

# Master Specification

## Part PC-RW70

### Rail Safety Management

July 2025



**Government of South Australia**  
Department for Infrastructure  
and Transport

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# PC-RW70 Rail Safety Management

## 1 General

- a) This Master Specification Part sets out the requirements for the management of rail safety in relation to the Contractor's Activities for the construction, commissioning and decommissioning of Rail Infrastructure delivered under the Rail Commissioner's accreditation as a Rail Infrastructure Manager (RIM), including:
  - i) the documentation requirements, as set out in section 2;
  - ii) the Contractor's rail safety obligations, as set out in section 3;
  - iii) the Rail Commissioner's (rail) safety management system requirements, as set out in section 4;
  - iv) the safety interface agreement requirements, as set out in section 5;
  - v) the Contractor's Rail Safety Management Plan requirements, as set out in section 6;
  - vi) the incident notification, report and investigation requirements, as set out in section 7;
  - vii) the Contractor competency requirements, as set out in section 8;
  - viii) the reporting requirements, as set out in section 9; and
  - ix) the Hold Point requirements, as set out in section 10.
- b) The requirements for rail safety in relation to the Contractor's activities for the construction, commissioning and decommissioning of Rail Infrastructure delivered under the Rail Commissioner's accreditation as a RIM must comply with:
  - i) the Reference Documents, including:
    - A. the Rail Commissioner's Safety Management System (SMS); and
    - B. ONRSR Guideline Monthly Activity Reporting (available at <https://www.onrsr.com.au/operator-essentials/reporting-requirements/monthly-returns>);
  - ii) all applicable Laws, including:
    - A. Rail Safety National Law (SA) Act and Regulations (RSNL).
- c) Where Reference Documents are not publicly available, the Contractor must contact the Principal to obtain these documents.
- d) Terms, abbreviations and phrases set out in this Master Specification Part, which are not otherwise defined in the Contract Documents or PC-IN2 "Glossary of Terms" have the meaning given to them in the RSNL.

## 2 Documentation

### 2.1 Rail Safety Management Plan

- a) The Contractor must establish, implement and maintain a Rail Safety Management Plan in accordance with section 6.
- b) The Rail Safety Management Plan must be prepared, submitted and updated in accordance with the requirements of PC-PM1 "Project Management and Reporting".

### 2.2 Monthly project report

In addition to the requirements of PC-PM1 "Project Management and Reporting", the monthly project report must include rail safety reporting in accordance with section 9.

### 3 Contractor's rail safety obligations

- a) The Contractor acknowledges that the construction, commissioning and decommissioning of Rail Infrastructure must be delivered under the Rail Commissioner's accreditation as a RIM.
- b) The Contractor must:
  - i) undertake all Contractor's Activities to enable the Rail Commissioner to fulfil its obligations under the RSNL;
  - ii) implement all required rail safety systems, comply with such rail safety systems and take all necessary actions in relation to its rail safety obligations under the Contract Documents and pursuant to Law; and
  - iii) perform the Contractor's Activities in such a manner as to ensure the Rail Commissioner remains compliant to obligations under the RSNL.
- c) The Contractor must provide the Principal and the Rail Commissioner with access to all documentation and records related to rail safety management, for the purpose of audit, inspection or investigation by the Principal or Rail Commissioner.
- d) The Contractor must be an accredited rolling stock operator under the RSNL to operate and manage self-propelled track machines and road-rail vehicles (RRVs) for the purposes of delivering Rail Infrastructure for the AMPRN.

