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Safety Culture Procedure

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Safety Culture

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1. Purpose

This procedure is designed to ensure that the OTHR Management Committee demonstrates a commitment to the implementation and maintenance of an effective Safety Management System culture through leadership, involvement and allocation of resources.

2. Scope

This OTHR Safety Culture Procedure applies to all Members and contractors and provides the framework of principles for conducting business, dealing with other Members, Stakeholders and Suppliers.

3. Leadership

The OTHR Management Committee will demonstrate its commitment to the SMS through the development and regular review of OTHR's SMS Procedures and Policies.

OTHR will ensure consultation and communication with its Members and contractors who have the potential to be impacted by poor safety practices.

OTHR will actively involve Members and volunteers in the development and review of risk assessments, and safety reviews, to encourage their understanding and ownership of the safety management system.

4. Role of Managers

The OTHR Management Committee will ensure that members of the Committee have a current and accurate knowledge of OTHR's SMS management obligations.

OTHR will provide a clear definition of the safety roles and responsibilities of its Members and contractors.

OTHR is committed to devoting the required level of resources to ensure the safety of its operations.

5. Consultation and Communication

OTHR is committed to ensuring consultation and communication with Members and contractors who have the potential to be impacted by poor safety practices and communicating to Members and contractors the importance of safety procedures and safety performance.

The OTHR Management Committee will ensure that every Member is consulted and communicated with, in regard to any improvements required to SMS performance.

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The Management Committee will actively involve Members and contractors in the development and review of risk assessments and safety reviews, to encourage understanding and ownership of the Safety Management System.

6. Opportunities for Improvement

The OTHR Management Committee will ensure they have developed and implemented plans and programs to improve SMS performance through the operation of this Safety Management System.

The OTHR Management Committee shall ensure that there are regular reviews of the Safety Management System at all levels of the Organisation.

The OTHR Management Committee shall ensure that an active process of identification of non-conformances and implementation of corrective action is undertaken at all times and on a regular basis.

OTHR will Encourage all Members and contractors to actively contribute to safety improvement, and safe behaviour by reporting all safety incidents and occurrences in a timely manner.

The OTHR Management Committee shall ensure that auditing of the effectiveness of Safety Management System implementation, is undertaken on a scheduled basis.

7. Member Behaviour

OTHR will actively consider the behaviour of its Members and contractors and the impacts of those behaviours (human factors) on its safe operations.

OTHR will foster trust to ensure rail Members and contractors feel confident that they can report issues and recommend improvements without apprehension.

OTHR will recognise positive contributions by Members and contractors by ensuring those who demonstrate initiative in safety areas are thanked and recognised.

Should a Member or contractor have doubts about any aspect of the Safety Management System, they are encouraged to seek clarification from a Member of the Management Committee.