



RAIL SAFETY WORKERS COMPETENCY

PURPOSE AND SCOPE

The purpose of this Procedure is to advise Laing O'Rourke personnel what is to be applied to meet the requirements under the rail safety national law relating to the competence of Rail Safety Workers.

This Procedure applies to Laing O'Rourke's workers and subcontractors who undertake rail safety work on behalf of Laing O'Rourke and in terms of Laing O'Rourke's rail safety accreditation requirements.

This procedure should also be applied to Rail Safety Workers engaged by Laing O'Rourke to undertake Rail Safety Work for another Rail Transport Operator who has allowed Laing O'Rourke to apply their own processes.

People who undertake rail safety work, as defined in Section 8 of the Rail Safety National Law, will be deemed to be rail safety workers and this can be further broken down to the examples provided below, however it should be noted that the examples are not a comprehensive list.

A rail safety worker is any worker undertaking the following:

- operating or despatching rolling stock e.g. track machine / Road Rail Vehicle operator, network controller;
- controlling signalling and or communications affecting the movement of rolling stock e.g. signaller;
- coupling or uncoupling rolling stock e.g. shunter;
- maintaining, inspecting or repairing rolling stock e.g. diesel maintainer, fitter;
- maintaining, inspecting or repairing rail infrastructure e.g. maintainer;
- maintaining, inspecting or repairing rail signalling and communications infrastructure e.g. signal fitter;
- certification of railway civil, signalling, telecommunications infrastructure and rolling stock e.g. engineers;
- decommissioning of railway civil, signalling, telecommunications infrastructure and rolling stock e.g. engineers;
- development, management and monitoring of railway safeworking systems e.g. safety systems developers, train control planners;
- managing or monitoring of passenger safety on or at any railway.

Where the safety management system (SMS) and competency program of the rail transport operator to whom Laing O'Rourke is contracted is applied, Laing O'Rourke will ensure the criteria determined by that entity is applied and document the process in the Project Rail Safety Management Plan relative to the rail safety work to be performed.

The process described in this procedure shall be in addition to any company or industry induction that workers are required to meet on entry to the company or for access to any railway.

The procedure shall be applied to all Rail Safety Workers engaged in rail safety work throughout Australia and shall be applied in addition to the criteria set out in System Requirement Onboarding, Training, Induction and Verification of Competency as well as Primary Standard Plant & Equipment.



1.0 PROCEDURES

Project Leaders must ensure, so far as is reasonably practicable, that no person performs rail safety work unless their competency has been determined or they are under a documented training program.

When carrying out rail safety work for another accredited entity it will be necessary to determine in consultation with that organisation:

- What constitutes rail safety work,
- The competencies that are required to carry out such work.

The Project Leader shall determine which activities to be performed constitute rail safety work. This shall be carried out in consultation with the HSE Manager and key stakeholders within the Project and must comply with any client (Rail Infrastructure Manager's) criteria.

The determination of what is rail safety work and therefore who are Rail Safety Workers will be defined in the introduction of the Project Rail Safety Management Plan (PRSMP) and then in the PRSMP (Element 22 Rail Safety Workers Competence) to describe how the competency requirements will be applied at that project.

Workers must advise their supervisor immediately if asked to perform rail safety work for which they do not have the required competence.

Many Rail Infrastructure Managers are aligning their competency management programs to that applied by the Australasian Railway Association through the issuing of Rail Industry Worker Cards.

The RIW Program provides a single web-based national competency management system for rail workers to enable a consistent approach in meeting regulatory requirements and compliance to national rail safety legislation. The RIW program utilises smart card technology to provide:

- Real time verification of competencies
- Auditing and breach management visibility across the Laing O'Rourke railway operations.

The competency requirements of network operators are outlined in Network Operators Matrices and Business Rules published on the Rail Industry Worker Program website <https://www.riw.net.au/business-rules/network-operators/>.

Some network operators require competencies to be obtained from specific registered training providers. The list of Network Approved RTO'S and courses can also be found on the program website <https://www.riw.net.au/registered-training-organisations/#find-a-rto>

LORAC need to ensure that Rail Safety Workers hold the appropriate network owner's role for site access (e.g. TfNSW-Operator Role) as well as other competencies to support the tasks they perform (e.g. Forklift Operator – National). In this way, LORAC workers and contractors can be moved between network owners more effectively and efficiently. The Project / Operations where workers are associated have the ability to manage individual's personal details and competence requirements.

Each Rail Safety Worker who is to carry out rail safety work in relation to Laing O'Rourke's railway operations must have a form of identification that is sufficient to enable the type of competence and training of the worker to be confirmed by a Rail Safety Officer. For the workers engaged in their railway operations, Laing O'Rourke will apply the Rail Industry Worker Cards (RIWC) program, irrespective of the card that is used to gain access to the project, unless there are specific requirements agreed to by the Rail Infrastructure Manager. For example, TfNSW has mandated specific requirements for their Central Station and Sydenham Junction projects to use the Pegasus Rail Safety Worker system in lieu of the RIW Card for the remaining life of these projects.