### 4 Rail Commissioner's (rail) safety management system

- a) The Contractor acknowledges and agrees that the Rail Commissioner has a rail specific SMS that complies with the RSNL. The Contractor must comply with the Rail Commissioner's SMS (as amended or supplemented in accordance with this Master Specification Part) when undertaking the construction and commissioning of Rail Infrastructure under the Rail Commissioner's accreditation as a RIM.
- b) Where agreed with the Rail Commissioner, the Rail Commissioner's SMS may incorporate elements of the Contractor's SMS as necessary for the Contractor's delivery of the Rail Infrastructure.
- c) The Rail Commissioner may adopt specific Contractor processes and procedures for the purpose of delivering the Works.
- d) For the purposes of section 4b), the Contractor must:
  - i) identify:
    - A. the processes and procedures within the Rail Commissioner's SMS that will be implemented for the Project; and
    - B. the processes and procedures within the Contractor's SMS that will be implemented for the Project, and therefore form part of the Rail Commissioner's SMS, for the life of the Project;
  - ii) obtain the Rail Commissioner's written agreement to the matters identified in section 4d)i);
  - iii) record the outcomes of section 4d)ii) in the form included in Appendix 1: Safety Management System (SMS) Arrangements - Rail Commissioner Rail Asset and Infrastructure Projects;
  - iv) with the Rail Commissioner, formally endorse the form included in Appendix 1: Safety Management System (SMS) Arrangements - Rail Commissioner Rail Asset and Infrastructure Projects; and
  - v) include the finalised and endorsed form in the Contractor's Rail Safety Management Plan as required in section 6 and, in accordance with PC-PM1 "Project Management

and Reporting”, no work can start on site until the Hold Point relating to initial Project Plan review in PC-PM1 “Project Management and Reporting” is released.

## 5 Safety interface agreement

- a) The Contractor must ensure a safety interface agreement is established no later than 30 Business Days after contract award in accordance with the RSNL.
- b) The Contractor must work in collaboration with the Rail Commissioner to develop the project-specific safety interface agreement and obtain the Rail Commissioner’s written agreement to the safety interface agreement.
- c) Provision of the completed and executed safety interface agreement will constitute a **Hold Point**. On-site Work must not commence until the Hold Point has been released.

## 6 Contractor’s Rail Safety Management Plan

- a) The Contractor must develop a Rail Safety Management Plan relating to the construction, commissioning and decommissioning of Rail Infrastructure delivered under the Rail Commissioner’s accreditation as a RIM.
- b) In addition to the requirements of PC-PM1 “Project Management and Reporting”, the Contractor must submit the Rail Safety Management Plan no later than 10 Business Days after the Commencement Date and must be resubmitted in the event of revisions to the Contractor’s SMS.
- c) The Contractor’s Rail Safety Management Plan required in section 6a) must include:
  - i) the responsibilities and duties of the Contractor’s personnel (which for the purposes of this Master Specification Part includes all employees, subcontractors, consultants and agents) in relation to RSNL;
  - ii) details of how the Contractor will ensure that Contractor’s personnel understand their duties under the RSNL and their obligations to comply with the Rail Commissioner’s safety management requirements as identified in the Contractor’s Rail Safety Management Plan;
  - iii) evidence of the Contractor’s rail accreditation to operate rolling stock for the purposes of delivering Rail Infrastructure on the AMPRN;
  - iv) records of certification to operate on the AMPRN, for all rolling stock to be used on the Project;
  - v) a Risk Management Plan that incorporates the requirements of the RSNL in addition to the requirements of PC-PM4 “Risk Management”;
  - vi) security management plan;
  - vii) an Emergency Plan that incorporates the requirements of the RSNL in addition to the requirements of PC-WHS1 “Work Health and Safety”;
  - viii) details of the Contractor’s health and fitness management program;
  - ix) details of the Contractor’s drug and alcohol management program;
  - x) details of the Contractor’s fatigue risk management program;
  - xi) arrangements for incident reporting and incident management to comply with section 7, including details of the person nominated for ensuring the coordination of notifiable occurrence reporting and details of the Principal’s and Rail Commissioner’s personnel with whom the Contractor must make contact;
  - xii) procedures for the management of competencies in accordance with section 8 including:

- A. how competencies held by all Contractor personnel performing rail safety work have been mapped against the Rail Commissioner's minimum requirements;
  - B. details of how any gaps in competency will be identified, recorded, managed and achieved;
  - C. how the records of assessed competencies for Contractor personnel will be maintained;
  - D. details of how site-specific inductions will be undertaken and recorded;
  - E. details of how evidence of competence and training of rail safety workers will be provided to the Principal; and
  - F. the finalised and endorsed safety management system agreement record as required by section 4d)v).
- xiii) training and induction processes;
  - xiv) internal and external audit arrangements;
  - xv) human factors processes; and
  - xvi) subcontractor management processes.

