

## TERMS OF REFERENCE

### BACKGROUND

Rail Transport Operators (RTO) in Australia and New Zealand have a responsibility to eliminate, or if not practicable, minimise risks to protect the safety of the public, rail safety workers, their fellow workers, and the environment.

A critical aspect is to monitor the health of rail safety workers. To ensure there is a consistent approach to this across the Australian and New Zealand rail industry, the National Standard for Health Assessment of Rail Safety Workers (the Medical Standards) were developed and are regularly reviewed and updated. Rail operators accredit doctors and other health professionals to undertake medical assessments. The Medical Standards helps accredited health professionals undertake those assessments.

In many cases the operator appoints a Chief Medical Officer (CMO). CMOs provide critical input to the standards and processes around their application across the industry.

### THE CHIEF MEDICAL OFFICERS COUNCIL (CMOC)

The Chief Medical Officers Council (CMOC) is a formal group of CMOs from across the Australian and New Zealand rail industry. The CMOC sits within the Rail Industry Safety & Standards Board (RISSB) Network and is supported by RISSB.

#### Aim

CMOC's aim is to help maintain safety in the rail industry in Australia and New Zealand by ensuring contemporary medical standards are in effect and appropriate processes are in place to apply those standards in order to maximise the health, fitness and wellbeing of rail safety workers (RSW) across the industry.

#### Role of the CMOC

The CMOC provides overall governance of the processes around assessing the fitness of RSWs. The CMOC:

1. discusses key industry issues relevant to the health of rail safety workers
2. provides expert medical advice in reviews of the medical standards
3. oversees the processes around the implementation of the standards across the rail industry including:
  - the appointment of Authorised Health Professionals (AHP)
  - the appointment of AHP Trainers
  - forms used in all AHP processes and how they are completed (audits)
  - the management of AHP performance concerns arising from audits
  - training materials and training requirements for AHPs
4. oversees communication to the rail industry on matters related to the standards and their application
5. responds to issues raised by key stakeholders (for example ONRSR, NTC, RISSB Board, ARA Board)

## Membership

The CMOC will be open to all CMOs or an Occupational Physician with specific responsibility for AHP training appointed by rail operators in Australia and New Zealand, along with other membership as agreed by CMOC.

RISSB will maintain a register of CMOs. This register will be used to track and monitor the status of CMOs and indicate whether they are CMOC members. The register will be reviewed on an annual basis and made available on the RISSB website.

Proxies will NOT be permitted. However, CMOC members who cannot attend a meeting can indicate to the Chair how they wish to vote on any resolution or give the Chair their vote.

## Management Committee

A Management Committee is appointed to deal with day to day AHP issues and AHP complaints. Membership of this Committee is to include five CMOC members, including the CMOC Chair and CMOC Deputy Chair, with at least three required to reach a quorum.

The Management Committee is elected for a term of 2 years.

Management Committee and CMOC meetings will be Chaired by the CMOC Chair, or by the Deputy if the Chair is not able to attend.

## Meetings

CMOC meetings will:

- Be held at a minimum annually.
- Additional meetings or teleconferences will be held at the request of the CMOC Management Committee.
- Be chaired by the elected Chair who is responsible for approving Minutes of meetings and Action registers.
- Have an agenda which includes all key issues and encompasses the role of CMOC as outlined above.

A quorum for CMOC will be 60% of the membership.

Voting for any motion that arises in the CMOC meeting will be by simple majority. If a vote is required in relation to a position where there is more than the required number of nominations a formal vote will be held with the majority vote winner(s) being elected.

## RISSB's role

RISSB will

- prepare the agenda for each meeting in consultation with the Chair, take minutes of the meetings and ensure agreed actions are progressed
- be represented at each meeting by a nominated person, this person will be responsible for providing CMOC with relevant information and feedback affecting the rail industry
- prepare a report following each meeting on key matters discussed and outcomes agreed for provision to relevant Committees and Boards.

## Reporting Arrangements

RISSB will, on behalf of the CMOC interface with ONRSR, NTC, ARA, RiW or other affected parties as required.

## AUTHORISED HEALTH PROFESSIONAL TRAINING

Authorised Health Professional (AHP) training must be conducted in accordance with the CMOC AHP National Training Program materials, the National Standard for Health Assessment of Rail Safety Workers 2024 edition and associated information bulletins issued by the NTC.

### Appointment as an AHP trainer

Appointment as an AHP trainer requires a medical practitioner to be engaged by a RTO CMO. The RTO must issue the AHP trainer with a letter of appointment to verify that they have the authority to carry out the role of CMO.

The medical practitioner must have completed the AHP training and must subsequently attend a Train the Trainer session.

To continue as an AHP trainer, the medical practitioner requires the ongoing appointment as the CMO of an RTO and attendance of the CMOC meetings. Appointment as an AHP trainer is at the discretion of the CMOC and may be withdrawn if these terms of reference are not followed.

### Conduct

CMOs must agree to conduct all AHP training in a professional and courteous manner and consistent with these terms of reference. If your professional registration is revoked or if you have any disciplinary or legal action taken against you regarding professional conduct or criminal charges you have an obligation to inform the CMOC.

### Agreement to the Terms of Reference

By signing this form I understand and agree to the following:

- I have been appointed as the CMO of an RTO. If I cease this role then my trainer status will also cease.
- I have completed the AHP training and attended a briefing session with an existing trainer.
- I agree to use the complete CMOC training materials as provided without alteration (apart from substituting the forms of the relevant RTO).
- Until an online training option is available, AHP training will be conducted face to face unless there are circumstances in which case videoconferencing may be used to deliver the training. Videoconferencing will be conducted in groups of no more than 10 participants and cameras must be turned on.
- If a CMO is employed by a company that is in the marketplace doing rail medicals, health professionals from competing organisations must not be excluded from AHP training.
- I will ensure that health professionals have current registration prior to undertaking AHP training.
- I will have a program in place for the auditing of AHPs of the rail operator that I represent to ensure its ongoing integrity and quality.
- I will be available to be contacted to answer questions regarding case management by the AHPs whom I have trained.
- I will attend rail CMOC meetings and agree to abide by the decisions of that group.



# Chief Medical Officers Council

I acknowledge I have read and understood the national Authorised Health Professional Trainer Terms of Reference and agree to abide by these terms.

Please sign and return to RiSSB at [info@rissb.com.au](mailto:info@rissb.com.au) along with a letter from the RTO confirming your appointment as CMO.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

CMO for: \_\_\_\_\_ (letter/s attached)