



Country Network Standard 002

Safeworking Certification and Training Standard

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Version: 9.0

Published Date: 30/06/2020

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Table of contents

1	Purpose	5
2	Scope.....	5
3	General requirements	5
4	JHR Safeworking roles and associated qualifications.....	6
5	Eligibility for Safeworking Role Qualifications	7
6	Identify JHR Safeworking tasks for each JHR Safeworking role	7
7	Conduct Safeworking task analysis for each Safeworking role.....	8
8	Conduct Difficulty, Importance and Frequency (DIF) Analysis	8
9	Determine Difficulty	8
10	Determine Importance	8
11	Determine Frequency.....	9
12	Identify Safeworking training and assessment priorities and delivery methods	9
13	Select relevant Australian Qualification Framework (AQF) Units of Competency	10
14	Develop Safeworking Competence Training and Assessment Program	10
15	Source Safeworking Training and Assessment Providers	11
16	Undertake Safeworking Training and Assessment	11
	16.1 Undertake Safeworking Training.....	11
	16.2 Off Job Initial Training	12
	16.3 On Job Learning Under Supervision.....	12
	16.4 Subject Matter specialist	12
	16.5 On job Workbook Requirements.....	12
	16.6 Undertake Safeworking Assessment.....	13
17	Maintain Records of Safeworking Training and Qualifications.....	14
18	JHR Safeworking Role Requirements.....	15
19	Training and Competence Assessment Requirements for JHR Safeworking Roles	18
20	Identification of JHR Safeworking employees	19
21	Issue of a JHR Safeworking Role Qualification	19
22	Maintenance of a JHR Safeworking Role Qualification.....	20
23	Recertification Model	20
24	JHR Safeworking Role Qualifications Recertification.....	21
	24.1 Safeworking Recertification Refresher Training.....	21
	24.2 Safeworking Recertification Assessments	21
25	Validation of Safeworking qualifications not issued by JHR	22
	25.1 Maintain Safeworking Recertification Records	22
26	Certification for JHR Safeworking Contractors	22
27	Withdrawal of a JHR Safeworking role qualification	22
28	Restoration of a Certification in a Safeworking Role Qualification	23
	28.1 Following temporary suspension	23

28.2	Following a Safeworking breach	23
28.3	Following leave of absence or role inactivity.....	23
29	References: Training and Assessment Strategy	24

1 Purpose

John Holland Rail (JHR) Safeworking Certification & Training Standard prescribes the competence arrangements required to perform each JHR Safeworking role specified within the JHR Network Rules and Procedures. The JHR Safeworking Certification & Training Standard does not prescribe the competence arrangements required to perform roles not specified within the JHR Network Rules or Procedures.

JHR Safeworking Certification & Training Standard prescribes the processes and procedures governing the acquisition and maintenance, recertification and withdrawal of the Safeworking certification required to perform each JHR Safeworking role specified within the JHR Network Rules and Procedures.

2 Scope

This standard applies to all entities and persons employed or contracted by JHR who, as part of their work, must be required to perform Safeworking roles on the Country Regional Network (CRN). This standard does not apply to persons not employed or contracted by JHR on the CRN who must obtain and maintain competence in accordance with legislative requirements.

This Safeworking Certification & Training Standard contains:

- General requirements
- List of JHR Safeworking roles and associated qualifications
- Eligibility for Safeworking Role Qualifications
- Certification Model and Process Requirements
- Safeworking Role Requirements
- Identification of JHR Safeworking employees
- Issue of a JHR Safeworking role qualification
- Maintenance of a JHR Safeworking role qualification
- Recertification in a JHR Safeworking role qualification
- Certification for Safeworking Contractors
- Withdrawal of a JHR Safeworking role qualification.

3 General requirements

A current Safeworking Certification must be held by persons employed or contracted by JHR who, as part of their work, must be required to perform Safeworking roles on the CRN.

A minimum Safeworking Certification of Protection Officer must be held if the Safeworking activity involves:

- safety assessment and establishment of a worksite in the Danger Zone, or
- supervision of persons within the Rail Corridor who do not hold a Safeworking certification.



WARNING

A Safeworking Certification must only be issued to a person who must operate Safeworking systems.

If a person has a current Safeworking Certification they must have a Rail Industry Worker (RIW) card. The RIW card must be produced on request.

RIW card information must be modified if the Safeworking Certification requirements of a person employed or contracted by JHR changes.

4 JHR Safeworking roles and associated qualifications

All persons entering the rail corridor must have completed the Rail Industry Corridor Induction.