## 7 Incident notification, report and investigation

- a) The Contractor must nominate a person in the Rail Safety Management Plan responsible for ensuring the coordination of notifiable occurrence reporting.
- b) The Contractor must record in the Rail Safety Management Plan details of the Principal's and Rail Commissioner's personnel that the Contractor will contact to make the notification required by section 7c).
- c) In addition to the Contractor's reporting requirements at Law, the Contractor must immediately notify the Principal and the Rail Commissioner of:
  - i) injury or "near miss" event with potential to occasion injury; and
  - ii) notifiable occurrences as defined by Section 121 "Notification of Certain Occurrences" of the Rail Safety National Law and Regulation 57 "Reporting of Notifiable Occurrences".
- d) In the event of a notifiable occurrence contemplated by section 7c), the Contractor must:
  - i) immediately notify the Principal and Rail Commissioner;
  - ii) provide an initial written notification report to the Principal and Rail Commissioner of the incident within 24 hours of the incident occurring; and
  - iii) provide an investigation report within 72 hours of the incident occurring.
- e) The Contractor must:
  - i) provide all assistance necessary to any person authorised to conduct an investigation in relation to notifiable occurrences, including providing unrestricted access to the Contractor's personnel and records; and
  - ii) implement actions assigned to the Contractor, arising from such investigations.

## 8 Contractor competencies

- a) The Contractor's personnel must not conduct rail safety work on or associated with the AMPRN unless they have been assessed as meeting the Rail Commissioner's minimum competency requirements and recorded as such.



- b) The Contractor must comply with the minimum competencies agreed to with the Rail Commissioner and document these in the Contractor's Rail Safety Management Plan.

## 9 Reporting

- a) The monthly project report required by PC-PM1 "Project Management and Reporting" must include rail safety reporting including the following:
  - i) changes or reviews to documentation affecting the Project SMS arrangements;
  - ii) notifiable occurrences;
  - iii) actions arising from incident investigations and the status of those actions;
  - iv) training completed and new workers competency;
  - v) number of rail safety workers on the Project during the reporting period, calculated as full time equivalents;
  - vi) total hours worked by rail safety workers;
  - vii) details of drug and alcohol tests conducted during the month, including:
    - A. the number of tests conducted;
    - B. whether the tests were conducted before or after each tested rail safety worker had signed on for duty;
    - C. the type of rail safety work undertaken by each tested rail safety worker;
    - D. the type of tests conducted, being one of the following:
      - I. alcohol breath test;
      - II. alcohol breath analysis;
      - III. alcohol blood test;
      - IV. drug oral fluid;
      - V. drug blood test;
      - VI. drug urine test; and
      - VII. drug test - other;
    - E. the outcome of each test, by type (as per list above), being one of the following:
      - I. positive;
      - II. negative;
      - III. refused;
      - IV. tampered / interfered;
  - viii) details of accredited rolling stock operators engaged by the Contractor; and
  - ix) details of any breaches of the Contractor's fatigue management plan.
- b) The Contractor may provide the drug and alcohol testing activity in section 9a) as a table in accordance with the ONRSR Guideline Monthly Activity Reporting.
- c) The Contractor must provide the monthly rail safety reports to the Principal by no later than the second Wednesday of each month.



## 10 Hold Points

Table PC-RW70 10-1 details the review period or notification period, and type (documentation or construction quality) for each Hold Point referred to in this Master Specification Part.

