

Sydney Trains

Sydney Trains is a New South Wales Government Agency
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GENERAL SAFETY SPECIFICATION FOR PRINCIPAL CONTRACTORS

**(FOR WORKS WHERE SYDNEY TRAINS APPOINTS THE CONTRACTOR AS
THE
PRINCIPAL CONTRACTOR FOR CONSTRUCTION WORK OR HIGH RISK
CONSTRUCTION WORK)**

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4.0	1 July 2013		Revision to update references for Sydney Trains and to update references to Rail Safety Act to Rail Safety National Law	

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SAFETY SPECIFICATION FOR PRINCIPAL CONTRACTORS

1 GENERAL

1.1 Application

This Safety Specification applies to all contractors who carry out work at Sydney Trains' premises, where the contractor is appointed principal contractor under the *Work Health and Safety Regulation 2011*.

1.2 Definitions

In this Safety Specification:

Competent person has the meaning given in Section 1.15 Definitions of the WHS Regulation.

Contractor means a person, corporation or other entity that carries out work for and who has been appointed as the Principal Contractor under the WHS Laws for construction work or for high risk construction work.

Person includes without limit a corporation and a natural person.

PCBU or person conducting a business or undertaking meaning is as defined in the *WHS Act 2011*.

Plant includes any machinery, equipment or appliance.

Principal Contractor has the meaning given to it in the WHS Regulation.

Rail Safety National Law means the *Rail Safety National Law* (NSW) No. 82a and the *Rail Safety National Law National Regulations 2012* (NSW).

Sydney Trains means Sydney Trains, a New South Wales Government Agency constituted under the *Transport Administration Act 1988* (ABN 38 284 779 682).

Work means work for Sydney Trains or at Sydney Trains' premises.

Worker has the meaning given to it in the WHS Laws and includes:

- (a) the Contractor's workers;
- (b) a person engaged by the Contractor as a sub-contractor; and
- (c) any workers of the sub-contractor.

WorkCover means the WorkCover Authority of New South Wales constituted under the *Workplace Injury Management and Workers Compensation Act 1998* (NSW).

Workplace has the meaning given to it in Section 8 of the WHS Act.

WHS Act means the *Work Health and Safety Act 2011*.

WHS Laws means all relevant and applicable laws (including the WHS Act, WHS Regulation, and Rail Safety National Law), codes, standards and guidelines relating to health and safety in the work-place including any codes of practice or guidelines issued by WorkCover or any other relevant industry group, all as amended or replaced from time to time.

WHS Regulation means the *Work Health and Safety Regulation 2011*.

1.3 Comply with laws

The Contractor must comply with the WHS Laws and, in particular, all obligations under those laws in relation to its appointment as the Principal Contractor.

A non-exhaustive list of contacts and legislation, codes, standards, guidelines, rules, policies and procedures relating to health and safety in the work-place is contained at Appendix 1.

In the event of any inconsistency between the provisions or requirements of any relevant codes, standards, guidelines, rules, policies and procedures relating to health and safety in the work-place, the Contractor must comply with the provision or requirement that produces the higher level of health and safety.

2 SAFETY MANAGEMENT

2.1 Accredited WHS Management System

The Contractor is required to have and maintain a certified safety management system as defined by the WHS Regulation or to a standard accepted by Sydney Trains NSW.

The safety management system accreditation must be of an appropriate scope for the activities undertaken by the Contractor for the systematic management of its obligations at law and under the Conditions of Contract (Part C of the RFX) with respect to protection of the health, safety and welfare of its Workers and the protection of people and property.

The Contractor is required to maintain the currency of the certified safety management system and must advise Sydney Trains if this accreditation is not renewed immediately.

3 WORKING AT SYDNEY TRAINS' PREMISES

3.1 Hazard identification and risk assessment

Before carrying out any Work the Contractor must carry out a risk assessment and as a minimum:

- (a) identify any foreseeable hazard associated with the premises where Work will be carried out by the Principal Contractor and any Worker,
- (b) identify and assess any risk arising from any hazard identified,
- (c) eliminate the risk or if it is not reasonably practicable to eliminate the risk, develop measures or procedures to effectively control and minimise the risk, and
- (d) prepare a written risk assessment.

