



Country Network Standard 001

Network Safeworking Standard

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1 Purpose

This Standard sets out the John Holland Rail (JHR) requirements for the safe and effective management of work associated with constructing, operating and maintaining the Country Regional Network (CRN).

This responsibility has been contracted to JHR P/L (JHR) by Transport for NSW through Country Rail Contracts (CRC) who appointed JHR as the Rail Infrastructure Manager (RIM) for the CRN.

This Standard outlines the governance requirements for all JHR CRN Safeworking. The JHR Network Rules, Procedures and Forms are risk-based to deliver safety system integrity. Alternative publications must not be produced.

This Standard applies to all entities and person who, as part of their work, will be required to perform Safeworking roles on the CRN.

2 Scope

This Network Safeworking Standard contains:

- a list of legislation, Australian Standards and Codes of Practice that influence establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms
- the role of CRC in relation to the delegation of operational authority to JHR
- Network Safeworking Principles that provide the link between policies and Safeworking documentation development
- a framework for the different levels of Safeworking documentation
- processes for establishing, amending, withdrawing or exceptions to JHR Safeworking documentation
- the administration requirements for Safeworking documentation
- the governance requirements for the Safeworking Certification and Training Standard.

3 Legislation, Standards and Codes of Practice

JHR is an accredited RIM. This Standard supports the requirements of JHR's accreditation.

JHR has developed Network Safeworking Standards that maintain consistency with principles of the following:

- Legislation – National Rail Safety law, No. 82 (NSW), National Rail Safety Law National Regulation 2012 and the Work Health and Safety Act 2011
- AS 4292 Railway Safety Management
- National Code of Practice for Operations and Safeworking
- AS/NZS ISO31000 Risk Assessment – published by Standards Australia Ltd
- the Safety Risk Management Framework – developed within JHR.

4 Role of Country Rail Contracts

CRC is a division of the NSW Government Department of Transport for NSW. CRC have engaged JHR to manage, operate, maintain and upgrade the CRN.

Whilst JHR is the accredited RIM, CRC has Work Health Safety and assurance obligations that cannot be contracted away and are ultimately accountable for the performance of the CRN.

CRC delegate operational authority to JHR. The JHR Network Operations Discipline Head covers all operating authorities for work under his/her control and this authority is formally sub-delegated downwards.

Operational authority is granted based on an individual's competence, which reflect the person's ability to perform the required standard of work.

Even though Operational Authority is granted, CRC need to understand the impact and outcomes of any changes to Network Rules, Procedures and Forms and must be given the opportunity to review and comment on proposed changes to Network Rules, Procedures and Forms.

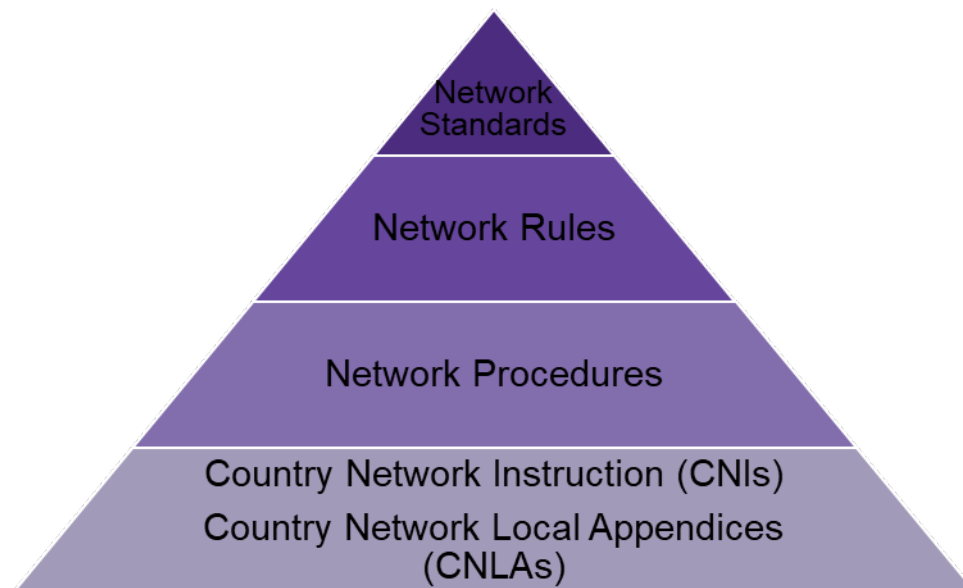
5 Network Safeworking Principles

JHR apply the following principles when establishing or amending JHR Network Rules, Procedures and Forms:

- consistency with Australian National Rules Project and neighbouring Rail Infrastructure Managers where practicable and safe to do so
- incorporation of So Far As Is Reasonably Practicable methodology
- people must have a safe place when on track
- when on track and in the Danger Zone, workers must be protected
- trains and people should be separated
- if trains cannot be separated from people, they must be managed to ensure the safety of people on track
- a safety assessment must be completed before entering the Danger Zone
- relevant information must be provided to workers
- workers must be competent in the JHR Network Rules, Procedures and compilation of associated Forms
- workers must be warned about hazards within the Rail Corridor
- safe routes must be established for rail traffic.

6 Safeworking Documentation Framework

The diagram below represents the interrelationship between JHR Network Operations Safeworking publications:



JHR Document	Purpose
Network Standards	Set the framework, governance and requirements for Safeworking on the CRN.
Network Rules	Prescribe the roles, tasks and sequencing that must be followed to deliver safe operation on the CRN.
Network Procedures (Including Forms)	Procedures explain how each Safeworking role is to apply the Network Rules on the CRN. Forms provide a checklist and permanent record of Safeworking application.
Country Network Instructions (CNIs)	CNIs give instructions to JHR Network Control Officers for carrying out particular tasks or responding to certain situations.
Country Network Local Appendices (CNLAs)	CNLAs give information about CRN infrastructure and local exceptions to JHR CRN publications that must be followed for safe operation at CRN locations.
SAFE Notices	Give notice of establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms or CNLAs.
Safety Alerts	Give notice of new areas of concern or reinforce requirements of existing JHR CRN Network Operations publications.

7 Network Rules, Procedures and Forms Development

JHR Network Rules, Procedures and Forms must be established, amended or withdrawn in accordance with one of the following methods;

1. Costly, time consuming or changes affecting other railways require a Change Proposal for CRC and must follow the full "Process for Establishing, Amending, Withdrawing or Exceptions to JHR Network Rules, Procedures and Forms" outlined within this standard.
2. Straight forward or minor changes proceed directly to the development, safety change and implementation phases outlined within this standard (steps 3, 4, 5, 7 to 10 below).

3. Typographical or administrative changes may be made by the Manager Standards and Compliance without notification.
4. Where an immediate risk to safety is identified, a SAFE Notice may give notice of immediate changes or exceptions that remain in force for six months unless:
 5. a shorter period is specified within the SAFE Notice, or
 6. a new SAFE Notice is issued to extend its currency, or
 7. affected pages in publications are amended and issued.

Process for Establishing, Amending, Withdrawing or Exceptions to JHR Network Rules, Procedures and Forms	
1.	Submission of proposals to JHR Network Operations
2.	Consideration of proposals by JHR Network Operations
3.	Preliminary draft development
4.	Safeworking Consultative Group change management
5.	Final draft and Safeworking Documentation Standard review
6.	CRC Change Proposal submission
7.	Regulator Change Proposal submission and Industry Stakeholder consultation
8.	Independent peer review (as required)
9.	JHR Manager Network Operations approval
10.	JHR Safeworking Certification and Training Standards updates
11.	Implementation; SAFE Notice, publication and briefings

7.1 Submission of proposals to JHR Network Operations

Changes to JHR Network Rules, Procedures and Forms come from various inputs, such as:

- legislation or Regulators
- incident investigation reports, audits or inquiry recommendations
- suggestions from workers or changes in working practices
- advice from other railways, intelligence gathering or stakeholder feedback
- technological developments or innovation
- new or altered operating parameters.