**Table PC-RW70 10-1 Hold Points**

Section reference	Hold Point	Documentation or construction quality	Review period or notification period
5c)	Completed and executed safety interface agreement	Documentation	10 Business Days review

## 11 Appendix 1: Safety Management System (SMS) Arrangements - Rail Commissioner Rail Asset and Infrastructure Projects

- a) This form is used to document the SMS arrangements that will be implemented for the construction, commissioning and decommissioning of Rail Infrastructure delivered under the Rail Commissioner's accreditation as a rail infrastructure manager (**RIM**). This form shows which documents will be used by the Contractor in relation to each SMS element.
- b) SMS documents to be used will belong to either the Rail Commissioner or the Contractor, as appropriate, as indicated on the form.
- c) The SMS elements and associated requirements listed in the form are from the RSNL. If an element or requirement is not applicable to the Works, mark the row as "Not applicable". If the work is of a more complex nature requiring additional considerations the Contractor may include additional elements to this form.

SMS Element	Requirements	Rail Commissioner documents ✓ or Not applicable	Contractor documents ✓ or Not applicable	Documents List the documents that must apply to the contracted works, with title and reference
Safety Policy	A policy that commits to ensuring safety, the development and maintenance of a positive safety culture and the continuous improvement of all aspects of the SMS.			
Safety culture	Methods to promote and maintain a positive safety culture.			
Governance and internal control arrangements	Systems and procedures describing the governance structure that enables the company to achieve its business objectives and meet regulatory requirements.			
Management, responsibilities, accountabilities and authorities	Policies that show how safety responsibilities, accountabilities, authorities and interrelationships have been determined, and documents that describe them for personnel who manage the SMS.			
Regulatory compliance	Procedures for the identification of, and compliance with, requirements under rail safety legislation and other relevant safety legislation.			

SMS Element	Requirements	Rail Commissioner documents ✓ or Not applicable	Contractor documents ✓ or Not applicable	Documents List the documents that must apply to the contracted works, with title and reference
Document control arrangements and information management	Systems and procedures for the control and management of all documents and information relevant to the management of safety risks, which should also include the identification, creation, maintenance, management, storage and retention of records and documents, keeping documents required for operation current, and communicating any changes to anyone who relies on the document control systems and procedures to carry out their work.			
Review of the SMS	Systems and procedures for the review of the safety management system.			
Safety performance measures	Systems and procedures to ensure that the safety management system is effective by using key performance indicators to measure safety performance and to determine its effectiveness, and to ensure the collection, analysis, assessment and dissemination of safety information.			
Safety audit arrangements	A risk-based audit program that covers the scheduling and frequency of audits, including audits of the SMS, procedures to ensure auditors have the appropriate skills and knowledge and are independent, that information is collected to show that the SMS is being complied with and the effectiveness of the SMS, results are communicated, corrective action is undertaken where required.			
Corrective actions	Procedures to ensure corrective actions are taken in response to any safety deficiencies identified during inspections, testing, audits, investigations or notifiable occurrences. This should include registration, review and implementation of corrective actions, assigning of responsibilities and giving priority, when undertaking corrective action, to those matters representing the greatest safety risk.			
Management of change	Procedures for ensuring changes, that may affect the safety of railway operations, are introduced safely. This includes understanding and clearly describing the scope and nature of the change and its affects, consulting with affected parties, identifying and allocating responsibilities, informing and training affected			

