

Network Rules and Network Procedures Certification Standard Version 8.5

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1. Purpose

The purpose of this Standard is to prescribe the competency requirements for all Safeworking certifications held by employees working for Transport for New South Wales (TfNSW), Sydney Trains, NSW Trains, or contractors performing work for or on behalf of these entities. This Standard also:

- maps Safeworking certifications against the competencies in the *Network Rules and Network Procedures Training Standard*
- prescribes the competency requirements for all Safeworking certifications recognised by Sydney Trains
- provides guidance on the issue, withdrawal and cancellation of Rail Safety Worker (RSW) authorisations
- prescribes the minimum requirements for Rail Industry Safety Induction (RISI) in the Sydney Trains Network.

2. Scope

The requirements of the *Network Rules and Network Procedures Certification Standard* apply to all Safeworking certifications held by employees or contractors for which a TfNSW RSW authorisation will be issued. Where this Standard refers to a RSW card, this applies to any RSW card with a Safeworking certification that is issued by TfNSW.

This Standard contains a matrix that maps the individual elements of competence required by each Safeworking certification against the *Network Rules and Network Procedures Training Standard*.

The elements of competence for each Safeworking certification defined in this document must be applied in their entirety during the development of Safeworking training and assessment materials.

This Standard also contains a table that summarises the Safeworking activities that can be performed by each Safeworking certification. This table is a guide only and the *Network Rules and Network Procedures Training Standard* should be referred to for specific competencies held by each Safeworking certification.



3. Network Rules and Network Procedures Training Standard

The *Network Rules and Network Procedures Training Standard* defines the minimum requirements for training for a range of workplace activities associated with service delivery in the Sydney Trains Network. This Standard:

- describes the minimum skills and knowledge required to adopt and comply with the *Network Rules* and *Network Procedures* in the Sydney Trains Network
- is designed to be bundled with non-Safeworking competencies to cover the full range of work activities performed by a rail worker
- must be used to determine content for the development of Safeworking training and assessment resources
- is not a curriculum document or a training program
- is available on the Railsafe website.

An organisation that delivers training and assessment of workers implementing the Sydney Trains *Network Rules* and *Network Procedures* must:

- be a Registered Training Organisation (RTO) with the relevant Units of Competency, skillsets and/or qualifications in Rail Operations, Rail Infrastructure or Track Protection from the current Transport and Logistics Industry (TLI) training package on their scope of registration
- operate in accordance with the *Standards for Registered Training Organisations (RTOs) 2015*.



5. Certification requirements

5.1 General

A current Safeworking certification must be held by all persons who will perform any Safeworking activity within the Sydney Trains Network.

If an employee holds a Safeworking certification, they are not required to have a separate (RIS) authorisation.

Contractors holding a Safeworking certification will need to hold a RIW card with the applicable Sydney Trains authorisations.

A Safeworking certification must only be issued to persons who can demonstrate a need for one arising from their employment or contractual arrangements with TfNSW, Sydney Trains, or NSW Trains.

If the Safeworking certification requirements of an employee change, their Safeworking certifications must be withdrawn and:

- any TfNSW issued RSW card must be returned or modified
- their RIW profile modified.

If an employee is terminated:

- any TfNSW issued RSW card must be returned
- the individual must be disassociated from the organisation in their RIW profile.

If the Safeworking certification requirements of an contractor change, any TfNSW issued authorisation must be modified on their RIW card.

5.2 Certification requirements for entry to the Rail Corridor

A minimum certification of *Protection Officer Level 1, Assess Corridor Safety* or other Safeworking certification with applicable Worksite Protection competencies, must be held if the Safeworking activity involves:

- assessing work activities within the Rail Corridor for potential to encroach on the Danger Zone, or
- supervising persons who do not hold a Safeworking certification within the Rail Corridor.



6. Training and assessment requirements

6.1 Training delivery

To deliver Safeworking training, the training provider must be an RTO. The training provider's scope of registration must include the relevant Units of Competency, skill sets and/or qualifications in Rail Operations, Rail Infrastructure or Track Protection from the TLI training package.

Safeworking training must only be delivered by persons who:

- hold a current Certificate IV in Training and Assessment
- can demonstrate the relevant vocational/technical competencies at least to the level being delivered
- can demonstrate current rail industry experience directly relevant to the training to be delivered
- continue to develop their Vocational Education & Training (VET) knowledge & skills and maintain industry currency and trainer competence.

Safeworking training for Protection Officer Levels 1 to 4 will only be recognised from training providers approved by TfNSW Learning & Development (L&D) to deliver this training. Approved training providers *must* ensure that individual trainers:

- are pre-approved by TfNSW L&D before they are upskilled to deliver this training
- have current industry experience that includes at least two recent years experience working in the Rail Corridor or relevant rail industry experience
- have a professional development plan showing how their currency in relevant rail industry skills is maintained and VET skills are developed.



