



SAFETY, HEALTH AND ENVIRONMENT

ENTERPRISE-WIDE SHE GUIDE

15-GUI-007-SHE

WEATHER EVENT MANAGEMENT - STATE HIGHWAY 73



This Enterprise-wide SHE Guide sets out arrangements for the KiwiRail Enterprise-Wide Safety, Health and Environmental (SHE) Management System, and applies to the KiwiRail entities KiwiRail Holdings Limited, KiwiRail Limited, and New Zealand Railways Corporation.

1. DOCUMENT CONTROL

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3. PURPOSE

This SHE Guide outlines the process for preparing for a significant Weather event that may impact on State Highway 73 and Midland line.

The risk that the guide works to mitigate is the ability to safely reposition people, KiwiRail or Tranzalpine passengers, in the event that forecasted weather may cause rail and road (SH73) to be impassable.

4. SCOPE

This Guide applies to all Freight Operations, Scenic, and Infrastructure activities that are carried out by, for or on behalf of KiwiRail and its subsidiaries or on sites which are owned or controlled by KiwiRail.

4.1 The scope only relates to Weather Event activities related to rail and road operation or closure:

- *Planning* for the weather event
- *Co-ordinating* updates and resumption of track use across the business and with customers during the weather event
- *Closing* the weather event and completing lessons learned

4.2 Weather Events include Rain, Wind and Snow only

4.3 Scope of Road and Rail:

Road: SH73 from Springfield to Stillwater

Rail: Midland line from Springfield to Stillwater

NOTE: Departmental procedures will be used to manage activities during and post the weather event, including SOPs, TARP, and Duty cards.

5. ORGANISATIONAL ACCOUNTABILITY AND RESPONSIBILITY

5.1 Executive and General Managers (Tier 2 & some Tier 3) of Functions or Business Units are accountable and responsible for:

- Providing leadership and support for the development and implementation of the KiwiRail SHE management system. This includes the provision of resources where required;
- Maintaining consistency with the compliance accountabilities within other KiwiRail business system Policies and Principles;
- Ensuring appropriate transfer of knowledge is provided to the enterprise, via coaching and mentoring, in the application of this Guide; and
- Ensuring changes are carried out according to KiwiRail's SHE Enterprise-wide Principles and Standards.
- Approve SHE management controls
- Ensure business activities managed in line with SHE Governance & Management Control requirements

5.2 Non-Executive or General Managers are accountable and responsible for:

- Approval of "Go, Go but, or No Go" decisions
- Modelling safety behaviour and leading safety culture
- Ensuring workforce SHE capability and performance, providing coaching
- Ensuring implementation of SHE management controls
- Communicating up, down, and horizontally
- Actively driving continuous improvement

5.3 Operational and Line Management are accountable and responsible for:

- Enacting the Weather Event Guide process
- Providing input to the "Go, Go but, or No Go" decision
- Enacting appropriate procedures and responses based on the track operation decision
- Ensuring compliance with SHE strategy and requirements
- Leading and modelling safety culture
- Fostering ownership and communicating management control expectation
- Communicating up, down, and horizontally
- Identifying capability and performance gaps and provide coaching, mentor Supervisors
- Resolving and removing critical issues and obstacles
- Actively driving continuous improvement

5.4 Everyone is accountable and responsible for:

- Following this guide and department processes related to Weather events
- Take reasonable care:
 - for their own health and safety; and that their acts/omissions do not adversely affect others or harm the environment
 - to implement local SHE management and risk control requirements
 - to report incidents and unsafe acts or conditions
 - using local SHE management controls

5.5 Stakeholder representation required on conference calls

- If unable to attend, a delegate shall be appointed for each role and have the required delegated authority to make a decision for the part of the business they represent.
- Minutes and actions to be distributed to all roles listed in the following table:

