

# Procedure

## Business rules for management of Rail Industry Worker Contractors

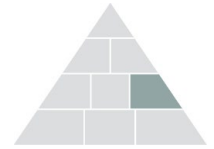
MD-13-79

QUEENSLAND RAIL OFFICIAL

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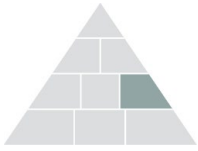
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# 1 Purpose

This procedure is for Queensland Rail employees managing contractors and for contractors themselves. It provides the business rules that support the management of contractors whilst engaged by Queensland Rail to perform rail safety work or to perform any work in the rail corridor, including employees of other organisations engaged by the contractor, by:

- verifying the rail safety competencies
- issuing Rail Industry Worker (RIW) identification cards.

It is a legislative requirement that a rail transport operator must ensure that each rail safety worker who is to carry out rail safety work in relation to the operator's railway operations has a form of identification that is sufficient to enable the type of competence and training of the worker for that rail safety work to be checked by a rail safety officer under Section 118 of the Rail Safety National Law (Queensland) Act 2017.

## 1.1 Business or technical need

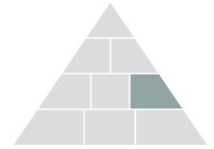
This procedure supports the Rail Safety Worker Competence Standard and the Safety and Environment in the procurement of goods and contracted services Standard MD-12-162. It ensures Queensland Rail complies with the legislative requirements of the Rail Safety National Law (Queensland).

# 2 Requirements of this Procedure

## 2.1 Rail Industry Worker (RIW) card

The following contractors must carry Rail Industry Worker identification when working for Queensland Rail and present this (on request) to a Rail Safety Officer/Regulator from the Office of the National Rail Safety Regulator or a Queensland Rail representative:

- All contractors undertaking rail safety work, as defined under section 8 of the Rail Safety National Law (Queensland) (**Note:** there are no exceptions)
- Contractors performing work for Queensland Rail in the rail corridor.



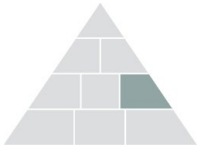
## 2.1.1 Exclusions

Those excluded from carrying Rail Industry Worker identification are:

Contractors who are:

- Working on station buildings with limited to no exposure to the danger zone
- Deliveries to the rail corridor outside the danger zone
- One-off entry to the rail corridor where contractors have completed a Rail Corridor Induction Checklist, are operating under the protection and constant supervision of a Protection Officer (PO) and where it is not reasonably practical to expect the contractor to obtain a RIW card due to the short term nature of their work in the rail corridor
- External third parties (non-rail related) not contracted by Queensland Rail, such as telecommunications workers
- Engaged at short notice (less than the allowable time to process an RIW Card and role application via the RIW System provider) due to no fault in the forward planning performed by either Queensland Rail or the contractor/sub-contractor. In these instances, a physical RIW card may not be able to be presented at the commencement of work. This is a temporary exclusion condition until the RIW card becomes available and the contractor/sub-contractor must be able to provide:
  - Certified physical copies of statements of attainment for the required qualifications and competencies to perform the work that they are undertaking on behalf of Queensland Rail in alignment with the Queensland Rail Competency matrices (Including Safely Access the Rail Corridor, Work in Electrified Territory where the contract work is in electrified territory, Trade Certificates/Professional Qualifications etc.)
  - Certificate of fitness for the level required to perform the rail safety task
  - Evidence of lodging an application for the RIW card
  - Photographic identification that can clearly identify the worker.

There are no exceptions for rail safety workers.



## 2.1.2 Notification to sub-contractors

Contractors engaged by Queensland Rail must ensure sub-contractors engaged by the contractor comply with these requirements.

## 2.1.3 Checking of RIW Card Holder Requirements

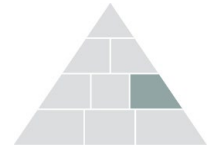
Prior to any work commencing where a contractor has been engaged to perform work for which a RIW card is required to be held, the Queensland Rail group securing the contractor services will:

- obtain a list of RIW card numbers for contractor personnel allocated to the work
- confirm contractors on the provided list hold the required competencies for the work to be undertaken. The RIW system will be used to perform this check and must be documented.