Training and assessment requirements *continued*

6.2 Assessment of competence

The initial assessment of competence in a Safeworking certification can only be achieved by a person undertaking the appropriate training and successfully completing a competency assessment. The training materials and competency assessment resources must have been developed in accordance with this Standard.

Assessment or reassessment of Safeworking competence must only be conducted by a person who as a minimum:

- holds the current Assessor Skillset outlined in the current Training and Education Training Package
- can demonstrate the relevant vocational and technical competencies at least to the level being assessed
- can demonstrate current industry experience directly relevant to the assessment being conducted
- can demonstrate ongoing professional development of their assessment and industry/vocational competencies
- continues to develop their VET knowledge and skills and maintain industry currency and assessor competency.

On receipt of evidence of competence to the required standard and the relevant medical clearance, TfNSW may issue an appropriate authorisation in accordance with section 5 of this Standard.



NOTE

A RSW authorisation will only be issued or modified if the participant is assessed as competent by an assessor approved by TfNSW, or an assessor working under the direct supervision of an approved assessor.

6.3 Reassessment of competence

Safeworking competency must be reassessed within a two-year period using an assessment instrument developed in accordance with this Standard. An assessment instrument for initial certification, or a modified assessment instrument developed specifically for the purposes of recertification, must be used.

If reassessment of competence is not completed within this two-year period, the competency will be viewed as lapsed. The certification must only be reissued upon successful completion of:

- the assessment tool for initial certification, or
- a specifically developed assessment tool that is used in conjunction with RPL that ensures the required standard of competence for initial certification is met.



7. Rail Safety Worker (RSW) authorisations

7.1 RSW cards issued by TfNSW

A RSW card must be held by all employees who are performing Safeworking activities for or on behalf of TfNSW, Sydney Trains, or NSW Trains within the Sydney Trains Network. This card must be available for inspection upon request by authorised personnel.

The issue of an RSW card will be in accordance with Sydney Trains's System Procedure for Rail Safety Worker authorisations and identification.

This card is only valid for work carried out for or on behalf of TfNSW, Sydney Trains or NSW Trains.

When a RSW card with a Safeworking certification is modified, the existing card must be surrendered and a new card issued. Only one RSW card issued by TfNSW with a Safeworking certification may be held by an individual at any time.

Any RSW card issued by TfNSW with a Safeworking certification or TfNSW issued RISI card held by an employee, must be surrendered before a new RSW card with a Safeworking certification is issued.

Any RSW authorisation conferred by the issue of an RSW card lapses on expiry of the date on the card. An individual with an expired, suspended or cancelled RSW authorisation is not authorised to work in the Sydney Trains Network.



NOTE

RSW cards issued by RailCorp prior to July 2013 will continue to be recognised for use in the Sydney Trains Network and will remain valid until the date of expiry shown on the card. Upon expiry, and dependent on all other requirements of this standard being met, these cards will be replaced with a TfNSW RSW card.



Rail Safety Worker (RSW) authorisations *continued*

7.2 Rail Industry Worker (RIW) cards

All contractors engaged to perform work for or on behalf of TfNSW, Sydney Trains or NSW Trains within the Sydney Trains Network that are required to hold RISI or other Safeworking certification will need to hold a RIW card with the applicable Sydney Trains authorisation.

The circumstances requiring contractors to hold RISI are detailed in section 10 of this standard.

Sydney Trains RISI authorisation is identified in the RIW system by the inclusion of *TfNSW-Operator* in the Role description field for RISI.

Sydney Trains issued RSW authorisations are identified in the RIW system by the inclusion of *TfNSW* preceding the applicable authorisation title i.e *TfNSW-Worksite Protection Officer 2*.



Rail Safety Worker (RSW) authorisations *continued*

7.3 Withdrawing an RSW authorisation following an incident, alleged Safeworking breach or Signal Passed At Danger (SPAD)

If a rail safety incident, alleged Safeworking breach or SPAD occurs, the Authorised person responding to the incident or breach must establish the severity of the incident and act in accordance with section 7.3.1 or 7.3.2.

Withdrawal of an RSW authorisation in response to a safety incident, alleged Safeworking breach or SPAD means the individuals authority to perform Safeworking activities has been revoked.

If a decision is made to withdraw an RSW authorisation, any TfNSW issued card must be withdrawn or authorisation on a RIW card electronically blocked.

Where an authorisation has been withdrawn and a post incident review has determined it is appropriate, an RSW authorisation for RISI only or other authorisations unrelated to the incident or breach may be reinstated in accordance with section 7.4 of this standard.

