

NSW Trains

NSW Trains a New South Wales Government Agency
Level 20, 477 Pitt Street
Sydney
NSW 2000

GENERAL SAFETY SPECIFICATION FOR CONTRACTORS

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3.0	28 September 2012	All	General revision and update to document and relevant legislation.	S Walley
4.0	1 July 2013	All	Revision to update references for NSW Trains and to update references to Rail Safety Act to the Rail Safety National Law.	

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SAFETY SPECIFICATION FOR CONTRACTORS

1 GENERAL

1.1 Application

This Safety Specification applies to all Contractors who carry out work at NSW Trains' Premises. It does not apply to a contractor 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 Chapter 1 – Part 1.1 Clause 5 Definitions of the WHS Regulation.

Contractor means a person, corporation or other entity that carries out work for to NSW Trains.

Contractor's Personnel means a person engaged by the Contractor as an employee or contractor.

Plant includes any machinery, equipment or appliance.

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

NSW Trains means NSW Trains, ABN 50 325 560 455, a New South Wales Government Agency constituted under *Transport Administration Act 1988*.

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

Safe Work Australia means Safe Work Australia as established under section 5 of the *Safe Work Australia Act 2008* of the Commonwealth.

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

Worker has its meaning as defined in the WHS Act 2011. **WorkCover** means the WorkCover Authority of New South Wales constituted under the *Workplace Injury Management and Workers Compensation Act 1998* (NSW).

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* and any other regulation made under the WHS Act from time to time.

1.3 Comply with laws

The Contractor must comply with, and must ensure that its workers and visitors comply with, the WHS Laws.

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 WORKING AT NSW TRAINS' PREMISES

2.1 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 Contractor and the Contractor's personnel,
- (b) identify and assess any risk arising from any hazard identified, and
- (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
- (d) Prepare a written risk assessment and provide a copy to NSW Trains.

2.2 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.
- (d) Periodically as per Clause 38 of the WHS Regulation 2011

2.3 Hazard identification and reporting

- (a) The contractor must review the relevant NSW Trains Workplace Risk Register (if applicable) before commencing work to identify known hazards, risks and controls that are pertinent to the works being undertaken.
- (b) The contractor must have a process for the Contractor's Personnel to identify, report, eliminate hazards or control hazards that can not be eliminated.
- (c) The contractor must consult with NSW Trains regarding any hazards or risks identified that can not be immediately eliminated or controlled by the contractor.

2.4 Horizontal consultation

If the Contractor and another person (or persons) (including but not limited to NSW 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 NSW Trains).

2.5 Competence of workers

The Contractor must ensure that the Contractor's Personnel:

- (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.

2.6 Induction training

NSW Trains will provide the Contractor's Personnel with certain local work-place induction training.

The Contractor must ensure that the Contractor's Personnel are provided with local work-place induction training, as may be required in addition to any training provided by NSW Trains, before that worker carries out any work.

Any local work-place induction training provided by NSW Trains does not absolve the Contractor from any of its obligations (including in relation to training and instruction) under this document or the WHS Laws.

2.7 Supervision of workers

The Contractor must ensure that the Contractor's Personnel are adequately supervised by a competent person while carrying out work, in particular there must be effective and adequate supervision of apprentices and trainees.

2.8 Safety briefings

The Contractor must ensure that the Contractor's Personnel attend safety briefings ('Toolbox Talk' or pre-work briefing) if required from time to time by NSW Trains.

Any safety briefing provided by NSW Trains does not absolve the Contractor from any of its obligations (including in relation to training and instruction or risk assessment) under this document or the WHS Laws.

2.9 Personal protective equipment (PPE)

The Contractor must ensure that the Contractor's Personnel and visitors of the Contractor

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

2.10 Authorisation of workers

The Contractor must ensure that:

- (i) each of the Contractor's Personnel who will be carrying out work is authorised (as defined and as may be required by the WHS Act) pursuant to Part 4 of the WHS Act in relation to work of that kind.

2.10 Information, Training and Information for employees

- (i) The Contractor must ensure that the Contractor's Personnel are provided with instruction, training and information in accordance with the WHS Laws

2.11 Contractor's licence

(a) Contractor's licence

Before the Contractor or the Contractor's Personnel carries out any work for which a licence or a high risk work licence (as referred to in the WHS Regulation) is required, the Contractor must:

- (i) ensure that the Contractor (or the Contractor's worker as the case may be) has the requisite licence; and
- (ii) provide to NSW Trains satisfactory written (hard copy) evidence of the licences, qualification or permits pursuant to WHS Regulation 2011 Clause 85, and if otherwise required.

(b) Contractor's Work Method

The contractor must ensure that any work for which a license or a high risk work licence is required is conducted in accordance with any requirements in the WHS Laws.

2.12 Contractor's conformance to NSW Trains permits

(a) Definitions

In this clause:

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

- (b)** This clause applies in addition to clause 2.11.

(c) Permits

Before carrying out any work in confined spaces, electrical work, demolition, asbestos removal or hot work the Contractor must provide to NSW Trains satisfactory evidence of the Contractor's ability to satisfy NSW Trains requirements to carry out that work.

