



# Protection Officer Mentoring Logbook

Trainee Protection Officer name	
Service No. or Company Name	
Protection Officer Qualification	<input type="checkbox"/> RCPO <input type="checkbox"/> PO <input type="checkbox"/> Manage Rail Traffic <input type="checkbox"/> PPO <input type="checkbox"/> Manage Multiple Worksites / Workgroups

# Instructions to Trainee Protection Officer

## Purpose of this logbook

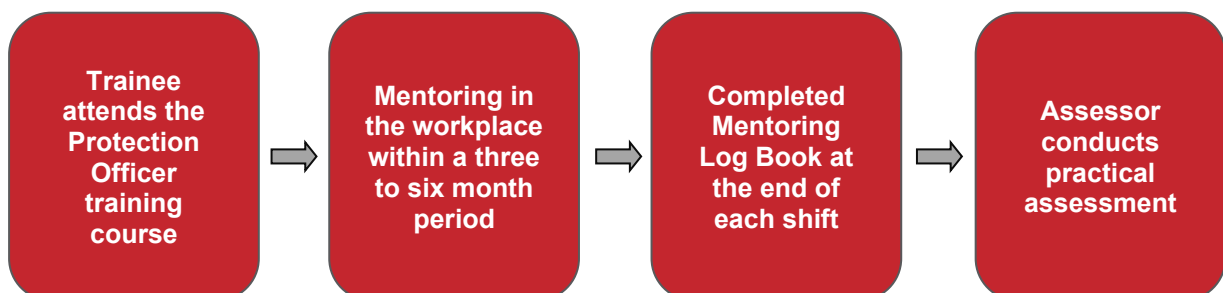
- This Mentoring Logbook has been designed to record your practical experience within a six-month period; your experience will be gained by performing Protection Officer duties including any planning under supervision.
- Mentoring will involve applying your new knowledge and skills in the workplace while supervised by an experienced Protection Officer.
- Make an entry in this Mentoring Logbook every time you are on shift with your Mentor and have them counter sign the record of your work with your supervisor. You are required to complete a minimum number of mentoring events. Refer to Protection Officer Training and Perpetual Accreditation Specification MD-11-309 for more information.
- You will be required to perform a range of tasks to ensure that mentoring covers a wide range of traffic and network configurations.

**Note:** Refer to the Queensland Rail *Protection Officer Training and Perpetual Accreditation Specification MD-11-309* for more detailed information on the points listed above.

## What happens afterwards?

- When you have finished the Mentoring Logbook, the Mentor will check your performance and let you know if the outcome is 'Satisfactory' or 'Not Satisfactory'.
- If your result is 'Not Satisfactory' and you believe that it should be 'Satisfactory' you have the right to appeal the result through your appeals process. For Queensland Rail Trainee Protection Officers, this process is outlined in the Learner Handbook MD-13-614.
- Once you have completed the Mentoring Logbook within the three to six-month period, you will be eligible to undertake a practical assessment (utilisation assessment).
- You are required to present the completed Logbook to the assessor for checking and signature prior to conducting the practical assessment (utilisation assessment).

## Quick overview of process



## Instructions to Mentor

The Mentor must be a Protection Officer with Queensland Rail experience who:

- Is currently competent in the same or higher qualification as the Trainee Protection Officer, and has at least two years experience
- Has demonstrated mentoring ability

Mentoring will involve the newly trained Trainee Protection Officer applying their knowledge and skills while being supervised by the Mentor.

- Mentor the **Trainee Protection Officer** when performing Protection Officer Duties including any planning within the next six months.
- The **Trainee Protection Officer** will make an entry in this Mentoring Logbook every time they are on shift with you. You must ensure it is counter signed by the supervisor at the completion of the shift.
- Depending on the qualification, there will be a minimum number of events required for mentoring. Refer to Protection Officer Training and Perpetual Accreditation Specification MD-11-309 for more information.
- When mentoring, consider the range of traffic and network configurations which the mentee will need to work within to provide them with suitable experience.
- When all tasks have been completed, use your judgement to make the decision if the Mentee has demonstrated a 'Satisfactory' or 'Not Satisfactory' performance of the job indicated. You will need to record your decision by ticking either the Satisfactory or Not Satisfactory box.
- If your final judgement of the Protection Officers performance is 'Not Satisfactory', the **Trainee Protection Officer** may require further development and you will need to contact the supervisor to discuss.
- At the completion of the **Trainee Protection Officers** nominated events, discuss with the supervisor to organise the practical assessment (utilisation assessment).



## **Mentoring Tips**

Use your own technical experience to provide support for the Mentee.

An effective Mentoring process will include:

1. Demonstration by yourself.
2. Trainee Protection Officer performing duties under close supervision.
3. Trainee Protection Officer performing duties under minimal supervision.
4. Trainee Protection Officer consistently performing duties under minimal supervision.
5. The Trainee Protection Officer is not permitted to perform the duties without your supervision.

