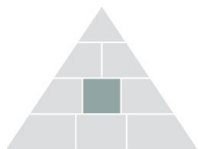


The Protection Officer being mentored must perform each of the following activities during each mentoring 'event' (unless otherwise shown in the exceptions column)	Exceptions
All Qualifications	
1) Obtain and interpret route maps and/or network configuration information	Nil
2) Plan work in the rail corridor	Nil
3) Assess the worksite on site.	Nil
4) Deliver the Rail safety component of pre-start safety briefing to workers.	Nil
5) Implement the relevant Safety Measure or Protection Method	Nil
Protection Officer	
6) Implement a Track Authority to Protect Minor Works	Must occur at least 4 times during the mentoring period
7) Implement a Track Authority to Protect Major Works	Must occur at least 4 times during the mentoring period
8) Suspension of protection for rail traffic to pass and reinstatement (where the Track Authority allows this)	Must occur at least twice during the mentoring period
9) Change of Protection Officer / Handover	Must occur at least once during the mentoring period
Manage Multiple Worksites / Workgroups	
10) Manage multiple work groups (Using the Multiple Workgroup register where applicable).	Must occur at least 2 times during the mentoring period
11) Issue a Worksite Permit (Using the SW07 form)	Must occur at least 2 times during the mentoring period
Manage Rail Traffic	
12) Manage associated rail traffic (where the Track Authority allows this)	Must occur at least 4 times during the mentoring period
Possession Protection Officer	
13) Implement a Local Possession Authority	Must occur at least once during the mentoring period
14) Manage a Local Possession Authority (including a Rail Traffic Movement between worksites)	Must occur at least once during the mentoring period
15) Release a Local Possession Authority	Must occur at least once during the mentoring period

Where the activities shown in the above table have not been performed (where applicable) during each of the minimum number of mentoring events, additional events must occur or additional evidence provided within the 6-month mentoring period, until sufficient activities have been performed.



The Designated Manager must ensure the locations where the Protection Officer will perform mentoring events will replicate the locations where the Protection Officer will work once qualified. This includes ensuring the Protection Officer experiences mentoring at any complex local track layouts.

A mentoring logbook must be maintained for the newly trained Protection Officer. After each event, the Mentor must countersign the logbook. The Protection Officer Supervisor must verify logbook entries on a regular basis during the mentoring period.

When it is established that the newly trained Protection Officer is ready for the practical assessment, the mentor must confirm in writing to the Designated Manager that mentoring is satisfactorily completed. Newly trained Protection Officers must successfully complete the practical assessment at the end of the mentoring period to be deemed competent. They may only undertake Protection Officer duties whilst being directly supervised by the mentor until this has occurred.

When undertaking the practical assessment for accreditation, the Assessor is responsible for the rail safety component of the worksite protection. The Assessor must step in if at any point there could be a safeworking breach or non-compliance by the Mentee.

2.5.9 Maintaining current competence

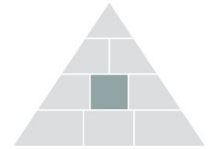
Where a Protection Officer has not utilised a qualification for 12 months, they will be deemed no longer competent in that specific qualification and may be referred for re-training.

The Designated Manager, in consultation with the Protection Officer's Supervisor shall plan work for the Protection Officer to ensure that Protection Officer tasks covers the range of traffic and network that the Protection Officer is usually working within.

When Protection Officers move to a new area, Designated Managers must offer the Protection Officer additional mentoring to familiarise themselves with the geographic location and rail traffic types associated with the new area. The Designated Manager must also ensure the Protection Officer is not responsible for the rail safety component for a worksite until they are confident with the new location.

2.5.10 Monitoring Protection Officers

Formal monitoring will be completed by the Supervisor of the Protection Officer, using a Content Expert if required, to check that skills and knowledge are being applied correctly.



Prior to the Supervisor signing the Protection Officer Monitoring Checklist, the Supervisor or Content Expert must undertake an observation (not simulated) of the Protection Officer undertaking their duties, and use this to confirm:

- that documentary evidence provided is correctly completed, and
- that the Protection Officer is performing the role in compliance with the relevant parts of the Queensland Network Rules and Procedures.

