



# Position Description

## Zero Harm Project Safety Manager

### **Purpose:**

The Zero Harm Project Safety Manager is responsible for supporting and contributing to the development and maintenance of a safe work environment by effectively using a range of Safety, Health and Environment (SHE) tools and processes and supporting the implementation of Zero Harm Programs into project activities.

The Zero Harm project safety manager supports project leaders to engage with workers and contractors and drive good safety practices and compliance to support our philosophy of Zero Harm – ‘actively care and protect our people, our business and the environment’.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”.

### **Dimensions:**

- Reports to:** Zero Harm Lead CPAD
- Responsible for:** N/A
- Location:** Any
- Budget:** N/A
- Internal Contacts:** Programme and Project Management Team  
Wider Zero Harm Team  
Project HSAT/H&S Representatives and front line team members
- External Contacts:** Union representatives  
Contractors and Sub Contractors  
Other stakeholders involved in / affected by the project activities

### **Key Accountabilities**

<b>Support the Business Operation</b>
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Facilitate project teams’ development and maintenance of overall project programme and project site specific safety, health and environmental risk registers using information from:               <ul style="list-style-type: none"> <li>- Legislation, KiwiRail rules and standards, internal/external communications;</li> <li>- Undertaking site and task hazard identification activities, work task observations, task and site inspections/audits;</li> </ul> </li> </ul>

- analysing data from hazard, near miss and incident report findings and corrective actions.
- Coordinate SFAIRP reports and provide coaching
- Undertake SHE Stage Gate Reviews and participate in overall Gate Review
- Provide support and assistance through the Safety in Design process by:
  - Obtaining SHE historical data for analysis
  - Supporting SFAIRP Industry Scans
  - Participating in Safety in Design workshops

**Incident Investigation and Management**

- Facilitate/support project management with the notification, facilitation of investigations, selection and implementation of appropriate corrective actions following workplace incidents.
- Report monthly to Programme Directors and Project Managers on the status of investigations, actions and identify trends

**Assurance, Audit and Verification**

- Plan, manage and develop systems, site and task/activity Control Verifications (CV) audit against an annual programme.
- CV Audit activity will include Kiwirail worker, contractor and customer compliance through:
  - Verification of implementation and understanding of KiwiRail rules and standards;
  - Review of incident investigation completion, and corrective action close out evidence and effectiveness;
  - Review of audit corrective action completion, evidence and effectiveness;
  - Critical Risk/Critical Controls and risk register control effectiveness verification.

**Engagement and Communication**

- Participate in the development of ZH strategies, reporting and indicators to support risk management performance improvement.
- Contribute to the development of and operate in accordance with team Key Performance Indicators.
- Support project teams understanding and implementation of Zero Harm plans and strategies.
- Facilitate Project SHE Committees, PCBU interface meetings and

**Identify Assess and Mitigate Risk**

- **Hazard Identification and reporting** – facilitate opportunities to educate, encourage and enable the identification and reporting of Safety/Health Exposure and Environmental Impact hazards and demonstrate use of KR reporting tools.
- **Risk Management** – facilitate programme as well as task/activity hazard identification and risk assessment activity.
- Participate in the development of plans and strategies to enhance the protection of our people and the environment.
  - Support programme and site specific risk register development and the application of risk values using the KiwiRail risk matrix and risk assessment templates.

- Safety Risk Management – work with project management and contractor groups to identify task/activity, work environment, human factors and organisational factors/process hazards that impact on individuals’ safety in the workplace.
- Health Risk Management – work with the ZH Health team, project management and contractor groups to undertake programme and site/task health exposure risk identification, monitoring and assessment.
- Environmental Risk Management – work with the Environmental team project management and contractor groups to undertake programme and site/task environmental impact risk identification, monitoring and assessment.
- Facilitate risk assessments with site specific teams as part of their development of safe work method statements (local operating procedures) or task reviews, using KiwiRail risk assessment and change management processes (where required).
- **Critical Risks and Critical Controls** – develop awareness of critical risks and critical controls as these relate to the programme and different tasks/work environments to be encountered during the project in general and as they arise within the different sites across the project geographical area.
  - Ensure site specific risk registers highlight local critical risks and critical controls
  - Coordinate education and awareness sessions in conjunction with project management and HSAT/Health and Safety Committee representatives.

**Incident Reporting and Investigation**

- **Incident reporting** – support Project Managers and Contractors with the timely and accurate reporting of near miss/HiPo events and actual harm or damage incidents.
  - Assist site teams with ensuring incident descriptions, language used and risk ratings applied clearly and appropriately reflect the event and severity/potential outcomes.
- **Incident investigation** – Facilitate investigations and support project management with collation and analysis of data during incident investigations, assist with developing corrective actions.
  - Review completed investigations to ensure all relevant information has been obtained and considered, correctly uploaded and corrective actions captured in the incident database and also recorded in site specific risk registers.