## Schedule of work

Event No.	Date	Start time	End time	Type of work	Location	Protection Method	Trainee PO signature	Mentor signature	Trainee PO Supervisor signature
1. <b>Example</b>	01.02.2022	07:00	15:30	Maintenance of track - Minor Works	Between Morningside and Norman Park	Track Authority	<i>Bob Smith</i>	<i>Freddy Cesar</i>	<i>Joe Bloggs</i>

Event No.	Date	Start time	End time	Type of work	Location	Protection Method	Trainee PO signature	Mentor signature	Trainee PO Supervisor signature

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Event No.	Date	Start time	End time	Type of work	Location	Protection Method	Trainee PO signature	Mentor signature	Trainee PO Supervisor signature

**\*\* If you require any further schedule of work sheets you will need to print out another Logbook and attach the sheets \*\***

## Generic Tasks

Tick each of the sections when the **Trainee Protection Officer** has completed their nominated number of events and can consistently carry out each of the tasks below under minimal supervision.

### Generic tasks

Tick

#### Rail Safety

- Actively participated in the pre-start briefing
- Conducted the rail safety component of the pre-start briefing
- Followed worksite plan and layout for job requirements
- Followed Safeworking rules, procedures and instructions
- Prioritised tasks
- Chose and wore the correct PPE for the role
- Chose the correct equipment and checking condition of equipment
- Identified hazards and risks
- Followed rules and procedures for working around electrical infrastructure

#### Communication protocols and equipment is selected and used in accordance with Queensland Rail policies and procedures

- Followed communication protocols
- Operated communication equipment as per work instructions
- Checked equipment to ensure it is in working order
- Rectified communication failure

#### Complete Safeworking documentation

- Prepared and compiled SW01 Corridor Safety Planner and Assessment Form MD-11-279
- Prepared and compiled SW08 Track Authority Form MD-11-299 where applicable
- Manage multiple work groups (Using the Multiple Workgroup Register Form MD-14-168 where applicable)
- Manage rail traffic (Using the SW50 Written Authority for Rail Traffic Form MD-13-676 where applicable)
- Communicated clearly and concisely with other competent workers
- Ensured instructions are repeated back and acknowledged correct before actioning

#### Implement protection method

- Liaised with Network Control Officers
- Arranged for or apply correct safety measures

#### Manage unsafe situations

- Communicated instructions clearly and concisely
- Followed Queensland Rails workplace procedures for accidents and incidents
- Identified an emergency assembly area
- Arranged to minimise risk and or injury
- Reported to appropriate personnel following Queensland Rails workplace procedures

#### Comments:

## Technical Tasks

At each level of Protection Officer the **Trainee Protection Officer** will be required to perform tasks relevant to the protection method being implemented.

To maintain a log of your activities, list the tasks below. Tick each section when the **Trainee Protection Officer** has completed their nominated number of events and can consistently carry out each of the tasks under minimal supervision.

Technical Tasks	Tick
<ul style="list-style-type: none"> <li>• <i>Example - Identify signals to be held at stop for protection of Track Authority</i></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>•</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>•</li> </ul>	<input type="checkbox"/>
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<ul style="list-style-type: none"> <li>•</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>•</li> </ul>	<input type="checkbox"/>

## Mentoring record

Complete the following document once the Trainee Protection Officer has met all of the requirements.

Trainee Protection Officer name	_____
Service No. or Company Name	_____
Mentor name	_____
Service No. or Company Name	_____
Mentor position	_____
Supervisor name	_____
Service No. or Company Name	_____
Supervisor position	_____
Assessor name	_____
Service No. or Company Name	_____
Total No. of mentoring events required as per specification	_____
Actual No. of mentoring events recorded	_____

Disclaimer - Queensland Rail is collecting the information on this form for recording and audit purposes. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

## Declaration

I declare that:

- I have completed the Queensland Rail Protection Officer Mentoring program
- I understand and agree to the results of the Mentoring outcome

Trainee Protection Officer Signature	_____	Date _____
Mentor Signature	_____	Date _____
Supervisor Signature	_____	Date _____
Assessor Signature	_____	Date _____
Overall result	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	

## Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
<b>6.1</b>	11/12/2023	Whole document	Updated terminology to align with Protection Officer Training and Perpetual Accreditation MD-11-309 version 7
<b>6.0</b>	01/07/2021	Whole document	Updated to align with MD-12-189 QNRP version 7
<b>5.2</b>	27/05/2020	Generic Tasks	Added manage multiple work groups under Complete Safeworking documentation
<b>5.1</b>	06/09/2019	Whole document	Aligned to Element 10 HRC Training and Accreditation
<b>5.0</b>	08/01/2019	Whole document	Re-templated to Core SEMS Amended mentoring period from 3 to 6 months
<b>4.1</b>	05/09/2018	Whole document	Revised with non-material changes
<b>4.0</b>	07/09/2017	Whole document	Adjustments to reflect parent document Protection Officer Training and Perpetual Accreditation (MD-11-309) requirement to record Number of Mentoring Events Removed reference to SW61 and updated title of SW01

Written and developed by  
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