

Safety Management System Modules

Element 15 – Training and Instruction

What and Why

This part of the SMS should describe how an operator provides training and awareness to rail safety workers on the content of the safety management system. It should also include details of how the SMS is implemented.

This **is not** the detail of how rail safety workers are assessed. That is covered elsewhere in the SMS (element 24 – Competence of Rail Safety Workers).

How

There is a procedure that describes how the operator provides training and/or awareness in the SMS. This may include a combination of one or more of the following:

- Delivery of an induction that includes an overview of the SMS;
- A written test is included with training/awareness sessions;
- Information about the SMS is included in regular volunteer /rail safety worker briefings;
- All affected workers are consulted when changing or reviewing the SMS;
- Any updates that require additional training are identified and training delivered as part of the change process;
- Refresher training is provided regardless of skill levels and /or experience;
- Records are kept for all training courses/awareness sessions;
- Discussions about procedures include details of the hazards and risks that exist as well as the controls that are used to eliminate or minimise them;
- Executive Committee/ Board reports provide updates on SMS training.

Who

Training materials are developed and/or delivered by people with the skills and experience.

All members including the Executive Committee/ Board participate and apply the knowledge learned at training/ awareness sessions.

Rail safety workers including contractors participate in training and/or awareness sessions.

All people comply with the procedures contained in the SMS.

When

Training/awareness in the SMS should occur before the rail safety worker can commence any rail safety work for the operator (including contractors).

Induction programs include SMS awareness training.

SMS training is included as part of the SMS Review process.

List of relevant documents (internal)

SMS Induction Program

SMS contents

SMS awareness training

Links (external)

[ATHRA Website](#)

Appendices / Examples

None