

**RAI-PRO-003 RAIL SAFETY MANAGEMENT SYSTEM OVERVIEW**

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# INTRODUCTION

Mid West Ports Authority (MWPA) is the owner and operator of the Port of Geraldton which has as its core business the facilitation of trade through the safe and efficient operation of the Port Marine, Port Landside and Rail Terminal infrastructure.

MWPA is accredited by the Office of the National Rail Safety Regulator as a Rail Infrastructure Manager and Rolling Stock Operator within the terms of the *Rail Safety National Law (WA) Act 2015* for the operation of the MWPA Rail Terminal. As part of the MWPA rail accreditation a Rail Safety Management System is in place as required by the *Rail Safety National Law (WA) Act 2015* and the *Rail Safety National Law (WA) Regulations 2015.*

The MWPA Rail Safety Management System (SMS) is comprised of a suite of policies, procedures, documents and agreements which together constitute the means to manage the railway infrastructure and operations safely. This document outlines the structure of the MWPA Rail SMS.

* References to relevant documentation will be listed in these shaded boxes.

# GENERAL REQUIREMENTS

## Mid West Ports Authority

MWPA performs its functions in accordance with the *Port Authorities Act 1999*. This legislation provides Geraldton Port with the powers necessary to perform its functions which include a responsibility to facilitate trade by implementing safe and efficient operations and to otherwise control the port business and other activities for the State’s economic benefit while protecting and minimising the port’s impact on the environment.

In delivering its function, MWPA is required to act in accordance with prudent commercial principles. The *Port Authorities Act 1999* confers exclusive control of the port to the Port Authority, subject to any direction by the Minister.

## Board of Directors

Geraldton Port is governed by a Board of up to seven directors appointed by the WA Minister for Transport.

* Strategic Development Plan 2014/15 to 2019/20

Their role is to determine the policies and to control the affairs of the port. The directors develop MWPAs rolling five year strategic development plan and annual statement of corporate intent and submit these planning documents to the Minister for Transport.

## Organisational Structure

* Organisational Chart

An organisational structure is published to MWPAs intranet.

The officer accountable for the safe operation and maintenance of the Rail Terminal is the General Manager - Operations. Engineering responsibility lies with the Engineering Manager. Operations responsibility lies with the Operations Manager.

## Quality Systems

* Certificate Number 04288001-SEQ-003 issued by NCS International

In April 2013 MWPAs management systems were recertified to AS/NZS ISO 9001 Quality management systems, AS/NZS 4801 Occupational health and safety management systems and AS/NZS ISO 14001 Environmental management systems.

The quality system requires Board approval of all policies and related procedures require approval by the persons nominated in the MWOPA Level of Authority. All procedures have an identified document custodian responsible for maintaining the currency of the procedure.

## Scope and Nature of Railway Operations

The MWPA Rail Terminal infrastructure comprises a single run-around track, a rotary twin-cell car dumper track, a bottom discharge ore dumper track and a grain discharge track, together with connecting turnouts to provide for operating flexibility. The rail track within the discharge facilities is excluded from the rail infrastructure as it forms a part of the fixed infrastructure associated with ore or grain discharge.

The Rail Terminal infrastructure also comprises boundary fencing, access gates, signage, and three port controlled level crossings. An over-line pedestrian footbridge is excluded from the rail infrastructure as it forms part of the Maritime Security Identification Card (MSIC) boundary and is considered part of the Port infrastructure.

The MWPA Rail Terminal infrastructure interfaces with the Arc Infrastructure railway network on three rail tracks at km 0.641 in Geraldton. The connecting interfaces occur on the western side of the Connell Road level crossing on each of the tippler, run-around and grain tracks. A diagram of tracks with turnouts, level crossings and interfaces identified is available.

* Rail Terminal Schematic Diagram Drawing 041-RA-0001

Train operations within the Rail Terminal are provided by others. MWPA provides overall co-ordination of train movements through the services of a MWPA Rail Terminal Coordinator.

# SAFETY POLICY AND SAFETY CULTURE

* OSH Policy No. 10

MWPA is committed to developing and maintaining an effective, positive safety culture that represents all aspects of the way things are done within the organisation and where the safe way is the only way.