The monitoring observation must include the following aspects as a minimum:

For Rail Corridor Protection Officer

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers.
- 4) Manage the Worksite (including reassessment of the potential for work to intrude on the Danger Zone)

For Protection Officer

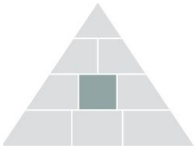
- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement and manage a Track Authority
- 5) Removal of Track Authority

For Manage Multiple Worksites / Workgroups

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement a Track Authority or receive Worksite Permit SW07
- 5) Manage multiple work groups (where applicable)

For Manage Rail Traffic

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement a Track Authority or receive Worksite Permit SW07
- 5) Manage associated rail traffic



For Possession Protection Officer

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement and/or manage a Local Possession Authority
- 5) Manage multiple work groups (where applicable)
- 6) Manage associated rail traffic (where applicable)

The Content Expert must advise the Supervisor of the outcome of the observation and any concerns, skill or knowledge gaps that were identified.

Monitoring of all Protection Officer levels will be at a minimum:

- one monitoring event in the first 3 months of accreditation
- one monitoring event after 3 months but prior to 6 months of accreditation
- one monitoring event after 6 months but prior to 12 months of accreditation
- thereafter, one monitoring event must be undertaken at least every 12 months.

The results of the monitoring must be recorded on a Protection Officer Monitoring Checklist. This document, with any evidence attached, must be provided to the Designated Manager after each monitoring activity by the Protection Officer's Supervisor.

The Protection Officer is responsible for ensuring that:

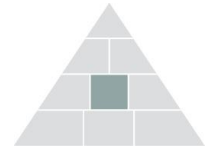
- they do not perform Protection Officer tasks for which they are not qualified or competent.

The Protection Officer's Supervisor is responsible for ensuring that:

- the Protection Officer is not assigned to undertake Protection Officer tasks for which they are not qualified or competent.

The Designated Manager is responsible for ensuring that:

- the Protection Officer and their supervisor are made aware of any monitoring or accreditation requirements that may be expiring shortly
- monitoring requirements are met
- any issues are addressed immediately.



The Designated Manager is responsible for making arrangements for monitoring via the Contract Manager if the provision of Protection Officer services are part of a contract arrangement.

The monitoring must also be recorded within:

- Learning Management System (LMS) for Queensland Rail employees
- the OnSite Track Easy system for Rail Industry Worker program contractors.

A record of at least one successful monitoring activity for each relevant enterprise qualification must be recorded in the relevant system for any 12 month period for a Protection Officer to maintain their Protection Officer competence for each relevant enterprise qualification.

A Protection Officer may perform a monitoring event that covers multiple levels of Protection Officer Qualifications. If the monitoring event does not cover the additional qualifications, the Protection Officer must provide evidence of previously performing these tasks in a live environment.

If a Protection Officer is non-compliant in their 12 month monitoring activities due to long term leave, the Protection Officer must successfully undertake a field assessment for reaccreditation for the relevant qualification.

Note: All Protection Officer paperwork, including Safeworking forms, must be retained and be readily available for review or audit purposes for 12 months, then archived.

2.5.11 Safeworking breaches, non-compliance and failed competence assessments

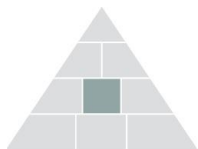
Where a Protection Officer is involved in a Safeworking breach, non-compliance or a failed assessment, the Designated Manager must be advised to ensure that the worker does not perform work relevant to that level of qualification until they are deemed competent.

The Designated Manager must apply the requirements of the Rail Safety Work Standard MD-20-390.

2.6 Reaccreditation process

2.6.1 Reaccreditation timeframe

A reaccreditation practical Assessment must be conducted for each Protection Officer within each 3 year period.



2.6.2 Pre-requisites

During the reaccreditation process, all pre-requisites for the Protection Officer qualification must be assessed and on successful completion of the process will be deemed to be reaccredited. The Protection Officer history must be updated to reflect this.

2.6.3 Reaccreditation assessment coordination

The Designated Manager will nominate workers requiring Protection Officer reaccreditation i.e. a field assessment.

If the Protection Officer is not reassessed during the 3 year accreditation period, the relevant qualification will expire. The worker will no longer be able to work as a Protection Officer until successful completion of the reaccreditation assessment.