Where required by the WHS Laws, the contractor must make the notifications required to the regulator and provide NSW Trains with evidence of this notification prior to commencing work.

2.13 Contractor's plant

The Contractor must:

- (a) ensure that all Plant complies with the requirements of the WHS Laws, including in particular the requirements of the WHS Regulation, and manufacturer's procedures, specifications or instructions;
- (b) ensure Plant design conforms to relevant standards, including Australian Standards, NSW Trains Standards and any International, European or other standards required by NSW Trains;
- (c) ensure that risk assessments and controls are conducted, implemented and documented in relation to all Plant used by the Contractor and the Contractor's Personnel;
- (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 or accessories) are certified by the Original Equipment Manufacturer (OEM) or certified engineer to the required standard prior to use for work,
- (f) ensure that all suppliers of Plant comply with their obligations under the WHS Laws and Rail Safety National Law,

- (g) ensure that each of the Contractor's Personnel who will be operating Plant:
 - (i) hold any licence or certificate necessary to operate the Plant in compliance with the WHS Laws,
 - (ii) have been provided with adequate information and training in the inspection, use, operation, maintenance and care of the plant, and
 - (iii) operate and maintain the plant in accordance with the manufacturer's standards and procedures, and in accordance with any emergency procedures, including plant roll over; and
 - (iv) are adequately supervised.

2.14 Contractor's Hazardous Chemicals and Dangerous Goods

The Contractor must:

- a) comply with, and ensure that the Contractor's Personnel comply with, the requirements of the:
 - i. Australian Dangerous Goods Code
 - ii. WHS Laws
 - iii. Dangerous Goods (Road and Rail Transport) Act 2008 and Regulation 2009
 - iv. Relevant Australian Standards.

2.15 Management of work fatigue

The Contractor must:

- (a) familiarise itself with NSW Trains' *Safety Management System Managing Fatigue* and related documents referred to in this system requirement,
- (b) ensure that the Contractor's Personnel:
 - (c) is made aware of and understands NSW Trains', *Safety Management System Managing Fatigue* and related documents referred to in this system requirement
 - (i) is made aware of and understands his or her responsibility to manage fatigue and present himself or herself in a fit state for work, and
 - (ii) manages fatigue and presents himself or herself in a fit state for work.

3 CONSTRUCTION WORK

3.1 Definitions

In this clause:

construction work, general induction training, general induction training cards, general induction training certification and safe work method statement have the meanings given in the WHS Regulation.

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

3.2 Site-specific safety management plan

Before carrying out any work that is construction work the Contractor must, if directed to do so by NSW Trains, provide to NSW Trains a site-specific safety management plan for the work, prepared in accordance with the WHS Laws and the Guidelines.

3.3 Safe work method statements

The Contractor must ensure that:

- (a) safe work method statements (whether prepared by the Contractor or its sub-contractors) are prepared in accordance with the WHS Laws and the Guidelines and signed by the Contractor,
- (b) the work for which a safe work method statement was prepared does not commence until:
 - (i) each relevant worker reviews the safe work method statement, and
 - (ii) each relevant worker signs an acknowledgement that he or she understands and will implement the risk control measures or procedures specified in the safe work method statement, and
 - (iii) The Contractor has submitted a safe work method statement to NSW Trains for review
 - (iv) the Contractor has obtained NSW Trains' authorisation for the work to be carried out in accordance with the safe work method statement.

3.4 General induction training

(a) General health and safety induction training

The Contractor must ensure that each worker who will be carrying out work that is construction work has been:

- (i) provided with general health and safety induction training that complies with the WHS Laws including Part 6.5 of the WHS Regulation,
- (ii) issued with a statement of WHS induction training by the person who provided the training, and
- (iii) issued with a WHS induction training certificate (or WorkCover Construction Induction Certificate [previously known as 'Green Card']), carries the certificate at all times while carrying out the work and produces the certificate for inspection immediately upon request by an inspector or by NSW Trains.

(b) Work activity based health and safety induction training

The Contractor must ensure that each worker who will be carrying out work that is construction work has been provided with information, training and instruction that complies with the WHS Regulation, including Division 1 of Part 3.2, and relates to the particular type of construction work to be carried out.

(c) **Site-specific health and safety induction training**

NSW Trains will provide each of the Contractor's workers who will be carrying out work that is construction work at NSW Trains' premises with site-specific health and safety induction training.

Any such safety induction training provided by NSW Trains does not absolve the Contractor from any of its obligations (including in relation to training and instruction) under this document or the WHS Laws.

4 RAIL SAFETY WORK

4.1 Definitions

In this clause:

rail safety officer, rail safety worker and rail 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 NSW Trains *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.

(a) **Health and fitness of workers**

The Contractor must ensure that each worker 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 workers**

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) produce that identification if requested by NSW Trains or a rail safety officer to do so.