LOR will apply the Rail Industry Worker Program where required by Rail Infrastructure Managers.

Each Project Rail Safety Management Plan in Element 22 Rail Safety Worker Competencies must set out what applies to the Rail Safety Workers that project employs.

Once the competency matrices have been established it will be necessary to carry out the following:



1.1 SOURCE TRAINING PROVIDERS AND ACCREDITED ASSESSORS

Laing O'Rourke training resources include:

- Internal trainers and assessors holding Certificate IV Trainer and Assessor competencies
- Assessors linked to Registered Training Organisation's
- Registered Training Organisation's and Universities

The Project / Rail Operations Training Co-ordinator / Human Capital in consultation with the project leader shall organise with the relevant training organisation / assessor the process to be applied when training and assessments are required to be undertaken.

1.2 PROVIDE TRAINING AND ASSESSMENT FOR RAIL SAFETY WORKER COMPETENCE

Training may include:

- Structured training provided by qualified trainers, using either Laing O'Rourke or external trainers depending on required outcomes
- Self-paced training managed by the worker
- On the job training provided by competent personnel

If it is considered that the worker has existing skills and knowledge to perform the work safely, a request for assessment can be made to the Training Co-ordinator who will arrange for a qualified assessor to carry out the assessment.

The assessor will conduct an assessment and record the result. If the worker cannot demonstrate the required competency, this will be recorded and an individual training plan will be developed. This plan may include additional training or an agreed timeframe to gain further experience.

If the worker is able to demonstrate the required competency, records will be provided to both the Training Co-ordinator, who will arrange to update the Training Competency Matrix and to the RIW Administrator, who will input the competency record into the RIWC database managed by the Australasian Railway Association's agent. Where EIFY is used, records will also be updated by the EIFY Administrator (EIFY is the internal Laing O'Rourke Competency Management tool.)

Where competencies are nearing expiry the Training Co-ordinator or RIW Administrator will arrange for the relevant re-assessment to be undertaken.

1.3 VERIFICATION OF COMPETENCY (VOC)

(extract from System Requirement Onboarding Training Induction and VOC)

A person must be assessed for competency (i.e. verification of competency (VOC)) prior to carrying out work that requires:

- A High Risk Work licence
- Operating any powered mobile plant
- Operating other equipment as determined by risk assessment at the project or workplace

A licence or qualification on its own is not proof of an operator's competence. The verification of competency must be conducted by an assessor with:

- TAE40110 Certificate IV Training and assessing qualification, and also
- Holds the relevant High risk work licence, or
- In conjunction with a person who holds the relevant High Risk Work licence

While national units of competency achieved by rail safety workers are valid for an undisclosed period, an individual's competence to operate a specific item or undertake a task, as outlined above, requires confirmation on a regular basis. Competence must be reassessed **every two years or earlier**.

Competency means the ability to perform the activities within an occupation or function to the standard expected in employment. Competent use and operation of industrial equipment is defined in terms of core knowledge and skills associated with the use and operation of different classes of equipment.



1.4 ARRANGE FOR THE RAIL INDUSTRY WORKER CARD TO BE ISSUED

When it is determined that a LORAC worker needs to hold an RIW card, a nominated LOR RIW Administrator will commence the application process. The employee will require to carry out all instructions emailed to them by the RIW Program and complete a 100 point online ID check. The individual's details are uploaded on to the Rail Industry Worker system by the RIW Administrator, including a copy of their Rail Category medical report (when required), and records of competency, training or licences relevant to the roles to be held on the card. A physical and virtual card is then issued to the cardholder.

All Rail Industry Worker Cards shall be checked by project personnel prior to the engagement of workers on site.

Where the accredited or exempt organisation to whom Laing O'Rourke is contracted manages the competency framework and the corresponding cards issued, the Training Co-ordinator will consult with that organisation to ensure all aspects of the competency and card issue are appropriately addressed.

The means by which the specific criteria are applied at a project will be described in detail in the **Project Rail Safety Management Plan Element 22**.

The Training Co-ordinator will maintain personal, competency and card details for each card issued to the Rail Safety Workers.

1.5 MONITOR RAIL SAFETY WORKERS COMPETENCE

The Training Co-ordinator in consultation with the Project Leader will arrange through the RIWC provider or a specific RIM to have access to the Rail Industry Card App such that relevant people authorised by the Project Leader can scan the QR code on the Rail Industry Worker Card to check the competencies of the Rail Safety Worker.

Where such access to the RIW App has not been arranged the project may apply alternative processes but there needs to be a process to check the competencies of all Rail Safety Workers engaged by Laing O'Rourke which may require pre-qualification processes to be applied to subcontractors and supply agencies to enable such checks to be carried out.