In everyday language, culture is “*the way we do things around here*” and in MWPA a positive safety culture is characterised by our commitment to awareness, assessment and action on safety matters as a part of everyday business, at every level of an organisation and supported by an open communications style throughout the whole organisation.

A positive safety culture is fundamental to the effectiveness of our safety management system and the MWPA safety management system is focussed on specifying the methods that are used, in so far as is reasonably practicable, to promote and maintain a positive safety culture.

MWPAs positive safety culture is characterised by:

* communication founded on mutual trust;
* shared perceptions of the importance of safety; and
* confidence in the efficacy of preventive measures.

Key elements of the MWPA positive safety culture to promote and maintain such a culture are:

**Committed Leadership**:

MWPAs leaders actively encourage and participate in safety initiatives and activities. This is achieved through events and communications, staff mentoring, provision of resources, and providing safety incentives.

**Keeping People Informed**:

MWPAs team members at all levels know what is going on in the organisation. This includes collecting, analysing and disseminating relevant information derived from the workforce, safety occurrences, near misses, and regular proactive checks of MWPAs safety activities.

**Maintaining Vigilance**:

MWPAs team members are constantly on the lookout for the unexpected. They focus on problems and issues as they emerge well before they can escalate to more serious occurrences. Employees are prepared to look upon these potential risks as a sign the system might not be as healthy as it should or could be.

**Promoting a Just Culture Environment**:

MWPA promotes a ‘just culture’ which acknowledges human error and the need to manage it by supporting systems and practices that promote learning from past errors or mistakes. It encourages uncensored reporting of near miss occurrences and worker participation in safety issues. A ‘just culture’ is transparent and establishes clear accountability for actions. It is neither ‘blame free’ (awarding total immunity for actions) nor ‘punitive’ (enacting a disciplinary response regardless of whether acts were intentional or deliberate).

**Promoting Organisational Flexibility**:

MWPA is capable of adapting effectively to meet changing demands. This relies on being prepared for and practiced in handling changing circumstances with people competent to lead and carry out tasks. Flexibility allows teams to operate effectively and autonomously when required, without the need to adhere to unnecessarily inflexible rules.

**Encouraging Willingness to Learn**:

MWPA is willing and eager to learn from its workers, its own experiences and from corporate safety databases. MWPA and its employees use the information to improve safety and act on the lessons derived. In developing and maintaining a positive safety culture, MWPA applies the following guiding principles:

* the importance of leadership and commitment of senior management;
* the executive safety role of line management;
* the need to involve rail safety workers at all levels;
* the need for openness of communication;
* the need for human factors to be positively addressed;
* awareness and recognition of opportunities for safety improvement; and
* willingness to apply appropriate resources to safety.

The MWPA Safety Policy is contained within MWPA Occupational Health and Safety Policy No. 10 which is published to MWPAs internet and intranet sites. This document outlines MWPAs approach to safety culture.

# MANAGEMENT AND GOVERNANCE

Corporate Risk Registers which include safety are maintained and reviewed quarterly. A monthly safety report is presented to the MWPA Board which includes all incidents and an overview of safety performance. Quarterly management review meetings are held with senior managers to monitor safety performance.

* Operations Risk Register HSEQ-RG-22

Rail Safety Risk Assessments have been undertaken with regard to all Rail Safety Interface risks and they form part of the Risk Register. These Risk Assessments cover both the operations and maintenance activities within the MWPA Rail Terminal.

A Heath, Safety and Environment (HSE) Committee is established and meet monthly. Discussions and outcomes from these meetings are minuted. A Health, Safety Environment and Quality (HSEQ) Manager is in place and responsible for development and implementation of safety management systems.

## Management, accountabilities, responsibilities and authorities

* Procedure 2.4 Health Safety, Environment & Quality Responsibilities

Procedure 2.4 Health, Safety, Environment & Quality Responsibilities details the responsibilities of those accountable for the safe management of the rail infrastructure and operations. This procedure is also published on MWPAs internet and intranet sites. The MWPA Organisational Structure provides for accountability and responsibility for the safe operation of the Rail Terminal.

Documented position descriptions are in place reflecting the responsibilities of incumbents:

* Management of rail: General Manager – Operations; and
* Safety management: HSEQ Manager, OSH Officers x 2, HSEQ Administrator.

