
Purpose

The purpose of this document is to describe the procedure for identifying and reporting hazards and implementing control measures to prevent or reduce injury or illness to workers including visitors and customers and prevent incidents at the organisation's workplaces.

Scope

This document is applicable to all Sydney Trains workers involved in the identification, control and management of hazards at Sydney Trains and third party workplaces.

Process flow

Process

6.2.1 Identify hazards

6.2.1.1 Identify hazards

6.2.1.2 Take immediate action to control hazards, if possible

6.2.1.3 Report the hazard

6.2.1.4 Review hazard report and take action to resolve the hazard

6.2.2 SER support for hazard resolution

6.2.2.1 SER support for hazard resolution

6.2.3 Monitor controls

6.2.3.1 Monitor controls

Figure 1 Process flow for reporting and managing hazards

Definitions

| | |
|----------------|--|
| Hazard | A “hazard” is a condition, which represents risk to the health and/or safety of people, plant, equipment or environment. |
| Risk | For the purpose of this procedure, a “risk” is the likelihood that a hazard will result in an incident and the potential consequence if that was to occur. |
| Control | A “control” is a means by which the risk of a hazard is reduced or eliminated. |

Procedure

6.2.1: Identify Hazards

Hazards can occur anywhere across the Sydney Trains network or at third party workplaces. Workers must remain vigilant to the presence of hazards that may, if untreated, result in harm to themselves, fellow workers and/or customers.

Hazards may result from (but are not limited to):

- the work environment;
- systems of work;
- hazardous manual tasks; or
- plant and equipment.

6.2.1.1: Identify hazards

Procedure

1. Hazards may be identified during (but are not limited to):

- consultation with workers, Health and Safety Representatives or committees;
- during workplace inspections;
- pre-work briefs; or
- near miss reporting.



Note

Where a worker is uncertain that an identified condition represents a credible hazard, they must report the condition as soon as possible to their immediate supervisor.

6.2.1.2: Take immediate action to control hazards, if possible

The purpose of implementing controls is to reduce the likelihood of the identified hazard causing harm to the health and safety of people or to damage plant, equipment or the environment at the organisation's workplaces.

All Sydney Trains workers are responsible for the following procedure:

Procedure

1. Where it is safe to do so take action as soon as practicable to control the immediate risk presented by a hazard identified in the workplace;
2. Make sure the control measures do not introduce new hazards;
3. Use the preventative measures from the "Hierarchy of Control" - Table1 below when planning to control hazards you have identified in your workplace.



Table 1: Hierarchy of Control

4. Implement the most effective action to best reduce the immediate risk; and
5. Report the condition for further action as is necessary to provide a more permanent resolution.

Examples of effective hazard control

A wet floor:

This should be cleaned up or if that is not possible, a sign should be placed near the wet area highlighting the hazard until the same can be rectified;

A damaged chair:

The chair should be removed from the workplace and tagged “Do not use”. Arrange for the chair to be disposed of as soon as possible to prevent reuse.

6.2.1.3: Report the hazard

If a hazard cannot be resolved immediately make the condition safe by applying an appropriate control then report the hazard.

Procedure

1. Sydney Trains workers who identify a hazard that requires further action to resolve must report it by using:
 - established processes for reporting asset defects; or
 - operational rules, procedures and instructions; or,
 - using SHEM or
 - established local processes where a worker is at third party workplace.
2. Supervisors and Line Managers must ensure appropriate action is taken in response to reported hazards.

For hazards entered into the SHEM ; the nominated Line Managers will be automatically notified via SHEM workflow process through Transport Equip.



Note

If the hazard can be immediately resolved and will require no further action Sydney Trains workers are not required to report it.

6.2.1.4: Review hazard report and take action to resolve the hazard

Line Managers are responsible for the following procedure.

Procedure

Line Managers must review reported hazards and:

1. Take action to control the immediate risk of the hazard if no action has already been taken;
2. Determine the further action required to resolve the hazard;
3. If further action is required create action using SHEM ;
4. Brief personnel in the workplace about the hazard controls to be implemented;
5. Review the hazards identified in SHEM on a weekly basis to ensure currency especially where changes have been introduced; and
6. Determine if a reported hazard requires a risk assessment and if so, contact their SER Safety Team Manager to conduct the risk assessment using SHEM. If the hazard has been reported at the third party workplace, follow up with the counterpart to resolve the hazard.

6.2.2: SER support for hazard resolution When a hazard has been created in SHEM and no action to resolve the hazard has commenced within 10 working days of the initial report, SHEM will escalate the matter one level up the organisational hierarchy.

6.2.2.1: SER support for hazard resolution SER Team Safety Managers are responsible for the following procedure:

Procedure

1. SER Team Safety Managers must access their Directorates hazards using SHEM on a weekly basis to view new hazard reports; and
2. Assign new entries to their respective safety professionals to follow up and support the Line Manager to resolve the hazard.

6.2.3. Monitor controls Line Managers must monitor the control measures to determine if they are implemented properly and do not introduce new risks.

6.2.3.1 Monitor controls Line Managers are responsible for the following procedure:

Procedure

1. Conduct workplace inspections to determine if controls implemented are effective; and
2. If controls are not effective, develop and implement new controls.

Version Control

| Version | Change from previous | Date | Comment |
|---------|---|------------|---------------------------------------|
| 1.0 | First release of Sydney Trains SMS | 01/07/2013 | Launch of Sydney Trains SMS documents |
| 1.1 | Minor corrections to logo and cross-refs in 6.2.2.4. Change of titles from Head of Safety to Group Manager Safety, and from Head of Risk to Group Manager Risk. Inclusion of Visitors in the purpose section, consistent with SMS-06-SP-3026. Addition of examples in sections 6.2.1 and 6.2.5 for changes in workplace. Addition of SM04 training to section 6.2.2.1. | 11/08/2014 | Minor corrections and branding. |
| 2.0 | Rewrite of procedure reducing complexity of Procedure and referring to the Sydney Trains Hazard Report Register. | 10/09/2015 | |
| 2.1 | To include the requirement of managing safety of workers at third party workplaces. The word site replaced with workplace. Also updated the hyperlinks, titles of positions to reflect current organisation structure. | 16/08/2017 | |
| 2.2 | As a result of the introduction of SHEM all the references to Sydney Trains Hazard Report register and WHS Risk Register changed to SHEM. | 02/11/2018 | |