## 2.2 Application process for contractors

### 2.2.1 What needs to be done to obtain an RIW card

- The employer of the contractor will need to order the RIW card for them by going to <https://www.riw.net.au> and registering using the RIW Registration steps available on the website
- Once the employer has ordered the RIW card the system will email them with a link to set up a MyRIW account and to approve their employment request. This needs to be completed by the employee to enable the process for registration and company assignment to be completed
- The RIW will need to complete a 100 point ID check and ensure the subscription has been paid before the employer can add further details on the card
- 100 Points of Identification Check are completed through an online verification and ID check
- Completion of a Health assessment as per the National Standard of Health assessments for Rail Safety Workers and issuing of a Certificate of Fitness, for roles/competencies requiring a medical, must be completed and undertaken by an Authorised Health Professional (AHP)
- PLUS hold the applicable role for the work to be undertaken with all required competencies being fulfilled. The upload certified copies of any qualifications, statements of attainment, certificates, licences, cards, or other competencies required for the identified role/s needs to be completed and verified to be able to hold the related job roles



- Once the RIW system provider receives and validates all the documents, a virtual RIW card will be available, if this is selected by the company Employer Administrator during the card ordering process, and a physical hard copy will be sent once the verification is complete and approved.

## 2.2.2 Certification of documents

Documents can be certified by any of the following:

- Justice of the Peace
- Commissioner for Declarations
- Legal Practitioner
- Notary Public.

The person certifying the documents will need to provide their full name, and relevant details regarding their membership, which needs to include their registration or membership number.

The person certifying the document must be satisfied the copy is a true and unedited copy of the original document.

## 2.2.3 Acceptable identification documents

Your 100 Points of Identification Check needs be completed online. The RIW system provider will not accept identification documents completed by your employer nor other cards that have already been verified through a previous checking process.

## 2.2.4 Documents that are not in English or were obtained overseas

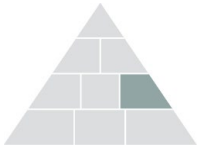
An official translation must accompany your documentation. The Australian Government has established an Overseas Qualifications Unit in all states to assist migrant workers obtain recognition of any overseas skills and qualifications.

<https://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/who-can-translate-my-documents-into-english-for-me>

## 2.2.5 Advice of application outcome

When the RIW system provider has verified your documentation, and you have completed the 100 Points of Identification Check they will advise you of the outcome of your application for a RIW card within 3 working days.

Your virtual card link, if selected by the company Employer Administrator, will be sent to you via email and the physical hard copy will be sent via Australia Post.



## 2.2.6 Refusal of application

Queensland Rail has the right to refuse any application for a RIW card to undertake tasks on their property. If your application has been refused, contact the RIW system provider for further information. Refused applications can be reviewed by Queensland Rail on a case by case basis.

## 2.2.7 Lost card

You will need to contact the RIW system provider as soon as you notice you have lost your card. Please note you will not be able to perform rail safety work for Queensland Rail or perform any work within the Queensland Rail corridor without your card. The RIW system provider can provide you with your unique rail industry worker identification number, and re-issue you a card at a replacement cost. Refer to <https://www.riw.net.au> for further details.

## 2.2.8 Validity of RIW card

The card will be valid for 5 years from the date of issue stamped on it. The card belongs to you. If necessary, your RIW card status can be blocked by Queensland Rail in the RIW system.

Please note you will not be able to perform rail safety work for Queensland Rail or perform any work within the Queensland Rail corridor while your card is blocked by Queensland Rail.

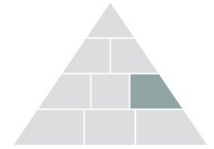
## 2.2.9 Worksite Login

You will be asked to produce your RIW card at the daily pre start worksite safety briefing. At this briefing, and at any stage while undertaking work for Queensland Rail, your RIW Card may be scanned using the RIW System Mobile Application and checked for the following:

- RIW Card Number
- Contractor details correspond with the RIW Card being presented for checking
- RIW roles for which the work is to be undertaken are assigned and maintained
- Competencies have been achieved for the role selected.

These record checks must be recorded by the relevant Queensland Rail representative and recorded on an approved Queensland Rail document.

**Please Note:** The RIW card does not provide any kind of automatic access or authority to enter a rail infrastructure worksite, the rail corridor or other Queensland Rail premises including stations.



## 2.2.10 Auditing of competence at worksite

The RIW card information will be audited through an online query of the RIW desktop system or via the RIW Mobile Application by the relevant Queensland Rail representative. This may occur at both scheduled and random times to ensure contractors have the correct RIW roles and competencies for the rail safety work, or work within the rail corridor they are performing.

## 2.2.11 Contractor Alcohol and Other Drugs breaches

You do not need to notify the RIW system provider of any alcohol and other drugs breaches at the time of your application. However, should you have a positive alcohol or other drugs result whilst working at Queensland Rail, you will be refused entry to Queensland Rail workplaces or requested to leave the workplace. You may be denied future access to Queensland Rail workplaces until you produce a negative test result. The non-Queensland Rail employee's organisation will be advised of the positive test result.

