

Audit and Review

Review of Safety Management System



AR-001-01

Review of Safety Management System

Procedure

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1. Purpose

To provide a regular review of the OTHR Safety Management System to ensure its continuing suitability, adequacy and effectiveness in meeting the requirements of OTHR, and its stakeholders in accordance with the requirements of RSNL, Work Health and Safety Acts, Environmental Protection and Local Government Regulations.

2. Scope

All areas of OTHR operations covered by its Safety Management System.

3. Definitions

Management Review Meetings-is a meeting specially organised to discuss the OTHR SMS documentation and any issues that have been identified as requiring attention.

The meetings should not be confused with Weekly or Monthly production or planning meetings.

4. Responsibilities

Members of OTHR Management Committee are required to attend and participate in the SMS review process to assure themselves that the SMS is working effectively, and any deficiencies are identified, and a plan developed for improvements where deemed necessary.

Members of the OTHR Management Committee must ensure that they have a full understanding of the SMS, particularly in their respective areas of responsibility and accountability. Responsibility for the management and implementation of the SMS are included in job descriptions for each nominated position holder.

The OTHR Management Committee will review the continued effectiveness of, and where necessary change policy, objectives, responsibilities and other elements of the SMS as a result of the SMS Review, audit results, changing circumstances and the commitment to continual improvement.

The Executive OTHR Management Committee will sign off on the SMS Review procedures as part of their governance processes.

5. Management Review Meeting

The OTHR will Management Committee will undertake the SMS Review annually for which a special meeting will be convened. The review is conducted via a special committee meeting held prior to the due date of the Annual Safety Performance Report.

The Safety Manager is responsible for coordinating and implementing the review with the assistance of the Management Committee as required.

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The main steps for conducting an annual SMS review will include:

- Undertake consultation with OTHR members, relevant stakeholders and industry professionals outside of the organisation. This includes approaching individual OTHR Members at a Toolbox meeting held for this purpose.
- Scheduling a meeting of the OTHR Management Committee with sufficient time to work through the steps required under the law;
- Key members of the management team who are responsible for the implementation of the SMS should attend any review meeting;
- Ensuring an agenda is issued and meeting notes are recorded;
- Review of feedback received from the stakeholders consulted prior to the review;
- Review of any notifiable occurrences since the last review and any findings of investigations;
- Assess the status of any audit findings since the last review;
- Review of any other SMS breaches and why they occurred;
- Review of the risk register for currency;
- Noting if any prohibition notices or improvement notices have been issued, and if so, what action has been taken;
- Establishing the process and responsible persons to update any procedures or risk assessments as a result of the findings of the review; and
- Follow up in subsequent Committee/Board meetings on progress to any action plan.

6. Review Agenda

The agenda for the review shall be established by the Safety Manager, and include:

- Actions generated from previous reports/reviews
- Review of business objectives, targets and policies and the extent to which objectives and targets have been met
- Concerns of relevant interested parties
- Audit results – External & Internal
- Customer/Stakeholder Feedback
- Non-conformance reports
- Supplier performance
- Health, Safety, Quality and Environmental performance and the status of any corrective actions
- Legislative, Standards or customer specified changes that may affect the business
- Emergency preparedness

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- Other business
- Recommendations for improvement

7. Reporting

The OTHR Management Committee shall be responsible for recording and ensuring (where necessary) actions arising from the review meeting are addressed in the Minutes of Review Meeting.

Output from the review shall include any decisions and actions that may relate to possible changes to the SMS. If Documentation changes are imminent then *IM-001-02 Document Control and Information Management Procedures* are to be referred to.

Findings from SMS reviews must be reported in the operator's safety performance plan which is sent to ONRSR.

8. SMS Monitoring

The IMS shall also be monitored through monthly reports submitted to the OTHR Management Committee and regular Policy and Procedure reviews.

The Safety Manager, on a monthly basis, will provide a monthly report as outlined in MR-001-02 Safety Performance Reporting Procedures, to the OTHR Management Committee consisting of:

- Health and safety incident and injury rates
- Health and safety performance indicators
- Number of completed inspections and safety observations
- Results of internal and external audits
- Incident reports
- Non-conformances
- External complaints
- Stakeholder feedback

9. Recording

Minutes of this meeting shall be recorded and include full details of the matters which were considered including copies of supporting documentation.

The records will ensure a plan is established to implement recommended changes, and any actions are included on the committee 'outstanding actions list' to ensure they occur.

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The results of the review will be communicated to Members via general meetings, toolbox meetings and updates on our website, and members at the AGM.