Proposals for establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms must be submitted to the JHR Manager Network Rules in writing.

Submissions must include the technical and operational rationale for the change.

Submissions must either maintain or enhance safety performance. The safety performance of a rule or procedure may be maintained or enhanced through additional physical defences or engineering controls.

The JHR Manager Network Rules must acknowledge receipt of submissions either verbally or by return correspondence.

7.2 Consideration of proposals by JHR Network Operations

The JHR Manager Network Rules must consider all submissions for establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms.

The JHR Manager Network Rules must determine if a submission identifies an immediate safety risk.

If a submission identifies an immediate safety risk, the JHR Manager Network Rules must advise the JHR Manager Network Operations, who must decide if the Safe Notice process is to be used to immediately:

- Adopt the change without modification, or
- Adopt the change with modification.

Alternatively, a Safety Alert may give notice of new areas of concern or reinforce requirements of existing JHR Safeworking publications.

Submissions for establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms must be rejected if:

- Safety performance cannot be maintained or enhanced, or
- The reason for the change ceases to exist or be material, or
- The change is insufficiently substantiated.

If a submission to amend JHR Network Rules, Procedures or Forms is rejected, the JHR Manager Network Rules must communicate the outcome by return correspondence to the proponent.

The JHR Manager Network Rules must prioritise submissions for proposed changes based on risk in accordance with the JHR Principal Risk Register.

Except in cases where it would unreasonably delay the introduction of a safety measure, the JHR Manager Network Rules may postpone development of a proposal to avoid frequent revision of JHR Network Rules, Procedures or Forms.

7.3 Preliminary draft development

The JHR Manager Network Rules must develop preliminary drafts that consider:

- The intended purpose of the change, and
- relationships with legislation, standards and codes of practice, and
- other applicable rules, procedures and forms, and
- the competence of persons who are expected to apply the documentation, and
- the required safety performance of the rule, procedure or form.

Except in cases where it would unreasonably delay the introduction of a safety measure, preliminary drafts to change related rules or procedures must be progressed concurrently.

7.4 Safeworking Consultative Group change management

The Safeworking Consultative Group is responsible for ensuring, so far as is reasonably practicable, that JHR Network Rules, Procedures and Forms control risk, are error tolerant and not a reason for incidents due to inherent weaknesses.

The Chair of the Safeworking Consultative Group must commence the change process for establishing, amending or withdrawing JHR Network Rules, Procedures and Forms by submission of a Management of Change Assessment to the Safety, Quality and Environment Division.

The Management of Change Assessment must be undertaken in accordance with requirements specified within the JHR Safety Management System by the Safety, Quality and Environment Division.

The Chair must convene the Safeworking Consultative Group to:

- undertake change management activities when establishing, amending or withdrawing JHR Network Rules, Procedures and Forms, and
- review risk controls, error tolerance and inherent weaknesses following:
 - changes to JHR Network Rules, Procedures and Forms, and
 - incidents where JHR Network Rules, Procedures and Forms are a contributing factor.
- conduct an annual review of the Safeworking Consultative Group charter, or
- meet at least quarterly.
- The Safeworking Consultative Group must undertake the following change management activities for establishing, amending or withdrawing JHR Network Rules, Procedures and Forms:
 - Review the rationale within submissions for establishing, amending or withdrawing JHR Network Rules, Procedures and Forms.
 - Review draft versions of proposed changes to JHR Network Rules, Procedures and Forms.
 - Identify the effect a change may have on other Network Rules, Procedures and Forms and if necessary, define amendments necessary to other Network Rules, Procedures and Forms.
 - Identify potential conflicts with Network Rules, Procedures and Forms in use by other NSW or Australian rail systems.
 - Identify the impact proposed changes to JHR Network Rules, Procedures and Forms will have on training, rail operators and other third parties, plant and or equipment.
 - Identify consultation requirements with affected stakeholders, which may include employees, unions, contractors, rail operators, regulators and the general community.
 - Conduct risk assessments for proposed changes to JHR Network Rules, Procedures and Forms and where necessary, develop risk mitigation plans.
 - Identify implementation requirements for changes to JHR Network Rules, Procedures and Forms.
 - Identify costs for implementing proposed changes to JHR Network Rules, Procedures and Forms.
- The Safeworking Consultative Group must comprise:
 - The Chair, JHR Manager Network Rules.
 - A Country Rail Contracts observer.
 - A Network Control Management representative.