Role	Notes
Network Control Manager (NCM)	Chair and responsible for note taker ncm2@ontrack.govt.nz
Meteorology Solutions representative	Weather Subject Matter Expert Phone: +64 2124 99248 E-mail: mike.green@metsolutions.co.nz
GM Operations SI	The Accountable person for the event
Regional Operations Manager USI	
Regional Infrastructures Manager	
Linehaul Services Manager (LSM)	krlsm@kiwirail.co.nz
Linehaul Operations Manager Christchurch	
Operations Manager West Coast	
Scenic Customer Services Manager	Dependent on services potentially impacted
National Operations Manager (Scenic)	Dependent on services potentially impacted
National Logistics Manager	
National Customer Manager	
Production Manager USI	
Field Production Manager- Midland	
Field Production Manager- West Coast	
Asset Manager USI	
Zero Harm Lead for South Island	
Key Account Executives	Dependent on services potentially impacted

6. GENERAL REQUIREMENTS

This section includes the link to the KiwiRail Weather Status report by Meteorology Solutions and the process flows for Rain, Wind and Snow events, and event closeout.

6.1 State Highway 73 weather report link and example

Link:

[State Highway 73 \(metsolutions.co.nz\)](https://metsolutions.co.nz)

<https://metsolutions.co.nz/apex/f?p=159:18:8706746653133>

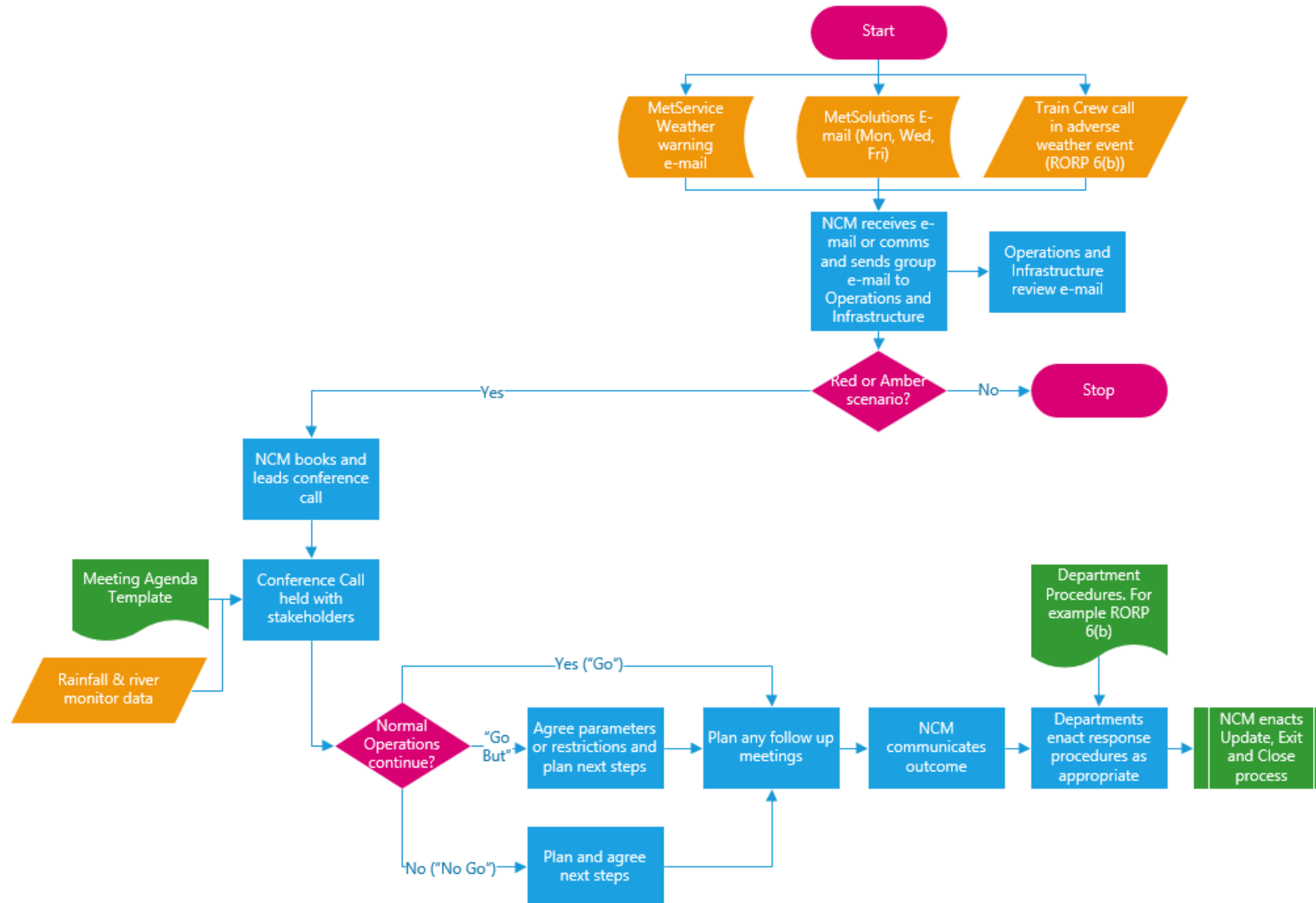
Example of the information found on the website:

Date	East of Arthur's Pass	West of Arthur's Pass	Comments
Sunday, 24 July 2022			No significant weather.
Monday, 25 July 2022			No significant weather.
Tuesday, 26 July 2022			Heavy rain about and west of Arthur's Pass town with totals here reaching 150mm
Wednesday, 27 July 2022			1. Snow expected on Arthur's Pass for a time during pm/evening. Risk of 2+ cm accumulation for a time. 2. Risk of snow showers in the area east of Arthur's Pass town evening hours. Risk of brief impacts for a short time
Thursday, 28 July 2022			1. Heavy snow in the Porters Pass area above 400 m with accumulation 10+ cm, and with reducing accumulation further west. 2. Brief snow showers affect the Arthur's Pass area for a time morning hours. 3. Accumulation 10+ cm expected on Midland line between Springfield and Avoca. <u>Consider location of snow plough.</u>
Non-impacting conditions			
Significant weather but with minimal impacts			
Significant weather with elevated risk of short-term impacts (such as less than four hours) on the road			
Significant weather with high risk of longer term impacts (such as more than four hours) on the road			

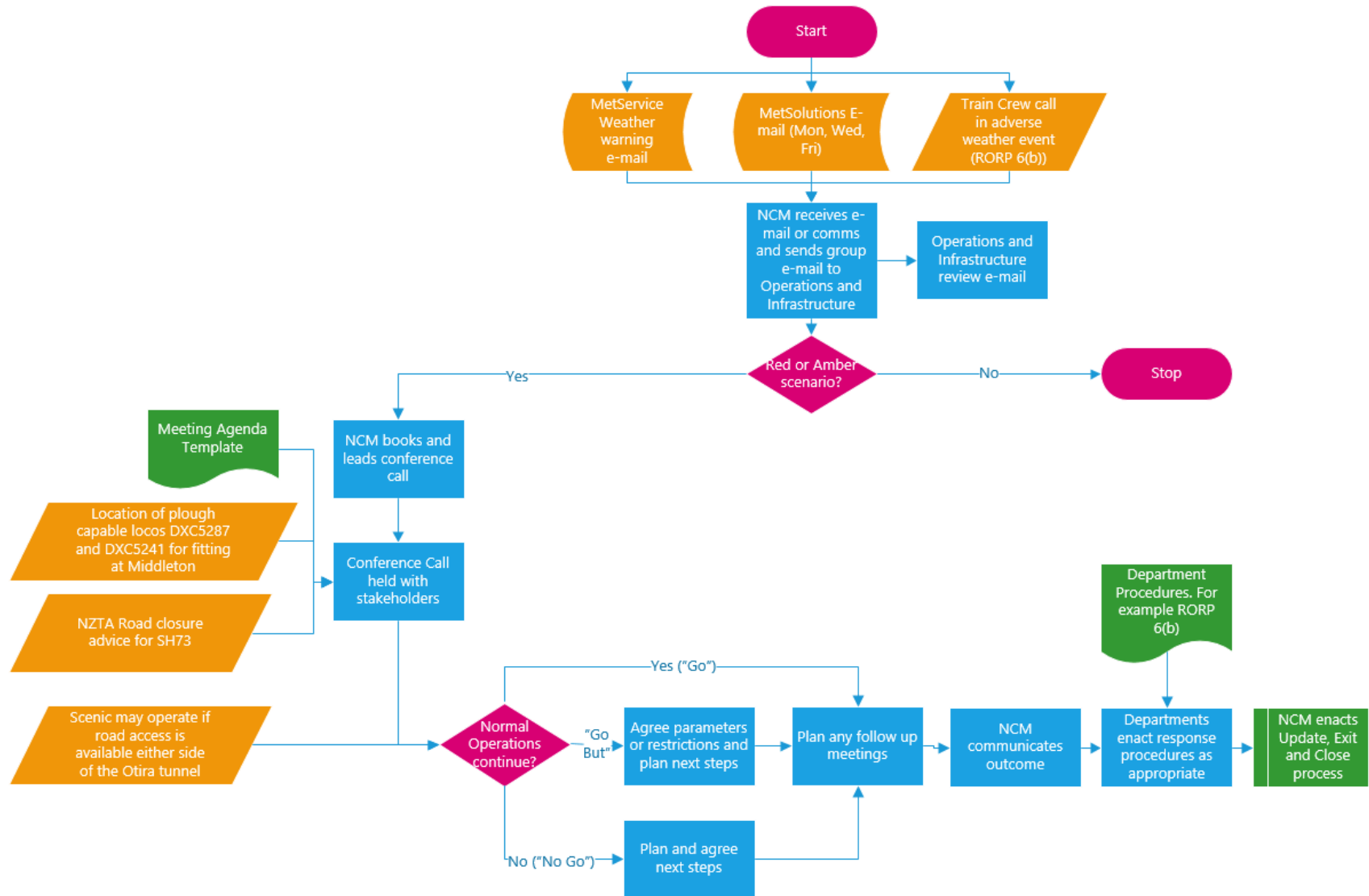
See Definitions section for explanation of different levels of weather risk.



