# MR-001-01

# Safety Performance Measures

# Procedure

Version 1.0

Issued July 2021

Disclaimer. This document was prepared for use on the OTHR network only. Oberon Tarana Heritage Railway makes no warranties, express or implied, that compliance with the contents of this document shall be sufficient to ensure safe systems or work or operation. It is the document user's sole responsibility to ensure that the copy of the document it is viewing is the current version of the document as in use by OTHR. OTHR accepts no liability whatsoever in relation to the use of this document by any party, and OTHR excludes any liability which arises in any manner by the use of this document.

## Table of Contents

# Monitoring and Reporting
## Safety Performance Measures

## 1. Purpose

OTHR uses Safety Performance Measures and Reports to monitor the effectiveness of its SMS.

Measurable Safety performance goals are reported in the Annual Safety Report to ONRSR each year and OTHR's overall performance is measured against these goals .

## 2. Scope

OTHR's Rail, Work Health and Safety and Environmental reporting requirements.

## 3. Responsibilities

The review shall be undertaken by the Management Committee.

## 4. Performance Goals

OTHR has established safety performance goals which are:

- To minimise Work Health and Safety Incidents.
- To minimise ONRSR Notifiable incidents or occurrences
- To ensure ONRSR audit findings and directives are actioned within required time frames.

OTHR measures its performance against these goals.

## 5. Key performance Indicators

OTHR has established processes to monitor and measure the key performance indicators including processes for collecting analysing, assessing and disseminating the safety information.

Key performance indicators must be:

- Sensible (i.e. providing useful information to monitor and trend the safety of railway operations)
- Physically or technically measurable
- Timeline (i.e. can be assessed at the time they need to be acted on)
- A person is assigned accountability of the identified measures.

OTHR follows the ONRSR guidelines and uses the following indicators:

**This document is uncontrolled when printed**.

### Lag (Outcome) Indicators

- Number of ONRSR Notifiable occurrences.

- Number of Work Health and Safety Reportable Incidents

- Number of claims against OTHR Insurance Policies.

- Number of Drug and Alcohol Incidents

- The number of corrective actions resulting from safety reviews and audits which have not been implemented within agreed time frames

- Number of corrective actions recorded from internal audits in a year.

- The number of non-conformance identified in ITSR audits which have not been closed out within agreed time frames *(and expressed as a percentage of all ITSR audit findings)*

- Number of safety briefings (toolbox meetings) conducted per days worked.

### Lead (Positive) Indicators

- 100% completion of pre-start checks are conducted;

- 100% adherence to periodic infrastructure inspection schedules;

- 100% adherence to periodic rolling stock inspection schedules;

- All health assessment renewals completed on time;

- All rail safety worker competencies are renewed on time;

- All identified interface agreements are reviewed every 2 years;

- Each interface agreement has an associated risk assessment;

- All internal audits are carried out as scheduled in the audit schedule;

- The annual review of the SMS is carried out as scheduled;

## 6. Reporting

The OTHR Safety Manager shall on a monthly basis, provide a Monthly Report to the Management Committee which will include:

- 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

And any other item of significance including WH&S developments

Safety Performance information is communicated within OTHR via toolbox meetings, newsletters, the OTHR website, monthly general meetings and committee meetings. The information is also included in each annual safety performance report.

## 7. Management Review

The OTHR Management Committee shall review the continued relevance of, and where appropriate undertake changes to policy, objectives, responsibilities and other elements of the SMS identified as a result of the SMS Review, including audit results, changing circumstances and the commitment to continual improvement.

The review of Policy, objectives and procedures shall be carried out by the level of Management that defined them.

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
- Member/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
- Other business
- Recommendations for improvement

## 8. Recording

Senior management shall be responsible for recording and ensuring (where necessary) actions arising from the review meeting are recorded in Management Committee Minutes.

Output from the review shall include any decisions and actions that may relate to possible changes to the IMS.

**This document is uncontrolled when printed**.