SMS Element	Requirements	Rail Commissioner documents ✓ or Not applicable	Contractor documents ✓ or Not applicable	Documents List the documents that must apply to the contracted works, with title and reference
	parties, identifying and assessing any risks to safety, and monitoring and reviewing the effectiveness of the change.			
Consultation	Systems and procedures to ensure that the consultation required when establishing, varying or reviewing the safety management is undertaken with prescribed personnel.			
Internal communication	Systems and procedures for the dissemination of information about the content of the safety management system to those who are to participate in its implementation or who may be otherwise affected by the implementation, also for the communication of the safety policy and safety objectives, internal reporting of accidents and incidents, and to support communication and dissemination of information throughout, and between all levels of, the operator's railway operations.			
Training and instruction	Processes to ensure rail safety workers understand their role and responsibilities as part of the SMS, and how information, instruction and training on new work practices, procedures, policies and standards, specified hazards and relevant control measures will be provided.			
Risk management	Procedures for the management of risk, so far as is reasonably practicable, to ensure risks are identified, assessed and eliminated or controlled. A risk register to record identified risks to safety, details of how they have been assessed and a description of any elimination or risk control measures that will be used, including, where appropriate, details of who is responsible for implementing the measures and a reference to the general location(s) in the SMS where more detail of the measures can be found.			
Human factors	Procedures to ensure consideration of human factors in the SMS and integration of human factors principles and knowledge into relevant aspects of operational and business systems.			

SMS Element	Requirements	Rail Commissioner documents ✓ or Not applicable	Contractor documents ✓ or Not applicable	Documents List the documents that must apply to the contracted works, with title and reference
Procurement and contract management	Processes to ensure safety-related requirements are agreed and documented, terms in tender documents or contract do not lead to unsafe work, appropriate selection and control of contractors and monitoring of their performance, safety duties are being met, goods and services provided are appropriate to ensure the safety of the railway operations.			
General engineering and operational systems safety requirements	A documented set of engineering standards and procedures, and operational systems, safety standards and procedures covering rail infrastructure, rolling stock and operational systems, and the interface between any two or more of them, if relevant. Details of the implementation and updating of these documents. Design control and verification procedures. For rail infrastructure and rolling stock, systems, procedures and standards for engineering design, construction and installation, implementation and commissioning, monitoring and maintenance, system operation, modification, decommissioning or disposal. Safe work procedures. List all the engineering standards, including infrastructure, plant, rolling stock, and safeworking rules that are applicable to the work being carried out. List any network notices that may be relevant.			
Process control	Procedures for monitoring compliance with standards and procedures specified under the 'General engineering and operational systems safety requirements' element, including procedures for the inspection and testing of safety related engineering and operational systems. Procedures for control, calibration and maintenance of all equipment used to inspect or test rail infrastructure or rolling stock, and for management of inspection and test records to provide evidence of their condition.			
Asset management	An asset management policy and processes that detail how assets will be managed through all phases of the asset lifecycle, configuration management requirements, who has responsibility and accountability managing asset safety.			

SMS Element	Requirements	Rail Commissioner documents ✓ or Not applicable	Contractor documents ✓ or Not applicable	Documents List the documents that must apply to the contracted works, with title and reference
Safety interface coordination	Establish agreements to effectively manage risks to safety at interfaces. List any related Safety Interface Agreement(s).			
Management of notifiable occurrences	Systems and procedures for reporting notifiable occurrences to the specified authority within set timeframes and including required information, managing the scene of a notifiable occurrence, preserving evidence, and managing all notifiable occurrences including determining which will be investigated.			
Rail safety worker competence	Procedures and processes to ensure rail safety workers who carry out rail safety work have the competence to do so.			
Security management	Plans, systems and procedures to protect, respond and recover from theft, assault, sabotage, terrorism and other criminal acts of other parties and from other harm and terrorist acts across the network.			
Emergency management	Plans, systems and procedures to respond to emergencies.			
Health and fitness	A program that complies with prescribed requirements, for the management of health and fitness for rail safety workers who carry out rail safety work.			
Drugs and alcohol	A program that complies with prescribed requirements, to ensure rail safety workers do not carry out rail safety work while impaired by alcohol or drugs.			
Fatigue risk management	A program, that complies with prescribed requirements, for the management of fatigue of rail safety workers who carry out rail safety work.			
Resource availability	Systems and procedures for ensuring adequate resources for the contract, operations and safety systems.			

Rail Commissioner			
Name:		Signed:	
Position			
Date			

Contractor			
Name:		Signed:	
Position			
Date			