RM-003-01

Security Management

Procedure

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1. Purpose

This security management procedure has been developed to assist OTHR manage its railway operations to address potential security risks associated with the following:

- Trespass;

- Theft (materials, plant, equipment);

- Anti-social behaviour;

- Fraud;

- Terrorism;

- Vandalism and graffiti; and

- Other acts of crime.

For OTHR operations that could be at risk from a security incident the following issues have been considered:

a) Identification of the potential risks arising from theft, assault, sabotage, terrorism and other criminal acts of other parties and from other harm;

b) Identification of measures to protect Members and customers from risks arising from theft, assault, sabotage, terrorism and other criminal acts of other parties and from other harm;

c) Where applicable a description of the preventative and response measures to be used to manage those risks, including a description of the policies, procedures and equipment and other physical resources that are proposed to be used for those measures and of any training to be provided relating to those measures;

d) Identification of resources required to implement and review the security measures and procedures;

e) Procedures for the recording, reporting and analysis of security incidents;

f) Provision for the allocation of security roles and responsibilities to appropriate people;

g) Provision for liaison with emergency services; and

h) Provision for the evaluation, testing and, if necessary, the revision of measures and procedures.

2. Scope

The Security Management Procedure shall apply to all areas of OTHR's railway operations for which it has been accredited.

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3. Procedures

OTHR has undertaken a risk assessment for all its railway operations and identified those areas of its operations where security could be an issue.

OTHR has risk assessed the security arrangements for its site offices, associated buildings and rolling stock including:

- site layout and vehicle management plans;

- static and mobile security resources;

- management of keys;

- access requirements;

- fencing and hoardings;

- site lighting to deter unauthorised access at night;

- general security signage around site;

- awareness training of crime and security issues for members;

- involvement of external resources to assist with security issues where applicable;

- reporting requirements for security issues; and

- arrangements for where extended shutdowns of its premises may be required.

As a result of this risk assessment the security threat to OTHR railway operations has been deemed to be low and basic controls relating to the securing of buildings and items of rolling stock are all that need to be applied.

4. Security of Rolling Stock

Where rolling stock is stabled OTHR will ensure that all precautions have been taken to secure the item of rolling stock, including the use of vandal protection of rolling stock windows and that all access points to the rolling stock are locked.

On completion of operations or while stowed in the OTHR Depot, all rolling stock including on track machines are to be left in a secure manner and/or stabled in such a way that there is no risk to the health and safety of any persons or the OTHR railway infrastructure by the unauthorised use of the rolling stock by third parties.

Methods by which this can be achieved are:

- Mechanically immobilised e.g. fuel system isolation;

- Electrically isolated; and

- Stabled in a secure Depot.

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When stabling the rolling stock, the item must be stabled in a suitable manner given the local facilities and should as a minimum:

- Have park brakes applied;

- Have wheel chocks fitted where necessary; and

- Have the engine immobilised.

NOTE: That in all circumstances if the rolling stock has train air brakes (e.g. "Westinghouse"), then the air must be "built up" prior to removal of the wheel chocks and / or disengaging the park brakes or the rolling stock may roll away without adequate air to operate the main brakes.

NOTE: Always ensure wheel chocks are removed before attempting to move the rolling stock or derailment may result.

5. Security of Track Infrastructure

It is important that good housekeeping is practiced for all works and services within the OTHR Rail Corridor to maintain a clean, safe and secure environment. In particular, obstructions placed on track by vandals present a significant derailment risk.

Good housekeeping can significantly reduce this risk. When working within the corridor all OTHR personnel should consider objects/materials that may be used by vandals to obstruct a train.

Additional consideration should be given to more public areas such as off the end of platforms, at level crossings, and at areas that may be frequented by trespassers. Where possible arrange materials and objects neatly within the corridor.

General requirements for Securing Materials Project Requirements

- DO NOT leave materials and equipment unsecured;

- On completion of works remove or secure all released/surplus materials;

- Secure all objects less than 150kg and store them as close to the fence as possible.

- DO NOT leave single sleepers unsecured

- Rail less than 2 m - Remove from site or secure

- Loose rock, whether from de-scaling works or degradation- Remove from site

- Objects less than 150kg (sleeper plates etc) - Remove from site or secure

- Objects greater than 150kg – Stack neatly and place as close to the fence line as possible.

Where possible group materials and objects together and/or store them in the OTHR fenced compound.

6. Responding to Security Alerts

In the event of a security incident the OTHR President shall be informed as soon as reasonably practicable. Management of the incident will be coordinated by the OTHR President.

Communication with all emergency services, off site locations and security personnel will be undertaken by the OTHR President.

In the event of a security incident OTHR will manage the incident in accordance with its normal incident reporting and investigate procedures as to the likely cause and outcomes of the security incident.

Should the likelihood of a security threat e.g. Vandalism becomes a regular event OTHR may need to contract external sources to assist in managing the issues identified. The external assistance could be provided by security companies or the Police.

Where security is an issue that needs regular monitoring, actions will be taken to ensure all security control measures are operable and monitored for performance.

Following any security incident an assessment will be conducted to determine if the security arrangements in place at the time were sufficient or need changing.

The assessment will include key OTHR personnel as well as any external resources as may be required.

7. Responsibilities

OTHR personnel should be assigned responsibilities for managing security and emergency events and these could include the following personnel:

- First Responder - the person who receives initial notification of the security event
- Site Incident Controller - is most senior OTHR representative on site at the time of the incident
- Operations Co-ordinator – the person who has direct control of the operations impacted by the event.

8. Communications

Where a security incident has been identified, regular contact will be maintained between OTHR, and relevant external agencies including emergency services.

The external agencies that may need to be contacted in relation to security matters could include:

- The National Security Hotline – 1800 1234 00

- Emergency Services – Triple Zero (000)

- Crime Stoppers: 1800 333 000

- Police Assistance Line 131 444

- www.secure.nsw.gov.

9. Security Contact Details

Security contact details including names and numbers of Project and Security providers will be displayed throughout the Project and be associated with the emergency contact details for all other personnel and organisations.

OTHR Emergency Contact List *RM-003-03* should be referred too when reporting Security Incidents.

10. Incident Response

Reports of security breaches or acts of wilful criminal intent that may impact on OTHR's railway operations shall be made to the OTHR Management Committee.

The OTHR Management Committee shall be responsible for ensuring that reports relating to security issues are relayed to the rail regulator or other agencies as appropriate.

The OTHR Management Committee shall also be responsible for ensuring that any immediate corrective action taken e.g. notification to local police, security agencies were adequate and effective.

11. Post incident Response Counselling

The OTHR President will arrange for trauma counselling services as required.

Media Liaison During or following a security threat or incident, the OTHR President will (where relevant) communicate with the OTHR Management Committee to determine the avenue through which any media enquiries are to be directed.

12. Identification Cards

All OTHR members shall have in their possession their OTHR Competency Cards when undertaking work in an authorised capacity whilst on the OTHR Network. These cards will form part of the security management process.

13. Training and Security Awareness

Through a process of risk assessment and the identification of responsibilities contained within this Security Management Procedure, the OTHR Management Committee will identify training needs of all its Members and contractors in relation to security management.

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Where security is an issue identified during the risk assessment, training and/or security awareness will be provided in a range of associated issues including types of risks that OTHR could be exposed to.

14. Plan Review

The OTHR Management Committee, in consultation with relevant OTHR personnel, and if necessary external resources will review and audit the suitability and ongoing effectiveness of the security procedure and security measures and procedures on a regular basis, depending on the level of risk. Any deficiencies in the plan will be identified and remedied by way of a revised procedure.

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