|  |
| --- |
| RAIL SAFETY MANAGEMENT PLANTEMPLATE |

PLEASE READ THEN DELETE

There are instructions to the author throughout this template, written in this ‘Instructions text’ style. Please delete any such text after completing your plan, and delete the subheading ‘Template’ in the Page 1 header.

In addition, there is text highlighted in yellow, using the ‘Highlight 1,y’ style, like this:

This is the ‘Highlight 1,y’ text style.

The ‘Highlight 1,y’ text style indicates where you are to add or amend information specific to your project. When complete, you can remove the highlight by selecting the text and choosing the ‘Highlight none’ text style from the Styles task pane (Alt + Ctrl + Shift + S).

**A note about styles**

This template has been created to ensure all management plans are easy to create and read. Fixed font styles have been created to enable a consistent look and feel for headings, bulleted lists, tables and other document elements. While you cannot manual format settings such as text size and font, you can still apply all the formatting you need by using the Styles task pane, which allows you quick and easy access to your available styles.

Most of the styles names and their purpose are self-explanatory. Some key styles are:

* Normal – This is the default text style for your basic plain body text.
* Headings – These can be numbered and unnumbered, and four levels of hierarchy are provided. Headings are linked to the creation of a table of contents, so it is important to use them correctly.
* Bullets – These are available in two levels of bullets points (numbered lists are also available).
* Highlights – These are temporary editing styles for bringing attention to notes or unfinished components of the document. The style 'Highlight none' is for removing highlights.
* Clear all – Clears all the styles previously applied to the text you have selected.

**Information in the footer**

Please click into the footer on both pages 1 and 2 and update the date.

Document details

|  |  |
| --- | --- |
| Document details |  |
| Title | Rail Safety Management Plan |
| Project | XXX |
| Laing O’Rourke project number | XXX |
| Client | XXX |
| Client contract number | XXX |
| Client document number | XXX |
| Laing O'Rourke document number | XXX |

Document revision history

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revision | Date | Revision description | Prepared by | Reviewed by | Approved by |
| A | DD/MM/YYYY | Draft issued for tender | XXX | XXX | XXX |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: This plan is in draft form and will be finalised following contract award. Laing O’Rourke will create a practical final version of the plan for the client’s approval, tailored to address the specific scope of works and site requirements. The plan will be reviewed and updated periodically to ensure its content reflects specific client requirements and expectations.

Note: This plan needs to be reviewed against the accredited Rail Transport Operators safety management system they have developed for railway operations on their network. This RSMP when completed may contain references or requirements set by the accredited Rail Transport Operator for the project to apply for the railway operations to be undertaken.

Terms and definitions

Update the table with terms specific to this project, in alphabetical order. Example terms are included below

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Table 1: Terms and definitions in this plan

NOTE: Please leave the following text in place and ensure you properly apply styles to the headings in your document. When your draft is complete, you can right click on the table of contents below and select ‘Update field’ then ‘Update entire table’. This will automatically update the contents headings and page numbers.

Contents

[1. Introduction 4](#_Toc38890140)

[2. Safety Policy 4](#_Toc38890141)

[3. Safety Culture 4](#_Toc38890142)

[4. Governance and Internal Control Arrangements 5](#_Toc38890143)

[5. Management Accountabilities, Responsibilities and Authorities 5](#_Toc38890144)

[6. Regulatory Compliance 5](#_Toc38890145)

[7. Document Control and Information Management 6](#_Toc38890146)

[8. Review of the Rail Safety Management Plan 6](#_Toc38890147)

[9. Safety Performance Measures 7](#_Toc38890148)

[10. Safety Audit and Inspection Arrangements 7](#_Toc38890149)

[11. Corrective Action 7](#_Toc38890150)

[12. Management of Change 7](#_Toc38890151)

[13. Consultation 8](#_Toc38890152)

[14. Internal Communication 8](#_Toc38890153)

[15. Risk Management 8](#_Toc38890154)

[16. 15. Human Factors 9](#_Toc38890155)

[17. Procurement and Contractor Management 10](#_Toc38890156)

[17.1 Procurement 10](#_Toc38890157)

[17.2 Contractor Management 10](#_Toc38890158)

[18. Engineering and Operational Safety Systems 11](#_Toc38890159)

[19. Process Control 11](#_Toc38890160)

[20. Asset Management 11](#_Toc38890161)

[21. Interface Management 12](#_Toc38890162)

[22. Management of Notifiable Occurrences 12](#_Toc38890163)

[22.1 Railway Safety Investigation 15](#_Toc38890164)

[22.2 Reporting Rail Safety Issues 15](#_Toc38890165)

[23. Rail Safety Worker Competence 15](#_Toc38890166)

[24. Security Management 16](#_Toc38890167)

[25. Emergency Management 17](#_Toc38890168)

[26. Fatigue Management 17](#_Toc38890169)

[27. Drug and Alcohol Control 18](#_Toc38890170)

[28. Health and Fitness 19](#_Toc38890171)

[29. Resource Availability 19](#_Toc38890172)

[30. Training and Instruction 19](#_Toc38890173)

[Appendix A – RACI Chart for Railway Operations 21](#_Toc38890174)

# Introduction

Insert a brief summary about the Project and the railway operations involved. This includes:

* Defining the contractual arrangements between Laing O’Rourke and the rail transport operator
* Whose accreditation (or exemption from accreditation) the railway operations will be undertaken under
* The safety management system to be applied (e.g. Laing O’Rourke holds rolling stock accreditation and it may be this accreditation and safety management systems that apply to those particular operations)
* Identifying who from the project / operations are deemed to be rail safety workers in terms of the definition contained in Section 8 of the Rail Safety National Law

Note - Where another rail transport operator holds the accreditation, Laing O’Rourke can utilise that organisation’s SMS or that rail transport operator can incorporate Laing O’Rourke’s SMS in to their SMS.

Where another organisation’s SMS (part or in whole) is to be used, this “Rail Safety Management Plan” must be tailored to incorporate that organisation’s applicable processes.

Note: - Additional information is available from the Rail Safety and Compliance Manager on the various systems able to be applied.

**This Rail Safety Management Plan must be read in conjunction with the Laing O’Rourke Australia Health and Safety Management System (**[**www.nextgearsms.com**](http://www.nextgearsms.com)**) as well as other Company documents.**

The words used in this Rail Safety Management Plan (template) are those defined under the Rail Safety National Law legislation.

# Safety Policy

Laing O’Rourke Australia Construction Pty Ltd is committed to ensuring that the railway operations are carried out in a manner, which does not compromise the safety of its workers or those of their subcontractors, client’s representatives, other rail transport operator workers or the railway operations.

A copy of the Laing O’Rourke Safety Policy shall be displayed in all offices and site meeting rooms where rail safety workers assemble.