A specific budget has been established for safety management.

## Independent Audit

* Procedure 2.14 HSEQ Auditing Procedure

System audits are conducted annually and certification surveillance audits are currently conducted six monthly. MWPA Procedure 2.14 HSEQ Auditing Procedure is in place. This procedure is published to MWPAs intranet site.

## Reporting process

MWPA Procedure 2.3 Incident Reporting and Investigation system is in place. This procedure is published to MWPAs intranet site. MWPA operates an online incident reporting system called STEMS. The system records incidents and tracks resultant actions with reports of actions outstanding being subject to executive review.

* Procedure 2.3 Incident Reporting and Investigation

Incidents are escalated to senior managers as appropriate and reported to regulatory authorities as required by legislation.

Incidents of note are tabled by the HSEQ Manager at weekly management meetings.

All incidents are tabled at the monthly HSE Committee meeting.

All incidents are reported to the MWPA Board at the monthly meeting.

# REGULATORY COMPLIANCE

* Procedure 2.15 Legal and Other Requirements

MWPA Procedure 2.15 Legal and Other Requirements is in place. This procedure is published to MWPAs intranet site. MWPA subscribes to an on-line legislative update programme (Workplace Safety Australia) which includes rail safety and regulatory topics.

MWPA subscribes to a number of other online industry updates and newsletters. A standard agenda item ‘Legal and Other Updates’ is included at the monthly HSE Committee.

# DOCUMENT CONTROL ARRANGEMENTS AND INFORMATION MANAGEMENT

Policies, procedures and forms are allocated a number under the naming convention identified in MWPA Procedure 1.1 Policy & Procedure Overview and Document Control. A Document Register is maintained which includes date of last review and due date for next review.

* Procedure 1.1 Policy & Procedure Overview and Document Control

Due date for policy and procedure review are monitored by the HSEQ Administrator and included in the monthly HSEQ Report which is distributed to managers.

## Document Review and Changes

* Policy No. 19 Records Management
* Procedure 1.6 Records Management

All Policies must be approved by the MWPA Board and all Procedures must be approved in accordance with MWPA Policy No 21 ‘Levels of Authority’. All documents are published to MWPAs intranet and relevant documents are published to MWPAs internet site.

Documents are distributed to relevant internal and external stakeholders when they are updated. A HSEQ Alert system is in place to facilitate communications with external stakeholders. Relevant changes are discussed at HSE Committee meetings.

Retention of records and documents is in accordance with the records management system procedures and policies.

# REVIEW OF SAFETY MANAGEMENT SYSTEM

Procedure 1.1 Policy & Procedure Overview and Document Control outlines requirements for review of procedures and systems. A monthly HSEQ Report is distributed to senior managers which includes procedures due for review.

* Procedure 1.1 Policy and Procedure Overview.
* Procedure 1.10 Management System Reviews
* Procedure 2.36 Annual Review of Rail Safety Management System
* OHS-GUI-004 Critical Dates Calendar

Management review meetings are held quarterly to monitor the SMS performance and status.

A Critical Dates Calendar is in place and reviewed monthly – this calendar includes due date for management system audits, quarterly management review meetings and the annual rail performance report.

Dates for document review are noted in in the Document Register.

Procedure 2.36 Annual Review of Rail Safety Management System outlines review requirements. Procedure 2.14 HSEQ Systems Auditing requires an internal audit by an independent party every second year. The HSEQ Audit Schedule includes a requirement for an annual rail review and report to the Office of the National Rail Safety Regulator each calendar year.

# SAFETY PERFORMANCE MEASURES

Systems are in place to collect and analyse safety performance. Information is disseminated via a monthly HSEQ Report to senior managers, monthly MWPA Board report and HSE Committee meetings. Key performance indicators (KPIs) include:

* No. of lost time injuries;
* No. of medical treatment injuries;
* No. of first aid injuries;
* No. of hazard inspections completed vs hazard inspections required;
* No. of open incidents in STEMS;
* No. of overdue incidents in STEMS;
* No. of open hazards in STEMS;
* No. of overdue corrective actions in STEMS;
* Scheduled compliance audits completed vs. audits required; and
* Drug and alcohol tests undertaken during month.