3.2 Review of risk assessments and control measures

The Contractor must review the risk assessment, and any measures adopted to control the risk, whenever:

- (a) there is evidence to suggest that the risk assessment is no longer valid, or
- (b) injury or illness results from exposure to a hazard to which the risk assessment relates, or
- (c) a significant change is proposed in the place of work, the scope of work or in work practices or procedures to which the risk assessment relates; and
- (d) otherwise periodically as required per Clause 38 of the WHS Regulation 2011.

3.3 Horizontal consultation

If the Contractor and another person (or persons) (including but not limited to Sydney Trains) have a duty in relation to the same matter under the WHS Act, the Contractor must, in accordance with the WHS Laws, consult, co-operate and co-ordinate activities with the other person (or persons) (including but not limited to Sydney Trains).

3.4 Competence of employees

The Contractor must ensure that any Worker:

- (a) has the necessary skills, knowledge, qualifications, training, competence and experience, and
- (b) has appropriate verbal and written language skills and the necessary literacy,

to carry out the work, including qualifications, certification and competencies required under the WHS Laws and Rail Safety National Law.

3.5 Supervision of employees

The Contractor must ensure that all Workers are adequately supervised by a competent person while carrying out Work.

3.6 Management of employee fatigue

The Contractor must:

- (a) comply with Sydney Trains' *Safety Management System Managing Fatigue* and related procedures ,
- (b) ensure that each Worker:
 - (i) is made aware of the system's requirement and complies with all related procedures,
 - (ii) is made aware of and understands their responsibility to comply with the *Safety Management System Managing Fatigue*, requirements and
 - (iii) manages fatigue and presents themselves in a fit state for work.

3.7 Personal protective equipment

The Contractor must ensure that each Worker:

- (a) is provided with, and wears at all times, all necessary and appropriate personal protective equipment,
- (b) is informed of any limitations of the equipment, and
- (c) is provided with the instruction and training necessary to ensure that the equipment controls the risk for which it is provided.

3.8 Contractor's plant

The Contractor must:

- (a) comply with, and ensure that all plant complies with, the requirements of the WHS Laws including the requirements of the WHS Regulation, all manufacturer's procedures, specifications and instructions, and has and maintains any required certifications,
- (b) ensure plant design conforms to relevant standards, including Australian Standards, Sydney Trains Standards and any International, European or other standards required by Sydney Trains;
- (c) ensure that risk assessments and controls are conducted, implemented and documented in relation to all plant used by the Contractor and any Worker,
- (d) ensure that all plant (including attachments and accessories) used is properly inspected, maintained, repaired and cleaned by a competent person,
- (e) ensure that any modification to the plant (including attachments and accessories) are certified by the Original Equipment Manufacturer (OEM) or certified engineer to the required standard prior to use,
- (f) ensure that all suppliers of plant comply with their obligations under the WHS Laws and the Rail Safety National Law,
- (g) ensure that each Worker who will be operating plant:
 - (i) holds any licence or certificate necessary to operate the plant, and
 - (ii) has been provided with adequate information and training in the inspection, use, operation, maintenance and care of the plant, and
 - (iii) operates and maintains the plant in accordance with the manufacturer's standards and procedures, and in accordance with any emergency procedures, and
- (g) ensure any faulty/non conforming plant or equipment is removed from site

3.9 Authorisation, licences and permits

Before it or any Worker carries out work, the Contractor must:

- (a) ensure that each Worker who will be carrying out work is authorised (as defined and as may be required by the WHS Laws); and in relation to work of that kind.
- (b) ensure that, for any work for which a licence or a high risk licence (as referred to in the WHS Laws) is required, the Contractor and each Worker has the requisite licence (and provide to Sydney Trains satisfactory written (eg photocopied) evidence of the licence.

3.10 Contractor's conformance to Sydney Trains permits

(a) Definitions

In this clause:

Confined Spaces, electrical work, demolition, asbestos removal, hot works and permit have the meanings given in Sydney Trains Safety Management System and RailSafe Network Rules Sydney Trains Electrical Network Safety Rules.