JHR Safeworking roles prescribed within JHR Network rules and associated Safeworking qualifications:

Table 1

JHR Safeworking roles specified within JHR Network rules and procedures	Associated Safeworking qualifications
Rail Industry Worker	Rail Industry Corridor Induction
Hand Signaller / Pilot	Hand Signaller / Level 1 Hand Signaller / Level 2
Protection Officer	Protection Officer Level 1 Protection Officer Level 2
Track Vehicle Operator	Track Vehicle Operator Safeworking Level 1
TWA Protection Officer	Protection Officer Level 3
Possession Protection Officer	Protection Officer Level 4 Safeworking Level 2
Network Control Officer	Network Control Officer
Incident Management Coordinator	Rail Incident Coordinator
Signals Representative	Signals Representative
Electrical Representative	Electrical Representative
Managers	Safeworking Manager

5 Eligibility for Safeworking Role Qualifications

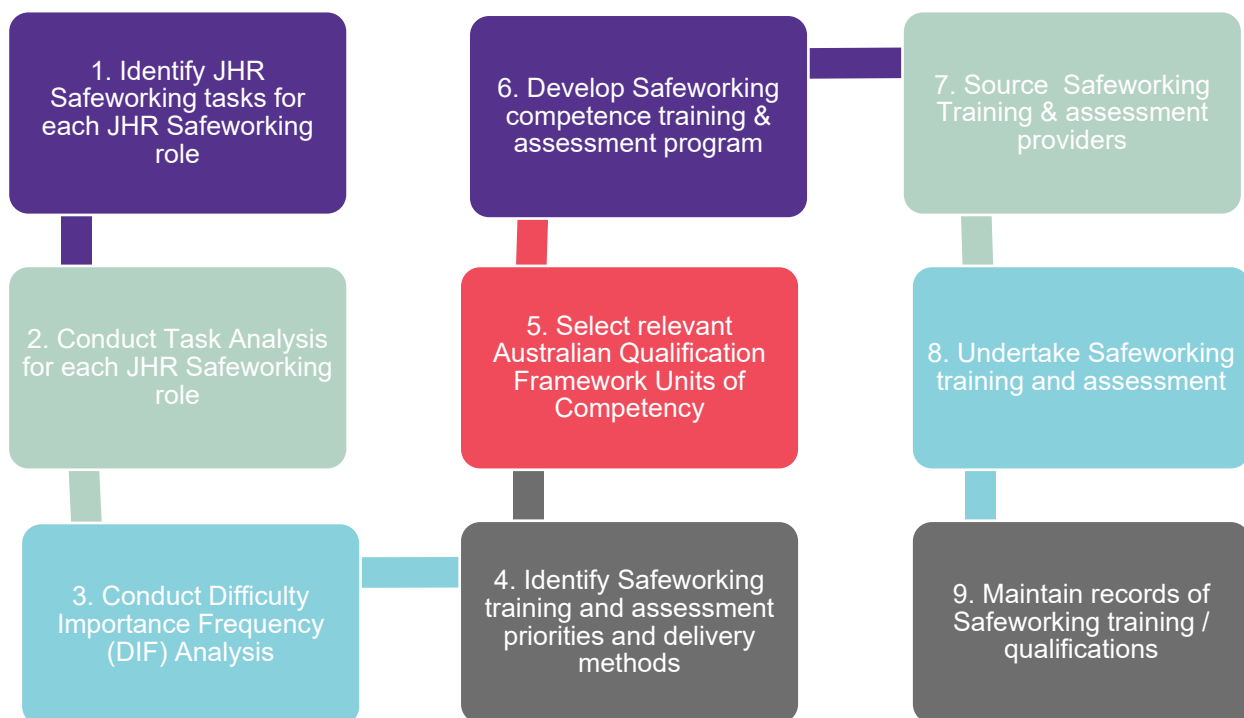
A Safeworking Certification must only be issued to persons who can demonstrate a need for one arising from their employment or contractual arrangements.

To be eligible for a JHR Safeworking Role Qualification, a JHR employee must meet the:

- pre-requisite Safeworking Role Qualification/s, and
- Rail Safety Worker Health Assessment requirements for the proposed qualification, and
- JHR Enterprise Agreement (EA) progression requirements or require the qualification as part of their position description.

Applications for a JHR Safeworking Role Qualification must be approved by a JHR Manager who holds external training approval authority within the JHR Delegations of Authority Table.

Certification Model



6 Identify JHR Safeworking tasks for each JHR Safeworking role

JHR Safeworking roles and the Safeworking tasks required to be performed by each role are specified within the JHR Network Rules and Procedures.

7 Conduct Safeworking task analysis for each Safeworking role

JHR Manager Network Rules must develop and maintain a Safeworking Task and DIF Analysis Matrix consisting of:

- each JHR Safeworking role specified within the JHR Network Rules and Procedures
- the JHR Network Rules and Procedures that apply to each JHR Safeworking Role
- the Safeworking tasks assigned to each JHR Safeworking role specified within the Network Rules and Procedures
- Difficulty, Importance and Frequency (DIF) analysis for each Safeworking task
- risk rating for each JHR Safeworking task
- training and assessment delivery method for each JHR Safeworking task
- National Units of Competency that apply to each JHR Safeworking Role

8 Conduct Difficulty, Importance and Frequency (DIF) Analysis

JHR Manager Network Rules must amend and update the Safeworking Task and DIF Analysis Matrix whenever a Network Rule or Procedure is established, amended or withdrawn and inform JHR Leadership & Culture Manager.