A HSEQ Alert system is in place to disseminate important safety information to stakeholders. The following regular stakeholder meetings occur:

* Karara Mining – monthly operations meeting;
* Mineral Importers and Exporters Liaison Group (MIELG) – quarterly meeting.

# SAFETY AUDIT ARRANGEMENTS

* Procedure 2.14 HSEQ Auditing Procedure
* HSEQ-RG-012 HSEQ Audit Schedule
* OHS-GUI-004 Critical Dates Calendar

Procedure 2.14 HSEQ Systems Auditing Procedure in place and includes a system to rate audit findings, auditor training requirements and system audit timeframe. Several audit tools and templates are available to assist with compliance auditing. Audit results are reported to the GM Operations as the position responsible for the MWPA Rail Terminal.

An Audit Schedule is in place and incorporates rail specific contractors/safety issues/ procedures. A Critical Dates Calendar is in place and monitored monthly.

# CORRECTIVE ACTION

* Procedure 1.13 Non-conformance, Corrective & Preventative Action
* Risk Registers

Procedure 1.13 Non-Conformance, Corrective & Preventative Action addresses corrective actions. Systems and processes in place for addressing corrective actions include:

* STEMS online software program includes a corrective actions register;
* Incidents and risks of concern are tabled at the weekly manager meeting and discussed;
* A monthly HSEQ Report is provided to senior managers on the status of corrective actions;
* Outstanding corrective actions are raised for discussion at the quarterly management review meeting;
* Risk Registers which include corrective and preventative actions are reviewed quarterly;
* Significant risks are discussed individually at Quarterly Management Review meetings including the status of any preventative actions; and
* Monthly HSE Committee meeting where corrective actions relating to non-conformances of significance are monitored and discussed.

# MANAGEMENT OF CHANGE

* Procedure 4.53 Change Management Procedure

Procedure 4.53 Management of Change outlines the procedure for undertaking changes to railway infrastructure or operations. The procedure outlines responsibilities, processes, establishing the context of change, consultation with stakeholders, the need for risk assessment, evaluating the levels of change and developing implementation plans. It further requires that the SMS be reviewed and any changes monitored.

# CONSULTATION

Procedure 1.4 Communication and Consultation Procedure is in place. Procedure 4.53 Management of Change – Rail outlines the procedure for undertaking changes to railway infrastructure or operations which require consultation with stakeholders before changes are undertaken.

* Procedure 1.4 Communication and Consultation

The Rail Interface Agreement requires parties interfacing with MWPA rail operations or infrastructure to consult prior to their making changes to infrastructure or their operations. MWPA is also required to consult as part of the Rail Interface Agreement.

A daily update email is forwarded to keep port stakeholders abreast of operational activities.

A Port Operations, Safety and Environment group and Minerals Importer Exporter Liaison Group (MIELG) meet quarterly. All relevant stakeholders involved in port operations are invited to attend these meetings. A monthly operations meeting is held with Karara Mining.

A Quarterly Rail Operators meeting involves the above rail operators the contracted terminal supervisory personnel and the MWPA.

# INTERNAL COMMUNICATIONS

* Procedure 1.4 Communication and Consultation
* Procedure 4.53 Management of Change

Procedure 1.4 Communication and Consultation Procedure is in place. Procedure 4.53 Management of Change - Rail outlines the procedure for undertaking changes to railway infrastructure or operations which require consultation with stakeholders before changes are undertaken.

Regular staff meetings and toolbox talks are held. Safety noticeboards are located in amenities building for field based personnel. Email updates are sent to office based personnel as required.

A HSE Committee meeting is conducted at regular intervals to review and discuss hazards, incidents, non-conformances and legislative or other changes.

# RISK MANAGEMENT

* Procedure 1.7 Risk Management
* Various safe work procedures
* Form 1.7L JSEA

Procedure 1.7 Risk Management Procedure is in place which sets out the process to be followed to undertake risk assessment and ranking. The procedure includes reference to the hierarchy of controls and a requirement to manage those risks so far as is reasonably practicable.

Safe work procedures are in place for routine activities in the Rail Terminal. A Job Safety & Environment Analysis (JSEA) system and a Take 5 system are additional tools in place to assist identify and manage hazards and risks.