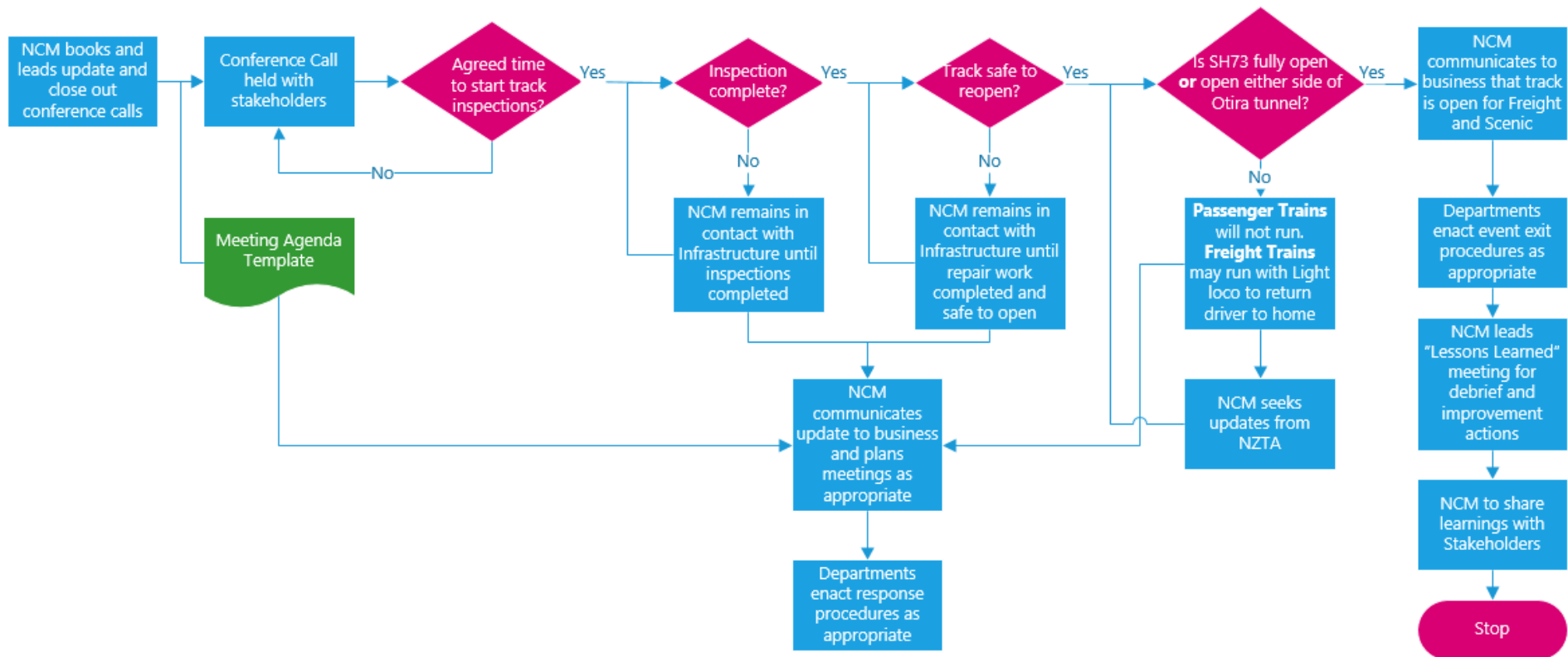
6.2 Rain or Wind Event Process



6.3 Snow Event Process



6.4 Weather Event Update, Exit and Lessons Learned Process



**6.5 Road Maintenance contacts for SH73**

Porters Pass Network Outcome Contract (NOC)	Contractor	Downer
	Contact	Incident and Winter Services Manager NC NOC
	Phone Number	03 359 0700 (Downer Office)
Porters Pass Contractor	Contractor	Isaac
	Contact	Maintenance Contract Manager
	Duty phone	03 363 5519
Arthur's Pass Network Outcome Contract (NOC)	Contractor	Fulton Hogan
	Contact	West Coast NOC Contract Manager
	Phone Number	03 768 7880
Waka Kotahi (NZTA)	Phone Number	0800 4 HIGHWAYS (0800 44 44 49)

7. DEFINITIONS

Abbreviation / Term	Meaning
Go, Go but, No Go	Go = Continue operations as normal Go but = Continue operations with restrictions, such as speed, operating in daylight hours et cetera No go = Stop all rail operations
LSM	Linehaul Service Manager
Midland Line	Rolleston to Stillwater
NCM	Network Control Manager
NOC	Network Outcome Contract
NZTA	New Zealand Transport Agency
SH73	State Highway 73
SI	South Island
USI	Upper South Island

Definition of risk levels for weather events:

Level	SH 73 overview	SH 73 weather criteria details
Green	No significant weather.	Predicted 24-hour rainfall less than 100 mm for alpine West Coast, and/or less than 50 mm for alpine areas east of Arthurs Pass town, and with no snow impacts expected at road level.