(b) This clause applies in addition to clause 3.11

(c) Permits

For any work in confined spaces, electrical work, demolition, asbestos removal or hot work (as those terms are defined or referred to in the Sydney Trains Safety Management System and RailSafe Network Rules Sydney Trains Electrical Network Safety Rules), provide to Sydney Trains satisfactory evidence of the Contractor's ability to satisfy Sydney Trains requirements to carry out that work and make any notifications required to the regulator by the WHS Laws (and provide Sydney Trains with evidence of this notification if requested by Sydney Trains).

3.11 Information, Training and Information for employees

The Contractor must ensure that each Worker is provided with instruction, training and information in accordance with Part 3.2 of the WHS Regulation

3.12 Contractor's Monitoring and Continuous Improvement Process

The Contractor must ensure it has a documented process for site safety monitoring, including audit and inspection (or similar) and implement a continuous improvement process for any improvements identified during such monitoring activities for any work undertaken for Sydney Trains.

4 CONSTRUCTION WORK

4.1 Definitions

In this clause:

Principal contractor, high risk construction work, construction project and construction work, hazardous chemicals, emergency service organisation, asbestos removal work, general induction training, general induction training cards, safe work method statement, workgroups and health and safety representatives have the meanings given in the WHS Regulation.

Safety Data Sheet means a document that describes the properties and uses of a chemical, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

The Guidelines means the New South Wales Government *Occupational Health and Safety Management Systems Guidelines*, 4th Edition, June 2004.

4.2 Principal contractor

(a) Scope of Appointment of Contractor as "Principal Contractor"

Sydney Trains authorises the Contractor to exercise such authority of Sydney Trains as is necessary to enable the Contractor to discharge the responsibilities of a principal contractor as prescribed in the WHS Regulation.

(b) Signage and Security

The Contractor must place or erect signs stating the Contractor's name and contact telephone numbers (including an after-hours emergency telephone number) on each construction site for which the Contractor is appointed Principal Contractor.

The signs must show the location of the site office for the project, if any, and must be clearly visible from outside the site.

The Contractor must manage access and security of the site in accordance with the WHS Regulation.

(c) Site amenities

The Contractor will be responsible for the provision of site amenities in accordance with the Code of Practice: Workplace Amenities.

4.3 Project Safety Management Plan

The Contractor must ensure that a Project Safety Management Plan (PSMP) is prepared in accordance with the Guidelines. The Contractor must provide a copy of the PSMP to Sydney Trains if requested by Sydney Trains.

4.4 Site-specific Safety Management Plan

The Contractor must ensure that a Site-specific Safety Management Plan (SSMP) is prepared (and maintained and kept up to date) for each place of work at which construction work is to be carried out, in accordance with the WHS Laws and the Guidelines. The Contractor must provide a copy of the SSMP to Sydney Trains if requested by Sydney Trains.

4.5 Safe work method statements

The Contractor must ensure that safe work method statements (SWMS) (whether prepared by the Contractor or its Workers) are prepared in accordance with the WHS Regulation and the Guidelines and are signed by the Contractor. The Contractor must provide a copy of the SWMS to Sydney Trains.

4.6 Workers

The Contractor must ensure that:

- (a) a copy of the Contractor's PSMP or SSMP (and any amendments to those plans) is provided to each Worker before the Worker commences work,

- (b) each sub-contractor, before commencing work at the site, provides the Contractor with a written SWMS for the work to be carried out by the sub-contractor. The Contractor must review and approve the sub-contractor SWMS prior to work commencing.
- (c) each sub-contractor (and its Workers) is directed to comply with:
 - (i) the SWMS that the sub-contractor has provided, and
 - (ii) the WHS Laws,
- (d) the sub-contractor's activities are monitored to the extent necessary to determine whether the sub-contractor is complying with:
 - (i) the SWMS, and
 - (ii) the WHS Laws, and
- (e) the sub-contractor's qualifications, competencies, licences and certifications are monitored to the extent necessary to determine whether the sub-contractor is complying with the requirements of the WHS Laws, Sydney Trains requirements and the Principal Contractor safety management system requirements,
- (f) if the sub-contractor is not compliant, the sub-contractor is directed to take action immediately to comply with the SWMS or the requirements of the WHS Act and the WHS Regulation, or both, and
- (g) if a risk to the health or safety of a person arises because of the non-compliance, the sub-contractor is directed to stop work immediately and not to resume work until the SWMS or those requirements, or both, are complied with, unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the sub-contractor must be directed to stop work as soon as it is safe to do so.