- A Safety, Quality and Environment Division Management representative.
- A JHR Infrastructure Management representative.
- A Safeworking practitioner from one of the following disciplines (invited by the Chair in accordance with proposed agenda items):
 - Network Control Officer
 - Track Vehicle Operator
 - Possession Protection Officer
 - Protection Officer
 - Hand signaller
 - Health and Safety Representative
 - other Subject Matter Experts invited by the Chair in relation to the agenda.

7.5 Final draft and Safeworking Documentation Standard review

The Manager Network Rules must develop final drafts that consider the:

- Safeworking Documentation Standards, and
- stakeholder feedback from peer review/s, and
- effect the proposed change will have on neighbouring RIM's, and
- competence of persons who are expected to apply the documentation, and
- required safety performance of the rule, procedure or form.

The JHR Manager Network Rules must arrange for a review of the final draft to be undertaken in accordance with the JHR Safeworking Documentation Standard 004.

7.6 CRC Change Proposal submission

Submissions for establishing, amending or withdrawing JHR Network Rules, Procedures and Forms that are costly, time consuming or affect other railways must be submitted to the CRC representative.

CRC will consider the proposal, provide comments and advise in writing that CRC will endorse the proposed changes. Except in cases where this would unreasonably delay the introduction of a safety measure, proposals not endorsed by CRC must be escalated to the JHR – CRC Project Control Group for arbitration based on risk.

Change proposal submissions must include:

- The technical or operational rationale for the change.
- A draft version of the changed JHR Network Rules, Procedures and Forms.
- Details of the effect change may have on other JHR Network Rules, Procedures and Forms and if necessary, details of amendments necessary to other rules, procedures or forms.
- Details of any potential conflict with Network Rules, Procedures and Forms in use by other NSW or Australian rail systems.
- Details of consultation with affected stakeholders which may include employees, unions, contractors, rail operators, regulators and the general community.
- A completed Management of Change Assessment and if necessary, risk mitigation plan.

- If required, a safety case for safety assurance purposes.
- Impact of change including training, effect on rail operators or other third parties, alterations to plant and or equipment.
- An implementation plan that includes costs of implementing the proposal.

When a change proposal has been endorsed, JHR must notify the Regulator before implementing the change in accordance with the implementation plan submitted as part of the change proposal.

If a submission identifies an immediate safety risk, JHR will advise CRC if the SAFE Notice process is to be used to immediately:

- Adopt the change without modification, or
- adopt the change with modification.

7.7 Regulator Change Proposal submission and Industry Stakeholder consultation

Before establishing, amending, withdrawing or exceptions to JHR Network Rules, Procedures and Forms, the JHR Manager Network Rules must give written notice of the proposed rules or proposed amendment to the Regulator and so far as is reasonably practicable, consult with industry stakeholders. This written notice will specify the date:

- By which submissions may be made to JHR about the proposed or amended JHR Network Rules, Procedures and Forms (being not earlier than 28 days after the notice is given), and
- on which it is proposed to take effect (being not earlier than 28 days after the date on which submissions close).
- The JHR Manager Network Rules must consider all submissions received and determine whether to proceed with the proposed Network Rules, Procedures and Forms or proposed amendments.
- Where an immediate risk is identified to safety resulting from exceptional circumstances or an emergency that requires an amendment to the JHR Network Rules, Procedures and Forms, the JHR Manager Network Rules must:
 - Take reasonable steps to notify stakeholders of the proposed amendment and the reasons for that change, and
 - take appropriate steps to mitigate any reasonably foreseeable adverse consequence arising from implementation of the proposed amendment without stakeholders being informed of the amendment, and
 - notify the Regulator of the proposed emergency amendment.
- If an amendment to JHR Network Rules, Procedures and Forms is withdrawn, the JHR Manager Network Rules must:
 - Take reasonable steps to notify stakeholders, and
 - notify the Regulator in the manner approved by the Regulator.