Make reference to any other organisation’s safety policy to be applied to the railway operations (where required).

# Safety Culture

Laing O’Rourke Australia Construction Pty Ltd supports the development and maintenance of a positive safety culture. Next Gear is our agenda that builds safety resilience into the organisation, founded on engagement and trust. Where we place our people at the heart of safety decision making and where safety performance focusses on understanding success and the many things that go right.

Next Gear challenges workers to move beyond traditional safety practices and measures, by applying a framework described in the three principles:

1. People are the solution (as opposed to the problem)
2. Safety in the presence of positives (as opposed to the absence of negatives)
3. Safety is an ethical responsibility (as opposed to a bureaucratic activity).

Further information on the tactics that support Next Gear can be found at SR Next Gear.

Describe how Next Gear will be rolled out and applied at the Project in relation to:

* Committed leadership
* Keeping people informed
* Maintaining vigilance
* Promoting a just culture environment
* Promoting organisational flexibility
* Encouraging a willingness to learn

# Governance and Internal Control Arrangements

The Project Leader is responsible for ensuring that all rail safety work carried out is managed effectively, safely and in accordance with regulatory, client and company requirements. This includes determining in consultation with other organisations whose accreditation the railway operations will be carried out under and whose safety management system will be applied.

The Project Leader, as well as people involved in the railway operations must:

* Have sufficient knowledge of the risk profile of the railway operations being carried out, to enable probative management of the risks of those railway operations
* Have sufficient knowledge of the level of compliance being achieved with the projects duties and obligations under the legislation
* Have sufficient knowledge to determine whether:
	+ The rail safety management plan is being applied and working effectively
	+ The risks to safety are being identified, assessed and eliminated or controlled SFAIRP
	+ Controls used to monitor safety SFAIRP are being regularly reviewed and revised.

Should subcontractors be engaged by Laing O’Rourke they need to conform to all Laing O’Rourke site requirements and the project must adopt systems to ensure compliance with all such criteria.

Insert the measurements used by the project to report to management on the performance of safety for the railway operations being undertaken.

# Management Accountabilities, Responsibilities and Authorities

The responsibility, authority and the interrelation of all rail safety workers who manage perform and verify safety related work is defined in the respective designated position descriptions and/or in the RACI chart (see Appendix A). The position descriptions allocate responsibilities that ensure personnel who manage or carry out work relating to the safety of the railway operations, or who verify such work, are given the necessary organisational freedom and technical authority to:

* Initiate action to prevent unsafe occurrences
* Initiate, recommend or provide solutions to railway safety issues through designated channels
* Initiate action to learn from railway safety occurrences and to prevent any recurrence
* Verify the implementation of solutions
* Control further design, construction, commissioning, operation or maintenance activities so that any observable deficiency or unsatisfactory railway safety condition is corrected
* Identify internal verification requirements, provide adequate resources and assign competent personnel for verification activities

# Regulatory Compliance

The Project addresses the requirements identified in legislation, codes of practice and standards through various safety systems applied at the work sites. This Rail Safety Management Plan address the criteria set out in terms of the Rail Safety National Law.

The Project is advised of legislative requirements through various means including subscribing to electronic newsletters, being advised by Laing O’Rourke personnel through the receipt of internal safety updates and both internal and external safety advices.

Insert any other aspect of the Rail Safety legislation that applies to the Project, including how such legislative requirements are to be met. Describe how the Project documents are reviewed to ensure compliance with the legislative criteria.

# Document Control and Information Management

The Project’s document control system includes the registration, distribution and maintenance of controlled documents including rail safety processes, programmes and reports.

Describe the Project’s document control system and how is it applied. Insert storage and retention of documents and records at the Project including the archive timeframe for which documents.

Describe how people obtain the information they need. Include how is information that is gathered from incident investigations conveyed to others within the Company / Industry? How are defects identified in relation to particular processes or parts shared with other organisations?

Rail safety related documents and data will be routinely reviewed and approved for adequacy by (insert authorised personnel for Project) prior to issue.

Insert which documents must be reviewed and approved prior to issue

Controlled documents are allocated an identifying number from a master register. This number and the current revision status are clearly displayed on the document to prevent the use of invalid or obsolete documents. The master register also records details of the document recipient(s) and the date of issue.

# Review of the Rail Safety Management Plan

The Rail Safety Management Plan must be reviewed each year or as required to suit the phase of the project, after a significant change to the project risk, potential or actual incidents, and project or legislation requirements.

The original and subsequent revisions are to be approved by the Project Leader. Copies of previous revisions are to be archived to demonstrate the review process.

The following persons formed part of the RSMP Review Team:

|  |  |  |  |
| --- | --- | --- | --- |
| Position: | Name: | Position: | Name: |
| Project Leader  |  | Project Safety Manager |  |
| Title |  | Title |  |
| Title |  | Title |  |
| Title |  | Title |  |

The review will include the following elements:

* Compliance with the Rail Safety legislation
* Measuring compliance with the rail safety management plan
* Reviewing the appropriateness of the rail safety management plan
* Considering any safety alerts or non-conformances received since the last review
* Considering any recommendations or issues arising from audits and occurrence investigations
* Considering whether an amendment is required to the Rail Safety Management Plan.

If significant changes are proposed then the RSMP Review Team will analyse what needs changing. The management of changes process must be applied where significant changes to the rail safety management plan are identified.

A record of the review will be retained by the Project Leader using E-T-8- 0121 Management Review

# Safety Performance Measures

The Project Leader is required to undertake a Contract Review monthly and include the information in a monthly report which is sent to senior managers. In terms of safety reporting the Contract Review includes the Next Gear dashboard which contains statistical information on:

* The number of Collective Insights conducted during the month against schedule
* Hazard and Near Miss Reporting per 1000 man-hours & positive observations
* Corrective actions complete – 90% completed in timeframe
* Fatal and severe risks – Top 5 project risks reviewed monthly
* Positive investigations – e.g. 1 per month.

Results from the information provided in the monthly report will be analysed at a monthly meeting by senior managers and key project personnel. Additional reporting on other safety statistical information and incidents will also form part of the monthly report.

The project also reports specific rail safety information to the Rail Safety & Compliance Manager on a monthly basis to enable relevant reports to be forwarded to the Rail Regulator within the defined time scales.

Describe how reporting will be undertaken by the Project and what action is necessary should any non-conformance be identified.

# Safety Audit and Inspection Arrangements

Safety audits and inspections shall be conducted regularly by the Project to verify that systems have been implemented and to determine the effectiveness of the Rail Safety Management Plan in meeting the rail safety requirements. The audit and inspection process is described in the System Requirement Audits, Inspections and Corrective Actions.

Insert the Project’s audit program based on risk for the next period (e.g. 12 months) during which certain audits and inspections will be undertaken.