Queensland Rail and the Office of the National Rail Safety Regulator (ONRSR) may carry out random alcohol and other drugs testing at any time.

## 2.2.12 Cost of RIW card

There will be an initial cost, with an annual fee. The payment of the card and annual fee is your responsibility or your contracting company. The cost of the RIW card can be found by contacting the RIW system provider. Refer to <https://www.riw.net.au> for further details.

## 2.2.13 Validity of RIW card across states

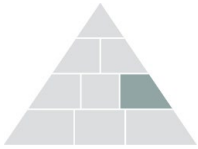
Once the RIW card is implemented in all states, there may still be some state specific competency requirements. Contractors will need to access <https://www.riw.net.au> and follow the process in registering their details and uploading relevant units of competence, qualifications, licences, or certificates applicable to completing the rail industry worker requirements in that state.

## 2.3 Health assessments

### 2.3.1 Contractor health assessments

The Rail Safety National Law (Queensland) requires rail transport operators to have and implement a health and fitness management program, complying with the requirements prescribed under a regulation, for rail safety workers who carry out rail safety work on or in relation to the operator's rail infrastructure or rolling stock.





Such a program includes a responsibility to monitor the health and fitness of employees and contractors who perform rail safety work. The National Standard for Health Assessment of Rail Safety Workers provides guidance for accredited rail organisations to meet these obligations.

## 2.3.2 Types of health assessments

There are three different types of health assessment based on whether the work undertaken is safety critical or non-safety critical as shown below:



A risk management approach is used to determine which category of health assessment applies to various types of work.

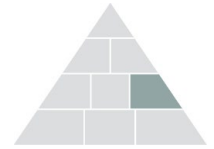
**Category 1:** applies to rail safety workers who undertake safety critical work and whose ill health may result in sudden incapacity or collapse leading to a serious incident affecting public safety or the rail network.

**Category 2:** applies to rail safety workers who undertake safety critical work where sudden incapacity will not impact on the safety of the public or the rail network.

**Category 3:** applies to rail safety workers who undertake non-safety critical work and whose health and fitness does not impact directly on the rail network but who are required to protect their own safety.

**Note:** Please note there is a 4th Risk Category for other non-safety critical workers who work in a controlled environment. These workers do not require a health assessment.

If you are unsure what Category you require, please discuss with the Queensland Rail representative managing your contract. The relevant competency matrix can also be referred to for identifying the correct Category.



### 2.3.3 Health assessment providers

Your health assessment must be carried out by an Authorised Health Professional (AHP). These providers have been trained to conduct rail medical assessments. A list of Authorised Health Professionals is provided on the Queensland Rail website page <https://www.queenslandrail.com.au/forbusiness/contractors/Healthassessments>.

The Authorised Health Professional will assess the standard requirements applicable to the category of medical being undertaken, as per the National Transport Commission guidelines. See <https://www.ntc.gov.au/rail/safety/national-standard-for-health-assessment-of-rail-safety-workers/> for further details.

The length of the health assessment will depend upon the category of medical required. This can be discussed with the Authorised Health Professional at the time of booking.

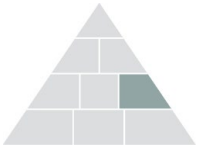
The AHP will provide you with a Certificate of Fitness which states the category level you have been deemed medically fit to perform. The AHP can upload the Certificate of Fitness in to the RIW system as part of the competency requirements for these roles. Alternatively, the contractors Employer Administrator can upload the Certificate of Fitness into the RIW system as part of the competency requirements for roles and the RIW system providers service desk will verify it.

### 2.3.4 Cost of health assessment

This will depend on the AHP and category of medical. You will need to contact the AHP for further details regarding cost.

### 2.3.5 Health Assessment Results

As a contractor, subcontractor or supplier to Queensland Rail, medicals are only accepted where the rail safety worker has been deemed Fit for Duty or Fit for Duty Subject to Review. Job modifications need to be managed by you or your employer.



### 2.3.6 Validity of health assessments

This depends on what type of medical assessment you need and your age. See below table.

| Medical Category  | Validity                      |
|-------------------|-------------------------------|
| <b>Category 1</b> | On commencement as RSW        |
|                   | Every 5 years to age 50, then |
|                   | Every 2 years to age 60, then |
|                   | Every year.                   |
| <b>Category 2</b> | As per Category 1             |
| <b>Category 3</b> | On commencement as RSW        |
|                   | At 40 years of age, then      |
|                   | Every 5 years.                |

Please note the above timeframes are only true where an Authorised Health Professional does not determine a requirement for more frequent reviews.