Stakeholders requiring notification for the establishment, amendment, withdrawal or implementation of exceptions to JHR Network Rules, Procedures and Forms include:

- Persons carrying out railway operations on the CRN.
- Rail transport operator's operating on the CRN.

- Employee organisations representing JHR persons working under JHR Network Rules, Procedures and Forms.
- Elected health and safety representatives for designated work groups using JHR Network Rules, Procedures and Forms, and
- the public, where the public may be affected by JHR Network Rules or Procedures.

7.8 Independent Peer Review (if required)

Before establishing, amending, or withdrawing JHR Network Rules, Procedures and Forms, the JHR Manager Network Rules, in consultation with the JHR Manager Network Operations, will assess the scope of the change being proposed, and if deemed necessary, will seek independent peer review from a subject matter specialist. A definition of the change being proposed will be assessed against the following:

- Low consequence changes, such as administrative changes to realign wording, that do not necessitate staff training will not require peer review.
- Higher consequence changes such as altered work methods and procedure/rule principles that necessitate staff retraining and/or briefing will require peer review.

The JHR Manager Network Rules must consider all submissions received and determine whether to proceed with or amend the proposed JHR Network Rules, Procedures or Forms.

7.9 JHR Manager Network Operations approval

The JHR Manager Network Operations holds delegated Operation Authority for the CRN. The JHR Manager Network Operations must approve all new, amended, withdrawn or exceptions to JHR CRN Network Operations publications.

Submissions requesting JHR Manager Network Operations approval for costly, time consuming or changes to JHR Network Rules, Procedures and Forms affecting other Railways must include:

- a copy of the Change Proposal for CRC, and
- evidence of completion for the full “Process for Establishing, Amending Withdrawing or Exceptions to JHR Network Rules, Procedures and Forms” outlined within this standard.

Submissions requesting JHR Manager Network Operations approval for straight forward or minor changes to JHR Network Rules, Procedures and Forms must include evidence of the development, safety change and implementation phases outlined within this standard.

Approvals for immediate changes or exceptions to JHR Network Rules, Procedures and Forms or Country Network Local Appendices (CNLAs) where an immediate safety risk is identified must be undertaken by SAFE Notice, which must incorporate JHR Manager Network Operations approval prior to publication.

If a submission to amend JHR Network Rules, Procedures or Forms is not approved, the JHR Manager Network Rules must communicate the outcome by return correspondence to the proponent.

7.10 JHR Safeworking Certification and Training Standards updates

JHR Safeworking Certification and Training Standard must be amended to reflect new, amended and withdrawn JHR Network Rules and Procedures

Except where an immediate risk to safety is identified and a SAFE Notice is used to give notice of immediate changes, affected pages in the JHR Safeworking Certification and Training Standard must be amended prior to the date of commencement.

Where pages in the JHR Safeworking Certification and Training Standard are not amended due to an immediate risk, the JHR Manager Network Rules must take appropriate steps to mitigate any reasonably foreseeable adverse consequences arising from implementation without updating the Standards.

The JHR Manager Network Rules must give notice of the JHR Safeworking Certification and Training Standard updates to JHR Organisation Development Manager and so far as is reasonably practicable, stakeholders.

The JHR Leadership & Culture Manager must revise JHR training and assessment materials in accordance with the updated JHR Safeworking Certification and Training Standard.

The JHR Manager Network Rules must endorse that JHR training and assessment materials are revised in accordance with the updated JHR Safeworking Certification and Training Standard.