The audit program incorporates both external and internal audits, audits on suppliers, plant, goods and services and will be undertaken by personnel suitably qualified to undertake such audits.

During the audit process, examination of the railway operations being carried out will be undertaken to monitor compliance with the processes being applied.

Audit reports will be provided to the Project Leader with corrective actions loaded in to IMPACT with responsibilities assigned to close out the actions.

# Corrective Action

The Project will, after loading the identified corrective actions in to IMPACT (where relevant) initiate corrective action.

The corrective actions will be reviewed during the monthly Project Management team meeting and any non-application of close out will be addressed by the Project Leader.

# Management of Change

A change to the resources, area of operations, plant and equipment or work processes can be initiated at any level but the degree of change will determine the Management of Change process to be applied.

To ensure changes that may affect the safety of railway operations the Project are involved in are identified and managed, the company Primary Standard Change Management process must be applied.

Describe how people at the Project get involved with changes or proposed new railway operations? How is the change management process applied for such issues? Describe any arrangements.

# Consultation

Consultation with people involved in the railway operations is a beneficial means of understanding the risks to the railway operations and controls best suited to address those risks. Consultation should:

* Occur before decisions are made.
* Contain a process that is open and receptive to rail safety worker participation.
* Be characterised by mutual trust.
* Involve training where the need is identified.
* Provide the avenue for feedback on issues raised.
* Result in outcomes that improve the safety systems applied.

Records of the consultation must be retained with actions allocated where relevant to key project personnel.

Describe the consultation process/mechanisms that are available at the Project? Who is involved in the consultation process?

# Internal Communication

The Project has established clear lines of communication which includes:

* Determining who needs what information, when they need it and how that information will be provided
* Advising project personnel on all issues impacting on the railway operations
* Advising of changes to processes or documents associated with the project
* Internal reporting mechanisms of incidents involving the project’s railway operations
* Mechanisms for advising project personnel on incidents or issues affecting the rail industry that could impact on the project’s operations
* Risk management process that encourages the reporting of incidents or near miss events to ensure appropriate controls are applied
* Discussing issues affecting the railway operations during safety meetings
* Conducting detailed risk assessments and developing meaningful safe work method statements
* Ongoing consultation with all project personnel
* Providing the community and other external stakeholders with advice of the project development
* Displaying key information on project Notice Boards

The Project Leader is responsible for briefing project personnel on all safety related processes.

Describe how information will be disseminated following such consultation taking place.

# Risk Management

In order to eliminate risk, so far as is reasonably practical (SFAIRP), Laing O’Rourke Australia Construction Pty Ltd has introduced a Risk Management System based on the principles of ISO 31000: 2009 and includes:

* The identification and assessment of any risks to safety that have arisen or may arise from the carrying out of any railway operations
* Specifying the controls that are to be used by Laing O’Rourke Australia Construction Pty Ltd to manage the risks to safety and to monitor safety in relation to the railway operations
* Monitoring, reviewing and revising the adequacy of the controls

The risk management process applied at the Project for the railway operations to be undertaken is a based on Element 14 Risk Management Procedure. E14 is available on the Next Gear HSEMS website and involves the personnel involved in the activity having input during the risk assessment process.

Describe how the Project Risk Management process applies the hierarchy of controls in order to determine that risk is managed SFAIRP.

A Risk Register has been developed for the Project which contains details of all identified hazards that could be encountered during the course of the railway operations. – Insert where the Project specific risk register is located.

The purpose of the Risk Register is to:

* Identify railway operation-wide safety hazards and assess their associated risk levels
* Determine organisational control owners and make sure their accountability for ongoing control effectiveness is applied
* Enable a risk-informed view to be taken when proposing operational, organisational or engineering changes that may impact on the Project Risk Profile
* Identify priority areas requiring additional or improved risk control measures in line with the SFAIRP principle
* Enable long-term tracking of changes in overall risk levels
* Track, monitor and close-out individual actions
* Provide a risk-based audit trail
* Provide a consolidated base for newly identified hazards

Describe how each of the above requirements is addressed by the Project.

Verification, validation and changes to the data contained within the register are the responsibility of the Project Leader.

This Risk Register will be used by the Project Leader to monitor the controls being applied through task specific analysis documents developed for the railway operations. Where new hazards are identified during the railway operations such hazards, assessments and controls will be entered in to the Project Risk Register.

Line Managers and Supervisors are responsible for conducting risk assessments prior to the introduction of a new service, function, or activity under their control and for identifying altered levels of risk associated with changes to existing practices. The latter may be carried out in response to specific circumstances, or as part of a scheduled review of a previously performed risk assessment.

The identification of interface hazards and the management of any associated risks at these locations are carried out in conjunction with the relevant affected parties as part of a formal risk management process and are contained in the respective interface management documents.

Note - change this section if other situation applies at the Project.

Describe how the risks at the project are managed. The information above talks about Laing O’Rourke’s system, of the risk register, new services etc. being introduced and interface risks, but how are the project specific risks managed?

* Is a CRAW (or similar) undertaken and from that SWMS’s developed?
* How are these rolled out and how are changes in the processes or field activities managed?
* Does the Project undertake Take 5 or are the high risk activities managed through the application of fatal and severe risk controls?
* What is the level of tolerability and in assigning controls SFAIRP who has the final say on what control will be applied?
* Have all aspects of the rolling stock operations been analysed including the procurement of rolling stock, its delivery to site, getting the item on and off track and its overall operations?

# 15. Human Factors

The systematic identification and analysis of human factors and the application of appropriate tools, methods and measures to address human factors is integrated in Laing O’Rourke’s safety management systems (refer Element 15 Human Factors of the overarching Safety Management Systems and the supporting procedure). Human Factors are considered in elements including, but not limited to:

* Element 14 Risk Management
* Element 16 Procurement of rolling stock,
* Element 17 Engineering and Operational Safety
* Element 21 Managing Notifiable Occurrences / Railway Safety Investigations
* Element 22 Rail Safety Worker competence
* Element 23 Security Management
* Element 24 Emergency Management
* Element 25 Fatigue Management
* Element 26 Drug and Alcohol Management
* Element 27 Health and Fitness

For the railway operations being undertaken by the Project, human factors will be analysed during site visits, safety leadership visits and safety observations to determine:

* Unsafe Acts
* Unsafe conditions
* Safety rule variations

Where human behaviour is critical to safety, adequate steps will be taken to ensure the performance of key personnel is measured and managed.

Describe how issues affecting human factors are addressed at the Project.

# Procurement and Contractor Management

## Procurement

The Project must take all reasonably practicable steps to ensure that goods or services provided to the Project are of the required standard to ensure the safety of the railway operations. The specific details of what is required must be inserted on the purchase order or contract as relevant, appropriate to the goods and services to be provided.

