

Risk Management

Safety Interface Coordination



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Safety Interface Coordination Procedure

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1. Purpose

An interface agreement is a written agreement for managing the risks to safety at interfaces which include, but are not limited to, where a railway crosses a public or private road or footpath (including by a bridge, tunnel, overpass or underpass).

Interface agreements describe the roles and responsibilities of the parties involved. Agreements may include multiple road and/or rail infrastructure managers and may cover multiple interfaces.

2. Scope

OTHR will be required to enter into interface agreements with the respective Road Operator or Landowner for all level crossings located within its area of operation.

For the section between Oberon and Hazelgrove, there are 12 level crossings for which OTHR will be required to complete interface agreements with both road authorities and private landholders.

OTHR will ensure that these Interface Agreements are in place prior to the commencement of operations. Once implemented Interface Agreements will be reviewed, consistent with the timeframes provided in safety management system procedures, or when changes occur at the interface.

3 Responsibilities

OTHR, Private Road Owners and Road Authorities have mandatory obligations under the law to have interface agreements in place.

The OTHR Management Committee will be responsible for ensuring that Interface Agreements are in place prior to commencement of operations.

3.1 Road Manager

The Road Authority which interface with the OTHR Network will be responsible for:

- the surface and pavement of roads and footpaths up to the road maintenance boundary;
- anything under or supporting a road or its surface or pavement up to the road maintenance boundary;
- advance warning signage/road markings;
- advance active warning devices (if installed) and
- line of sight from road users to the rail corridor.

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The Road Authorities are expected to maintain the roadway, pedestrian crossings and relevant road infrastructure. As a general rule, unless there is an existing agreement or a legislated requirement in place, Road Authorities are responsible for maintenance up to one metre from the outermost rails at level crossings.

3.2 Infrastructure Manager

The Safety Manager will sign each Interface Agreements as a representative of OTHR. The OTHR Management Committee will review and authorise Interface Agreements in accordance with its safety and governance requirements.

OTHR as the Rail Infrastructure manager will be responsible for maintaining:

- anything prescribed by the RSNL to be rail infrastructure (such as tracks and associated structures);
- active and passive level crossing control devices;
- pedestrian mazes;
- line of sight along the rail corridor and
- roads and pedestrian crossings over the track area and up to the road maintenance boundary.

4 Risk Management

4.1 Risk Assessment

OTHR and the respective road managers must identify, assess and manage risks relating to rail or road crossings so far as is reasonably practicable. In order for Schedule 3 of the Interface Agreement to be completed:

- Risks to safety that may arise at a rail or road crossing must be identified.
- A risk assessment must be conducted.
- Existing and required measures to manage risks (risk controls) so far as is reasonably practicable must be identified.
- The party responsible for implementing or maintaining risk controls must be identified.
- The timeframe for implementing risk controls agreed and established.

OTHR or the respective road Authority who are required to identify and assess risks to safety relating to rail or road crossings may do so by:

- a) Individually identifying and assessing risks.
- b) Identifying and assessing risks jointly with the other party.
- c) Adopting the identification and assessment of risks carried out by the other party.



4.2 Risk Controls

When identifying risk controls, OTHR and the respective road managers should consider in the following order:

- a) Elimination of the risk.
- b) Substituting the hazard with a safer alternative.
- c) Isolating the hazard from people.
- d) Reducing the risk through engineering controls.
- e) Reducing exposure to the hazard using administrative controls (for example, by following safe work procedures or providing appropriate training, instruction or information).

It may be appropriate to use a combination of controls to manage risk. New, required risk controls may be identified through the process of identifying and assessing safety risks. Where these risk controls cannot be immediately implemented, a timetable for their implementation should be agreed and recorded.

4.3 Monitoring Changes in Risk

OTHR and Road Authorities will continuously monitor and review the risks to safety arising from rail or road crossings as well as the measures to manage those risks including the evaluation, this activity should be a planned part of the risk management process.

If changes are identified through monitoring and review of risk, Schedule 3 of the Interface Agreement should be revised to reflect the changes. In addition, OTHR will ensure that the changes (recorded in Schedule 3) are reflected in their risk register and safety management system more broadly.

Risks that may occur over the life cycle of rail or road crossings and those that may occur due to changes in the use of the rail or road crossing need to be monitored and identified. Life cycle phases of rail or road crossings include:

- Installation of a new rail or road crossing.
- Maintenance of an existing rail or road crossing.
- Providing new controls at an existing rail or road crossing.
- Substituting one type of road or rail crossing with another e.g. replacing a level crossing with a bridge.
- Closure of a rail or road crossing.

Changes in the use or application of the infrastructure that should be considered include:

- Changes in rail speed, usage or any other change to rail traffic, including type and / or volume of rail traffic.



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- Changes in rail infrastructure.
 - Changes in road speed, usage or any other change to road traffic, including type and/or volume of road traffic.
 - Changes in road infrastructure.

5 Register of Interface Agreements

In addition to entering into interface agreements to manage risks to safety arising from rail or road crossings, OTHR and Road Authorities must each maintain a register that includes:

- interface agreements to which they are a party and
- arrangements determined by ONRSR under section 110 of the RSNL.

As a minimum, ONRSR would expect that the register would include the following information for each agreement:

Parties to the agreement

- A numbering convention for Interface Agreements;
- Details of Interfaces included;
- Status of the agreement and
- Review timeframe (for signed agreements).

The register may also contain any additional information that the organisation feels is relevant, including:

- the document number,
- contact details,
- notes of discussions,
- actions to be taken,
- next meeting dates, or
- a checklist to track the progress of the agreement from initial contact through drafting, negotiation and signoff.

The register may also be split into different pages/sections if appropriate: for example: under development; signed; and under review.