



# Safety Management Plan

Pure Rail Pty Ltd  
(Pure Rail)

<b>Last reviewed by</b>	<b>Date</b>
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## Overview

The Work Health and Safety (WHS) management system is to apply to all sites and offices of Pure Rail Pty Ltd (Pure Rail) and any site under management by the Company, along with any project involving its workers.

Failure to comply with the requirements of the WHS management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements and promote excellence in Workplace Health and Safety management through a process of continual improvement.

Pure Rail has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure Pure Rail meets the obligations of its internal Workplace Health and Safety policy and relevant Workplace Health and Safety legislation.

The company will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

Pure Rail also recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. Pure Rail has defined a WHS policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to WHS policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Directors, by one or both, signing the document.

This will be managed under the quality control system currently maintained by Pure Rail.

The Directors also have been assigned custody to ensure the procedure is maintained and updated.

## 1. Workplace Health and Safety

### 1.1 Health and Safety Policy

Pure Rail has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of WHS at senior level reinforces its importance to Pure Rail's commercial objectives and legal obligations.

### 1.2 Policy Authorised by Senior Management

A Director will formally sign and date the current written policy and display it in the designated areas. At least one Director will formally approve the policy and procedures.

The Directors will all review the documented health and safety policy every year, as a group.

### 1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation

Pure Rail's health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

### 1.4 Policy Includes Management Responsibilities

Pure Rail has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

Pure Rail's WHS policy is to inform workers and other interested parties that Workplace Health & Safety is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance, this is to reinforce the company's objectives of a safety conscious work environment.

### 1.5 General Responsibilities:

#### Director(s) will;

- Formally approve the Workplace Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Workplace Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious injuries/incidents and monitor corrective actions
- Ensure organisational compliance with health and safety legislation

Supervisors will:

- Implement the WHS Policy, WHS Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all injuries/incidents within area of responsibility
- Ensure liaison with workers, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all workers are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

Duty of Officers

If a person conducting a business or undertaking has a duty or obligation under the Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

**Duties of Worker's and other persons at the workplace:**

Workers will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions
- Participate in all training as requested
- Participate in the consultation process

Other Persons at the workplace will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

## 1.6 Consultation with Worker Representative

Pure Rail is committed to consultation and co-operation between management and workers, to any change or input to the health and safety policy that will affect the workplace.

## 1.7 Reporting and Recording of Workplace Incidents and Injuries

Pure Rail has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

### 1.8 Continuous Improvement in Health and Safety

Pure Rail's WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

### 1.9 Manager's Understand Health and Safety Management

Pure Rail's Directors, are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and consultation with workers in all aspects of WHS management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

### 1.10 Management Support Early RTW of Injured Worker

Pure Rail supports the early return to work (RTW) of injured worker's provided this has been endorsed by a medical physician that the injured worker is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

## 2. TRAINING AND SUPERVISION

### 2.1 Health and Safety Induction Programme for New Worker

“First Day Induction” for new or transferred workers is to be provided by a suitably qualified person. The Induction is a verbal explanation and assessment of the experience and qualifications of the employee to establish a level of competence, to an extent that Pure Rail staff are confident to safely deploy their services.

All items on the relevant First Day Induction Checklist Form (PRF-002) are to be discussed with the worker, this includes:

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss; etc.

The induction form is to be signed by both the new worker and the person providing the training and held in the personnel file.

### 2.2 Identification of Health and Safety Training Needs

Pure Rail will undertake on going assessment of required training in association with the On-Rail Track Easy system, to ensure that every worker is provided with the appropriate training. Procedures are in place to ensure that workers have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

Pure Rail documents and records training provided to establish and evaluate its effectiveness. The WHS competency standards include:

- assessment against the governing authority’s competency matrix,
- examining job descriptions, analysing work tasks,
- analysing results of inspection and audits and review of incident reports.

### 2.3 Health & Safety and Training Information are clearly understood

All workers who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the training record database. All in-house and external training is recorded and signed by workers who participated. The worker must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training.

The Human Resource Manager may at any time ask an employee to complete;

- post training questionnaire,
- practical demonstration,
- Verbal confirmation on studies undertaken,



## 2.4 Access to Staff with Skills, Experience and Qualification for Training

Pure Rail ensures that its managers and workers are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the “Training Attendance Register Form” with their qualification, relevant skills, and experience.

## 2.5 Process to Determine External Trainers

External trainers are selected by demonstration of;

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

Selection Criteria:

- Knowledge and understanding of our business.
- Provision of services that meet our training requirements.
- Understanding of our culture and meeting the special demands that this places on providers.
- Cost effective solutions that can be customised if necessary to our specific requirements.
- Meet legal requirements of contract obligations e.g. St John First Aid

## 2.6 Health and Safety Documented Control System

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. Pure Rail has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Workers are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

WHS documentation supports worker awareness of what is required to achieve the WHS objectives and enables the evaluation of the system and performance. The documentation, also known as the WHS manual, are current, comprehensive, and dated (date of next revision), to ensure it is the current version.