All plant and equipment to be used on site is checked by (insert the inspection process to be applied at the Project and who is the responsible party) prior to use to ensure it complies with the relevant safety standards (insert the relevant standards).

The Project has a process to evaluate potential providers and will progressively include the organisations in a preferred supplier listing (insert the means by which this will be undertaken).

Where Rolling Stock is to be provided, describe the process the Project applies to ensure the item is safe for its intended use. This includes the process that applies to Rail Safety Worker’s to manage their competence including route knowledge where applicable. For the rolling stock there needs to be specific documents provided to enable it access to the railway as well as an evaluation of all aspects of its operations.

## Contractor Management

Subcontractors are required to comply with the safety management system being applied by Laing O’Rourke at the worksite when they are engaged to undertake railway operations.

Subcontractors and suppliers shall provide documentation as required by Laing O’Rourke attesting to how they are going to complete their work safely or how they will provide safe plant, equipment and goods as appropriate.

The ongoing review of a subcontractor’s ability to perform rail safety work, including the coordination of these activities across all parts of the railway operations, forms a critical part of the Project’s contractor management process.

The type and degree of control exercised by the Project over its subcontractors is dependent upon the type of service involved, and where appropriate, on evidence of the subcontractor’s demonstrated capability and safety performance.

(Describe how this is to be achieved and who is to manage the process. This is a critical part of the safety management processes applied at the project and needs to be clearly defined. What process is applied to engage RSW’s from other organisations especially those providing worksite protection?)

Any failure on the part of any subcontractor to deliver the requested service or any part of it – including compliance with specified rail safety requirements -will be cause for immediate and direct intervention on the part of the Project Leader.

The nature of this intervention will be directly proportionate to the extent of the non-conformance.

# Engineering and Operational Safety Systems

The Project shall have access to the standards and procedures for railway engineering and operational management which address:

* Rail infrastructure – Relevant to the Project’s railway operations and may need to be referenced in any interface agreement developed between the Project and the client to whom the work is being undertaken or it needs to be specified in contract documents. (Note - check the contract / tender specifications to determine what standards are to be applied)
* Rollingstock -The rolling stock standards applied for all items of rolling stock to be operated on the RIM’s railway will be those defined by the RIM for use on their networks. (Insert the standards applicable and how the Project will meet those standards for the rolling stock they are to use whether Laing O’Rourke rolling stock or that of 3rd party suppliers)
* Operations – The safeworking systems to be applied during the times railway operations are to be undertaken are those of the network owner (Insert what those Rules and Procedures are and how they are to be applied at the worksites)
* If the Project is involved in rolling stock operations as part of the construction or maintenance activities performed, there needs to be documented processes that describe how the rolling stock will be ordered and delivered to site. When at site what requirements are to be applied by the operator and in cases where an item of rolling stock fails to meet a defined standard, what are the reporting criteria determined by Select / the project and how is this applied.

# Process Control

The Project will adhere to the Standards referred to in clause 17 above by establishing processes and documented procedures for the performance of activities related to rail safety to be undertaken in a controlled manner.

This will be achieved through the identification of discipline specific procedures and documents which address relevant issues such as service delivery, installation and maintenance activities. (Insert what and how this will be applied)

Documentation used as evidence that rail safety work and products meet specified requirements may include plans, process procedures, programmes, drawings, as-built records, ITPs and checklists and other suitable records. (Insert what and how this will be applied)

# Asset Management

Note - The Project needs to determine if they are responsible for or are managing any assets, whether they relate to rail infrastructure or rolling stock. (The following is some suggested wording that might cover the responsibilities)

All rail infrastructure assets are owned, managed and maintained in accordance with the Rail Infrastructure Manager’s (RIM) standards and processes.

Where any changes are undertaken to the rail infrastructure, advice of such changes will be conveyed to the RIM as required under their contract condition and associated systems. (Define what they are)

Effective control of the infrastructure will be managed by implementing the standards and processes during the railway operations undertaken on the rail infrastructure.

The Project may need to provide the RIM with the “as built drawings” of final alignment and variations to structures. These will be used by the RIM to plan and evaluate the life cycle of their assets.

Note - Rolling stock assets will need to be managed by the Project and this needs to be set out in this plan as to how this will be achieved. Whilst the supplier of the plant and equipment may be responsible for maintaining their assets it could be personnel at the Project that need to undertake certain functions like Pre – operational checks to assist in the process.

The Project will maintain an asset register / data base of all equipment, vehicles and tools procured by the Project as a means of monitoring the items purchased during the Project. (Insert how this will be achieved)

Where items of Laing O’Rourke rolling stock is to be used at the project, describe the process on how reports of the condition of the rolling stock will be received by the project as well as being reported back to Select. If the rolling stock is owned by a 3rd party the same process needs to be defined in the plan in consultation with the owner of the respective item.

Further information in relation to asset management of rolling stock is contained in Element 19A Asset Management of Rolling Stock

# Interface Management

An Interface Agreement (IA) will be established by the Project for all planned railway operations involving other organisations with whom there is an identified safety interface. The agreement needs to manage the assessed risks and will include provisions for:

* Implementing and maintaining measures to manage those identified risks
* The evaluation, testing and, if appropriate, revision of those measures
* The respective roles and responsibilities of each party to the agreement in relation to those measures
* Procedures by which each party to the agreement will monitor compliance with the obligations under the agreement
* A process for reviewing and revising the agreement

Note - The Project shall maintain a register of Interface Agreements or provide such detail to the Rail Safety & Compliance Manager for inclusion in a company interface agreement register. This will apply where just a single interface agreement has been established.

Regular reviews of the interface agreements will be conducted in conjunction with the respective party to ensure their ongoing accuracy and effectiveness.

Note - Additional information in relation to interface agreements is contained in Element 20 Interface Management.

Describe the process to be applied at the Project.

# Management of Notifiable Occurrences

In the event of a Notifiable Occurrence during the execution of the railway operations, the Project shall comply with the requirements of regulatory reporting within the specified timescales. Where relevant, and after a non – disturbance event, personnel will not leave site, unless for urgent medical attention, until informed by the appointed Project representative or Regulatory representative.

The Project will apply the processes defined in Element 21 Notifiable Occurrences and Railway Incident Investigations contained in the Next Gear website.

All Notifiable Occurrences must be reported to the Rail Safety & Compliance Manager immediately.

Where Notifiable Occurrences occur involving other organisations, advice of such incidents shall be notified to that organisations representative as soon as is reasonably practicable. Insert who the information is sent to and in what format.

All rail incidents shall be notified to the supervisor immediately. The supervisor is responsible for ensuring the relevant personnel are notified.

For the purposes of rail safety, Notifiable Occurrences are either deemed to be Category A or Category B and the response to such occurrences will depend on the Category they are so determined. There are also requirements to immediately notify ONRSR of Prescribed Incidents and the process is defined below.