2.6.4 Reaccreditation assessment (3-yearly)

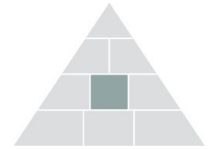
The nominated Protection Officer will be advised of the requirements to complete an approved field assessment covering each qualification held, to maintain their qualification.

The assessment must include assessment of skill and knowledge relating to the relevant qualifications. Relevant changes made to the Queensland Network Rules and Procedures Standard MD-12-189 and related instructions since any previous assessment must be covered. Field assessments are to be completed in a field environment. Where track access is unavailable, a simulated field environment may be utilised. Where a simulated environment is used to assess a Protection Officer's competence, the assessor must plan and document the simulated scenario to ensure that the scenario is as close to, as complex and provide the same risks as a live field activity. The observation assessment of the Protection Officer must provide sufficient evidence that the Protection Officer performance has satisfactorily managed all of the risks.

If a Protection Officer is found to be non-compliant in their application of Safeworking rules and procedures in their second field assessment attempt, their competency will be deemed to have lapsed and they must attend retraining.

2.7 Learning Resources

The Queensland Rail Safeworking discipline and HR learning areas maintain currency of Protection Officer training tools and resources to comply with corporate, legislative and the National Training Framework.



Changes to the training and assessment requirements for Protection Officer qualifications will be communicated to the relevant RTO providing the Queensland Rail training and Designated Managers of contractors that are undertaking work on the Network.

2.7.1 Trainers and Assessors

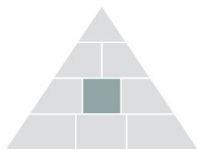
All Protection Officer qualification training must be provided by an accredited Trainer.

Assessors must be accredited and hold the relevant Protection Officer qualifications they are assessing.

Trainers and Assessors must be registered with Queensland Rail's RTO or with a Queensland Rail-licenced training provider to train or assess Protection Officer qualifications and any pre-requisite elements.

The RTO shall ensure all trainers are appropriately accredited to deliver the required training outcomes for Protection Officer qualifications.

Approved for public release



2.8 Assurance

2.8.1 External Designated Manager's assurance to Queensland Rail

Where the Designated Manager is not a Queensland Rail employee, the Designated Manager must provide evidence that the requirements of this specification have been met for each Protection Officer and Mentor. An assurance report to this effect must be provided to the nominated Contract Manager within Queensland Rail at least once every 3 months.

2.8.2 Internal Designated Manager's Assurance

The Designated Manager must maintain a structured audit program to demonstrate compliance with this specification.

2.8.3 Contract Manager's responsibilities

A Contract Manager must be nominated for each Designated Manager that is external (i.e. not a Queensland Rail employee).

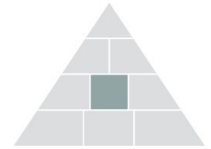
The Contract Manager must ensure that where external Protection Officers are utilised, they are supplied only by companies approved by Queensland Rail to supply Protection Officers.

The Contract Manager must review assurance reports provided by the external Designated Manager and manage any deficiencies in compliance with the relevant contract and this specification.

The Contract Manager must also maintain a structured audit program in compliance with the relevant contract.

2.8.4 Audits

Compliance audits will be performed on this Specification at the discretion of the Queensland Rail. Queensland Rail will audit the registered Training Provider(s), Trainers and Assessors in accordance with RTO requirements.