9 Determine Difficulty

Subject-matter experts who are required to perform Safeworking roles on the CRN must identify Safeworking tasks that are difficult to learn and/or difficult to perform.

If a task is identified as difficult, 'yes' must be entered into the Safeworking Task and DIF Analysis Matrix. If not difficult, 'no' must be entered.

10 Determine Importance

JHR Manager Network Rules must determine the importance of Safeworking tasks in accordance with the level of safety risk associated with the Safeworking task.

Safety risk must be determined in terms of consequence and likelihood which has the potential to adversely affect the safety of JHR's railway operations, its passengers, employees, contractors or members of the public. This step must be undertaken by reference to the Principal Risk Register.

The level of safety risk associated with each Safeworking task must be determined in accordance with the:

- likelihood of the Safeworking task being performed incorrectly or not being performed at all
- consequence of the Safeworking task being performed incorrectly or not being performed at all
- strength of other layers of protection in existence, for example, is the Network Control system a key control?
- reliance on the Safeworking task being performed correctly to ensure system safety for example, is competence a key control?

The level of safety risk importance must be rated by entering one of the following ratings into the Safeworking Task and DIF Analysis Matrix:

- Very Important
- Moderately Important
- Not Important.

11 Determine Frequency

Frequency must be determined in accordance with the number of times the Safeworking task is performed as follows:

- Frequent = more than once a month
- Moderate = once a month
- Infrequent = less than once a month

Subject-matter experts who are required to perform Safeworking roles on the CRN must identify the frequency of Safeworking tasks.

The frequency of the Safeworking task must be rated by entering one of the above ratings into the Safeworking Task and DIF Analysis Matrix.

12 Identify Safeworking training and assessment priorities and delivery methods

The DIF analysis must produce a risk rating for each Safeworking task as follows:

- Low
- Moderate
- High.

The risk rating must be used to determine the Safeworking training and assessment priorities and delivery methods for each Safeworking task.

The risk rating for each Safeworking task must produce high-level Safeworking training and assessment delivery methods as follows:

- Low = Class activities
- Moderate = Questioning – oral, portfolio & third-party report, workplace observation
- High = Demonstration, role-play, assignment, questioning – written.

High risk rated, degraded and emergency Safeworking tasks must refresh at recertification.

Detailed Safeworking training and assessment priorities and delivery methods as shown in the Safeworking Task and DIF Analysis matrix for each Safeworking role specified within the JHR Network Rules and Procedures must be used to develop all Safeworking training and assessment programs and associated materials.

13 Select relevant Australian Qualification Framework (AQF) Units of Competency

JHR Manager Network Rules must review the Safeworking tasks prescribed for JHR Safeworking roles within the JHR Network Rules and Procedures and select relevant Australian Qualification Framework Units of Competence in consultation with the JHR Leadership & Culture Manager.

JHR Manager Network Rules must review and update the relevant Australian Qualification Framework Units of Competence in the Safeworking Task and DIF Analysis Matrix whenever a Network Rule or Procedure is established, amended or withdrawn and inform the JHR Leadership & Culture Manager of changes to Network Rules and / or procedures.

14 Develop Safeworking Competence Training and Assessment Program

The JHR Organisational Development Manager must develop the Safeworking Competence Training and Assessment Leadership & Culture Manager Program in consultation with JHR Manager Network Rules.

The JHR MNR must advise the JHR ODM whenever a Network Rule or Procedure is established, amended or withdrawn.

The JHR ODR must review and update the Training and Assessment Strategies in consultation with the JHR MNR, whenever a Network Rule or Procedure is established, amended or withdrawn.

The JHR ODR must review and update the Safeworking training and assessment programs and associated materials whenever a Network Rule or Procedure is established, amended or withdrawn.

The JHR MNR must approve updated Safeworking training and assessment programs and associated materials.

Content of JHR Safeworking Training and Assessment material is specified in the Training and Assessment Strategy for each Safeworking Role Qualification.

The specific Safeworking Competence Training and Assessment requirements for each Safeworking role qualification must be detailed in the Training and Assessment Strategy. The Training and Assessment Strategy specifies the:

1. Qualification Name
2. Pre-requisites
3. Role Tasks applicable to the qualification
4. Class sizes
5. Off Job Training Facility Requirements
6. On Job Training Infrastructure Requirements
7. Requirements for Initial Training Phase
8. Requirements for On Job Learning Phase
9. Requirement's for Initial Competency Assessment
10. Requirements for Competence Maintenance
11. Requirements for Recertification of Competence
12. Alignment of Safeworking Role Qualification with the AQF.