The following (Category A) occurrences must be immediately notified to ONRSR (ph. 1800 430 888) by a Laing O’Rourke representative if the occurrence directly relates to Laing O’Rourke’s accredited railway operations.

 

The following (Category B) occurrences must be immediately reported to ONRSR (ph: 1800 430 888) by a Laing O’Rourke representative if they are directly related to Laing O’Rourke’s accredited railway operations but only for those conducted outside of NSW.

 

 If one of the above Category A Notifiable Occurrences or New immediately reportable Category B Occurrence occurs outside of NSW on, or in relation to, Laing O’Rourke’s railway premises or railway operations, the senior Laing O’Rourke manager responsible for the railway operations must:

* report the event immediately to the Rail Safety & Compliance Manager who will contact the GM HSE, Head of Legal to establish legal professional privilege around the incident (where required), and inform the Managing Director as well as the respective Director (Major Projects or Core & Specialist Business) the GM Operations, GM Select, GM Rail Operations and the HSE Leads as applicable.
* immediately, after becoming aware of the occurrence, give an oral report of the occurrence to the Office of the National Rail Safety Regulator – 1800 430 888.
* provide sufficient information to the Rail Safety & Compliance Manager to allow a 72 Hour report to be lodged with ONRSR.

In terms of the railway operations carried out in NSW, if a rail safety worker is involved in a prescribed incident while carrying out rail safety work in respect of the operators railway operations the operator must SFAIRP require the worker to undergo drug and alcohol testing within 3 hours immediately after the incident.

A prescribed incident means any of the following that occur on railway premises:

* a collision between rolling stock
* a collision between rolling stock and a person
* a collision between rolling stock and a road vehicle or plant equipment
* the derailment of rolling stock
* a breach of the rail infrastructure managers network rules

Need to set out which from the above needs to be applied at the project.

The following are Category B Notifiable Occurrences in terms of the RSNL

1. a derailment, other than a running line derailment;
2. a collision involving rolling stock, other than a collision described in paragraph (a)(iii) or (iv);
3. an incident at a road or pedestrian level crossing, other than a collision described in paragraph (a)(iv);
4. an incident in which a vehicle or vessel strikes an associated railway track structure;
5. the passing of a stop signal, or a signal with no indication, by rolling stock without authority;
6. an accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority;
7. a rolling stock run-away;
8. a failure of a signalling or communications system that endangers, or that has the potential to endanger, the safe operation of trains or the safety of people, or to cause damage to adjoining property;
9. any slip, trip or fall by a person on railway premises;
10. a person being caught in the door of any rolling stock;
11. a person suffering from an electric shock directly associated with railway operations;
12. any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or cause damage to adjoining property;
13. an accident or incident involving dangerous goods that affects, or could affect, the safety of railway operations or the safety of people, or cause damage to property;
14. any breach of a network rule;
15. any breach of the work scheduling practices and procedures set out in the rail transport operator's fatigue risk management program;
16. the detection of an irregularity in any rail infrastructure (including electrical infrastructure) that could affect the safety of railway operations or the safety of people;
17. the detection of an irregularity in any rolling stock that could affect the safety of railway operations;
18. a fire or explosion on, in, or near, rail infrastructure or rolling stock that endangers the safety of railway operations or the safety of 1 or more people, or causes service terminations or track or station closures;
19. any incident on railway property where a person inflicts, or is alleged to have inflicted, an injury on another person;
20. a suspected attempt to suicide;
21. the notification that a rail safety worker employed by a rail transport operator has returned a result to a test designed to determine the concentration of drugs or alcohol in a sample of breath, blood, oral fluid or urine that suggests that the worker was in breach of a relevant safety requirement concerning the use of drugs or alcohol at a relevant time;
22. the infliction of wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people;
23. a security incident associated with railway premises that affects the safety of railway operations, including an act of trespass, vandalism, sabotage or theft that could affect the safety of railway operations.

Describe the reporting criteria set by the rail infrastructure manager for such occurrences. How will the above be applied at the Project and who the incidents will be reported to? Remember there are dual reporting requirements where two or more organisations hold an accreditation.

## Railway Safety Investigation

The Project shall implement an investigation of all rail incidents which have been deemed to be Notifiable Occurrences.

Records of all railway safety incidents will be documented in a report aligned to Element 21 Notifiable Occurrences and Railway Safety Investigations.

All railway incidents will be logged in IMPACT as soon as possibly practicable after the occurrence with specific advice of the occurrence forwarded to nominated people as per Element 21.

Part of the review of all rail safety incidents will analyse the actions taken which will include implementation of controls to prevent a recurrence.

A regular review of incident investigation status and reports will be carried out by the project with details of progress incorporated in the relevant section of IMPACT.

Describe which incidents will be investigated by whom and who needs to be involved in the review of the findings. This includes a determination of the scope of the investigation and who will have access to the information gathered. This may need to contain legal privilege or be limited to some key members of the network owner’s management team. There will be times when the network owner takes charge of the investigation so all avenues need to be considered.

## Reporting Rail Safety Issues

All personnel engaged in railway operations have a responsibility to report certain events and incidents in accordance with stated responsibilities. These are mandatory reporting requirements and are documented in other procedures that form part of the Laing O'Rourke Safety Management System. Such reporting includes:

1. Reporting hazards and near miss incidents
2. Reporting notifiable occurrences and other incidents
	1. Reporting breaches of the fatigue risk management program
	2. Reporting breaches of the drug and alcohol management program
	3. Reporting certain events to the Rail Infrastructure Manager to whom Laing O'Rourke is contracted.
3. Reporting certain data to the Rail Regulator.
4. Reporting on Key Performance Indicators
5. Reporting on fitness for work that may impact the safety of railway operation
6. Voluntary and Confidential Reporting

Personnel can report events or issues as outlined in this procedure to the ATSB in a voluntary and confidential manner and whilst this is described it does not remove the responsibilities workers have in terms of Company and rail safety reporting requirements.

Information that sets out the specifics for each item listed above are contained in Element 21A Reporting Rail Safety Issues.

# Rail Safety Worker Competence

Rail Safety legislation requires the rail transport operator to ensure the rail safety workers engaged to undertake rail safety work have the competence to undertake such work.

Note – the Project will need to determine what will be required for the rail safety workers involved in the Project. Whose accreditation, what is rail safety work, what competencies are required and how the process will be applied? The following may then apply:

For all Laing O’Rourke personnel engaged on the project, personal files are developed and records kept as part of Laing O’Rourke Australia Construction Pty Ltd.’s recording process.

The Project will have access to personnel appropriately qualified who have the required experience, training and certification in assessing competency. Assessments cover:

* Practical demonstrations.
* Examinations.
* Gathering of evidence.

