

Reporting and Recording Incident Requirements in LPA's

This information has been prepared as a reminder to all Sydney Trains' employees, contractors, TfNSW and Operators of the requirements to fully comply with the Sydney Trains Network Rules and Procedures and all applicable possession procedures and requirements.

Effective date: 31st March 2025

To remain in Possession Notes until: 30th September 2025

Background

There was a recent incident which occurred during a weekend configuration track possession, and whilst the incident was reported to the managing Possession Management Centre (PMC), it was conveyed as being minor in nature and advised by the work group that it had already been resolved at the time of reporting. Due to the information provided at the time, it was determined that the incident was not required to be recorded within the PACT management system by PMC Staff. The incident was however subsequently reported in SHEM and thus onto the Office of the National Rail Safety Regulator.

General Requirements

This is a general reminder that it is the responsibility of worksite representatives to report all rail / safe working, safety, injuries, and environmental incidents (including near misses and damage caused to or impacting on infrastructure (Refer Guide for Reporting Incidents in Possessions - AMD-ASD-GUI-017) promptly as follows:

- Serious safety incidents as set out in SMS-17-SP-3077 are to be reported to the Rail Operations Centre and then to the applicable PMC, Possession Protection Officer, or delegate.
- Any Injuries, damage to infrastructure or environmental incidents are to be reported to the Safety Incident and Injury Hotline (1800 772 779) and the worksites line management and then to the applicable PMC, Possession Protection Officer, or delegate.

In addition to the above, for road/rail vehicle derailment, collision, runaway or incidents, Transport AMB (roadrail@transport.nsw.gov.au) is to be notified by the vehicle owner, operator and worksite supervisor, who are also required to comply with all applicable Standards and any Safety Alert reporting requirements.

All Possession related incidents, however minor (including incident number if available) must be reported as soon as practicable to the applicable PMC, Possession Protection Officer, or their delegate to ensure coordination of any incident recovery or damage restoration if required, and for inclusion in the Possession report and possession reporting notifications.

The Final Word

All incidents occurring within a possession are to be reported to the Possession Management Centre, Rail Operations Centre, the Safety Incident and Injury hotline and any other NSW Agency requirements as applicable. PMC staff are to record all reported incidents, regardless of however minor they appear to be, into the incidents TAB within the PACT management system.

Network Access Managers and/or delegates are to ensure that this Notice is discussed at all pre-possession meetings and included as part of the distributed Possession Briefing Notes.

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Associate Director, Asset Scheduling and Delivery Coordination

Date: 31-03-2025