4.7 Training

(a) Initial induction training

Before the Contractor commences carrying out construction work at Sydney Trains' premises Sydney Trains will provide the Contractor's nominated safety personnel with initial induction training including:

- (i) an overview of Sydney Trains' *Code of Conduct* and relevant policies with which the Contractor and its employees must comply, including Sydney Trains' *Drug and Alcohol Policy* and Fatigue Management SMS System Requirement,
- (ii) locations of amenities and facilities at the premises,
- (iii) safe means of access to and exit from the premises,
- (iv) security arrangements at the premises, and
- (v) emergency procedures at the premises including emergency contacts and evacuation procedures.

(b) WHS induction training

The Contractor must ensure that, before commencing any construction work or in the event of any material change in the construction site, each person including any Workers who will be carrying out construction work has been:

- (i) provided with general health and safety induction training that complies with the WHS Regulations,
- (ii) issued with an WHS induction training certificate (or WorkCover Construction Induction Certificate [previously known as 'Green Card']), produces the certificate for inspection by the Contractor before commencing work, carries the certificate at all times while carrying out the work and produces the certificate for inspection immediately upon request by an inspector,
- (iii) provided with work activity based health and safety induction training and relates to the particular type of construction work to be carried out, including training that complies with the WHS Regulations, and
- (iv) provided with site-specific health and safety induction training that incorporates the initial induction training provided to the Contractor's nominated safety personnel by Sydney Trains.

(c) Visitors

The Contractor must ensure that each visitor is provided with all information, instruction, training and personal protective equipment necessary to ensure the visitor's health and safety while at the site.

(d) Training records

The Contractor must keep a record containing the following, in relation to each person carrying out construction work, until 3 years after completion of all work:

- (i) a copy of any relevant statement of WHS induction training (or a statement indicating that the Contractor is satisfied that the relevant WHS training has been undertaken), and
- (ii) a brief description of the site-specific health and safety induction training that has been undertaken by the person.

4.8 Safety briefings ('Toolbox Talks')

The Contractor must:

- (a) conduct safety briefings ('Toolbox Talks' or pre-work briefings) daily or before the commencement of each shift to discuss the work and deal with problems to be addressed by persons working at the construction site (including hazards associated with the site and the work to be carried out and existing and proposed measures or procedures to control any reasonably foreseeable risk to the health or safety of any person),
- (b) conduct a safety briefing whenever the Contractor identifies any change in the construction site, and in the activities performed by each person carrying out

construction work at the site, that might affect the health or safety of any person on the site,

- (c) ensure that each person working at the construction site attends any safety briefing, and
- (d) keep a record of each safety briefing including:
 - (i) the date, time and location of the safety briefing,
 - (ii) the specific topics and issues discussed, and
 - (iii) the names and signatures of the attendees.

4.9 Site access

The Contractor must ensure that vehicular and pedestrian access to and exit from the construction site is strictly controlled (including in order to prevent unauthorised access) in accordance with the WHS Regulations.

4.10 Hazardous Chemicals

4.11 Audits and reviews

The Contractor must ensure that a register or manifest containing details of all hazardous substances and dangerous goods being used, stored or handled at each place of work is kept and maintained at the place of work.

The Contractor acknowledges and agrees that Sydney Trains, WorkCover or their agents may carry out periodic or occasional audits, inspections and reviews of the Contractor's and Workers safety management systems, plans, practices and performance.

The Contractor must:

- (a) provide reasonable access to its premises, and ensure that its sub-contractors provide reasonable access to their premises, to enable Sydney Trains, WorkCover or their authorised agents to carry out audits, inspections or reviews, and
- (b) co-operate with and provide all assistance reasonably requested by Sydney Trains, WorkCover or their agents when carrying out an audit or review.