Insert how the verification of competencies of Rail Safety Workers, including those of Subcontractors are to be managed as well as the issuing of Rail Industry Worker Cards.

When a change in an individual’s competencies or responsibilities is initiated due to promotion or a problem becoming identified an action plan is developed to ensure this change does not affect the performance of the operational railway or the Projects requirements.

Note - See Element 22 Rail Safety Worker Competence for further information.

# Security Management

In terms of the Rail Safety legislation the project is required to have a security management plan which contains the following:

1. A list of the risks arising from the matters specified in the Rail Safety legislation;
2. a description of the preventative and response measures to be used to manage those risks, including a description of the policies, procedures and equipment and other physical resources that it is proposed to use for those measures, and of the training that it is proposed to provide;
3. if the rail transport operator shares a location (such as a modal interchange or port) with 1 or more other transport operators—a description of the arrangements made with those other transport operators in relation to that location to prevent or respond to security incidents;
4. Procedures for the recording, reporting and analysis of security incidents;
5. the allocation of security roles and responsibilities to appropriate people;
6. Provision for liaison, the sharing of information and for joint operations with emergency services, and with other transport operators who may be affected by the implementation of the plan; and
7. Provision for the evaluation, testing and (if necessary) the revision, of security measures and procedures.

Describe how security issues have been analysed and what the outcome was. Some examples of what was analysed in regard to security include:

The railway operations were analysed during a risk assessment with potential effects of security failure including:

* Damage to equipment
* Injury to unauthorised personnel
* Sabotage to equipment / buildings / systems
* Theft
* Vehicles entering worksites

The current controls in place to mitigate the risks associated with the security of the railway operations include:

* Perimeter fencing
* Locked entry gates when no personnel are on-site
* Security patrols
* Daily inspections
* Area lighting
* Daily presence of personnel
* Procedures to manage unauthorised personnel on site and bomb threats

Insert what was identified in any risk assessment and what controls will be applied. Rail Safety legislation may require the rail infrastructure manager to have a security management plan so a check will need to be made of what they have applied to their network.

Note - A Security Management Plan is contained in the Laing O’Rourke Health and Safety Management System Element 23 Security Management Plan and this can be adjusted to suit the specific security issues at the project.

# Emergency Management

Rail safety legislation requires the rail transport operator to have an emergency management plan.

An emergency management plan prepared for the purposes of the Rail Safety legislation must address—

1. The types or classes of foreseeable emergencies;
2. The consequences of each type or class of those emergencies, including estimates of the likely magnitude and severity of the effects of each type or class;
3. The risks to safety arising from those emergencies;
4. Methods to mitigate the effects of those emergencies;
5. Initial response procedures for dealing with those emergencies and the provision of rescue services; and
6. recovery procedures for the restoration of railway operations and the assistance of people affected by the occurrence of those emergencies;
7. the allocation of emergency management roles and responsibilities within the rail transport operator’s organisation, and between the operator and other organisations;
8. call out procedures;
9. the allocation of personnel for the on site management of those emergencies;
10. procedures for liaison with relevant emergency services, including information about the circumstances in which the emergency services are to be immediately contacted;
11. procedures to ensure that emergency services are provided with all the information that is reasonably required to enable them to respond effectively to an emergency;
12. procedures for effective communications and cooperation throughout the emergency response; and
13. procedures for ensuring site security and the preservation of evidence.

Note - There may be other legislative requirements in some states relating to emergencies e.g. South Australia so a check needs to be undertaken to ensure all requirements are met.

Note - For projects undertaking railway operations under the accreditation of the Rail Infrastructure Manager it will be necessary to determine what is contained within the RIM’s emergency management plan to allow the same processes to be applied at the project.

The Project needs to develop an Emergency Management Plan which identifies what emergencies could eventuate and if they do how the Project will deal with the emergency.

Major incident management strategies that have been incorporated in the emergency management plan cover:

* Critical injury or loss of life.
* Recovery of failed or damaged rolling stock
* Recovery of derailed rolling stock
* Explosion / significant fire / gas leak.
* Significant asset damage.
* Natural disasters including but not limited to storms, floods, earthquakes, cyclones, fires where they impact on railway operations.
* Unaccounted personnel.
* Structural failure in offices or buildings housing rail safety workers or rolling stock.
* Spills or leaks of substances.
* Unexploded ordinance
* Restarting the project post a major incident.

Describe what is developed for the Project and where can it be located.

Note - For further information refer to Element 24 Emergency Management Plan template in Next Gear HSEMS

# Fatigue Management

In accordance with fatigue management processes it is necessary to undertake a risk analysis of the railway operations to be undertaken which will include scrutinising the fatigue issues for each task which includes the following:

* Scheduling of work and non-work periods, including time-on-task and rest opportunities in shifts and the total period of time in which work is being carried out
* Call-in, on-call and lift-up and lay-back arrangements and extended hours of work, including overtime
* The impact of work scheduling and relief practices generally on social and psychological factors that may impact on performance and safety. This includes the effect of scheduling practices, schedule predictability and irregularity and control over work hours on sleep loss, performance and safety.
* Physiological factors arising out of work practices affecting rail safety workers, such as the effect on worker alertness and recovery of the time when work is undertaken, the length and frequency of breaks, commuting time, circadian effects, extended wakefulness, chronic sleep loss effects, and sleep inertia
* The kinds of rail safety work being carried out, including:
	+ Work that requires significant physical exertion or high cognitive task demand
	+ The degree of monotony or boredom or low cognitive task demand of the work
* The variations in shifts and rest periods that may be required by different rail safety work requirements, including different routes, alternative on-call practices and predictability of working hours
* The suitability of rest environments, including camps or transit accommodation provided for rail safety workers
* The physical environment in which rail safety work is to be carried out, including climatic conditions, noise, vibration and fumes
* Fatigue risks arising from any one-off or occasional circumstances in which rail safety work may be required to be carried out. This includes in emergencies or under degraded or abnormal conditions, subject to the working hours being dependent on the rail safety workers' indication of their fitness to continue.
* Relevant developments in research related to fatigue and any technology that may be applied to manage work-related fatigue

The project will monitor the hours of work and travel of all of its rail safety workers and discuss any non-conformances before including such findings in the monthly report to management.

The project’s fatigue risk management program must establish and maintain documented procedures to manage, so far as is reasonably practicable, fatigue related risks, including

1. specified work scheduling practices and procedures that provide for—
	1. safe hours of work; and
	2. safe periods of time between shifts; and
	3. sufficient rail safety workers to be available to meet reasonably foreseeable demands for relief arrangements; and
2. provisions for monitoring of hours of work, in particular—
3. procedures for monitoring how actual hours of work of rail safety workers compare with planned hours of work for rail safety workers; and
4. (ii) procedures for monitoring the impact to changes to planned rosters due to shift swapping, overtime and on-call working; and
5. provision of appropriate education and information in relation to the identification and management of fatigue risks that are relevant to the rail safety work being undertaken.