Yellow	Significant weather, but with minimal impacts.	Predicted 24-hour rainfall 100 to 150 mm for alpine West Coast, and/or 50 to 100 mm east of Arthurs Pass town, and/or the risk of short term snow impacts on road such as 2 cm or less on the road - but chains not expected to be needed.
Amber	Significant weather with <u>elevated risk of short-term impacts</u> (such as less than four hours).	Predicted 24-hour rainfall totals 150 to 250 mm for alpine West Coast, and/or 100 to 150 mm east of Arthurs Pass town, and/or snow and ice impacts on road such that chains are required or road is closed for a time (such as less than four hours).
Red	Significant weather with <u>high risk of longer term impacts</u> (more than four hours) on the road.	Predicted 24 hour rainfall totals 250+ mm for alpine West Coast and/or 150+ mm east of Arthurs Pass town, and/or snow and ice impacts on the road so that either chains are required, or the road is closed for more than four hours.

8. REFERENCES

SHE Elements, Principles and Documents that may be used in parallel

SH73 Weather Agenda Template	15-TEM-007-SHE
Distribution of Severe Weather Warnings	M007
Rail Incident Response Team Plan	15-PLA-003-COM
Rail Operating Rules Framework – Application and Use	14-STD-001-SHE
KiwiRail Emergency Management Plan Section 11.1 – Tunnels	
KiwiRail Locomotive Engineer TARPs and Duty Cards	
Rail Operating Rules Section 1	
Governance and Internal Control Accountabilities	01-PRI-002