When undertaking a risk assessment, it is essential that consideration is given to the potential of risks arising from human error. In particular, consideration of potential for human error must be included in risk assessments for areas such as:

|  |  |
| --- | --- |
| * Team processes | * Business processes |
| * Organisational culture | * Organisational design |
| * The human/machine interface | * Operational procedures |
| * Design and development | * Internal/external interfaces |
| * Businesses to Business interfaces |  |

A visual rail track inspection is carried out once in every 24 hour period to identify any issues that may have arisen and daily mine site inspections are undertaken for the MWPA managed train unloader which interfaces with the Rail Terminal. General Job Safety Observations and Hazard Inspections are conducted regularly.

The MWPA procedure measures risk against a matrix of consequence/impact and likelihood on scales of 1 (insignificant/rare) to 5 (extreme/almost certain) to arrive at a multiplied score of between 1 and 30.

|  |  |  |
| --- | --- | --- |
| **Level** | **Risk** | **Risk Acceptance** |
| 1-4 | Insignificant | Risk reduction not likely to be required as resources likely to be disproportionate to the reduction achieved. |
| 5-12 | Tolerable | Drive risks down towards Insignificant level. Residual risk tolerable only if further reduction is impracticable. |
| 15-30 | Significant | Risk not acceptable unless in extraordinary circumstances. |

Figure 1 – Risk Acceptability Criteria

A Risk Register is maintained and is subject to regular review. The Rail Safety Risk assessment is an attachment to the Rail Interface Agreement.

## Staff Risk Management Competency

* Procedure 8.3 Induction and Orientation

All persons working within the MWPA Rail Terminal whether MWPA staff, MWPA contractors or employees of customers accessing the Rail Terminal are required to have undertaken MWPA induction as required by MWPA Rail Siding Procedure 2.24 and Procedure 8.3 Induction and Orientation.

## SMS Integration

As almost all rail related activity within the Rail Terminal involves the MWPA and one or more other parties, a rail risk register is maintained as a part of the Rail Interface Agreement and is subject to regular review.

# HUMAN FACTORS

MWPA is committed to ensuring that human factors are considered in developing, operating and maintaining the rail safety management system. The term ‘human factors’, or ergonomics, takes into account not only the relationship between an individual, the equipment and working environment but also the organisation as a whole, its people, working practices and technology.

Human performance and behaviour depends on external conditions such as the workplace environment (noise, temperature, etc.), culture, organisational factors and on psychological, physiological and anatomical human factors. Five critical areas of human factors to consider are shown in Figure 3 and further explained below.

Figure 2 – Critical Areas of Human Factors

* Policy 15 Fitness for Duty
* Procedure 2.16 Fitness for Duty
* Procedure 2.3 Incident Reporting and Investigation

MWPAs adopted incident investigation process gives consideration to human factors and considers James Reason’s Swiss Cheese model. Procedure 2.16 Fitness for Duty provides an overview of MWPAs commitment to the human factors of the business.

## Specific application of Human Factors Principles within MWPA

MWPA will endeavour to apply Human Factors principles to its business in the following ways:

* systematic integration of human factors principles into rail operations and processes;
* application of human factors engineering in the design and procurement of new rail equipment, the installation, use, maintenance and eventual disposal of rail equipment;
* development of optimum functional specifications and safe design of rail jobs and tasks;
* human engineering assessment and redesign of rail workplaces, equipment and environments in order to enhance safety, to optimise performance and to increase user satisfaction;
* development of optimal safe working procedures and working instructions using human factors principles to ensure that minimal personal effort and individual and system safety are achieved;
* safety culture assessment and improvement including organisational change management;
* tailored training in human factors issues to increase safety outcomes (e.g. safety investigations, operator training, investigator training in the identification and analysis of human factor issues);
* identification of worker competency requirements and implementation of effective competence management systems to achieve improved system safety and optimise performance;
* determination and assessment of physical work demands associated with rail safety work; and
* continual improvement of rail systems through the development and human factor testing of error tolerant systems; these are system aimed both at avoiding errors and assisting.

## Design

Equipment, processes, procedures and rules must be designed so they are fit for purpose. Consideration must be given to:

* How easy it is for the user to understand;
* How straightforward and safe it is to operate;
* How well it supports the user’s task; and
* How well it fits with related equipment, processes, procedures and rules and their users.

