:

- Security/ locks on doors, Bi-Lock or Code. Security Screen Door.
- The size of these facilities must reflect the number of staff at this location as all employees are entitled to the use of a locker and shower facilities.
- Male and Female locker rooms to be separate facilities.

Shower Area

- Shower and toilet facilities are to be adjoining to the locker room.
- Shower and toilets to have exhaust fans fitted.
- Shower cubicles are to have a door fitted with vacant/engaged lock fitted. The cubicle is to be divided into two sections by shower screen or curtain. The dry dressing area of the cubicle is to have a bench style seat that doesn't hold water fitted to one wall. On the other wall is to be a minimum of two coat hooks. Directly outside showers a bench style seat is to be mounted to the wall with minimum four coat hooks provided
- The shower area and all wet floor areas are to have non-slip flooring or be fitted with non-slip rubber matting.
- When new design or buildings are being done it is desirable that the wash basin area be used as an air lock between the shower and toilet areas

Locker Area

- Sufficient rubbish bins with plastic liners.
- Fire Extinguisher and smoke alarms to be fitted.
- Bench style sitting is to be provided evenly spaced in the aisles between the rows of lockers
- Signs (room to be kept clean) and all appropriate safety signage.
- Reverse cycle air conditioning – Controls located in room. Make air ventilation available through Frosted windows with insect screens or other approved means in case of A/C failure as this room is always in use.
- Fluorescent lighting with diffuses.

Lockers

- Full size lockers, dimensions equalling 38cm wide, 45cm depth and 1800cm height. It should have 2 spaces. 1 – hanging space 1700cm and 2 – Storage space at top 100cm. There should be a hook for hanging clothes.

Note: In some location it has been agreed through the local consultation and agreement process that ½ Lockers have been approved that are 38cm wide, 45cm depth and 900cm height and where the employee elects he/she will only have a ½ Locker but if they require 2 ½ lockers they will be provided them.

Cleaning

- Cleanliness. To be provided by programmed and regular maintenance cleaning. Maintenance is to include painted surfaces, walls, roof, etc. and the maintenance of paint itself, flaking/peeling paint is not acceptable.
- All surfaces to be suitable for heavy traffic and cleaning purposes.

Note: Full size lockers should be available to all train crew for the keeping of (but not limited to);

- All RailCorp (property) material that "HAS" to be carried by train crew per shift.
- Protective Personnel Equipment.
- Change of clothes or for keeping RailCorp uniform.
- Equipment used for showering purposes.
- Those who ride motor cycles for storage of equipment.