

# Safety Data Guideline

### **GUIDELINE**



Search



### **Notice to Users**

This RISSB product has been developed using input from rail experts from across the Rail Industry and represents good practice for the industry. The reliance upon or manner of use of this RISSB product is the sole responsibility of the user who is to assess whether it meets their organisation's operational environment and risk profile.

© Rail Industry Safety and Standards Board



### **Document Control**

RISSR

Identification					
Document Title		Number	Version	Date	
Safety Data Guideline		1.0		10 June 2014	
Document History					
Publication Version	Effective Date	Page(s Affecte	s) Reaso ed Chang	n for and Extent of je(s)	
Version 1	10 June 2014	All	First P	ublication	
Authoring & Approval					
Name			Date		
RISSB Board		10 June 2014			

#### **Guideline Change Procedures**

The RISSB maintains the master for this document and publishes the current version on the RISSB website.

Any changes to the content of this publication require the version number to be updated.

Changes to this publication must be approved according to the procedure for developing management system documents.

The RISSB will identify and communicate changes to this publication.

### **Non-Mandatory and Non-Normative**

It was formally determined and agreed at the Rail Safety Consultative Meeting on 31 July 2008 that Guidelines are not enforceable or mandatory. These RISSB Guidelines have been developed by industry, for industry only. RISSB members are free to utilise the content of this document either in whole, in part or not at all.

### Copyright

All rights reserved RISSB 2014. The content of this document (except for content explicitly marked as originating from other sources) is owned by RISSB and may not be reproduced or transmitted by any means in whole or in part without written permission from the copyright owner.

Current financial members of RISSB may utilise and reproduce the text or diagrams contained herein for use within the context of their own rail operations. No photographs contained herein may be reproduced without permission of the relevant copyright holder.



### **Contents**

1	Intro	duction	. 4
	1.1	Purpose	. 4
	1.2	Background	. 4
	1.3	Scope	. 5
	1.4	Intended Audience	. 5
	1.5	How to use this Document	. 5
2	Colle	ecting Safety Data	. 6
	2.1	Introduction	. 6
	2.2	Safety Data Quality Management	. 6
	2.3	Safety Management System	. 8
	2.4	Safety Data Collection and Analysis	. 8
	2.5	Safety Data Management Process	. 8
	2.6	Review and update	16
	2.7	Case Studies	16
3	Turn	ing Safety Data into Information	16
	3.1	Background	17
	3.2	Safety Performance Indicators (SPI)	17
	3.3	Trend Analysis	20
	3.4	Benchmarking	21
	3.5	Use of Data Normalisers	21
4	Safe	ty Decision Making	22
	4.1	Principles	22
	4.2	Application of Business Principles	22
	4.3	Application of Legal Principles	22
	4.4	Risk to Individuals	23
	4.5	The Decision Taking Framework	23

## **Appendix Contents**

Α	Appendix 1 - Glossary	. 24
В	Appendix 2 - CASE STUDIES	26
С	Appendix 3 - Typical Safety Performance Indicators	31
D	Appendix 4 - Reference Material	36