## Culture

Culture is both a product and a cause of the way people behave with each other. MWPA is committed to developing and maintaining a safety culture and this is documented in the Occupational Health and Safety Policy No. 10.

## Training

Training is a continuous process that allows our workforce to be developed in ways that fulfil their own potential as well as the needs of the organisation. MWPA is committed to ensuring that workers involved in the rail terminal have the right level of training to safely and confidently deliver these services.

## Conditions

MWPA is mindful of the impact working conditions can have on performance which may include workload, level of responsibility, rostering and fatigue, motivation and wellbeing. MWPA is committed to ensuring that supervisors are appropriately trained to lead and support those under their supervision and to ensure a safe and healthy working environment is maintained.

# PROCUREMENT AND CONTRACT MANAGEMENT

## Purchasing and Procurement

* Procedure 5.5 Purchase of Goods and Services
* Procedure 5.6 Capital Expenditure
* Procedure 5.15 Assessing & Rating Goods and Services
* Procedure 5.16 Tendering for Goods and Services
* Procedure 5.19 Procurement of Rail Plant and Equipment

MWPA has a dedicated finance and purchasing team in place including a Procurement Officer. The following arrangements addressing procurement and contract management are in place:

* Procedure 5.5 Purchase of Goods and Services;
* Procedure 5.6 Capital Expenditure;
* Procedure 5.15 Assessing & Rating Suppliers;
* Procedure 5.16 Tendering for Goods and Services; and
* Procedure 5.19 Procurement of Rail Plant and Equipment Services.

## Contract Management

MWPA has a dedicated Commercial team in place which includes a General Manager – Corporate Services, Commercial Manager, Commercial Administrator. This team is responsible for managing contracts, leases, licences, service agreements and other contractual arrangements. This includes monitoring performance against requirements and addressing any non-conformances.

* Procedure 6.1 Negotiation of Commercial Agreements

Procedure 6.1 Negotiation of Commercial Agreements provides an overview of the Commercial section’s processes.

A Contractor and Worker Requirements Handbook has been developed outlining the general safety requirements for contractors working at Geraldton Port.

# ENGINEERING AND OPERATIONAL SYSTEM SAFETY

## Infrastructure Aspects

The MWPA Strategic Asset Management Plan (SAMP) contains the maintenance plan and asset register. The SAMP plan is broadly in line with the WestNet Code for maintenance of the narrow gauge network. The asset management plan includes MWPA800 Guidelines for Rail Infrastructure based upon a careful engineering review of the MWPA Rail Terminal operations and traffic levels which are then then balanced against the Arc Infrastructure Mainline Narrow Gauge Code of Practice Track & Civil Doc No.W190-400-002. The chapters of the MWPA800 Guidelines for Rail Infrastructure include guidance and statutory requirements for rail infrastructure in general. Appendix A contains an Addendum that has been prepared for the Narrow Gauge rail infrastructure at the MWPA Rail Terminal.

## Electric Traction Infrastructure Aspects

Not applicable.

## Rolling Stock Aspects

* Rail Safety Interface Agreement between Mid West Ports Authority and Australia Western Railroad Pty Ltd, Karara Mining Limited, Co-operative Bulk Handling Ltd, Watco (WA) Rail Pty Ltd and Brookfield Rail

The Rail Interface Agreement with train operators prohibits the use of rolling stock at the MWPA rail terminal unless it has been authorised for use on the Arc Infrastructure rail network. The Rail Interface Agreement requires train operating companies to maintain the locomotives and rolling stock.

## Interfaces

Rail Interfaces are with the Arc Infrastructure rail network at km 0.641 in the Rail Terminal at Geraldton on each of the Karara Mining Ltd (KML), run-around and grain tracks. A siding connection licence is in place for these connections and Arc Infrastructure are party to the Rail Interface Agreement.

## Construction and Installation

Construction and installation is required to be conducted within the terms of the Arc Infrastructure Mainline Narrow Gauge Code of Practice Track & Civil Doc No.W190-400-002, including design, manufacture and installation and the MWPA800 Guidelines for Rail Infrastructure.

## Implementation and Commissioning

Implementation and commissioning is required to be conducted within the terms of the MWPA 800 Guidelines for Rail Infrastructure and the Arc Infrastructure Mainline Narrow Gauge Code of Practice Track & Civil Doc No.W190-400-002.