If your medical has expired, you will need to be reassessed to obtain a current Certificate of Fitness. No Rail Safety Work can be performed until the medical fitness is again validated.

### 2.3.7 Access to health assessment results

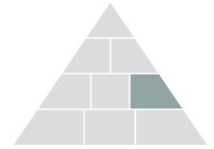
Access to your full health assessment results is restricted to yourself and the Authorised Health Professional.

## 2.4 Competencies

Competency means you have sufficient knowledge and skills to perform work on behalf of Queensland Rail. This is evidenced by demonstrated experience and/or the possession of Units of Competency or qualifications issued by recognised Australian Qualifications Framework (AQF) organisations such as Registered Training Organisations (RTO) or universities.

### 2.4.1 Demonstrated experience

Demonstrated experience may be evidenced by a worker's résumé or Curriculum Vitae, or by first-hand knowledge by a relevant Queensland Rail representative. Where the Competency Matrix requires evidence of experience, the worker is required to obtain endorsement from a relevant Queensland Rail representative to the effect that the worker's experience is acceptable for the purposes of an RIW application.



## 2.4.2 Units of Competency for Queensland Rail

The required Units of Competency are dependent upon the rail safety job description, and could include qualifications such as statements of attainment, certificates, and licences through completion of either an accredited or non-accredited training course.

## 2.4.3 Psychometric testing

Queensland Rail may require a psychometric assessment as a pre-requisite to be deemed eligible to perform certain RSW roles. To attain this pre-requisite the contractor must perform the psychometric tests and meet the benchmarks as required by Queensland Rail.

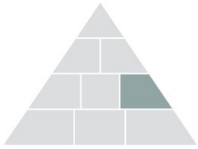
The relevant competency matrix will identify if a psychometric assessment is required for a particular role.

## 2.4.4 Registered Training Organisations

In reference to the Queensland Rail competency matrices, all training needs are to be carried out by a RTO which is accredited with the Australian Skills Quality Authority, holds the relevant qualifications or unit/s of competency on their scope of registration, and issues statements of attainment in accordance with the AQF. Please note the training provider needs to be registered for the specific training package and relevant unit/s of competency within a functional category. The RTO also needs an accredited assessor for the particular competency being assessed.

Due to the organisational specific content across a number of trackside safety related courses only an RTO licenced by Queensland Rail to deliver these courses can be used by contractors who perform work on behalf of Queensland Rail. Please note Queensland Rail does recognise unit/s of competency delivered by other RTO's, however due to the specific content of these courses Rail Industry Workers are still required to attend these courses if required for the specific role they are undertaking.

Reference must always be made to the competency matrix for the latest provider and competency information prior to undertaking training with an RTO.



## 2.4.5 Missing or different unit/s of competency to Queensland Rail's matrices

Queensland Rail, via the RIW system, will not provide you with a role in the RIW System unless evidence of all required competencies is provided. If you do not have these, you need to contact an RTO or an issuing body to determine how to obtain your qualification.

RTOs have a legal requirement to keep copies of records for any training they have provided. If they have either lost their student records or the RTO has closed, copies can be obtained from the relevant state or federal accrediting body. See <http://www.aqf.edu.au> for further details.

There may be some instances when the competency being verified will require clarification or further evidence may be requested. The RIW system provider will verify your competencies with Queensland Rail should it be different to those listed on the competency matrices.

## 2.4.6 Minimum requirements to access the rail corridor

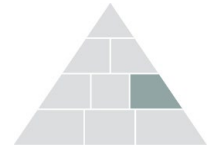
Not all tasks that occur in the rail corridor are rail safety work. If you are carrying out any work within the rail corridor, you will need to hold either of the following roles:

- 'In the Rail Corridor (Non-Rail Safety Worker). This role is used when there is a requirement for a person (not undertaking rail safety work) to be in the rail corridor under the direction of a responsible person., or
- 'QR Operator and National Around the track personnel (construction maintenance). These roles are to be used when undertaking rail safety work within the rail corridor and under the direction of a responsible person. It is also applicable to all contractors working in the 'Danger Zone' of the rail corridor. Refer to the Trackside Safety competency matrix and the National Operator and National Track and Civil competency matrices for further details
- Network Lockout online course completion, this role is to be completed for all contractors holding roles listed above. This is available via the RIW Service desk directly via the [www.riw.net.au](http://www.riw.net.au) website.