4.12 Documentation and record management

The contractor must keep adequate records on site (and make them available in the event of inspections, audits or incidents) including but not limited to:

- a) PSMP and SSMP plans and updates
- b) An updated copy of the Project Hazard Log
- c) Copies of relevant risk control plans (workplace protection, excavation).
- d) Copies of engineering designs& certification (scaffolding, construction, formwork, plant)

- e) Copies of risk review and monitoring results.
- f) Contractor SWMS reviews and SWMS for high risk work
- g) Permits (confined spaces, hot work, electrical)
- h) Plant and Equipment Inspection and Maintenance Records
- i) Registers (DGHZ, Hazardous Materials, First Aid, PPE, Emergency Equipment, Plant)
- j) Copies of Tool box talks, pre-work briefs, workplace protection briefs, WHS Minutes
- k) Records of Training and Competency of Employees and Sub-contractors
- l) Induction records
- m) Inspection, testing and Audit Reports
- n) Incident reports
- o) Results of Environmental Monitoring and Health Surveillance
- p) Records of Nonconformance and Corrective Actions
- q) Records of Complaints
- r) Infringement/Penalty Notices Issued by Regulators
- s) Records of Document Review and Update.

4.13 Public safety

The Contractor will be responsible for:

- a) ensuring the safety of the public on or in the vicinity of their site
- b) conducting a risk assessment and identifying any activity that may present a risk to the public
- c) implementing control measures to manage the risk, and
- d) regularly reviewing and inspecting these control measures, particularly after changes to site conditions, to ensure any controls implemented continue to provide an effective means of protection for the public.

5 RAIL SAFETY WORK

5.1 Definitions

In this clause:

authorised officer, railway employee and railway safety work have the meanings given in the Rail Safety National Law.

drug, prescribed concentration of alcohol and testing officer have the meanings given in the Rail Safety National Law.

Authorised Health Professional and Risk Category have the meanings given in the National Transport Commission of Australia's *National Standard for Health Assessment of Rail Safety Workers*.

Danger Zone, Protection Officer, Qualified Worker, Rail Corridor and safe place have the meanings given in the *RailSafe Network Rules*.

Registered Training Organisation means a Registered training organisation that can provide training and assessment of nationally recognised training and must meet the current Australian Quality Training Framework AQTF standards.

5.2 Railway employees

(a) Health and fitness of employees

The Contractor must ensure that each employee who will be carrying out work that is rail safety work receives the appropriate level of health assessment specified in the National Transport Commission of Australia's *National Standard for Health Assessment of Rail Safety Workers (the Standard)*.

(b) Certification of employees

The Contractor must ensure that each Worker who will be carrying out work that is rail safety work:

- (i) has the competence to carry out that work
- (ii) carries a form of identification which identifies the worker and the type of competence and training the worker has received for that work; and
- (iii) produces that identification if requested by Sydney Trains or a rail safety officer to do so.

Sydney Trains may require that the competencies of the Contractor's employees be assessed (at the Contractor's cost) at a Sydney Trains training facility. If so, Sydney Trains will issue a Sydney Trains *Contractor's Certificate of Competency* to those of the Contractor's employees assessed by Sydney Trains as having the requisite competency.

(c) Alcohol and other drugs

The Contractor must ensure that each Worker:

- (i) understands and complies with the requirements of the Rail Safety National Law;

- (ii) is not under the influence of alcohol or any other drug, and does not have
- (iii) the prescribed concentration of alcohol present in his or her blood, when about to carry out, when carrying out or when on duty for the purpose of carrying out (whether or not carrying out) work including rail safety work,
- (iv) does not, while carrying out work, consume or use alcohol or any other drug unless the drug was prescribed by a medical practitioner and will not affect the employee's ability to carry out railway safety work, and
- (v) agrees to undergo a breath test or breath analysis, submit to a sobriety assessment or provide a urine sample, if required to do so by Sydney Trains, a testing officer or police officer.

5.3 Working in the Rail Corridor

(a) RailSafe Network Rules and Procedures

When carrying out work in the Rail Corridor the Contractor must comply with, and must ensure that its employees and visitors comply with:

- (i) the *RailSafe Network Rules*, and
- (ii) the *RailSafe Network Procedures*.