## System Operation

* Procedure 4.54 Train Management MWPA Rail Terminal
* Procedure 2.24 Rail Terminal Procedure

There are no train ‘running signals’ within the terminal. All train movements are at the direction of the MWPA Rail Terminal Coordinator.

System operation is outlined within Procedure 4.54 Train Management MWPA Rail Terminal (Guidelines) which mandate the use of the Arc Infrastructure Rules within the Rail Terminal.

Procedures are in place for shunting at the KML ore unloader, the common use bottom-dump facility and the CBH grain discharge facility.

The train management guidelines, shunting procedures and Rail Terminal Procedure 2.24 are attachments to the Rail Interface Agreement.

## Operational Communications

Operational communications are by two-way radio with discrete channel operation for unloading operations and concurrent open channel for train-to-train and train-to-Rail Terminal Coordinator communication.

## Modifications

* Procedure 2.24 Rail Terminal Procedure
* Procedure 4.53 Change Management

Procedure 2.24 Rail Terminal and Procedure 4.53 Change Management outline steps to be followed to modify the infrastructure. The procedures require appropriate engineering and operational assessment and post implementation review as well as a review of the Interface Agreement.

The MWPA Rail Terminal Procedure 2.24 is attached to the Rail Interface Agreement.

## Decommissioning and Disposal

Section 2.11 of the Strategic Asset Management Plan considers decommissioning and disposal. There are no plans to decommission or dispose of any rail assets within the Port at this time. Where the requirement to dispose of an asset arises, the relevant MWPA manager will arrange for the safe removal and disposal of the asset and, if required, update any procedures to reflect the maintenance and operation of the remaining assets.

Where an asset is found to be outside acceptable technical or operational limits or is considered unsafe, the Engineering Manager will request the maintenance contractor to instigate the necessary restriction on use or, if necessary, closure until the asset can be returned to an acceptable condition to ensure the continued safe operation of the Rail Terminal.

## System Integration

The integration of the system is encompassed within the Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

## Engineering Design

MWPA requires that engineering design conforms to the MWPA 800 Guidelines for Rail Infrastructure and/or the Arc Infrastructure Mainline Narrow Gauge Code of Practice Track & Civil Doc No.W190-400-002.

# PROCESS CONTROL

* 1.2 Quality Manual

Procedure 1.2 Quality Manual outlines the process control procedures in use at MWPA.

## Calibration of equipment

* OHS Management Plan

Procedure 2.9 Health, Safety & Environmental Monitoring Procedure outlines the equipment calibration procedures in use at MWPA.

## Inspection and testing

The Strategic Asset Management Plan outlines the rail infrastructure inspection and maintenance regime. A MEX asset maintenance software program is in place for routine maintenance and testing of equipment.

This program is used to track assets, parts, labour and manage workload including preventative maintenance (PM).

## Interface with other operators or systems

Integration of the system is encompassed within the Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

# ASSET MANAGEMENT

* Procedure 1.20 Asset Management Strategy
* Procedure 4.72 Asset Management Plan Structure

MWPA has in place a Strategic Asset Management Plan for the Rail Infrastructure. The Strategic Asset Management Plan includes an asset register, maintenance plan, maintenance procedures and condition report.

The Strategic Asset Management Plan outlines the rail infrastructure inspection and maintenance regime.

The Strategic Asset Management Plan requires inspections to be documented and for regular condition assessments to be conducted.

# INTERFACE COORDINATION

All interfaces are encompassed within a single Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

# MANAGEMENT OF NOTIFIABLE OCCURRENCES

* 2.3 Incident Reporting and Investigation
* 2.39 Rail Video and Voice Recording Procedure

Procedure 2.3 Incident Reporting and Investigation outlines procedures and requirements for the management of notifiable occurrences.

The Rail Interface Agreement outlines each party’s responsibilities including the requirement to preserve the scene where required.

MWPA, its maintenance providers and the train operating companies will notify each other of incidents that may impact on, or have the ability to affect the safety of employees and/or this service.

The MWPA shall be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Law (Act) and Regulations for any incident involving the terminal infrastructure except as noted in the Rail Interface Agreement.

Train operating companies shall be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Law (Act) and Regulations for any incident involving the rolling stock or train crew.