If working within the Queensland Rail electrified territory, the contractor will also be required to hold:

- Working in Electrified Territory (WET) role and the competencies associated with this.

Unless there is a change to particular RIW role requirements that Queensland Rail requires either re-certification or supplementary competency training, the RIW card, once issued, will remain valid until either:



- 1) the card reaches its expiry date in accordance with section 2.2.8; or
- 2) the card is revoked due to the worker failing to meet the re-assessment requirements of section 2.3.7 (health assessment); or
- 3) the card is revoked due to the worker failing to meet the re-assessment requirements of section 2.6.4 (re-certification).

Should you be required to enter the danger zone, a Protection Officer will be required.

## 2.5 Licences

Queensland Rail has defined the licensing requirements for its roles by reference to state accrediting agencies and the relevant Industry Skills Council.

The law requires you to obtain a licence before doing certain types of work. Licences and registrations are bound by state and federal legislation, including work health & safety regulations, dangerous goods regulations, various communications regulations, and the requirements of Standards Australia.

In instances where licences are no longer required for specific plant and equipment, Queensland Rail requires other evidence of competence. In these cases, suitable evidence includes;

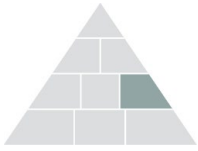
- holding a previous certificate of competency issued by a regulator
- holding a statement of attainment or other nationally accredited qualification
- holding an industry competency card or completing training at an industry training school
- having appropriate on-the-job training from an experienced and competent operator; and
- having previous experience and competency verified by a previous employer.

Further Detail:

<https://www.deir.qld.gov.au/workplace/licensingregistrations/licences/apprenewreplace/index.htm>.

Queensland Rail will only recognise licences issued by accredited organisations and has specified in our competency matrices the licences required of contractors to complete rail safety work.

Further detail: <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety/licences/apply-renew-or-replace/licences/apply-for-a-high-risk-work-licence>.



## 2.5.1 High Risk Work, Plant and Equipment and Other Licences

A rail industry worker who performs tasks relevant to a category within high risk work will need to hold a relevant licence issued by an approved provider and approved by the state work safety authority.

Further detail: <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/what-licence-do-i-need>.

There are a number of other licences issues by accrediting organisations that Queensland rail requires evidence of before issuing RIW cards. Examples include licences for:

- traffic controller
- <http://www.tmr.qld.gov.au/business-industry/accreditations/traffic-controller-accreditation-scheme.aspx>
- communications cabling
- <http://www.acma.gov.au/Industry/Telco/Infrastructure/Cabling-rules/how-to-become-a-registered-cabler>
- driving or operating various vehicles.

Required licences are listed in the competency matrices.

## 2.5.2 Work Safely in Construction Industry Certificates

The OHS Construction Industry Induction certificate is a minimum requirement for work in the rail corridor, and an RIW card. All Australian States and Territories have adopted the National standard white card induction, CPCCOHS1001A Work Safely in the Construction Industry, however each previous State or Territory equivalent is accepted at the time of application.

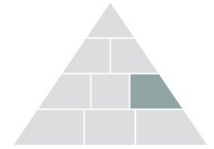
Further Detail: <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/what-licence-do-i-need/general-construction-induction/apply-for-a-general-construction-induction-card>.

## 2.5.3 Apprentices and Trainees

Apprentices and trainees working in the rail corridor will require a RIW card. They should obtain the 'Working in the Rail Corridor' role from the Trackside Safety Competency Matrix.

Upon completion of their training, they can then add the relevant RIW role to their profile and upload records of their competencies.

If apprentices and trainees don't work in the corridor, they will not require a RIW card until they complete their training.



## **2.6 Competency management**

### **2.6.1 Record storage**

RIW system provider owns the competency management system, and your records will be uploaded and stored against your profile in the competency management system. Your employer and anyone authorised by you will have viewing access to your competencies. Queensland Rail has a licence to access the information contained within the system for the purposes of complying with rail safety legislation.

### **2.6.2 Security of competency management system**

There are controlled access rights to the system and the information it contains. The information will be stored as per the Information Privacy Act 2009 (Qld). Queensland Rail will only provide designated representatives access to the RIW information.

### **2.6.3 Updating records**

You will need to upload a certified copy of the document via the RIW system.

Recertification of competence is a process to assess current competence and is a requirement for nominated tasks in Queensland. See Appendix 4 for details on Queensland Rail recertification requirements.