1.6 RECORDS OF COMPETENCE

For the purposes of section 117(6) (Assessment of competence) of the National Rail Safety Law, and Sec 30 of the Rail Safety National Law National Regulations, Laing O'Rourke must maintain records of the competence of Rail Safety Workers who carry out rail safety work that include details of :

- a) the rail safety training undertaken by each Rail Safety Worker, including when the training was undertaken and its duration; and
- b) the qualifications and competencies of each Rail Safety Worker, including, if applicable:
 - (i.) the units of competence attained by the worker; and
 - (ii.) the level of qualification attained; and
 - (iii.) if and when a re-assessment of competence is to be conducted; and
 - (iv.) if and when re-training is due; and
 - (v.) the date any re-training is undertaken; and
- c) the name of the organisation who conducted the training or re-training; and
- d) the name and qualifications of the person who assessed the competence of the Rail Safety Worker.

The means by which this is achieved will be by downloading the relevant documentation in the Rail Industry Worker Card portal Laing O'Rourke has access to.



1.7 MAINTAINING THE ANNUAL RIW SUBSCRIPTION

A yearly subscription fee is payable for each RIW Card. The RIW Administrator will monitor subscription expiries and liaise with employees to confirm if renewal of their subscription is required based on their current work.

Where a worker is continuing employment with LOR, however, is no longer carrying out Rail Safety Work on a rail project, the yearly subscription may not be renewed. This will cause the RIW card to become invalid however the worker's details will remain on the RIW card database and if the worker resumes rail safety work, the card and subscription can be reactivated at a future date. Workers should retain their card.

It is important to note that after 12 months in an invalid state, the worker will cease to show as a LOR employed worker in the RIW Card database. The LOR RIW Administrator will lose the ability to access the card data and monitor the expiry of individual competencies until such time as the worker accepts a new "employment request" by LOR in the RIW system and the subscription is paid. Reactivation of the card may require all prior subscription fees to be paid. Expired competencies may require recertification or VOC as per RIM requirements.

1.8 CESSION OF EMPLOYMENT

When a Rail Safety Worker ceases employment with Laing O'Rourke, the RIW Administrator will remove the Rail Industry Worker from the Laing O'Rourke Australia Rail Portal. The Rail Safety Worker will retain their card and any subsequent employer can obtain the respective records from the RIWC database and continue to manage the worker's competencies.

1.9 RULES FOR BLOCKS AND SUSPENSIONS OF RAIL INDUSTRY WORKER CARDS

The rules for blocks and suspensions are outlined on the Rail Industry Worker program website here <https://www.riw.net.au/training/faqs/>.

A block is a restriction placed on a Rail Industry Worker card that prevents a Rail Industry Worker from working on a specific rail network or on multiple rail networks. A suspension is the temporary removal of a worker's role or competency from their card.

If any uncertainty exists as to what can be applied, check with the Rail Industry Worker Card service desk.

Table 1

TYPE OF BLOCK/SUSPENSION	WHO CAN PLACE	REASON
RIW Program Block <i>Impacts all work sites on RIW program rail networks</i>	National RIW Governance Committee – These blocks are visible by Access Controllers and Spot Checkers	Serious safety incident or fraud (Category A – Notifiable Occurrence). A confirmed positive drug or alcohol test conducted as part of a Rail Health Assessment by an AHP.
Network Operator Block <i>Impacts all work sites on a specific network only.</i>	Network Operators – These blocks are visible by Access Controllers and Spot Checkers	Any type of breach, incident or accident. For examples see RIW website above.
National or Network Role Suspension <i>Prevent the Rail Industry Worker from undertaking work in the suspended role.</i>	Network Operator or by the National Rail Industry Worker Governance Committee via the Service Desk	Any incident that results in the Rail Industry Worker demonstrating reckless act or legislative breach or organisational breach. For examples see RIW website above.
National or Network Competency Suspension <i>Prevent a Rail Industry Worker from undertaking work in any role where the suspended competency is required.</i>	Network Operator or by the National Rail Industry Worker Governance Committee via the Service Desk	Any incident that results in the Rail Industry Worker demonstrating reckless act or legislative breach or organisational breach. For examples see RIW website above.
Employer (LOR or other) Role or Competency Suspension	Where LOR or another Principal Contractor has created specific company, project or site competencies or roles in the RIW System, they reserve the right to suspend, modify or reinstate a Rail Industry Worker's site specific role or competency.	Infringement of safety rule or regulation e.g. fatigue limits, misconduct For example, see RIW website above.

2.0 LEGISLATION AND GUIDELINES

- Rail Safety National Law
- ONRSR Guideline – Identifying Rail Safety Work under the RSNL
- ONRSR Guideline – Preparation of a Safety Management System

3.0 FORMS AND TEMPLATES

- SR Onboarding, Training, Inductions and Verification of Competency