Where other regulatory agencies must be notified following an incident, both MWPA and the train operating companies will individually ensure their reporting obligations are fulfilled.

A rail voice recording procedure is in place to assist with the investigation of any incidents.

# EMERGENCY RESPONSE

MWPA Crisis & Emergency Management Plan process and procedures. The Contents of the Plan are:

[**Introduction**](#_Toc484077773)

**System Overview**

**Emergency Management Actions**

**Attachments**

**Duty Cards**

**Incident Display Boards & Forms**

**Maps & Site Diagrams**

**Emergency Response Procedures**

**Emergency Contact Directory**

# SECURITY MANAGEMENT

The Port precinct at Geraldton (which is formed by the seaward boundary to the Rail Terminal) is subject to Commonwealth requirements under the *Maritime Transport and Offshore Facilities Security Act 2003* and has quite prescriptive requirements.

The plan has to be approved by the Commonwealth Department of Infrastructure and Regional Development - Transport Security and does not include the railway precinct.

The Rail Terminal is staffed continuously and is surrounded by the maritime security fence to one side and storage facilities and fencing on the landward side. Direct access from the street to the Rail Terminal is not generally available.

In the area of the Rail Terminal not surrounded by structures, a chain link fence fitted with anti-trespass warning signs is in place. The only direct road crossing of railway lines in the terminal at Ian Bogle Road is protected by a mechanical gate with security pass activation. The other level crossing at Connell Road is a ‘special use only’ crossing and is secured by locked gates.

# RAIL SAFETY WORKER COMPETENCE

All rail personnel performing duty within the Rail Terminal are required to hold an appropriate MWPA Track Access Permit or recognised equivalent for the work to be undertaken. This is a requirement of the Rail Terminal Procedure for work within 3 metres of a railway line and of the Rail Interface Agreement for Train Operating Personnel.

# FATIGUE MANAGEMENT

Fatigue management is outlined in Procedure 2.16 Fitness for Duty. Fatigue is considered as part of rostering arrangements and is covered in induction training.

# DRUG AND ALCOHOL MANAGEMENT

MWPA has a zero tolerance for drugs or alcohol and all persons entering the site are warned by prominent signage that they are subject to random checks. MWPA procedure for managing drugs and alcohol in the workplace is outlined in Procedure 2.16 Fitness for Duty. The procedure includes sections concerning:

* prescribed or over the counter medications;
* Procedure 2.16 Fitness for Duty
* indicators of impairment;
* workplace assistance for substance abuse problems;
* rehabilitation for MWPA employees;
* alcohol and drug testing and results;
* laboratory testing of urine;
* refusing a test;
* contractors and other personnel;
* privacy and confidentiality;
* record keeping;
* emergency exceptions; and
* drug screening cut-off levels.

# HEALTH AND FITNESS MANAGEMENT

* Procedure 2.12 Medicals and Health Surveillance

Health and Fitness is covered by MWPA Procedure 2.12 Medicals and Health Surveillance.

# RESOURCE AVAILABILITY

No management system can operate effectively if the resources available are not sufficient.

Therefore, the MWPA safety management system has been developed to include systems and procedures for estimating the resources, including people and equipment, that MWPA as either a rail infrastructure manager (RIM) or a rolling stock operator (RSO) will need to:

* operate and maintain its railway operations;
* implement, manage and maintain its safety management system; and
* prepare plans to ensure adequate access to the resources needed.

Such processes within MWPA are considered to be a part of the normal business planning cycle, in which resource needs for the coming period are estimated and planned for, and subsequently reviewed to ensure that resources are being appropriately managed.

In general, resource requirements in MWPA are identified through the normal risk assessment and/or control activities. For example, in the development of rail safety worker fatigue risk management programs, MWPA has determined the availability of certain levels of personnel to ensure that the employee human performance is not negatively affected by lack of resources, or critical tasks have not be able to be conducted or may be compromised due to a lack of availability of equipment required.

* Procedure 1.2 Quality Manual

Procedure 1.2 Quality Manual outlines the process control procedures in use at MWPA including the provision of resources.

**ADMINISTRATION:**

**Custodian:** General Manager –Operations

**Approval:** Peter Klein

Chief Executive Officer

12 February 2018