(b) Rail Industry Safety Induction training

The Contractor must, before Sydney Trains will provide the Contractor (or its Workers) with access to the Rail Corridor, provide to Sydney Trains satisfactory evidence that each Worker has been provided with Sydney Trains-issued Rail Industry Safety Induction (RISI) or Rail Safety Worker (RSW) card.

(c) Work-site protection

When carrying out work in the Rail Corridor the Contractor must comply with, and must ensure that each Worker complies with, any direction that may be given by a Protection Officer or work-site supervisor.

(d) Protection Officers

The Contractor must procure Protection Officers from one of Sydney Trains' approved suppliers and must not, without Sydney Trains' written permission, provide or deploy a Protection Officer provided by any other supplier.

6 NOTIFICATIONS AND REPORTS

6.1 Definitions

In this clause:

incident means an event, either accidental or deliberate, that might result in death or injury, or damage to property, which requires a particular response from Sydney Trains and external organisations or agencies in accordance with Sydney Trains' Safety Management System and includes an incident listed in clause 35 of the WHS Act.

notifiable occurrence has the meaning given in the Rail Safety National Law.

notifiable incident has the meaning given in the *WHS Act*.

6.2 Notification

The Contractor must:

- (a) immediately notify the Rail Management Centre's Shift Manager on telephone (02) 9379 1743 of a notifiable occurrence, and
- (b) promptly notify Sydney Trains of the occurrence of:
 - (i) any incident (whether or not the occurrence of the incident is required to be notified to WorkCover), or
 - (ii) a notifiable occurrence, or
 - (iii) a notifiable incident.
- (c) no later than 24 hours after an incident or occurrence referred to above, prepare and give to Sydney Trains a written report setting out details of the nature, cause and effect of the incident or occurrence and any other details that Sydney Trains may request, and
- (d) ensure an interim or full report is provided within 5 working days of the incident
- (e) if required to give notice of any occurrence to WorkCover or any other authority, give to Sydney Trains a copy of that notice at the same time, and
- (f) promptly give to Sydney Trains a copy of any notice received from or any penalty imposed by WorkCover.

6.3 Notifiable occurrences

A non-exhaustive list of notifiable occurrences is contained at Appendix 2.

6.4 Contractor's WHS Performance Reports

The Contractor must complete and give to Sydney Trains the Contractor's WHS Performance Report at Appendix 3:

- (a) calendar monthly, and

- (b) on completion of all work, and
- (c) on expiration of any warranty or defects liability period.

The Contractor's WHS Performance Reports must be given to Sydney Trains no later than seven days after the end of the period the subject of the report.

7 FAILURE TO COMPLY

7.1 Definitions

In this clause:

serious non-compliance includes:

- (a) refusing or failing to undergo an alcohol or drug test (whether by the Contractor or any of its Workers),
- (b) failing an alcohol or drug test (whether by the Contractor or any of its Workers),
- (c) failing to provide satisfactory evidence of an induction training certificate,
- (d) failing to provide satisfactory evidence of Sydney Trains-issued RISI or RSW training,
- (e) failing to provide satisfactory Rail Safety National Law competency identification,
- (f) failing to provide satisfactory evidence of a recognised qualification,
- (g) failing to provide satisfactory evidence of a required licence or permit, and
- (h) carrying out work in a reckless and dangerous manner.

7.2 Sydney Trains' rights

If Sydney Trains is of the opinion that the Contractor or any of its Workers have not complied, or are not complying, with any health and safety obligation in this documents or the WHS Laws, then Sydney Trains may:

- (a) direct the Contractor to immediately comply, or ensure the employee immediately complies, with the obligation,
- (b) if it is of the opinion there is a risk to the health, welfare and safety of a person because of the non-compliance, direct the Contractor to immediately suspend carrying out all or any part of the work until such time as the Contractor or the employee has complied, or is complying, with the obligation and Sydney Trains has given the Contractor written permission to resume carrying out the work, and
- (c) if it considers the Worker's non-compliance to be a serious non-compliance:
 - (i) direct the Contractor to immediately remove the employee from Sydney Trains' premises and not permit the employee to return to the premises without Sydney Trains' written permission, and

- (ii) have regard to the Worker's non-compliance in determining whether the Worker is competent under the Rail Safety National Law.