### **2.6.4 Notification of expiring competency**

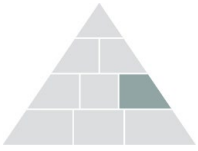
If a competency has expired, it will need to be renewed for you to continue to perform rail safety work for Queensland Rail that requires that particular competence.

You and your nominated representative will receive notification from the RIW system that a particular competency is due for recertification. You will need to contact either your supervisor or an RTO (or the body that issued the competency) to make arrangements for a recertification.

### **2.6.5 Training records data integration**

Due to the many complexities involved in transferring data, Queensland Rail will not accept data integration from other competency management systems.





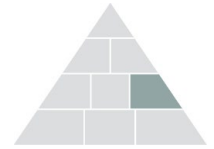
## 3 Responsibilities

The following establishes the unique accountabilities and responsibilities of the key internal stakeholders specific to this Procedure.

### 3.1 Who does what?

| Who                        | What   |
|----------------------------|--|
| <b>RIW System Provider</b> | This role is unique to this Procedure.<br>The card issuing body who is responsible for verification of a rail safety worker's competencies against the business rules established by Queensland Rail and issuing the rail safety worker their Rail Industry Worker card. |

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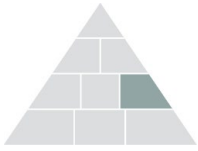


## 4 Terms and definitions

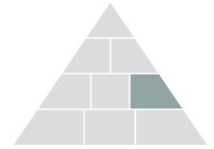
The following key terms and definitions are unique to this Procedure. Please refer to the [Business Glossary](#) for other terms not included in this section.

| Term                                   | Definition   | Source <sup>1</sup>  |
|--|--|--|
| <b>Academic Transcript</b>             | An official, comprehensive, and verifiable copy of a student's record of learning relating to their qualification.   |  |
| <b>Accredited Body</b>                 | An organisation delegated by a higher authority to deliver AQF and/or other competencies.  |  |
| <b>Authorised Health Professional</b>  | Refers to a health professional typically with a qualification in medicine or in nursing with a post graduate qualification in occupational health nursing, who has been selected by accredited rail organisations, on the basis their compliance with the specified criteria, to undertake rail safety worker health assessments. |  |
| <b>Certified Documents</b>             | Documents which are confirmed as true copies of the originals, by a person authorised to do so.  |  |
| <b>Competency (Unit of Competency)</b> | A unit or component of a qualification issued by either an accredited or non-accredited body and recognised by Queensland Rail.  |  |
| <b>Competency Management System</b>    | Queensland Rail's system of capturing the competencies of contracting rail safety workers to meet the requirements of the relevant Act.  |  |
| <b>Competency Matrix</b>               | Refers to a matrix that specifies the competencies required for a role. These matrices can be found on the Queensland Rail internal portal and external web site.  |  |
| <b>National Health Standard</b>        | Provides practical guidance for rail safety workers to meet the obligations required under rail safety legislation.  | National Health Assessment of Rail Safety Workers October 2012     |
| <b>RIW System Provider</b>             | Refers to the Queensland Rail approved external provider of rail industry worker card.   |  |
| <b>Rail Corridor</b>                   | The land on which a railway is built; comprising all property between property fences, or, where there are no fences, 10 metres from the outside rail of the outside track.  | Queensland Network Rules and Procedures (QNRP) Standard MD-12-189. |
| <b>Rail Industry Worker Card (RIW)</b> | The identification card issued to identify the worker as a rail safety worker.   | Australasian Railway Association                                   |
| <b>Statement of Attainment</b>         | A record issued by an RTO when an individual has completed one or more units of competency from nationally recognised qualification or course.   |  |

<sup>1</sup> Where left blank, Source is not applicable.



| Term  | Definition  | Source <sup>1</sup>                   |
|---|---|---------------------------------------|
| <b>Rail Safety Work</b>                       | <p>Work that is of any of the following classes is rail safety work:</p> <ol style="list-style-type: none"> <li>a. driving or despatching rolling stock or another similar activity capable of controlling or affecting the movement of rolling stock</li> <li>b. signalling (and signalling operations), receiving or relaying communications or another similar activity capable of controlling or affecting the movement of rolling stock</li> <li>c. coupling or uncoupling rolling stock</li> <li>d. maintaining, repairing, modifying, monitoring, inspecting, or testing:               <ol style="list-style-type: none"> <li>i. rolling stock, including checking that the rolling stock is working properly before being used; or</li> <li>ii. rail infrastructure</li> </ol> </li> <li>e. installation of components in relation to rolling stock</li> <li>f. work on or about rail infrastructure relating to the design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of the rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used</li> <li>g. installation or maintenance of:               <ol style="list-style-type: none"> <li>i. a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure; or</li> <li>ii. the means of supplying electricity directly to rail infrastructure, any rolling stock using rail infrastructure or to a telecommunications system</li> </ol> </li> <li>h. work involving certification as to the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock</li> <li>i. work involving the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock</li> <li>j. work involving the development, management or monitoring of safe working systems for railways</li> <li>k. work involving the management or monitoring of the safety of passengers on, in or at any railway</li> <li>l. any other work that is prescribed by the national regulations to be rail safety work.</li> </ol> | Rail Safety National Law (Queensland) |
| <b>Rail Safety Worker</b>                     | An individual who carries out rail safety work.   | Rail Safety National Law (Queensland) |
| <b>Registered Training Organisation (RTO)</b> | A vocational education and training organisation registered by ASQA to deliver training in accordance with the AQF  |                                       |
| <b>Relevant Experience</b>                    | Any experience presented for assessment needs to be directly related, connected or important to the role.   |                                       |