Access to the documentation is available to all workers. The document contains the name of the contact person with specific responsibilities to WHS issues.

## 2.7 Access to Health and Safety Information

WHS Manuals are available where Pure Rail operations are performed and are easily accessed by all workers. Other safety information such as current WHS legislation, Internet, and other WHS information are available to all personnel.

## 2.8 Availability of medical resources

As per the Pure Rail Pre Work Brief document, each worksite must have access to a public medical facility (within 50km) of the worksite. If this is not the case, a suitably qualified individual will be nominated as the First Aid officer for the site. This nomination is to occur prior to any work being undertaken. First aid facilities will be nominated prior to undertaking work and detailed in the



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Worksite Protection Plan, which is mandatory for each site. This information will be recorded in permanent form.

### 3 Hazard Identification, Assessment & Management

#### 3.1 Risk register

Hazard	Likelihood	Severity	Risk Rating	Possible controls	Responsible Officer
Struck by train	4	4	VH	Implement Safeworking controls Safe Work Method Statement	Protection Officer
Workers affected by alcohol	3	3	M	Exclude any suspects from the worksite Pure Rail random testing	Director Protection Officer
Fatigue	3	2	L	Conform to Pure Rail fatigue policy Fatigue management by Pure Rail directors	Director Protection Officer
Inaccurate maps	2	2	L	Links to current maps and track diagrams	Director Protection Officer
Lack of communication	3	3	M	Ensure correct communication devices are available. Eg Radios, mobile or satellite phone.	Director Protection Officer

#### 3.2 Risk matrix

Consequence						
OPERATIONAL		< 6 hours track closure	> 6 hours track closure but less than 24 hours track closure	> 24 hours but less than 48 hours track closure	> 2 days but less than 5 days track closure	> 5 days track closure
FINANCIAL		< \$250,000	> \$250,000 but less than \$2,000,000	>\$2M but less than \$10M	> \$10M but less than \$50M	> \$50M
SAFETY		No medical control	Lost time injury occurs or medical control required	Serious injury occurs	Single fatality occurs	Multiple but localised fatalities occur
		Not Significant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
<b>Almost Certain</b> Once per month	5	M	M	H	VH	VH
<b>Likely</b> Between once a month and once a year	4	L	M	H	VH	VH
<b>Possible</b> Between once a year and once in five years	3	L	L	M	H	H
<b>Unlikely</b> Between once in 5 years and once in 20 years	2	L	L	L	M	M
<b>Rare</b> Once in more than 20 years	1	L	L	L	L	M

### 3.3 Identifying Hazards and Managing Risks

We will systematically identify hazards and assess risks before work starts by using the hierarchy of control (see 3.4) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with core site duties
- using a pre-work brief form to control general risks

We will also identify risks:

- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified on the worksite must be reported immediately to Pure Rail.

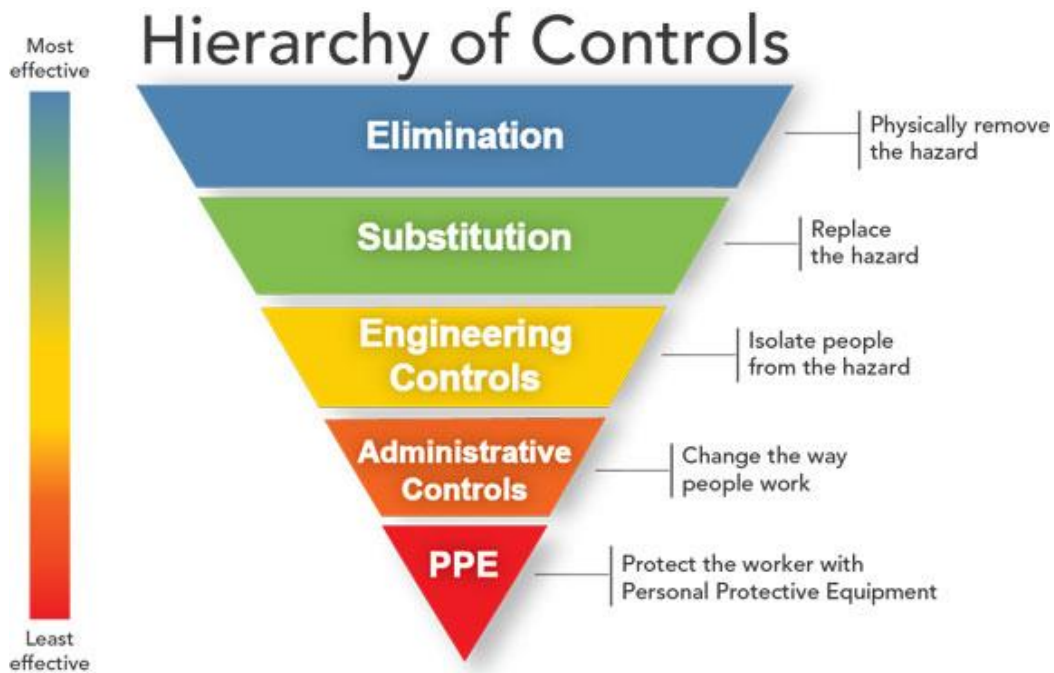
We will inform our workers of our risk management procedures.