Insert what is to be applied at the Project. What is the Fatigue Risk Management Programme? What are the shift patterns and what if they need to change? How have night shifts been addressed for continuity or change of pattern? Who reviews timesheets and who monitors performance? How are people to be trained in fatigue Management?

Note - For additional information in relation to fatigue management refer to Element 25 Fatigue Management.

# Drug and Alcohol Control

Rail Safety legislation requires the accredited rail transport operator to develop a drug and alcohol management programme which needs to include the following:

1. a drug and alcohol policy that sets out the objectives of the rail transport operator with respect to drug and alcohol management in the workplace;
2. systems and procedures for the provision of information and education to rail safety workers in relation to the drug and alcohol management program;
3. systems and procedures to ensure the confidentiality of personal information obtained from, or in respect of, a rail safety worker in relation to drug or alcohol testing, counselling, treatment or rehabilitation;
4. details of the drug and alcohol testing regime, including testing procedures and procedures for the management of rail safety workers in respect of the results of such testing;

Note - Some States e.g. NSW have different criteria in relation to the management of drugs and alcohol so this needs to be reviewed when developing the drug and alcohol management program for the project.

It is necessary to determine what will be required for the rail safety workers involved in the Project. Is the programme that of the RIM or is it one that Laing O’Rourke will manage?

The following may then apply:

The testing requirements to be undertaken will be conveyed to all workers during the project induction and the testing in terms of the drug and alcohol management program must be undertaken in terms of the legislative or client criteria.

Where failure to meet the standard is detected the employee will be removed from the site and advised that disciplinary action will follow that could lead to termination of their employment.

Describe how the testing programme was derived and how it will be applied. Who is authorised to test and what happens to the results? If the accreditation being applied is that of another entity then the reporting frameworks needs to be identified.

Note - For additional information in relation to drug and alcohol management refer to Element 26 Drug and Alcohol Management.

# Health and Fitness

All workers involved in rail safety work will undertake health assessments in accordance with Element 27 Health and Fitness which is based on the National Transport Commission Standard Health Assessments for Rail Safety Workers.

Insert how the Project will address the criteria, who are / is the authorised health professional(s) and how the process will be applied and by whom. What happens when non – conformances are identified?

Where the health professional advises of any conditions to be applied to the employment of a rail safety worker such information must be conveyed to the Project Leader immediately to allow for any job restrictions or modifications to be made.

Rail Safety Workers engaged through subcontract or labour hire shall undertake health assessments to the same standard and will require their employer to provide evidence of suitability of employment prior to commencing work at the Project.

Insert who receives the reports from the health professionals and what they do with them including the storing and retention of such records.

Note - Information relating to health and fitness is contained in Element 27 Health and Fitness

# Resource Availability

The rail safety management plan needs to include the means by which the Project will estimate the resources, including people and equipment that the project will need to:

* Undertake the railway operations.
* Implement, manage and maintain the safety management systems, plans and other documents relevant to the project.

# Training and Instruction

Note - All rail safety workers must understand their roles and responsibilities in terms of the railway operations they will be involved in. The project should therefore ensure its rail safety workers have a working knowledge of the rail safety management plan and how their work relates to it.

The rail safety management plan must include systems and procedures:

* For the training of rail safety workers who are to participate in the implementation of the safety management plan or who may otherwise be affected by the implementation.
* To encourage the awareness, understanding and participation of rail safety workers in the safety management plan.

It must also include provision for induction and ongoing training with regard to rail safety including information, instruction and training on new work practices, procedures, policies and standards, specific hazards and relevant control measures.

