

Following duties are discharged by Safety Officers to fulfill the Railway Safety Mission**DUTY LIST OF CSO**

The Chief Safety Officer is the Head of the Safety department. The CSO audits the operations on the Railway with respect to safety through inspections, supervision of Inspections, safety audits and other checks. All audits are also analyzed and action suggested preventing accidents.

- Reporting of accidents to Railway Board and CRS
- Compilation of accident statistics
- Assisting Commissioner of Railway Safety in conducting accident inquiries
- Monitoring of Accident inquiries and follow up on the recommendations and disciplinary action on cases arising out of such inquiries and ensure adequacy of punishments imposed.
- Liaison with all departments for safe practices in maintenance and working of trains and apprising the Administration about deficiencies and short comings in these areas
- Follow up action on Inspection reports of Commissioner of Railway Safety
- Conducting super-checks in all areas connected with operation and maintenance of train services from the safety point of view
- Promoting safety at level crossings
- Preparation and circulation of safety circulars and posters
- Ordering and coordinating safety drives
- Co-ordination regarding Disaster management functions including interaction with agencies outside Railways.
- Co-ordination and conduct of Intra Railway safety audit with a multi-disciplinary team of Senior administrative grade level officers and Compliance thereon.
- Co-ordination and conduct of Inter-Railway Safety Audit with a multi-disciplinary team of Senior administrative grade level officers and monitoring Compliance thereon.
- Monitoring of activity related to SIMS and progress of safety works.
- Counselling of staff (Safety Seminar / Workshop / Meeting / Training).
- Publication of posters, safety circulars, hand books etc.
- Issue / Revalidation of SWR & Other Rule Books, TWO, Correction Slips to all Rule Book.
- Compiling and submission of Safety Drive Report.
- Compiling for Uploading of activity related to SIMS (Railway Board Website).
- Uploading of Daily Safety Activity on Google Spread Sheet of Railway Board, preparation of Safety Appreciation Report and Inspection module of Railway Board.
- Co-ordination for conduct of full scale disaster Mock Exercise with NDRF & local authorities.
- Dealing with PQ & RTI.

DUTY LIST OF Dy.CSO

- He shall be in charge of Office of Safety Organisation at MAO.
- To attend accident and derailment site.
- Reporting of accidents to Railway Board and Commissioner of Railway Safety in absence of CSO
- Safety Inspections of Safety Installations with special emphasis on Engg.
- Counselling of staff (Safety Seminar / Workshop / Meeting / Training).
- Publication of posters, safety circulars etc.
- Issue / Revalidation of SWR & Other Rule Books, TWO, Correction Slips to all Rule Book.
- Compiling and submission of Safety Drive Report.
- Co-ordination and conduct of Intra Railway safety audit with a multi-disciplinary team of Senior administrative grade level officers and Compliance thereon.

- Co-ordination and conduct of Inter-Railway Safety Audit with a multi-disciplinary team of Senior administrative grade level officers and Compliance thereon.
- Compiling for Uploading of activity related to SIMS (Railway Board Website).
- Uploading of Daily Safety Activity on Google Spread Sheet of Railway Board, preparation of Safety Appreciation Report and Inspection module of Railway Board.
- Co-ordination for conduct of full scale disaster Mock Exercise with NDRF & local authorities.
- Dealing with PQ & RTI.
- Ensuring timely submission of PCDO & MCDO.
- Ensuring timely submission of Monthly / Quarterly / Yearly Safety Returns to Railway Board / CRS.
- Monitoring the movement & Inspections of Officers and SFCs HQ at MAO.
- Any other work assigned by CSO from time to time.

DUTY LIST OF AOM/Safety/HQ

- Safety Inspections of Safety Installations.
- Counselling of staff (Safety Seminar / Workshop / Meeting / Training).
- Coordinating in preparation of Safety posters, safety circulars etc.
- Preparation for issue / Revalidation and Correction Slips to G&SR, Acc.Manual.
- Compiling for Uploading of Accident related details in SIMS (Railway Board Website).
- Assisting for conduct of Inter Railway Safety Audit, Intra Railway Safety Audit, Annual Safety Inspection.
- Assisting in monitoring of Accident inquiries and follow up on the recommendations and disciplinary action on cases arising out of such inquiries and ensure adequacy of punishments imposed.
- Assisting in liaison with all departments for safe practices in maintenance and working of trains and apprising the Administration about deficiencies and short comings in these areas.
- Liaison with other Zonal Railways, Railway Board, CRS Office on safety related matters.
- Assisting in CSO Office on day to day administrative work.
- Any other work assigned by CSO from time to time.

DUTY LIST OF ASO (S&T)/MAO

- Safety Inspections of Safety Installations with special emphasis on S&T.
- Safety audit & monitoring of compliances.
- Safety drives & Reports thereon.
- Preparation for Issue / Revalidation of SWR & Other Rule Books, TWOs, Correction Slips to all Rule Book
- To attend accident and derailment site.
- Assisting for conduct of Inter Railway Safety Audit, Intra Railway Safety Audit, Annual Safety Inspection.
- Preparation & Updation of Disaster management Plan and Disaster Management functions including interaction with agencies outside Railways.
- Counselling of staff (Safety Seminar / Workshop / Meeting / Training).
- Publication of posters, safety circulars, hand books etc.
- Follow up of Board & Headquarters directives.
- Compilation of accident statistics and preparation of safety PCDO & MCDO.
- Monitoring on implementation of various recommendations on safety.
- Any other work assigned by CSO & Dy.CSO from time to time.

DUTY LIST OF Regional Safety Officer (RSO/RN & RASO/KAWR)

- Safety Inspections of Safety Installations.
- Safety audit & monitoring of compliance.
- Safety drives & Reports thereon.

- To attend accident and derailment site.
- Co-ordination regarding Disaster management functions including interaction with agencies outside Railways.
- Counseling of staff (Safety Seminar / Workshop / Meeting / Training).
- Regular Safety Meeting with Branch Officers at RRM's level.
- Accident enquiry and follow up on the recommendations.
- Monitoring over D&AR proceedings on safety related cases and ensure adequacy of punishments imposed.
- Assisting for conduct of Inter Railway Safety Audit, Intra Railway Safety Audit, Annual Safety Inspection
- Publication of posters, safety circulars, hand books etc.
- Follow up of Railway Board & Headquarters directives.
- Monitoring over PME & Refresher courses.
- Compilation of accident statistics and preparation of safety PCDO & MCDO.
- Monitoring on implementation of various recommendations on safety.
- Any other work assigned by CSO & RRM from time to time.