15 Source Safeworking Training and Assessment Providers

JHR Safeworking training and assessment may be sourced from external providers. Registered Training Organisations must be selected by reference to the:

- scope of their registration
- expertise in the rail industry
- records of compliance to AQF standards and practices
- flexibility of delivery in remote locations
- the availability of trainers who hold both the relevant training qualification (TAE) and the competencies they are training.

16 Undertake Safeworking Training and Assessment

JHR Safeworking training and assessment must be undertaken in accordance with this standard and the Training and Assessment Strategies for the applicable Safeworking Role Qualification.

The JHR Leadership & Culture Manager and JHR Manager Network Rules must approve the individual or company to deliver JHR Safeworking training and assessment.

The JHR Leadership & Culture Manager must approve a trainee to attend JHR Safeworking training and assessment.

16.1 Undertake Safeworking Training

A person who delivers JHR Safeworking training must use materials developed in accordance with this standard and the Training and Assessment Strategy for the applicable Safeworking role qualification. A person who delivers JHR Safeworking training for the purpose of competence assessment must:

- possess a current Safeworking certification for the relevant Safeworking role or be able to demonstrate equivalent knowledge, and
- possess a current Certificate IV in Training and Assessment, or
- work under the direct supervision of a person meeting the requirements listed above.

Where the Training and Assessment strategy requires Safeworking training to be undertaken on-job, the trainee must:

- carry out the nominated Safeworking training tasks under the direct supervision of a person who possesses a current Safeworking certification for the relevant Safeworking role, and
- carry out the nominated Safeworking training tasks across a range of varying track configurations, terrain differences and time of day variances, and
- satisfactorily complete all requirements of an on-job workbook, and
- complete all on-job training requirements within six (6) months.

If a trainee does not satisfactorily meet the on-job Safeworking training requirements, the Trainee must re-apply to the JHR Leadership & Culture Manager to recommence Safeworking training.

CRN-MPR-OD-001 Competency Training and Assessment procedure specifies the requirements for workplace training.

Initial Safeworking training is delivered in the following phases:

16.2 Off Job Initial Training

Off job training for all Safeworking roles is conducted by a qualified trainer and assessor. Training must deliver and assess theory knowledge covering all network rule and procedures for the Safeworking position.

Initial training is classroom based and is designed and delivered in accordance with the Safeworking Training with reference to the DIF analysis, as referenced in this standard.

16.3 On Job Learning Under Supervision

On job learning phase must be completed within 6 months of completion of the off job initial training. On successful completion of the off-job training, participants must be provided with an on-job workbook that identifies the tasks that must be undertaken during their on-job training phase.

On job learning is completed under the supervision of a subject matter specialist who must be qualified in the applicable Safeworking role. The trainee's supervisor is responsible for Safeworking activities completed by the trainee as part of the on-job learning.

16.4 Subject Matter specialist

Subject Matter specialist must be nominated by the participant's supervisor and approved by the Safeworking Trainer.

Subject Matter specialists are responsible for:

13. Demonstrating the tasks identified in the on-job workbook
14. Observing the participant undertakes the tasks in the on-job workbook
15. Providing feedback on the tasks performed
16. Signing and dating the outcomes of these observations.

It is the supervisor's responsibility to ensure that the participant is given access to the required-on job training tasks.

16.5 On job Workbook Requirements

On job workbooks must contain the following elements:

- Name and signatures of the;
 - a. participant,
 - b. Safeworking trainer who conducted the initial training period
 - c. subject matter specialist/expert
 - d. participants supervisor
- The expiry date of the on-job workbook (6 months)
- The tasks that must be observed
- The location and date of the observation/s

On completion of the on job learning phase, the supervisor must review the workbook, supporting evidence, sign the workbook and complete the supervisor's report to validate that the on-job observations occurred in line with the specified requirements.

The supervisor must then submit the workbook, supporting evidence and Supervisor's report to the Safeworking Trainer and request a competency assessment.

The Safeworking Trainer must review the initial training off-job assessment, the on-job workbook and the evidence submitted and provide advice to the participant's supervisor of the outcome.

If the evidence submitted meets the competency requirements for the role as identified in the Training and Assessment Strategy, the Safeworking Trainer must schedule a competency assessment for the participant.

If the evidence submitted does not meet the competency requirements for the role, the Safeworking Trainer must advise the participant's supervisor and recommend the appropriate remedial activities that need to be undertaken. It is the supervisor's responsibility to ensure these activities are undertaken and that all required evidence is re-submitted for review once complete.

If the evidence is not deemed satisfactory after the second review, the participant must no longer be eligible to obtain the Safeworking qualification.

The on-job training and competency assessment must be complete within 6 months of the initial training period.

16.6 Undertake Safeworking Assessment

A Safeworking Certification must be achieved by successfully completing a competency assessment as follows:

- Moderate = Questioning = oral, portfolio & third-party report, workplace observation
- High = Demonstration, role-play, assignment, questioning – written.