## 5 Document history

### Document Information

|                           |   |
|---------------------------|---|
| Current Version           | 7.2   |
| First Released            | 27 February 2013  |
| Last Updated              | 16 August 2022  |
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| Document Authoriser       | Chief Executive Officer (CEO)                           |
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| Document Owner / Approver | Senior Manager People Capability and Analytics (SM PCA) |
| Content Developer*        | Manager RTO and Learning Governance                     |
| Review Stakeholders       | Safety, Risk and Assurance, Rail Safety                 |
| Audience                  | All employees, contractors and consultants              |

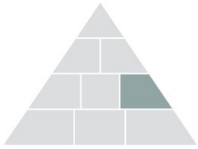
\*Contact for further information

### Document Amendment History

| Version | Date       | Section(s) Amended          | Summary of Amendment  |
|---------|------------|-----------------------------|---|
| 7.2     | 16/08/2022 | 2.4.5, 2.4.6 and Appendix 3 | Updated RIW Program requirements  |
| 7.1     | 30/06/2020 | Whole document              | Minor changes throughout to provide clarity.  |
|         |            | 2.2.13                      | Contractor works for multiple companies removed, not relevant.  |
| 7.0     | 16/09/2019 | Whole document              | Aligned to Core SEMS Element 6 Training, Competency and Awareness   |
|         |            | 2 and subsections           | Changes relating to new RIW system including website links  |
|         |            | 2.4.6                       | Alignment to matrix associated with minimum requirements to access the rail corridor located at <a href="https://www.queenslandrail.com.au/forbusiness/contractors/railworkers">https://www.queenslandrail.com.au/forbusiness/contractors/railworkers</a> and refer to the Trackside Safety Competency Matrix |

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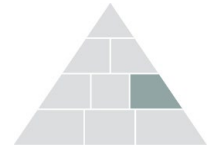


## 6 Appendices

### Appendix 1 - Related documents

#### Queensland Rail documents

| Document type                    | Document title   |
|----------------------------------|--|
| <b>Principle</b>                 | MD-12-21 <a href="#">Rail Safety</a>   |
| <b>Standard</b>                  | MD-10-175 <a href="#">Safety in Yards, Facilities, Sidings and Workshops</a><br>MD-10-199 <a href="#">Safeworking Training</a><br>MD-12-162 <a href="#">Safety and Environment in the procurement of goods and contracted services</a><br>MD-12-189 <a href="#">Queensland Network Rules and Procedures (QNRP)</a><br>MD-20-390 <a href="#">Rail safety work</a> |
| <b>Strategy / Plan</b>           | N/A  |
| <b>Specification / Framework</b> | MD-11-309 <a href="#">Protection Officer Training and Perpetual Accreditation</a><br>MD-16-675 <a href="#">Track and Structures Competence Management</a>  |
| <b>Procedure</b>                 | MD-12-164 <a href="#">Contractor Safety and Environment Management</a><br>MD-12-166 <a href="#">Contractor / Visitor Safety and Environment Inductions</a><br>MD-19-337 <a href="#">Network Lockout</a>  |
| <b>Instruction</b>               | N/A  |
| <b>Guideline</b>                 | N/A  |
| <b>Form / Template</b>           | MD-12-172 <a href="#">Contractor / Visitor Site Induction</a><br>MD-14-120 <a href="#">Protection Officer Monitoring Checklist</a><br>MD-14-566 <a href="#">Protection Officer - Mentoring Logbook</a><br>MD-15-356 <a href="#">Regional Shunter monitoring Checklist</a>  |



## Appendix 2 - Addressing training needs and Registered Training Organisations

The Australian Qualifications Framework (AQF) provides the quality assurance arrangements for training delivery, assessment and issuing of qualifications. Training and assessment will need to be undertaken by an RTO and an accredited assessor respectively.