NSW Trains may require that the competencies of the Contractor's workers be assessed (at the Contractor's cost) at a NSW Trains training facility. If so, NSW Trains will issue a NSW Trains *Rail Safety Worker Card* to those of the Contractor's workers assessed by NSW 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 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,
- (iii) 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 his or her ability to carry out railway safety work; and

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 NSW Trains, a testing officer or police officer.

4.2 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 NSW Trains *RailSafe Network Rules*, and
- (ii) the NSW Trains RailSafe Network Procedures.

(b) Rail Industry Safety Induction training

The Contractor must, before NSW Trains will provide the Contractor (or its workers) with access to the Rail Corridor, provide to NSW Trains satisfactory evidence that each worker has been provided with NSW 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 of its workers complies with, any direction that may be given by a Protection Officer or work-site supervisor.

5 NOTIFICATIONS AND REPORTS

5.1 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 NSW Trains and external organisations or agencies in accordance with NSW Trains' Safety Management System.

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

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

5.2 Notification

The Contractor must:

- (a) immediately notify NSW Trains' Rail Management Centre's Shift Manager on telephone (02) 9379 1743 of a notifiable occurrence, and
- (b) promptly notify NSW 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 NSW Trains a written report setting out details of the nature, cause and effect of the incident or occurrence and any other details that NSW Trains may request, and
- (d) if required to give notice of any occurrence to WorkCover or any other authority, give to NSW Trains a copy of that notice at the same time, and
- (e) promptly give to NSW Trains a copy of any notice received from or any penalty imposed by WorkCover.

5.3 Notifiable occurrences

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

5.4 Contractor's WHS Performance Reports

The Contractor must complete and give to NSW 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 NSW Trains no later than seven days after the end of the period the subject of the report.

6 FAILURE TO COMPLY

6.1 Definitions

In this clause:

serious non-compliance includes:

- (i) refusing or failing to undergo an alcohol or drug test (whether by the Contractor or any of its workers),
- (ii) failing an alcohol or drug test (whether by the Contractor or any of its workers),
- (iii) failing to provide satisfactory evidence of an induction training certificate,
- (iv) failing to provide satisfactory evidence of NSW Trains issued RISI or RSW training,
- (v) failing to provide satisfactory Rail Safety National Law competency identification,
- (vi) failing to provide satisfactory evidence of a recognised qualification,
- (vii) failing to provide satisfactory evidence of a required licence or permit, and
- (viii) carrying out work in a reckless and dangerous manner

6.2 NSW Trains' rights

If NSW Trains is of the opinion that the Contractor or any of the Contractor's Personnel have not complied, or are not complying, with any health and safety obligation in this document or the WHS Laws, then NSW Trains may:

- (a) direct the Contractor to immediately comply, or ensure the worker 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 worker has complied, or is complying, with the obligation and NSW 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 worker from NSW Trains' Premises and not permit the worker to return to the Premises without NSW 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 NSW 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 NSW 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 NSW 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 NSW 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

Australian Dangerous Goods Code (ADG7)

NSW Trains

477 Pitt Street
NSW 2000
Phone: 02 8202 2000
[www.transport.nsw.gov.au/nswtrains/
commercial/contracts](http://www.transport.nsw.gov.au/nswtrains/commercial/contracts)
www.railsafe.org.au

Code of Conduct

Safety Policy

Drug and Alcohol Policy

NSW Trains Safety Management System

**Construction Agency
Co-ordination Committee**

Level 23, McKell Building
2-24 Rawson Place
Sydney NSW 2000
Phone: 02 9372 8877
Fax: 02 9372 8640
www.commerce.nsw.gov.au

New South Wales Government Occupational Health and Safety Management Systems Guidelines, 4th Edition, June 2004

New South Wales Government 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

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*

AS1742.3-2009 *Manual of Uniform Traffic Control Devices for Work on Roads*

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 *Safety, protective and occupational footwear. Guide to selection, care and use*

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

AS2436:2010 *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 quantisation of drugs of abuse in urine*

AS 4343 2005 *Pressure equipment – hazard levels*

AS 4458-1997 /Amdt No.1 -1 999 *Pressure equipment – manufacture*

AS 4602:1999 *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*

IEESC14 Guide to Electrical Workers Safety Equipment

AS1891.1 Amdt 2: 2008 *Industrial Fall Arrest Systems & Devices – Safety Belts & Harnesses*

AS1891.2 Supp 1:2001 *Industrial Fall Arrest Systems & Devices – Horizontal Lifeline & Rail Systems*

AS1891.3 1997 *Industrial Fall Arrest Systems & Devices – Fall Arrest Devices*

AS1891.4 2009 *Industrial Fall Arrest Systems & Devices – Selection, Use & Maintenance*

AS2865-2009 *Confined Spaces*

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*

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- May 2004

National Standard for Health Assessment of Rail Safety Workers
Volume 2: Health Assessment Procedures and Medical Criteria – May 2004

Australian Dangerous Goods Code

Roads & Maritime Services

www.rta.nsw.gov.au

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 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:					
Number of positive drug / alcohol tests:					
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 NSW 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: _____					