High risk rated, degraded and emergency Safeworking tasks must be reassessed at recertification.

Safeworking assessments must be carried out by an assessor who is qualified under the National Training and Assessment training package.

Assessments may be conducted in live or simulated work situations (depending on the requirements of the competency being assessed).

Assessments of individual competencies must be undertaken according to processes specified by the Australian Qualifications Framework (AQF).

Assessments of skills and knowledge not identified under the AQF must be undertaken by suitably experienced JHR P/L personnel or from other sources (e.g. from the original equipment manufacturers or suppliers).

Two people who collectively possess the requirements for Assessor may work in conjunction to conduct the training.

CRN-MPR-OD-001 Competency Training and Assessment procedure specifies the requirements for workplace assessment.

Competency assessment must be conducted in accordance with the requirements detailed in the relevant Safeworking Role Qualification Training and Assessment Strategy. It may contain, one or many of the following activities;

- Evidence Review (on job workbook, supervisor's report, workplace evidence)
- Supplementary evidence

- Knowledge assessment
- Observation
- Simulation

Evidence of Initial, On Job Learning and Competency Assessment phases must be reviewed by an approved Registered Training Organisation against the requirements specified under the AQF and Statements of Attainment must be issued by the RTO accordingly.

**NOTE**

If the tasks required to meet the competence outcomes specified are not available to be observed, the tasks may be simulated in consultation and with the approval of the Safeworking Trainer. Simulated tasks must meet the evidence requirements as specified in the Training and Assessment Strategy.

17 Maintain Records of Safeworking Training and Qualifications

Records of training and assessment in each JHR Safeworking role specified within the JHR Network rules and procedures must be maintained in the:

- RIW competence management system, and
- JHR records management system.

The systems must hold the following records for each JHR Safeworking employee in accordance with relevant Learning & Development records management procedure, the:

- date and duration when initial Safeworking training and assessment was undertaken in a JHR Safeworking role specified within the JHR Network rules.
- qualifications aligned with a JHR Safeworking role specified within the JHR Network rules and associated units of competence undertaken to achieve Certification in a Safeworking role.
- date when Re-Certification in a JHR Safeworking role is due to be conducted and date it was undertaken.
- name of any organisation conducting initial JHR Safeworking training and/or Re Certification in a JHR Safeworking role.
- name and qualifications of any person conducting initial JHR Safeworking training and/or Re Certification in a JHR Safeworking role.

The Learning & Development Safeworking Trainer must update new, amended or withdrawn records for each JHR Safeworking employee in both the RIW competence management system and JHR records management system.

CRN-MPR-OD-004 Competency and Training Records Management procedure specifies the steps for the management of training attendance and competency attainment records.

18 JHR Safeworking Role Requirements

Table 2

Safeworking role (Role)	Acronym	Safeworking role (Role)	Acronym	Safeworking role (Role)	Acronym
Rail Industry Worker	RIW	TWA Protection Officer	TWA PO	Signals Representative	SR
Hand Signaller / Pilot and Pilot	HS / P/P	Possession Protection Officer	PPO	Electrical Representative	ER
Protection Officer	PO	Network Control Officer	NCO	Managers	Nil
Track Vehicle Operator	TVO	Incident Management Coordinator	IMC		

Table 3

Role	Network Rule Safeworking Tasks	Pre-requisite Safeworking Training	Pre-requisite Safeworking Role	Required Network Rules and Network Procedures
RIW	Perform Workers tasks prescribed within the Network Rules.	Nil	Nil	CNGE - 200, 204, 216 ,222, 228, 230 CNWT - 300, 310, 318 CNTR – 420 CNPR 721
HS / P/P	Perform HS / P and P tasks prescribed within Network Rules and Procedures	RIW	RIW	CNGE – 202, 218 CNWT – 306, 316 CNTR – 402 CNSY – 512, 516 CNSG – 604, 606, 608 CNPR – 702, 710, 715, 716, 717, 722, 723, 724, 727

Role	Network Rule Safeworking Tasks	Pre-requisite Safeworking Training	Pre-requisite Safeworking Role	Required Network Rules and Network Procedures
PO	Perform PO tasks prescribed within Network Rules and Procedures	RIW and HS /P/P	RIW and HS /P/P	CNGE – 201 CNWT –302, 304, 308, 310, 314 CNSY – 500, 502 CNPR – 700, 701, 703, 707, 709, 711, 712, 726, 728, 729, 731
TVO	Perform TVO tasks prescribed within Network Rules and Procedures	RIW, HS / P/P and Knowledge of PO	RIW, HS / P/P and Knowledge of PO	CNGE – 232 CNTR – 400, 406, 408, 412, 422, 424 CNSY – 506, 514, CNSG – 602, 612 CNPR – 719, 720, 725, 732, 733, 736, 738, 739, 740, 741, 742, 743, 745, 746, 747, 748
TWA PO	Perform TWA PO tasks prescribed within Network Rules and Procedures	RIW, HS / P/P and Knowledge of PO and TVO	RIW, HS / P/P and Knowledge of PO and TVO	
PPO	Perform PPO tasks prescribed within Network Rules and Procedures	RIW, HS / P/P, PO, TWA PO and Knowledge of TVO	RIW, HS / P/P, PO, TWA PO and Knowledge of TVO	CNSG – 614