7.11 Implementation; SAFE Notice, publication and briefings

New, amended, withdrawn or exceptions to JHR Network Rules, Procedures and Forms or Country Network Local Appendices (CNLAs) must be implemented by a SAFE Notice approved by the JHR Manager Network Operations.

Except in cases where this would unreasonably delay the introduction of a safety measure, the date to commence or amend JHR Network Rules, Procedures and Forms must not be earlier than 28 days after the date on which stakeholder submissions closed.

Except where an immediate risk to safety is identified and a SAFE Notice is used to give notice of immediate changes, affected pages in the following JHR CRN Safeworking documentation must be amended and issued prior to the date of commencement:

- Network Rules
- Network Procedures and Forms
- Country Network Local Appendices (CNLAs)

Typographical or administrative changes may be made by amending and replacing the relevant JHR CRN Network Operations publication either in part or whole.

Briefing packs must be provided to affected stakeholders for:

- SAFE Notices that give notice of changes where an immediate risk to safety was identified, and
- establishing, amending, withdrawing or implementing exceptions to JHR Network Rules, Procedures and Forms.

8 Safeworking Documentation Administration

All JHR Safeworking documentation must be developed and maintained in accordance with the JHR Safeworking Documentation Standard 004.

8.1 Safety system integrity

To ensure JHR Safeworking publications deliver the required level of safety system integrity, no more than one approved version of the material must be in circulation. These controlled materials must be published to a single electronic repository where all people who perform Safeworking roles on the CRN may have access.

JHR Safeworking documentation must be filed and version controlled in accordance with the JHR Network Operations Safeworking Documentation Standard. Each page of a JHR Safeworking publication must contain the footnote “This document is uncontrolled when printed”.

8.2 Responsibilities

The administration of JHR Safeworking publications is the responsibility of the JHR Network Rules Coordinator, under the direction of the JHR Manager Network Rules.

The JHR Network Rules Coordinator is responsible for the electronic and hardcopy management, distribution and publication of the following JHR Safeworking publications:

- Network Safeworking Standards
- Network Rules
- Network Procedures and Forms
- Country Network Instructions (CNIs)
- Country Network Local Appendices (CNLAs)
- SAFE Notices
- Safety Alerts
- Briefing packs.

8.3 Distribution

Distribution of JHR Safeworking publications is the responsibility of the JHR Network Rules Coordinator, under the direction of the Manager Network Rules.

New, amended, withdrawn or exceptions to JHR Network Rules, Procedures and Forms or Country Network Local Appendices (CNLAs) must be distributed in accordance with the requirements outlined within the “Implementation; SAFE Notice, publication and briefings” section of this Standard.

Organisations receiving JHR Safeworking publications must have systems in place for the effective and timely distribution of the material to all entities and persons employed or contracted by their organisation who, as part of their work, will be required to perform Safeworking roles on the CRN.

9 Safeworking Certification

JHR’s Safeworking Certification and Training Standard prescribes the competence arrangements required to perform each role specified within the JHR Network Rules and Procedures. The JHR Safeworking Certification and Training Standard does not prescribe the competence arrangements required to perform roles not specified within the JHR Network Rules or Procedures.

JHR’s Safeworking Certification and Training Standard also prescribes requirements for the issue, amendment and withdrawal of Safeworking certification for Safeworking roles specified within the JHR Network Rules and Procedures.

9.1 Competence Certification Requirements

Evidence of competence is required for workers conducting Safeworking roles prescribed within the JHR Network Rules and Procedures.

Certification for a Safeworking role qualification must only be issued when the requirements specified within the JHR Safeworking Certification and Training Standard are met and the relevant Rail Safety Worker health and fitness clearance is provided.

JHR uses the Rail Industry Worker card as the means of recording evidence of competence and certification for each Safeworking role qualification. Safeworking role qualifications must be registered against a workers Rail Industry Worker card prior to performing a Safeworking role on the CRN.

Evidence of competence and certification for a Safeworking qualification must be recorded through the Onsite Track Easy online portal.

When evidence of competence is received for a JHR employee in accordance with the JHR Safeworking Certification and Training Standards, JHR will register the details against the workers Rail Industry Worker Card.