In reference to the Queensland Rail competency matrices, all training needs are to be carried out by an RTO that is accredited with Australian Skills Quality Authority, holds the relevant qualifications or units of competence on their scope of registration, and issues statements of attainment in accordance with the AQF. Please note that the training provider needs to be registered for the specific training package and relevant unit of competence within a functional category. The RTO also needs to be an accredited assessor for the particular competency being assessed.

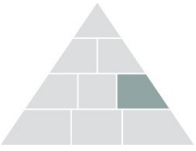
It should also be noted that while you can have your training carried out by a non-registered training organisation, you will need to have an assessment and statement of attainment issued by a RTO pertaining to the competency you need. A list of registered training organisations and units of competency can be found at:

- <http://training.gov.au/Search/SearchOrganisation>.

### Track and Civil / Structures

All track and civil and structures training needs and assessments are to be carried out by an RTO. The competencies for the track and civil and structures matrices come from the following training qualifications contained within the current Transport and Logistics Training Package:

- Certificate II in Rail Infrastructure
- Certificate II in Track Protection
- Certificate III in Rail Infrastructure
- Certificate III in Rail Structures
- Certificate III in Mechanical Rail Signalling
- Certificate III in Rail Track Resurfacing
- Certificate III in Track Protection
- Certificate IV in Rail Infrastructure.

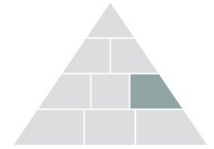


## Plant and Equipment

All plant and equipment training and assessments are to be carried out by an RTO. Please note that where you are required to operate mobile plant, the relevant licence will need to be obtained from an accredited provider. The competencies for the plant and equipment matrix come from the contained within the current Resources and Infrastructure Industry Training Package:

- Certificate III in Civil Construction Plant Operations
- Certificate II in Civil Construction
- Certificate III in Civil Construction.

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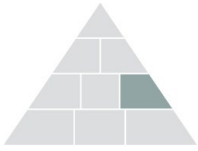
## Appendix 3 - Recertification requirements

| Task/Job Role                          | Recertification Period |
|--|------------------------|
| Safely Access the Rail Corridor        | 3 years                |
| Rail Corridor Protection Officer       | 3 years                |
| Protection Officer                     | 3 years                |
| Managing Rail Traffic                  | 3 years                |
| Managing Multiple Worksites            | 3 years                |
| Key Switching Signals                  | 3 years                |
| Lookout Working                        | 3 years                |
| Handsignaller                          | 3 years                |
| Infield Protection                     | 3 years                |
| Clipping Points                        | 3 years                |
| Railway Track Signals                  | 3 years                |
| Temporary Speed Restrictions           | 3 years                |
| Working in Electrified Territory (WET) | 3 years                |
| Network Lockout                        | 3 Years                |

**Note:** Always check the Trackside Safety competency matrix for current alignment of these roles to Queensland Rail content specific courses, monitoring requirements and recertification periods.

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## Appendix 4 - Foreign qualifications skills recognition

All tertiary qualifications from foreign institutions must be certified with their Australian Equivalent.

### Trades and Associated Skills Recognition

Trades Recognition Australia (TRA) manages skills assessment services for people with trade skills who are Australian citizens, residents (both temporary and permanent) and potential migrants to Australia.

Your application will be assessed against the criteria for the assessment program you apply for and on the information, you provide in your application.

Please be aware that for the TRA skills recognition, there are many different types of skills assessments depending on the type of visa that has been applied for and/or the purpose of the skills assessment.

Please refer to the below link for further information:

<https://www.tradesrecognitionaustralia.gov.au/Pages/default.aspx>

### Engineering

Engineers Australia is the designated authority to assess professional qualifications in engineering for the purposes of skilled migration to Australia. In recognising your qualifications obtained from an overseas institution you will require an engineering skills assessment.

Please refer to the below link for the required process to follow:

<https://www.engineersaustralia.org.au/migration-skills-assessment>

### Skills Assessments Applications

If you are applying for a skills assessment to obtain an Australia visa, it is important you check with the Department of Immigration and Citizenship (DIAC) about their requirements for the visa you are applying for. This will ensure you apply for a skills assessment under the correct skills assessment program.

Please refer to the below link to review requirements:

<https://www.border.gov.au/Trav/Work/Work/Skills-assessment-and-assessing-authorities/skilled-occupations-lists/SOL>