Role	Network Rule Safeworking Tasks	Pre-requisite Safeworking Training	Pre-requisite Safeworking Role	Required Network Rules and Network Procedures
NCO	Perform NCO tasks prescribed within Network Rules and Procedures	RIW and Knowledge of the following HS / P/P, PO, TVO, TWA PO and PPO	RIW and Knowledge of the following HS / P/P, PO, TVO, TWA PO and PPO	CNGE – 206, 208, 210, 214, 220, 224, 230, 236 CNWT – 312 CNTR – 416, 426 CNSG – 600, 616 CNPR – 730
IMC	Perform PO tasks prescribed within Network Rules and Procedures	RIW, PO and Knowledge of the following HS / P/P	RIW, PO and Knowledge of the following HS / P/P	
SR	Perform SRs tasks prescribed within Network Rules and Procedures	RIW	RIW	CNPR – 718
ER	Perform ERs tasks prescribed within Network Rules and Procedures	RIW	RIW	CNPR – 705, 714
Managers	Perform Managers tasks prescribed within Network Rules and Procedures	RIW and Knowledge of the following HS / P/P, PO, TVO, TWA PO, PPO and NCO	RIW and Knowledge of the following HS / P/P, PO, TVO, TWA PO, PPO and NCO	CNSY – 518

19 Training and Competence Assessment Requirements for JHR Safeworking Roles

Table 4

Role	Initial Certification		Ongoing Recertification			
	Off Job Training & Assessment	On Job Learning under supervision	On Job & Evidence Competence Assessment	Evidence Competence Assessment	On Job Competence Assessment	Off Job Safeworking Training & Assessment
RIW	√	X	X	X	X	X
HS / Pilot	√	X	√	√	√	√
PO	√	√	√	√	√	√
TVO	√	√	√	√	√	√
TWA PO	√	√	√	√	√	√
PPO	√	√	√	√	√	√
NCO	√	√	√	√	√	√
IMC	√	X	X	X	X	√
SR	√	X	X	X	X	X
ER	√	X	X	X	X	X
Managers	√	X	X	X	X	√

20 Identification of JHR Safeworking employees

RIW Identification Cards must attest that the JHR employee has the Safeworking qualifications, knowledge and skills necessary to perform the Safeworking tasks to which the certification relates.

Certification in a Safeworking role must be registered against a Safeworking employee's RIW Identification Card prior to the employee performing the Safeworking role.

RIW Identification Cards must not be issued until a record of the relevant medical clearance is registered against a Safeworking employee's RIW Identification Card.

Managers must check the RIW competence management system to confirm a person has the required Safeworking Certification prior to performing a Safeworking role.

If the RIW competence management system is unavailable, managers must check with the Learning & Development Safeworking Trainer to confirm a person has the required Safeworking Certification prior to performing a Safeworking role.

21 Issue of a JHR Safeworking Role Qualification

The following process must be followed to obtain a JHR Safeworking Role Qualification:

- All applicants must submit an approved application despite prior qualifications to Learning & Development to obtain a JHR Safeworking Role Qualification.
- Applicants who are to become Safeworking practitioners must hold the required medical for the JHR Safeworking Role Qualification prior to applying.
- Applicants must successfully complete off-job Safeworking training and assessment in Network Rules, Procedures and Forms.
- Applicants may undertake off-job Safeworking assessments in Network Rules, Procedures and Forms without formal training if the required knowledge exists.
- Applicants who have successfully completed off-job Safeworking training and assessment in Network Rules must successfully complete on-job experience in the relevant Safeworking role under the direct supervision of a person who possesses current Safeworking certification for the relevant Safeworking role.
- The Safeworking trainer must coordinate the on-job Safeworking training.
- The Learning & Development Safeworking Trainer must assess evidence of completion for the on-job experience in a Safeworking role.
- Applicants must successfully complete final competence assessments in a Safeworking role.
- The Learning & Development Safeworking Trainer must register a new or amended Certification in a Safeworking role.
- The Learning & Development Safeworking Trainer must advise the applicant's line manager of the outcomes at each stage.