**Auditing Compliance and Information Management**

- **Assurance programme** – Develop and undertake a programme of audits across your assigned project area covering all associated KiwiRail and contractor work sites.
- Audits will incorporate KiwiRail, contractor and other stakeholder work tasks and activities.
- The programme will review controls stated in the Standard for Project Safety Management, Programme Safety Management Plan, Site Specific Safety Management Plan and site specific/task risk assessments, method statements and standard operating procedures incorporating a combination of:

- Field observations using risk registers and critical control verification tools,
- Process reviews covering method statements and standard operating procedures,
- Implementation and understanding of the Safety Management System tools.
- Undertake additional 'ad-hoc' audits as assigned, covering:
  - Deep dives into 'hot topic' areas as identified through data analysis or at regulator request,
  - Reviews of safety communications to ensure these have been adequately communicated, understood, monitored for implementation and clarification provided where necessary,
  - Reviews of incident investigations to review evidence uploaded, corrective actions assigned, close out and effectiveness,
  - Reviews of internal and external audit actions to review correct implementation, close out and effectiveness.
- **Monthly Reporting** – Compile monthly Zero Harm report for Programme Directors consisting of:
  - Analysis of trends of hazards, near misses and incidents
  - Contractor performance using Contractor SHE Reports, CV audits and general observations
  - Commentary in overall SHE Performance including Project Teams SHE Work conversations, ORA reporting, status of actions and investigations, injury management
  - Status of compliance with SHE systems
- **Communication** – work with the CPAD ZH Lead to communicate results of audit activities and recommended actions.
  - Prepare presentations to programme and project management;
  - Record completed audits using the KR reporting tools.

## Engagement, Culture and Capability Development

- **Awareness and understanding** - work with site teams to ensure safety, health and environmental awareness and understanding is developed through inclusion within daily pre-starts, tool box talks and monthly presentations.
  - Monitor local communication of safety alerts, incident summaries and rules/procedural updates.
  - Ensure information is received by project management teams, clearly communicated and understood with records of communication and any feedback obtained and submitted into KR reporting databases.
- **SHE Work Conversations** - provide training and coaching to project teams in undertaking SHE Work Conversations and how to record these in K2.
- **Support Use of Tools and Systems** - assist project teams, contractors and other stakeholders to ensure awareness of and access to KiwiRail systems and tools including:
  - Checking competencies in the KLE training records database (and awareness of safety critical skills),
  - Recording information in K2 (SHE work conversations, inspections, hazards, near misses incidents, critical control verifications)
  - Support team members with completing pre-start meetings and job safety analysis or STAR reviews prior to commencing tasks.
  - Recording information in IRIS (investigations and audits)
  - Recording and navigation of HSAT/H&S Committee portal and Kiwirail ZH IKON (intranet) pages.
- **Meeting attendance and participation** – be involved in project management meetings and provide advice and guidance and work with the project teams to implement KiwiRail rules and procedures.
- Project SHE Committees
  - Facilitate SHE Committee meetings for the project(s) assigned,
  - Support the development of H&S Rep capability,
  - Working closely with committee chair and secretary and assist with the use and navigation of the HSAT Portal (sharepoint site).
- **Engagement** - support project managers with interpreting KiwiRail rules and procedures and incorporating these into their work planning, contingency planning, hazard management and continuous improvement plans.
  - Assist project management teams with the development of operating procedures by using Kiwirail risk management and change management processes,
  - Work with project managers to ensure the project embraces KiwiRail SHE KPI targets and performance are understood, monitored and being successfully achieved.
- Present in a professional manner and promote workplace practices that foster a positive Zero Harm culture.

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
• Experience working in a generalist H&S	• Experience in a large complex

<p>position.</p> <ul style="list-style-type: none"> <li>• Evidence of a competent level of HS&amp;E technical/professional knowledge.</li> <li>• Strong verbal and written communication skills</li> <li>• Strong interpersonal and relationship management skills including the ability to engage and influence at all levels.</li> <li>• Passion for safety and wellbeing.</li> </ul>	<p>operational environments or on project sites in a ZH Advisory capacity.</p> <ul style="list-style-type: none"> <li>• Understanding of how to implement safety management systems.</li> <li>• Experience working in a highly unionized workforce in partnership with unions.</li> </ul>
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**Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Incident Investigation</li> <li>• Risk Assessment/Management</li> <li>• Audit</li> <li>• Training/Communication/Presentation skills</li> </ul>	<p>HSE Diploma/Tertiary HS&amp;E qualifications and/or equivalent</p>