



SYDNEY TRAMWAY MUSEUM

SAFETY MANAGEMENT REVIEW PROCESS

AUGUST 2007

Safety Management System Review

1. Purpose

To identify the safety management system review process.

2. Scope

This process applies to all safety activities within the STM.

3. Responsibilities

- The Rail Safety Management Team shall be responsible for reviewing the Safety Management Plan (STM 6042).

4. References

- Safety Management Plan (STM 6042)

5. Definitions

SMS Safety Management System

STM Sydney Tramway Museum: the trading name of South Pacific Electric Railway Co-Operative Society Limited for tram activities, therefore references to STM.

6. Actions

6.1 Annual Review

A full review of the safety management system is conducted annually. The review is undertaken by the Rail Safety Management Team.

The objectives of the review are to:

- Consider the effectiveness of the SMS and decide whether changes are needed. Changes could be required as a result of:
 - Safety directions or prohibition notices received from the regulator since last review;
 - Recommendations or issues arising from audits, occurrence investigations or commissioned reports; and
 - Safety issues and suggestions for improvement provided by staff.
- Initiate action to implement system or other changes decided upon following the review. This could include:
 - Risk assessment and safety validation for any significant system changes;
 - Development of Safety Improvement Plan for implementation of agreed changes or actions.

6.2 Record of Annual Review

- Full records are kept of the annual review process and its outcomes.

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The annual safety management system review is a key part of STM's continuous improvement cycle. The cycle is shown in the figure below:

