

POLICY

# HEALTH AND SAFETY ORGANISATION

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# DOCUMENT DEVELOPMENT AND APPROVAL

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# ACRONYMS AND ABBREVIATIONS

A full list of acronyms and abbreviations can be found in RBR Glossary of Abbreviations. The following acronyms and abbreviations are used throughout this document:

Abbreviation	Definition
BEN(s)	Beneficiaries [of RGBP]
H&S	Health and Safety
MB	Management Board of <b>RB R B Rail AS</b>
NIB(s)	National Implementing Body(ies)
RGBP	Rail Baltica Global Project
RBR	RB Rail AS, reg. No 40103845025 a joint stock company registered at the Enterprise register of the Republic of Latvia and Branches thereof.

# DEFINITIONS

The following terms are used throughout this document:

Term	Definition
Accident	An undesired event that results in injury or ill health.
Beneficiaries	Ministry of Transport and Communications of the Republic of Lithuania, Ministry of Transport of the Republic of Latvia, Ministry of Economic Affairs and Communications of the Republic of Estonia responsible for the RGBP implementation.
Branches	Branches of RB Rail AS in Lithuania (reg nr 304430116), Estonia (reg nr 14168654) and Latvia (reg Nr 40203254781).
Incident	An undesired event that results in damage to a property.
Employees	RBR employees as well as MB members and heads of RBR branches. Employees of contractors and sub-contractors of RB Rail AS.
Near-miss	An event which did not result in injury or damage to property but had the potential to do so and shares the same root causes as an accident or incident.
National Implementing Bodies	Rail Baltic Estonia OU (Reg No 12734109) in Estonia, Eiropas Dzelzceļa līnijas SIA (Reg no 40103836785) in Latvia, UAB LTG Infra (Reg No 305202934) in Lithuania.
Policy	This Health and Safety Organisation Policy.
Safety concern	Any condition, practice, or violation that causes a substantial probability of physical harm, property loss, and/or environmental impact.

Senior management	Heads of department and team leaders.
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# 1 Introduction

## 1.1 Purpose

The purpose of the Policy is to define clear roles in managing H&S in the RBR on all position levels. Roles and responsibilities shall be defined in a manner that fulfils local legislation requirements, RBR H&S standards as well as international good practice.

This Policy shall define roles and responsibilities of different levels of RBR representatives to coordinate RBGP planning, implementation and coordination in terms of H&S to reach goal of “0 accident workplace”.

## 1.2 Application

This Policy describes H&S responsibilities of 5 levels of staff within RBR: a) Members of the Management Board; b) Senior Management; c) Project owners and project managers; d) Employees; e) H&S department.

## 2 Responsibilities of Members of the Management Board

1. Lead by example regarding H&S and foster high level safety culture development;
2. Ensure an up-to-date RBR H&S policy is prepared and brought to the attention of all Employees;
3. Ensure sufficient resources to enable implementation of the RBR H&S policy;
4. Ensure that RBR and RBGP H&S Management systems and standards are developed, implemented and reviewed on regular basis;
5. Liaise H&S management issues on IBs and BENs level;
6. Set and deliver personal and RBR level H&S KPIs annually.

## 3 Responsibilities of Senior Managers

7. Be aware of H&S policy and ensure it is brought to the attention of all members of staff under their control.
8. Set a leading personal example in H&S performance.
9. Ensure all Employees under their control have adequate level of H&S competency and properly trained to carry out their duties as specified in RBR H&S policy and procedures and are qualified for safe work performance. (H&S facilitates the process)
10. Ensure all Employees under their control have sufficient means for safe performance of work including personal protective equipment and adequate safety gear according to risk assessment and safe systems of work.
11. Ensure that work is planned, H&S risks are assessed and controlled in accordance with RBR H&S policy and procedures. (H&S facilitates the process)
12. Ensure that reporting, recording and investigations of accidents, incidents and loss is undertaken. (H&S facilitates the process)
13. Ensure that any Employee who does not comply with their H&S duties is informed/disciplined appropriately.
14. Insist working practices are carried out as set out in RBR H&S general policy and procedures.
15. Proactively co-operate with the H&S department regarding implementation of programs and initiatives for H&S culture improvement.
16. Deliver all H&S KPIs as stated by MB.



## 4. Responsibilities of project owners and project managers

17. Project owners ensure resources at sufficient level for project managers to implement H&S programs in the project.
18. During preparation of project plan, Project manager shall inform H&S manager about the project scope and subject by sending respective information via e-mail and scheduling pre-project H&S meeting with H&S manager.
19. Project manager shall ensure that H&S standards prepared by H&S department are included in procurements and contracts of works and services within the scope of project.
20. Project managers shall ensure that H&S data reporting system provided by H&S department is applied at all project management plans.
21. Project managers shall ensure that H&S management issues are on agenda of project progress meetings and H&S department facilitates it if applicable.

## 5. Responsibilities of all Employees

22. Learn about RBR H&S policy, procedures and risk assessment and comply with requirements of those at all times.
23. Actively contribute to RBR H&S programs and initiatives.
24. Participate in H&S trainings.
25. Actively participate in H&S risk assessment process, inherent to the area of expertise and/or responsibility, that is facilitated by H&S department.
26. Ensure that all equipment and/or materials provided for use at work are used in a safe manner and in accordance to instructions issued by manufacturer or RBR.
27. Ensure accidents, incidents, near-misses and safety concerns are reported immediately and according to the procedures laid down in RBR H&S policies and procedures.
28. Ensure that any ill-health that may be work related is reported as soon as possible to H&S manager.

## 6. Responsibilities of H&S department

29. Define H&S strategic objectives and develop H&S internal governance framework.
30. Establish H&S standards, align with BENs and IBs. Perform as liaison in terms of H&S management strategy,

goals, coordination and supervision with BENs, NIBs, MB and when appropriate state authorities, trade unions and other stakeholders.

31. Ensure tools and skills necessary for H&S management are allocated and working.
32. Advise and train for H&S issues Members of the Management Board as well as Senior Managers on their roles and responsibilities according to legal requirements and RBR standards.
33. Set a leading personal example in managing H&S.
34. Upon Senior Managers` request facilitate risk assessments, develop training programs and facilitate trainings, develop and implement H&S requirements within legal framework.
35. Drive RBGP level H&S management initiatives by highlighting H&S issues and proposing solutions for risk mitigation actions involving NIBs and BENs.
36. Coordinate H&S activities on RBGP level by collecting H&S performance results, evaluating trends and suggesting improvements to stakeholders.
37. Assess the effectiveness of current H&S management system and propose improvements to the MB.
38. According to H&S performance results and trends, to suggest following year RBR & RBGP H&S KPIs to MB.
39. Crisis management in accordance to H&S crisis management plan.

## 7 PROCESS CONTROL

40. Application of the procedure is controlled by H&S Manager

## 8 REVIEW AND UPDATE OF THE DOCUMENT

Procedure shall be reviewed by Document Owner at least once in two years and updated if necessary.

## 9 REFERENCES

Ref:	Document Number:	Document Title:
Internal Governance Documents		
1.	RBGL-HSD-POL-Z-00001	Health and Safety policy
2.		
Quick Reference Guide		
3.		
4.		
5.		