WARNING

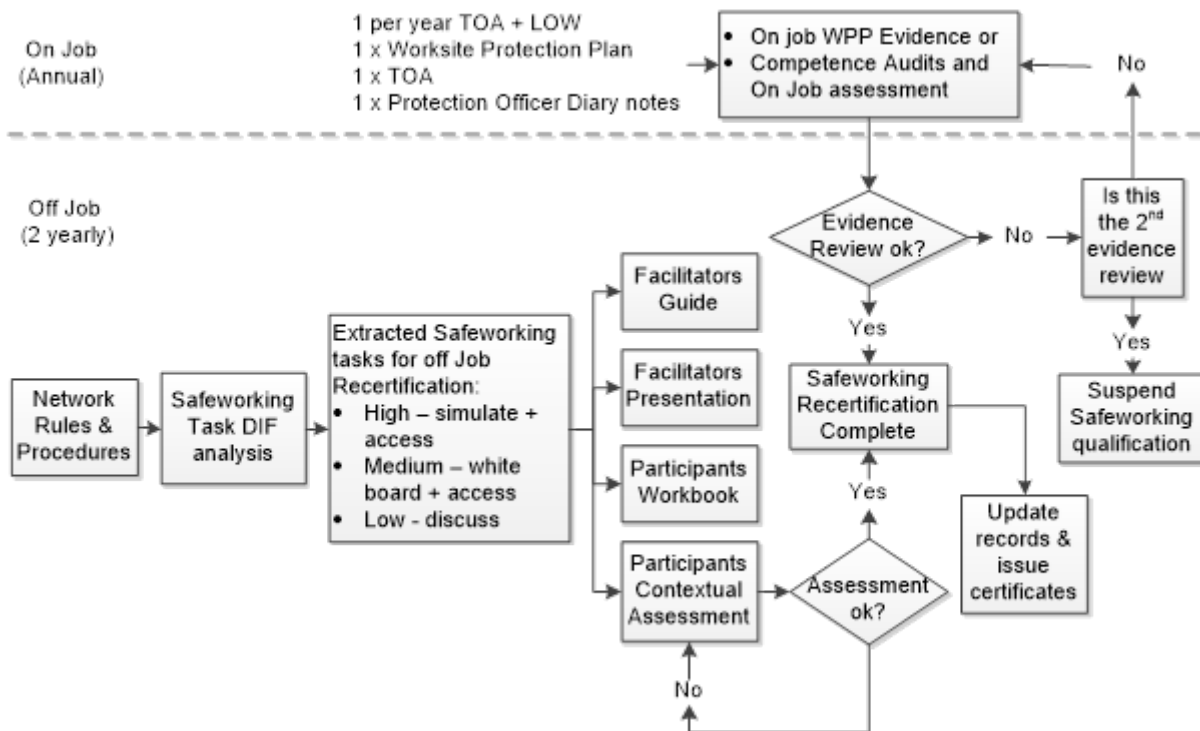
To undertake Protection Officer duties on the CRN a person must be competent, qualified and experienced with the Safeworking system applicable to the location at which they are to carry out work, including recognition of signals and signs to that area of Safeworking.

22 Maintenance of a JHR Safeworking Role Qualification

Competence Maintenance refers to the 24-month period between the Competence Assessment and Recertification or between recertification periods. Supervisors are responsible for ensuring staff maintain competence to conduct Safeworking tasks.

To ensure staff maintain the required competencies, Competence Audits are conducted over the 24-month period. These audits must provide a record of competency and any development requirements necessary to assist staff to maintain and/or improve their performance.

23 Recertification Model



24 JHR Safeworking Role Qualifications Recertification

JHR Safeworking recertification must be undertaken in accordance with this standard and the applicable Training and Assessment Strategy

The JHR Leadership & Culture Manager and Manager Network Rules must approve a person to deliver JHR Safeworking recertification.

Recertification comprises the following activities:

- Attendance and successful completion of Network Rules Recertification Training and Assessment program.
- Submission of evidence of competence as specified in the Training and Assessment Strategy for the relevant Safeworking Role.
- Submission of a supervisor's report in support of the recertification process.
- Review and evaluation of evidence in line with AQF requirements.
- Issue of a JHR Safeworking Role Qualification Recertification Certificate.
- Maintenance of competency records as per CRN-MPR-OD-004.
- Recertification in a JHR Safeworking Role Qualification is administered and managed by the Safeworking Competence Officer.

24.1 Safeworking Recertification Refresher Training

A person who delivers JHR Safeworking training must use materials developed in accordance with this standard and the Training and Assessment Strategy for the JHR Safeworking role qualification.

A person who delivers JHR Safeworking training for competence assessment must:

- Possess a current Safeworking certification for the relevant Safeworking role or be able to demonstrate equivalent knowledge, and
- Possess a current Certificate IV in Training and Assessment, or
- Work under the direct supervision of a person meeting the requirements listed above.

24.2 Safeworking Recertification Assessments

Recertification in a JHR Safeworking role requires successful completion of a:

- Safeworking refresher training and assessment within each 24-month period, and
- An evidence portfolio for work in the relevant role for submission prior to Safeworking refresher training and on-job competence assessments.