If Sydney Trains directs the Contractor to suspend carrying out all or any part of the work under this clause, the Contractor shall not be entitled to make any claim for payment, and Sydney Trains shall not be liable to make any payment to the Contractor, until such time as the Contractor or the employee has complied, or is complying, with the obligation and Sydney Trains has given the Contractor written permission to resume carrying out the work.

APPENDIX 1

RELEVANT LEGISLATION AND OTHER PUBLICATIONS

The publications listed below are indicative of the relevant legislation and publications that may be required by the contractor to undertake works for Sydney Trains. The list is general and not exhaustive and contractors should make independent enquiries to ensure adequate provisions are taken in regards to safety.

**The New South Wales
Parliamentary Counsel's Office**

Level 12, Goodsell Building

8 – 12 Chifley Square

Sydney NSW 2000

Phone: 02 9228 7139

Fax: 02 9232 4796

www.legislation.nsw.gov.au

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Rail Safety National Law No. 82a

Rail Safety National Law National Regulations 2012

Dangerous Goods (Road and Rail Transport) Regulation 2009

*Workplace Injury Management and Workers Compensation Act
1998*

Health Records and Information Privacy Act 2002

Sydney Trains

477 Pitt Street

Sydney NSW 2000

Phone: 02 8202 2000

www.transport.nsw.gov.au/sydneytrains/commercial/contracts

www.railsafe.org.au

Code of Conduct

Safety Policy

Drug and Alcohol Policy

Sydney Trains Safety Management System

NSW Government Procurement

Phone: 1800 NSW BUY

Fax: 02 9372 8687

www.nswprocurement.com.au

*Occupational Health and Safety Management Systems Guidelines,
4th Edition, June 2004*

*Guidelines for preparing Site-specific Safety Management Plans
and Safe Work Method Statements, June 2004*

**Independent Transport Safety
Regulator**

Level 22, 201 Elizabeth Street

Sydney NSW 2000

Phone: 02 8263 7100

Fax: 02 8263 7200

www.transportregulator.nsw.gov.au

Competence requirements Rail Safety National Law No. 82a

Guidelines relating to Drug & Alcohol Programs

*National Rail Safety Guideline - Management of Fatigue in Rail
Safety Workers*

Standards Australia
1 The Crescent
Homebush NSW 2140
Phone: 1300 65 46 46
Fax: 1300 65 49 49
www.standards.com.au

AS 1210-2010 Pressure vessels

AS 1228-2006 Pressure equipment – boilers

*AS/NZS 1269.3 2005 Occupational Noise Management. Part 3:
Hearing Protector Program*

AS/NZS 1270:2002 Acoustics – Hearing protectors

*AS/NZS 1336 Amdt 1 Recommended Practices for Occupational
Eye Protection*

*AS/NZS 1337.1:2010 Amdt 1:2012 Eye protectors for occupational
applications*

AS 1576 Scaffolding (series)

AS1577-1993 Scaffold Planks

AS 1674 (Series) Safety In Welding and Allied processes

*AS/NZS 1715 2009 Selection Use and Maintenance of Respiratory
Protective Devices*

AS 1742.3 2009 Manual of Uniform Traffic Control Devices

*AS/NZS 1880 1998 Occupational Protective Helmets – Selection,
Care and Use*

*AS/NZS 1801:1997 Occupational protective helmets including
amendment AS/NZS 1801:1997/Amdt 1:1999*

AS 2030.1 2009 Gas Cylinders – General requirements

*AS 2030.2-1996 The verification, filling, inspection, testing and
maintenance of cylinders for storage and transport of compressed
gases – Part 2: Cylinders for dissolved acetylene*

*AS 2030.4-1985 The verification, filling, inspection, testing and
maintenance of cylinders for storage and transport of compressed
gases – Part 4: Welded cylinders – insulated*

*AS/NZS 2210.1 2010 Safety, protective occupational footwear.
Guide to selection, care and use*

*AS/NZS 2210.2 Occupational protective footwear. Specification for
occupational footwear (ISO 20347:2004 MOD)*

