



Heritage Railway

Safety Management System

Review of the safety management system

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SteamRanger Safety Management System

Approved by: **SteamRanger Board of Management**

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Rail Safety Coordinator

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Review of the Safety Management System

1. PURPOSE

To periodically review the SteamRanger Heritage Railway Safety Management System in accordance with the Rail Safety National Law (South Australia) Act 2012 section 102 - Review of safety management system and the Rail Safety National Law National Regulations 2012 regulation 17 including documentation of the matters as set out in regulation 17(3).

To ensure continued stability, effectiveness and ease of operation of the Rail Safety Management System as outlined in SteamRanger's Accreditation Manual and Procedures.

To review and incorporate feedback from customers, volunteers and employees on rail safety matters.

2. SCOPE

The ARHS must review the SteamRanger Heritage Railway Safety Management System in accordance with the national regulations at least once each year or at such other time as is agreed between the ARHS and the Regulator.

3. REFERENCES

Rail Safety National Law (South Australia) Act 2012
Rail Safety National Law National Regulations 2012
Accreditation Manual Doc No. AM01

4. DEFINITIONS

SteamRanger – The Australian Railway Historical Society (SA Div) Inc. trading as SteamRanger Heritage Railways
BoM - SteamRanger Board of Management
Management System Review - A regular examination of the Rail Safety Management System with the specific purpose of optimising its effectiveness.
The Law - Rail Safety National Law (South Australia) Act 2012
The regulations - Rail Safety National Law National Regulations 2012

5. PROCEDURE

- 5.1. The SteamRanger Rail Safety Management System shall be subject to review at least annually
- 5.2. The Safety Management System review may be held during a Board of Management meeting and will be chaired by the Manager Rail Safety. If the review requires more time than available at a BoM meeting then a separate meeting will be scheduled accordingly.
- 5.3. A Safety Management System review requires a minimum of 75% of all members of the SteamRanger Board of Management being present. Employees, volunteers, internal customers and/or sub-contractors on specific Rail Safety aspects will be invited to a meeting on an as required basis.
- 5.4. The review of the safety management system must ensure—
 - (a) that the effectiveness of the Safety Management System is assessed (including an examination of SteamRanger's records in relation to notifiable occurrences and breaches of the system)
 - (b) that the effectiveness of any revisions that were made as a result of the last review are assessed
 - (c) that any recommendations or issues arising out of any audits or safety investigations that have occurred since the last review are taken into account
 - (d) that any issues arising from any prohibition or improvement notices that have been issued since the last review are taken into account
 - (e) that any deficiencies in the system are identified
 - (f) that methods of remedying any deficiencies are designed and assessed
 - (g) that any opinions provided under the Rail Safety National Law National Regulations 2012 regulation 17 (2) are assessed
 - (h) that any other suggestions for improving the system that arise during the course of the review are assessed
 - (i) that if any deficiencies or practicable improvements are identified—that a plan is created to remedy those deficiencies or effect those improvements (as the case may be).
- 5.5. The outcomes of the review must be summarised and reported in the safety performance report required by section 103 (Safety performance reports) of the Rail Safety National Law.
- 5.6. It is the responsibility of the Chair SteamRanger Board of Management to ensure that all actions agreed upon during the Safety Management System Review meeting are implemented and to sign off the minutes as these are actually verified.

6. THE CONTINUOUS IMPROVEMENT CYCLE



7. DOCUMENTATION

Not Applicable