

Rail Safety Worker Competence Contractor Competency Management

Fact Sheet

Introduction

In order to meet our obligations as a Rail Infrastructure Manager, accredited under the Rail Safety General Law (2012) all contractors undertaking Rail Safety Work for John Holland Rail PL (CRN) must meet our requirements with respect to Identification and competence.

As of 1 November 2012, it became mandatory for contractors undertaking Rail Safety work on the CRN to apply for and obtain a Rail Industry Worker card and hold the general competencies for Working in the Rail Corridor.

Since that time, there has been progressive implementation of the more detailed task/competency requirements and we expect all CRN contractors undertaking Rail Safety Worker are able to meet the full competency requirements for the tasks you are undertaking.

Frequently Asked Questions

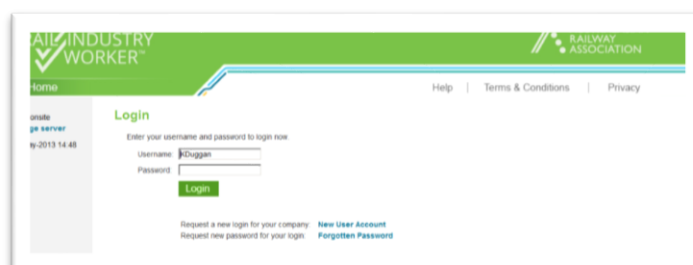
How do I know what I need to the the work?

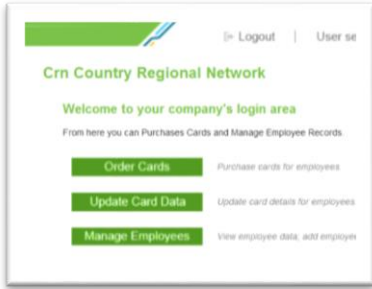
Our task matrices that detail our requirements are based on the tasks that you being engaged to do. These are detailed in the following place: [CRN Contractor Competencies](#)

How do I upload evidence of competence to meet CRN's competency requirement?

Log onto the below link using your company login: -

<https://secure.onsitetrackeasy.com.au/portal/railSafetyWorker/welcome.jsp?psn=railSafetyWorker>





Once you are logged in click **Update Card Data**

Type in the workers name then click **Search**

Select the required worker then click **Submit**

RAIL INDUSTRY CARD

Description:	The Rail Industry card is required to perform Rail Safety Work in a Accredited Rail Operators Rail Corridor. Please note, there is also a \$30 yearly renewal & maintenance fee (ex. GST) with the Rail Industry card.
Requirements:	<ul style="list-style-type: none"> Subscription (included in Initial Supply) Identity check: 100 Point Check (Australia Post) Role selection File uploads Information requests
Subscription:	12 months duration \$30.00 (plus \$3.00 GST) per Subscription Renewal on expiry

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EMPLOYEES LIST

Enter a name fragment (blank for all) and click search to list your employees with current approved cards

Found 1 match

Tick one or more of the Select boxes and then click the Submit button to update the data for this card

Select	Last Name	First Name	Previous Roles	Email	Card History	Reason Unavailable
<input type="checkbox"/>	Duggan	Kylie	CRN Employee	kylie.duggan@jhg.com.au	Update started... 17 Oct 2012	

- Click the word **Process** highlighted blue in the workers field



- Select the People Icon to assign a work role

GENERAL

Card Data

Work Roles (none) Mand:

Previous Roles: CRN Employee

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

- In the group drop down box select **CRN**



Now select the appropriate roles for the contractor then scroll down and select **Apply**

- Select the **Declaration** box then click **Save**

To Upload the relevant competencies click the Upload button and load your documents.



When all required competencies are uploaded click submit, this will then send the files to the onsite track easy administrators for their review and sign off.

Do I need to pay an additional fee to upload new competencies?

No once you have paid for the initial card cost is \$100.00 they will only need to pay an annual service and support fee of \$30.00 by the card issuer. (Both these fees are exclusive of GST)

Who is able to view this information?

Only accredited Rail Transport Operators are able to view competency data held on the system and only if you are engaged to work for them, or through a sub contract arrangement.

What do I need to do if I have to replace a contractor on a CRN site in the middle of a Project?

You must notify the Site Supervisor immediately if you are replacing a contractor with another contractor. All contractors must be associated to the CRN Realm site and have their competencies verified by a CRN rep before you are allowed on site.

Where do I get more Information on Competency Requirements?

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