Contractors must provide evidence of competence to their employer, who is responsible for registering the details against the worker's Rail Industry Worker Card.

Persons who enter the CRN Rail Corridor to establish a worksite in the Danger Zone under the JHR Network Rules must be a certified competent as a Protection Officer or hold certification in another Safeworking role qualification with Protection Officer competencies as a minimum.

Persons holding a Rail Industry Worker card indicating certification for a Safeworking role qualification do not require a separate JHR Rail Industry Corridor Induction (RICI) card. A separate RICI card may be issued if a person loses their Rail Industry Worker card.

Recertification to maintain a Safeworking role qualification must be undertaken within each two-year period in accordance with the JHR Safeworking Certification and Training Standard. The recertification must at least include refreshment and reassessment in Network Rules applicable to the Safeworking role.

A person must not conduct a Safeworking role prescribed within the JHR Network Rules and Procedures on the CRN if:

- Recertification to maintain the Safeworking role qualification is not undertaken within a 24-month period in accordance with the JHR Safeworking Certification and Training Standard, or
- the relevant Rail Safety Worker health and fitness clearance is not provided, or
- the Rail Industry Worker card does not indicate certification for the Safeworking role.

9.2 Safeworking Contractors

Safeworking Contractors who intend to perform a Safeworking role prescribed within the JHR Network Rules and Procedures on the CRN must hold a Rail Industry Worker card that indicates certification in the required Safeworking role qualification.

Site Supervisors must check that Safeworking Contractors hold Rail Industry Worker cards indicating certification in the required Safeworking role qualification prior to performing Safeworking roles on the CRN.

JHR reserves the right to remove a Safeworking Contractor from a worksite and place a temporary suspension on the worker's Rail Industry Worker card if the contractor breaches Safeworking, drug and alcohol, fatigue or health and fitness requirements.

9.3 Safeworking Breaches

If a JHR employee or contractor becomes aware of a Safeworking breach, that person must immediately inform the Network Control Officer for the area concerned. Any breach of the requirements of JHR Network Rules is a Notifiable Occurrence.

Notifiable Occurrences that occur under the control of other operators on the CRN must be immediately reported by the Operator responsible for the event. An Operator's Representative must assess each event and report the findings of their assessment. JHR reserves the right to be represented on any formal board of enquiry or other body investigating any incident occurring on or affecting the CRN.

If a Safeworking breach involves a JHR employee, JHR must take appropriate action including:

- Debrief and counselling if the breach is minor and subject to low level investigation.
- Temporary suspension of a Rail Industry Worker card if the breach is serious or pending higher level investigation.

Decisions and follow-up activities regarding JHR employees following Safeworking breaches must be made in accordance with the Accountable Culture tool and relevant counselling and discipline procedure.

If a Safeworking breach is serious or pending higher level investigation, the JHR Senior Management Team Discipline Head of the JHR employee involved in the Safeworking breach must direct the placing of a temporary suspension on the JHR Rail Industry Worker card.

A temporary suspension must also be placed on a workers Rail Industry Worker card if the worker breaches drug and alcohol or health and fitness requirements.

The placing of a temporary suspension on a JHR Rail Industry Worker card must only occur following JHR Senior Management Team consultation with the JHR HR Discipline Head and JHR Leadership & Culture Manager. This function must not be sub-delegated downwards.

Temporary suspension of certification in a Safeworking role qualification does not mean that a person's JHR Rail Industry Corridor Induction (RICI) has been withdrawn. A JHR Rail Industry Corridor Induction (RICI) card may be issued pending the outcome of an investigation.

If following investigation, certification in a Safeworking role qualification is to be restored, the JHR Senior Management Team Discipline Head may direct the lifting of a temporary suspension on a JHR employee Rail Industry Worker card following:

- consultation with JHR's HR Discipline Head and JHR Leadership & Culture Manager, and
- successful reassessment in the Network Rules that were breached using materials developed in accordance with the JHR Safeworking Certification and Training Standard.