

Health, Safety and Environmental Management Plan Guidelines

This guide may assist you when you create your own management plan for your submission. You are welcome to submit your own organisation's plan, however, please ensure that you cover the following sections in some way, particularly rail related considerations. Only include the sections that are relevant to your access request.

1. Purpose/Introduction
Brief paragraph outlining the purpose of the document. This needs to include revision history and company approval/sign off
2. Scope of Works
Brief description (paragraph) of the work that this plan covers 2.1 Programme of works To show the duration and length of overall project and how long you have planned to spend on each task. Build contingency into your planning and take into account weather, train movements, isolation and access availability as some examples.
3. Location Description
3.1 Project Location Street Address and specific location where the work is occurring which could be indicated in an aerial picture. If you know the lines and/or the meterages for your work this should also be included here. 3.2 Site Layout Plan Aerial pictures, snapshots of site including access points (for example a level crossing location) 3.3 Environmental Protected Areas Identified environmental areas that need to be protected or staff should be aware of within the area of work eg waterways 3.4 Sensitive Areas Identified historical and cultural areas within the work site that are of significance, high people dense areas, schools, hospitals
4. Roles and Responsibilities
In accordance with company policies; individual health, safety and environmental roles and responsibilities are broken down below for this project/scope of works. 4.1 Workers roles and responsibilities

4.2 Project Manager roles and responsibilities

4.3 Project Supervisor

4.4 H&S Environmental Manager/ H&S Advisor

4.5 Contractors/Subcontractors

It is expected the Principal Contractor will ensure all subcontractors have completed the KiwiRail induction requirements, hold valid and all relevant competencies based on the task they are doing, have the correct insurances and are appropriately managed/supervised while on site.

4.6 Visitors

We expect clear guidelines on how visitors will be managed on site, including 1 on 1 supervision and sign in processes.

4.7 Training/Competencies/Inductions

-All staff must have completed KiwiRail Induction and hold relevant competencies, refer to KiwiRail's website for details

<https://www.kiwirail.co.nz/how-can-we-help/access-the-rail-corridor/permit-to-enter/training-and-inductions/>

-Any site specific inductions must be referenced here

-Minimum requirements for PPE (personal protective equipment) when working in the corridor are

- Ankle to Elbow Cover
- Lace Up Boots
- Protective Eyewear
- Hi Vis Clothing
- Hart Hat (if working around plant/machinery)
- No Green or Red clothing to be worn

5. Methodology

5.1 Working hours

5.2 Constraints

i.e. Residential Areas – Noise/Hours of Work, electrified areas, frequency trains

5.3 Plant/ Equipment in Rail Corridor

How this will be managed in a live Rail Corridor

5.4 Construction Activities

Detailed breakdown of each construction activity

This could be staged for review and approval for bigger works/projects

5.5 Monitoring (only required for drilling and thrusting works)

If required to do Track Settlement monitoring we would like to see a monitoring plan which includes area, spacing between marker locations and frequency of monitoring. This must include the communication plan for notification to KiwiRail dependent on the alert level which is determined by the amount of track settlement.

6. Communication

6.1 Toolboxes/ Regular site meetings

We are looking for how often these will occur, how they will be run

6.2 Communication between all site parties

What form of primary and secondary communication will be used on site? I.e Handheld radios, mobile phones

6.3 Site Contacts

Key contacts on site – phone number and email address included.

7. Incident Management

As per the applicants company procedures, we want to see how you will manage incidents, including reporting, drug and alcohol testing and stand downs. We also want to check that this will meet KiwiRail standards.

*All incidents should be reported into KiwiRail immediately.

8. Emergency Management Plan

A table of Emergency Contact Numbers must be included stating Emergency services contacts, utilities companies and KiwiRail emergency number

8.1 People/Plant/Property

Where there is a serious risk of people/plant/property in the Rail Corridor being put in danger and where safe operation of trains could be impacted please reference KiwiRail 0800 808 400 number as well as 111 in the document so staff can call in an emergency situation.

We are looking for a detailed plan on how emergencies on site will be handled.

8.2 Environment

We are also looking for a detailed environmental emergency plan. i.e Procedures for notifying local authorities and KiwiRail

Appendix 1:

Safe Operating Procedure (SOP) for working in the rail corridor

Relevant Safe Work Method Statements (SWMS) for activities performed

Appendix 2:

<Insert company name>

Hazard Register

Hard copies of this document will be kept in the site office and electronic copy is available.

ISSUE	REVISION	DESCRIPTION	STATUS (P- PREPARED, R – REVIEWED, A – APPROVED)	DATE
1	A			
1	B			

Project/Job X: Permanent Hazards

HAZARD	POTENTIAL HARM	Significant hazard Yes/No	Eliminate	Isolate	Minimise	ACTION PROPOSED
Walking along the track	Risk of losing footing and injury	Yes			√	<ul style="list-style-type: none"> Wear lace up safety footwear Be careful at all times, watch for obstacles or uneven ground Take extra care when working on wet, icy or greasy sleepers and rail Be aware of any pending movements Use appropriate protection methods (go into detail here)
Working in live rail environment	Risk of being struck by rail vehicles	Yes		√		<ul style="list-style-type: none"> Use qualified protector and attend pre start briefing Provide correct protection as per rules and regulations Consult work site safety plan for that area All vehicles have strobe and / or hazard lights on Always remain alert
Lifting heavy objects	Risk of damage body	Yes			√	<ul style="list-style-type: none"> Wear safety footwear at all times Use proper equipment Use the correct posture Stretch first and keep back straight and bend the knees Ask for help
Working on structures	Injury to body	Yes			√	<ul style="list-style-type: none"> Beware of slippery surfaces Beware of all rail and vehicle movements in area If over 3 metres an approved safety harness must be worn and attached to a suitable and safe anchor point
Noise	Hearing damage	Yes			√	<ul style="list-style-type: none"> Wear hearing protection of correct rating for noise level
Bad weather	Risk of general health	Yes			√	<ul style="list-style-type: none"> Always carry clothing to suit anticipated weather conditions (rain, snow, etc.) Be prepared for unexpected prolonged exposure to bad weather conditions (call-outs etc.)
Temporary Rail Crossing	Risk of being hit	Yes			√	<ul style="list-style-type: none"> All movements across temporary rail crossing must be piloted/escorted

These are some examples to give you an idea of what we are looking for. However, we are not looking to read our own document each submission. We are wanting to see that you are considering the work-specific risks to give us confidence that you know what you will be doing out there.



You will also need to include here – some of your own job specific risks.