### 3.4 Hierarchy of Control

We at Pure Rail will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.



## 4 Injury Reporting, Recording and Investigation

This procedure describes how injuries are reported by workers. The Incident Report applies to the reporting of any personal injury sustained within working hours. The procedure applies to all workers and contractors.

### 4.1 Reporting

- Pure Rail shall ensure the Injury Report Form (PRF010c) is available to all workers in all work locations.
- If there is an immediate risk of injury or illness a worker shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the incident to their supervisor.

### 4.2 Recording

- Workers shall immediately report any incident to their supervisor and complete the Incident Report Form (refer Form PRF010). The worker should keep a copy of the completed form.
- The supervisor on receipt of the Incident Report Form shall:
  - take action to prevent additional workers being exposed to any further hazard.
  - forward the Incident Report to a Director immediately on receiving the report.
  - Ensure the injured work receives adequate medical attention immediately.
- The Director(s) shall provide all Injury Reports for tabling at the safety meeting and shall allow workers access to the Injury Report file.

### 4.3 Investigation

- The Director(s) shall, as soon as practical, contact the injured worker and arrange for suitable return to work duties and actively assist in rehabilitation.
- Copies of Injury Reports are to be filed under “Injury Reports”.

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- Each injury shall be tabled and raised at the relevant safety meetings for full investigation and appropriate action.
  - Any Corrective Actions deemed to add value to the business or its workers shall be documented in permanent form on the Corrective Action register.
  - The Manager will ensure that an explanation of this procedure is included in the induction for new workers and contractors (refer form PRF002).
  - The Injury Reporting Procedure is to be explained in safety meetings every 6 months.

## 5 Consultation and communication

### 5.1 Consultation

We will consult with all workers and contractors on WHS issues:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Method Statements
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring

We will also consult with contractors and suppliers on WHS issues associated with any products or services provided:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures

### 5.2 Communication

We will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan before starting any work. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone associated with Pure Rail via:

- induction
- pre-work briefs
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents

### 5.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- First violation: verbal warning (and advise contractor if it involves their worker/s)
- Second violation: written notification (and advise contractor if it involves their worker/s)
- Third violation: complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

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## 6 Environmental considerations

Although Pure Rail does not fulfil the role of a Principal Contractor, certain considerations must be given to protecting the environment and ensuring the correct environmental controls are in place.

### 6.1 Considerations

When attending site, Pure Rail staff should satisfy themselves that the principal contractor is maintaining a detailed list of hazardous chemicals on each job site.

### 6.2 Chemical hazards in the workplace

Pure Rail will provide resources, both Safety Data Sheets (SDS) and basic label information training, via the Members area of the Pure Rail Website. This information is to be used when dealing with potentially hazardous chemicals. Should the SDS be not available for any potentially hazardous substance, under no circumstances is the chemical to be brought on to/used within the worksite. In this instance, Pure Rail Directors are to be contacted immediately.

### 6.3 Use of potentially hazardous chemicals in the workplace

Before entering a Principal Contractors worksite, Pure Rail employees will declare any hazardous substances to the Principal Contractors safety officer and ensure the material is added to the Hazardous Substances Register for the site. A copy of the SDS is to be provided to the Principal Contractor.

### 6.4 Care of Hazardous Chemicals

Pure rail employees will take reasonable care to ensure labels and other forms of warning are not defaced or removed. Pure Rail employees shall not remove or deface labels on incoming containers of hazardous chemicals.



## 7 Emergency Planning

### 7.1 Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the work site
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- notify Network Control as per the ARTC Emergency Procedure.
- notify Pure Rail
- assemble in the nominated assembly points until you receive further instructions from the Pure Rail or emergency services personnel

### 7.2 Notifiable incidents

We will report the following incidents to WorkCover:

- a fatality
- an incident requiring hospitalisation
- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury

**In the event of such an occurrence:**

- notify the Pure Rail who must notify WorkCover by the quickest means possible. The number for WorkCover is 13 10 50
- fax an Incident Notification Form to Workplace Standards as soon as possible following the incident (must be within 48 hours)
- do not disturb the site until given clearance by Pure Rail who will take advice from WorkCover
- Pure Rail will confirm the reporting requirements required by WorkCover, the track owner and NSW Police
- Pure Rail shall only give permission to disturb the site when notified by WorkCover that a formal investigation is not required
- if a formal investigation is required, Pure Rail will secure the site

### 7.3 First aid

- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify Pure Rail immediately
- First aid should be administered by trained first aid personnel.

**In the event of a person being injured, trained first aid personnel should:**

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify Pure Rail immediately. In all other circumstances notify Pure Rail as soon as practicable.

## 8. Controlled Document Register

Please refer to PR-REG-006\_01 Controlled Documents Register for a full suite of Pure Rail's documents, including:

Policies

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Procedures  
Process Definitions  
Registers  
Forms  
Information only documents