The Safeworking refresher training and assessment recertification must be undertaken in accordance with the Safeworking Task and DIF Analysis Matrix as follows:

- Moderate = Questioning-oral, evidence portfolio or workplace observation.
- High = Demonstration, role-play, assignment, questioning, written.
- High and moderate risk rated, degraded and emergency Safeworking tasks must be refreshed and reassessed at each Safeworking recertification.

Recertification refresher training and assessment may be conducted in live or simulated work situations.

25 Validation of Safeworking qualifications not issued by JHR

CRN employees who hold current Safeworking qualifications not issued in line with the JHR Safeworking Certification and Training Standards must complete the on-job Learning and Competency assessment phases for the relevant Safeworking Role Qualification prior to undertaking any Safeworking tasks on the CRN.

Evidence of competence gathered in this situation is evaluated in the same way as for the on- job learning and using the same processes outlined in the relevant sections of this standard.

25.1 Maintain Safeworking Recertification Records

Records of recertification assessments in each JHR Safeworking role specified within the JHR Network rules and procedures must be maintained in the:

- RIW competence management system, and
- JHR records management system.

The systems must hold the following records for each JHR Safeworking employee in accordance with the relevant Learning & Development records management procedure:

- Date when recertification in a JHR Safeworking role is due to be conducted and date it was undertaken.
- Name of any organisation conducting recertification in a JHR Safeworking role.
- Name and qualifications of any person conducting recertification in a JHR Safeworking role.

26 Certification for JHR Safeworking Contractors

Contractors engaged by JHR to undertake Safeworking roles must comply with the following requirements:

- Hold a current RIW card meeting the competence requirements (including Rail Safety Worker Medical) for the work being undertaken, and

Be able to demonstrate ongoing education of their Safeworking qualified role holders in JHR Network Rules and Procedures.

27 Withdrawal of a JHR Safeworking role qualification

Temporary suspension of a JHR Safeworking role qualification must be managed in accordance with Network Safeworking Standard CNS 001.

The RIW manager or supervisor must be notified of the temporary or permanent suspension of a Safeworking role qualification.

A Safeworking role qualification must be suspended if:

- The Rail Safety Medical is not currently met but may be met in the future.
- Recertification is not successfully undertaken within the prescribed period.
- If the breach is serious or pending higher level investigation.

A Safeworking role qualification must be permanently withdrawn if:

- The Rail Safety Medical standard cannot ever be met.

- Recertification competence requirements cannot ever be met.
- A temporary suspension is to be made permanent.

Permanent withdrawal of Safeworking role qualification on a JHR RIW 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.

Permanent withdrawal of a Safeworking role qualification following investigation must be made in accordance with the Accountable Culture tool and relevant Counselling and Disciplinary procedure.

Permanent withdrawal of a Safeworking role qualification must be undertaken by the Senior Management team discipline head of the employee involved.

Permanent withdrawal of certification in Safeworking role qualification does not mean that a person's JHR RIC1 has been withdrawn.

28 Restoration of a Certification in a Safeworking Role Qualification

Restoration of a JHR Safeworking role qualification must be managed in accordance with Network Safeworking Standard CNS 001.

The RIW manager or supervisor must be notified of the restoration of a Safeworking role qualification.

28.1 Following temporary suspension

If following temporary suspension, certification in a Safeworking role qualification is to be restored, the lifting of a temporary suspension on a JHR employee RIW card may take place following successful:

- Compliance with the requirements of the relevant Rail Safety Medical.
- Completion of the recertification.
- Reassessment in the network rules that were breached.

28.2 Following a Safeworking breach

Restoration of a Certification in a Safeworking Role Qualification following a Safeworking breach, must be undertaken by the JHR Senior Management Team Discipline Head of the employee involved and in consultation with JHR HR Discipline Head and JHR Leadership & Culture Manager.

28.3 Following leave of absence or role inactivity

Restoration of a Certification in a Safeworking Role Qualification following leave of absence, must be undertaken by the JHR Senior Management Team Discipline Head of the employee involved in consultation with JHR's HR Discipline Head and the JHR Leadership & Culture Manager.

Restoration of a Certification in a Safeworking Role Qualification following extended periods of leave of absence will be provided in line with the follow guidelines;

- Leave of absence or role inactivity up to 6 months will require briefing of amended Safeworking.
- Leave of absence or role inactivity 6 -12 months will require Safeworking refresher training.
- Leave of absence or role inactivity of more than 12 months will require Safeworking recertification

**NOTE**

Restoration of Safeworking qualification must also consider the practical applications of Safeworking, e.g. Train Management Control Systems and Rail Vehicle Detection System boards for Network Control Officers.

29 References: Training and Assessment Strategy

- TAS Handsignalling
- TAS Protection Officer
- TAS Track Vehicle Operator
- TAS TWA Protection Officer
- TAS Possession Protection Officer
- TAS Electrical Representative
- TAS Incident Management Coordinator
- TAS JHR CRN Managers
- TAS Signal Representative
- TAS Network Control Officer