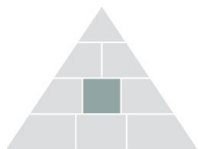


3 Terms and definitions

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

Term	Definition	Source ¹
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard required in the workplace.	
Competence	The possession of skills and knowledge, and the ability to apply them to the standards required in the workplace.	
Content Expert	A person who holds the relevant PO qualification for which they are mentoring, monitoring or assisting assessors for accreditation.	
Contract Manager	A Queensland Rail employee who manages a contract to supply Protection Officers. The contract manager is responsible for managing a contractor's compliance with this specification.	
Designated Manager	A manager that employs a Protection Officer. The Designated Manager is accountable for the operational Safeworking outcomes for each Protection Officer.	
Language and Literacy	This is the ability of employees to be able to read, write, listen, speak, interpret and respond with understanding to the literacy-based tasks of their workplace. This is based on the acceptance of English as the language of the workplace.	
Mentor	The Mentor must be a Protection Officer with Queensland Rail experience who has at some time and for at least two years, held the same qualification as the Protection Officer being mentored, is currently competent in the same or higher qualification as the Protection Officer being mentored, and has demonstrated mentoring ability	
Protection Officer (PO)	The Competent Worker responsible for managing the rail safety component of worksite protection.	
Registered Assessor	A person who holds the relevant assessor competencies and is registered with an RTO.	
Registered Trainer	A person who hold the relevant trainer competencies and is registered with an RTO.	
Registered Training Organisation (RTO)	An organisation registered by Australian Skills Quality Authority to deliver vocational education training services	
Supervisor	The worker engaged by a company with authorisation to undertake tasks on behalf of and provide relevant reports to the Designated Manager.	

¹ Where left blank, Source is not applicable.



4 Document history

Document Information

Current Version	6.0
First Released	22 March 2011
Last Updated	29 June 2021
Review Frequency	Every 3 years
Review Before	29 June 2024
Document Authoriser	Chief Executive Officer (CEO)
Functional Owner	Safeworking Discipline Head
Document Owner / Approver	Safeworking Discipline Head
Content Developer*	Safeworking Discipline Head
Review Stakeholders	Rail Safety, Legal, Safeworking, Learning and Development, South East QLD, Project Delivery, Rail Management Centre & Operations, Third Parties, Unions
Audience	All employees, contractors and consultants

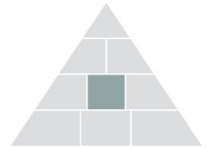
*Contact for further information

Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
6.0	29/06/2021	Whole document	Updated to reflect changes to MD-12-189 Queensland Network Rules and Procedures
		2.3	Updated new Protection Officer levels
		2.4	Updated pre requisite qualifications
		2.5.8	Clarification that Mentors and Assessors are responsible for rail safety component when performing that role
5.1	01/11/2019	Whole document	Revised with non-material changes.

This document contains confidential material relating to the business and financial interests of Queensland Rail. Queensland Rail is to be contacted in accordance with Part 3, Division 3 Section 37 of the Right to Information Act 2009 should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the Right to Information Act 2009.

© 2021 Queensland Rail



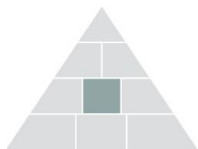
5 Appendices

Appendix 1 – Related documents

Queensland Rail documents

Document type	Document title
Principle	MD-12-21 Rail Safety Principle
Standard	MD-10-199 Safeworking Training MD-12-189 Queensland Network Rules and Procedures MD-20-390 Rail safety work
Strategy / Plan	N/A
Specification / Framework	MD-10-448 Recruitment and Selection
Procedure	N/A
Instruction	N/A
Guideline	N/A
Form / Template	MD-14-120 Protection Officer Monitoring Checklist MD-14-566 Protection Officer – Mentoring Logbook

Approved for public release



Appendix 2 – Pre-requisites for Protection Officer Courses

Protection Officer level	Pre-requisite qualifications
Rail Corridor Protection Officer (RCPO)	Rail Safety Worker Health Assessment
	Safely Access the Rail Corridor
	Apply Fatigue Management Strategies
	Use Communications Systems
	Work Safely in the Construction Industry Card
	Working in Electrified Territory (Applicable only to Electrified Territory)
Protection Officer (PO)	Rail Safety Worker Health Assessment
	Safely Access the Rail Corridor
	Apply Fatigue Management Strategies
	Use Communications Systems
	Work Safely in the Construction Industry Card
	Working in Electrified Territory (Applicable only to Electrified Territory)
Manage Rail Traffic	Protection Officer (PO)
	In-field Protection
	Clipping of Points
	Railway Track Signals
Manage Multiple Worksites / Workgroups	Protection Officer (PO)
	In-field Protection
	Clipping of Points
	Railway Track Signals
Possession Protection Officer (PPO)	Manage Rail Traffic
	Manage Multiple Worksites / Workgroups

Note 1: Pre-requisite qualifications each have a 3 year reaccreditation requirement

Note 2: SARC refers to the Queensland Rail content specific course