Appendix A – RACI Chart for Railway Operations

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WHS Plan Ref | Name: Insert NamePosition: Project LeaderSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Task / Activity / Deliverable | Operations Manager | Commercial Mnagement | Senior Project Eng' | Project Eng' | Site Eng' | Graduate Eng' | Superintendent | Supervisors | WHSE Manager | WHS Coordinator | Quality Advisor |
| **Acknowledgment of Responsibilities Listed in the LORAC Rail Safety Management Plan RACI Chart** |
| **By signing this document, you are acknowledging that you received a copy of this RACI chart.** |
| 2 | Provide committed leadership to foster positive safety culture | A | C | R | C | C | C | C | C | R | C | C |
| 2 | Keep people informed on all matters relating to rail safety & railway operations being undertaken | A | I | I | I | I | I | I | I | R | C | I |
| 2 | Maintain vigilance over railway operations and identify where improvements can be made | A |  | C | C |  |  |  | C | R | C | C |
| 2 | Promote a just culture environment where the promotion of positives is encouraged | A |  | R |  |  |  | C | C | R | C |  |
| 2 | Promote organisation flexibility that allows alternatives to be implemented | A |  | R | I | I | I | I | C | R | C | C |
| 2 | Encourage a willingness to learn | A |  | R | I | I | I | I | I | R | I | I |
| 3 | Ensure rail safety issues and incidents are reported as required | A |  | R | C | C | C | C | C | R | C | C |
| 3 | Provide updates of rail safety risks to management | A |  | R | C | C | C | C | C | R | C | C |
| 3 | Ensure subcontractors are involved in relevant aspects of planning and applying rail safety processes | A |  | R | C |  |  |  |  | R | C | C |
| 3 | Ensure safety decisions are documented and actions closed out | A |  | C | C |  |  |  |  | R | C |  |
| 5 | Ensure all requirements of the Rail Safety National Law are applied | A | R | C | C |  |  |  |  | R | C |  |
| 5 | Ensure decisions are made to determine whose accreditation will apply | A | R | C | C |  |  |  |  | R | C | I |
| 5 | Document the SMS criteria of the accredited entity in the Project Rail Safety Management Plan | A |  | C | C |  |  |  |  | R | C | I |
| 6 | Implement and monitor document control process for all project documents | A |  | C | C |  |  |  |  | R | C | R |
| 6 | Provide information relating to rail safety to those people who need to know | A |  | C | I | I | I | I | I | R | C | I |
| 6 | Conduct reviews of project documents relating to rail safety to ensure currency | A |  | R | I | I | I | I | I | R | C | I |
| 7 | Conduct review of the Project Rail Safety Management Plan as defined and record findings | A |  | C |  |  |  |  | C | R | C |  |
| 7 | Amend the Project Rail Safety Management Plan as required and advise all stakeholders | A |  | C |  |  |  |  |  | R | C |  |
| 8 | Develop key performance indicators relating to rail safety systems to measure effectiveness | A |  | C |  |  |  |  |  | R | C |  |
| 8 | Monitor KPI's and report achievements in monthly reports and to rail safety workers | A |  | C |  |  |  |  |  | R | C |  |
| 10 | Review corrective actions during monthly project review and make changes where relevant | A |  | R | I | I | I | C | C | R | C | C |
| 11 | Advise Rail Safety & Compliance Manager where change impacts on railway operations | A |  | R |  |  |  |  |  | R | C |  |
| 12 | Ensure consultation programs in place for all aspects of railway operations and all rail safety workers | A |  | R | I | I | I | I | C | R | C | I |
| 12 | Provide avenue for feedback on matters impacting on railway operations | A |  | C |  |  |  |  |  | R | C |  |
| 13 | Determine clear lines of communication to all parties impacted by railway operations (INTERNAL ISSUES) | A |  | R |  |  |  |  |  | R | C |  |
| 13 | Develop mechanisms for advising project personnel of rail industry incidents and safety alerts (EXTERNAL CONTENT) | A |  | C |  |  |  | C | C | R | C | C |
| 14 | Undertake a detailed risk assessment for all railway operations to be undertaken | A | C | R | C | C | C | C | C | R | C | C |
| 14 | Contain key risk factors in project risk register | A |  | C |  |  |  |  |  | R | C |  |
| 14 | Distribute information of high level risks to railway operations to all people involved | A |  | R |  |  |  |  |  | R | C |  |
| 14 | Undertake Fatal And Severe Risk analysis aligned to the rail operations to be undertaken | A |  | R | C | C | C | C | C | R | C | C |
| 14 | Ensure processes are applied during the risk analysis undertaken to incorporate the hierarchy of controls | A |  | R |  |  |  |  | C | R | C |  |
| 14 | Where practicable record the controls determined / rejected in terms of the SFAIRP process | A |  | R |  |  |  |  |  | R | C |  |
| 14 | Monitor all risk management tools including the risk register and adjust where necessary | A |  | R |  |  |  |  |  | R | C |  |
| 15 | Ensure human factors are applied to aspects of the railway operations where such factors determined | A |  | R |  |  |  |  | C | R | C |  |
| 16 | Ensure procurement processes applied to resources required for the railway operations | A | C | R | C | C |  | C | C | C | C | C |
| 16 | Monitor subcontractors engaged to undertake rail safety work for compliance with the systems | A |  | R | C | C |  | C | C | R | C | I |
| 17 | Determine standards relevant to the rail infrastructure being constructed / maintained. | A |  | R |  |  |  |  | C | R | C |  |
| 17 | Determine standards relative to the rolling stock undertaking railway operations. | A |  | R |  |  |  |  | C | R | C |  |
| 17 | Determine safeworking systems relevant to the railway operations being undertaken. | A |  | R |  |  |  |  | C | R | C |  |
| 18 | Develop Inspection and Test Plans for infrastructure work being undertaken | A |  | R |  |  |  |  | C | R | C | C |
| 18 | Incorporate rolling stock standards in to SMS for railway operations and key issues in to work processes | A |  | R |  |  |  |  |  | R | C | C |
| 18 | Ensure pre-mobilisation checks are conducted and signed off for all items of rolling stock engaged by project | A |  | R | C |  |  |  | C | C | C |  |
| 18 | Implement safeworking permit to proceed processes where determine it is relevant | A |  | R |  |  |  |  |  | R | C |  |
| 18 | Monitor application of Safeworking by appropriate qualified person and provide reports as required | A |  | R |  |  |  |  |  | R | C | C |
| 19 | Develop asset management program for infrastructure / rolling stock where relevant | A |  | R |  |  |  |  |  | R | C |  |
| 19 | Provide RIM with As - Built drawings reports for upgrades to their railway | A |  | R | C | C | I |  | C | I | I | C |
| 19 | Maintain asset register for all items procured and operated at the project | A |  | R | C | C | I |  | C | I | I | C |
| 20 | Develop interface agreements with other rail transport operators | A |  | R | C | C | I |  | C | R | C | C |
| 20 | Maintain interface agreement register and review interface agreements as required | A |  | C |  |  |  |  |  | R | C |  |
| 21 | Report notifiable occurrences within defined timeframes to nominated person | A |  | R | C | C | C | C | C | R | C | C |
| 21 | Undertake investigation of rail incident in accordance with criteria established in SMS | A |  | R | C | C | C | C | C | R | C | C |
| 22 | Determine competency requirements for all rail safety workers including managers / engineers | A |  | R |  |  |  |  | C | R | C |  |
| 22 | Ensure all rail safety workers are the holder of a Rail Industry Worker Card | A |  | R |  |  |  |  | C | R | C |  |
| 22 | Monitor currency of competence for all rail safety workers engaged. | A |  | R |  |  |  |  | C | R | C |  |
| 23 | Develop Security Management Plan depending on level of risk | A |  | R | C |  |  | C. | C | R | C | C |
| 23 | Monitor security arrangements determined. | A |  | R |  |  |  |  | C | R | C |  |
| 24 | Develop emergency management plan aligned to rail safety requirements in consultation with emergency services. | A |  | R | C |  |  | C. | C | R | C |  |
| 24 | Ensure major incident management strategies have been developed and incorporated in emergency management plan. | A |  | R |  |  |  |  | C | R | C |  |
| 25 | Develop risk based fatigue management program aligned to accredited organisations criteria | A |  | R |  |  |  |  | C | R | C |  |
| 25 | Undertake training programs for rail safety workers in fatigue management | A |  | R | C | C | C | C | C | R | C | C |
| 25 | Monitor work and travel hours for all rail safety workers. | A |  | R | C |  |  | C | C | R | C |  |
| 25 | Report non-conformances of work / travel times against risk assessments conducted and fatigue program. | A |  | R | C |  |  | C | C | R | C |  |
| 26 | Develop risk based drug and alcohol management program aligned to accredited organisation criteria | A |  | R |  |  |  |  | C | R | C |  |
| 26 | Undertake training programs of rail safety workers in drug and alcohol issues | A |  | R |  |  |  |  | C | R | C |  |
| 26 | Have people authorised to undertake testing of rail safety workers including agents performing function. | A |  | R |  |  |  |  | C | R | C |  |
| 26 | Report non-conformances of drug and alcohol management program to relevant personnel / organisations. | A |   | R |   |   |   |   | C | R | C |   |
| 27 | Ensure project personnel undertake rail safety health assessment aligned to National Standard. | A |   | R |   |   |   |   | C | R | C |   |
| 27 | Utilise authorised health professional of network owners contracted to. | A |   | R |   |   |   |   | C | R | C |   |
| 27 | Montor compliance of subcontractors with the required health standard | A |   | R |   |   |   |   | C | R | C |   |
| 28 | Determine resource needs for railway operations to be undertaken | A |   | R |   |   |   | C | C | R | C |   |
| 29 | Provide training and instruction to RSW's in the SMS to be applied | A |   | R |   |   |   | C | C | R | C |   |