*AS 2436:2010 Guide to Noise and Vibration Control on
Construction, Maintenance and Demolition Sites*

AS 2865:2009 Confined Spaces

AS2601:2001 The Demolition of Structures

AS 2971-2007 Serially produced pressure vessels

AS /NZS 3509-2009 LP Gas vessels for automotive use

AS /NZS 3012-2010 Electrical Installations – Construction and Demolition Sites

AS 3845 Road Safety Barrier Systems

AS 3892-2001 Pressure equipment – Installation

AS 4292.1 – 2006 Railway safety management Part 1: General requirements

AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

AS 4343-2005 Pressure equipment – hazard levels

AS 4458-1997/Amdt No.1 -1999 Pressure equipment – manufacture

AS 4602:-2011 High visibility safety garments. Garments for high risk applications

AS4839-2001 The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes

Department of Employment and Workplace Relations

Office of the Federal Safety Commissioner
Garema Court
148 – 180 City Walk
Canberra ACT 2601
Phone: 02 6121 6000

www.fsc.gov.au

Federal Safety Commissioner’s *Safety Principles and Guidance: A practical guide for improving OHS in the building and construction industry*

The Australian Government Building and Construction Accreditation Scheme

National Transport Commission of Australia

Level 15, 628 Bourke Street
Melbourne VIC 3000
Phone: 03 9236 5000
Fax: 03 9642 8922

www.ntc.gov.au

*National Standard for Health Assessment of Rail Safety Workers
Volume 1: Management Systems*

Volume 2: Health Assessment Procedures and Medical Criteria

Roads & Maritime Services

RTA Traffic Control at Worksites Manual

APPENDIX 2

NOTIFIABLE OCCURRENCES

Notifiable occurrences include (but not limited to):

- The death of any person
- A serious injury or illness to any person
- Any incident in which a person:
 - falls from a railway platform, bridge or structure
 - falls between a train and a platform
 - falls from a train during the running, starting or stopping of a train
 - slips, trips or falls on a train, platform, concourse, escalator, lift or stairs
 - is struck by a train or by rolling stock
 - is struck by an object thrown at or from a train
 - is struck by or receives a shock from electricity
 - is assaulted
 - is injured or affected by any substance or dangerous goods
- Any derailment of a train or rolling stock
- Any incident involving plant, substances or dangerous goods that causes, or has the potential to cause, fire, explosion or pollution, or has the potential to injure or affect the health and safety of any person
- Any fire or explosion that affects, or has the potential to affect, railway infrastructure, a train or rolling stock, the safe operation of the railway or the health and safety of any person
- Any incident that causes, or has the potential to cause, pollution of or damage to the environment
- Any act of vandalism (including graffiti)
- Any incident involving animals or livestock
- Any serious breach of a safe work method or procedure (whether by the Contractor, its sub-contractors or any other person)
- Any positive test to the presence of the prescribed concentration of alcohol or the presence of a drug in quantities equal to or greater than the cut-off levels specified in AS/NZS 4308:2008
- Any failure of or defect in railway infrastructure, a train or rolling stock that affects, or has the potential to affect, the safe operation of the railway or the health and safety of any person.

APPENDIX 3

CONTRACTOR’S WHS REPORT

Contractor:		Report period:	Monthly / Completion / Expiry of defects liability period
		Report dates:	
Contract number:		Prepared by:	
Site or work place:		Position:	
Description of work:		Telephone:	
		Date of report:	
Performance Indicators			
Indicator	Current Month	Total	Monthly Average
Number of lost time injuries:			
Number of hours worked:			
Number of days lost due to injury:			
Average number of employees:			
Number of medical treatments:			
Number of near misses:			
Incident Summary – Personal injury and property damage (include additional pages if required)			
Incident Date	Name/Property	Injury/Damage	Cause
Comments on WHS audits and inspections (include additional pages if required)			
Number of OHS audits and inspections conducted on behalf of Sydney Trains:		Number of OHS audits and inspections conducted by the Contractor:	
WorkCover activities and inspections (include additional pages if required)			
(Visits to site, notices served, fines imposed etc.)			
Comments on WHS performance (include additional pages if required)			
Contractor’s Representative: _____ Signature: _____ Date: _____			