If considered appropriate, the Authorised Officer responding to the incident may:

- reinstate a RISI authorisation by issuing an interim RISI waiver as described in section 10.10 of this Standard for an RSW card holder, or
- electronically unblock the RIW card and apply a suspension to the authorisations applicable to the incident.

If a TfNSW issued card has been withdrawn, the card must be forwarded immediately to the cardholder's Line Manager, Contract Manager or TfNSW in accordance with sections 7.3.4.

If the card has been returned to TfNSW, TfNSW must:

- make the required notation on the person's personal record
- retain the card until a decision to return or modify the authorisation is made
- inform the Contract Manager if the cardholder is a contractor.

If the card has been returned to the Line Manager or Contract Manager, the Line Manager or Contract Manager must:

- make the required notation on the person's personal record
- retain the card until a decision to reinstate or modify the authorisation is made
- for a contractor, inform the cardholder in writing and notify TfNSW



Rail Safety Worker (RSW) authorisations *continued*

7.3.1 Withdrawing a RSW authorisation following an incident or alleged Safeworking breach

If a rail safety incident or alleged Safeworking breach occurs, the Authorised person responding to the incident or breach must establish its severity using Table 1 below.

If the incident falls within Categories A to C, the Authorised person must withdraw the RSW authorisations of those directly involved in the incident. The RSW card must be withdrawn or RIW authorisation blocked electronically. Withdrawn cards must be forwarded immediately to the TfNSW.

If the incident falls within Categories D to F, the Authorised person has the discretion to debrief the persons on-site and not withdraw their authorisation. If it is necessary to withdraw an RSW card, the card must be forwarded immediately to the cardholder's Line Manager for an employee or Contract Manager for a contractor.

If it is necessary to block an RIW authorisation, the process in section 7.3.5 for the withdrawal of the Sydney Trains authorisation must be followed.

Table 1

Category	Outcome
A	One or more fatalities
B	One or more major injuries and/or significant asset damage*
C	One or more minor injuries Psychological injury (as determined by a physician) Minor asset damage
D	Failure of process or equipment which has the potential to result in harm or damage
E	Failure of process or equipment which DID NOT have credible potential to result in harm or damage
F	A reported incident that upon investigation is found to not be a failure of process or equipment, and did not cause harm or damage

* Major injuries are those that require admission to hospital. Major asset damage is damage to machinery or other assets that renders it inoperable



Rail Safety Worker (RSW) authorisations *continued*

7.3.2 Withdrawing an RSW authorisation following a SPAD

If a signal is passed at Danger (SPAD), the Authorised person responding to the incident or breach must establish the severity using Table 2 below.

Table 2

Category	Description	Example/Detail
A	Collision or derailment affecting a passenger running line.	Collision between two trains, with infrastructure or road motor vehicle. Derailment at catch points.
B	Rail traffic has entered a potential conflict zone. Collision or derailment on a freight-only running line.	Rail traffic has progressed to a point where a conflict could occur. Collision between two trains, with infrastructure or road motor vehicle. Derailment at catch points.
C	Rail traffic has passed the signal by more than 100 metres, but remains within the signal overlap.	System controls worked to maintain safety but were tested by the incident, e.g. train is stopped by an infrastructure control (train stop).
D	Rail traffic has passed the signal by less than 100 metres.	System controls worked to maintain safety. Train was under Driver control and being braked at the time.
E	Within shunting yard, maintenance centre or possession and not affecting a passenger running line.	If not wholly within the yard, depot, or possession, then Categories A to D above.
F	Signal Returned in Face of Driver (RIFOD).	Caused by deliberate or unintentional human error, or equipment failure. Route previously clear so probability of collision or derailment negligible.

If the incident falls within Category A or B, the Authorised person must withdraw the RSW authorisations of those directly involved in the incident. The withdrawn cards must be forwarded immediately to TfNSW.

If the incident falls within Categories C to F, the Authorised person has the discretion to debrief the person or persons on-site and not withdraw their authorisations. If an RSW authorisation is withdrawn, withdrawn cards must be forwarded immediately to the cardholder's Line Manager for employees or Contract Manager for contractors.



Rail Safety Worker (RSW) authorisations *continued*

7.3.3 Withdrawing an RSW authorisation following a breach of Drug and Alcohol policy

All Sydney Trains RSW authorisations must be immediately withdrawn when an employee or contractor returns a positive result for alcohol or drugs.

Where a positive result is returned, the Authorised person must immediately withdraw the RSW card or make arrangements for the RIW authorisation to be electronically blocked.

If the RIW authorisation cannot be blocked, the RIW card must be withdrawn.

Withdrawn RSW/RIW cards must be returned to Contracted Services Manager Drug & Alcohol (D&A) Sydney Trains.

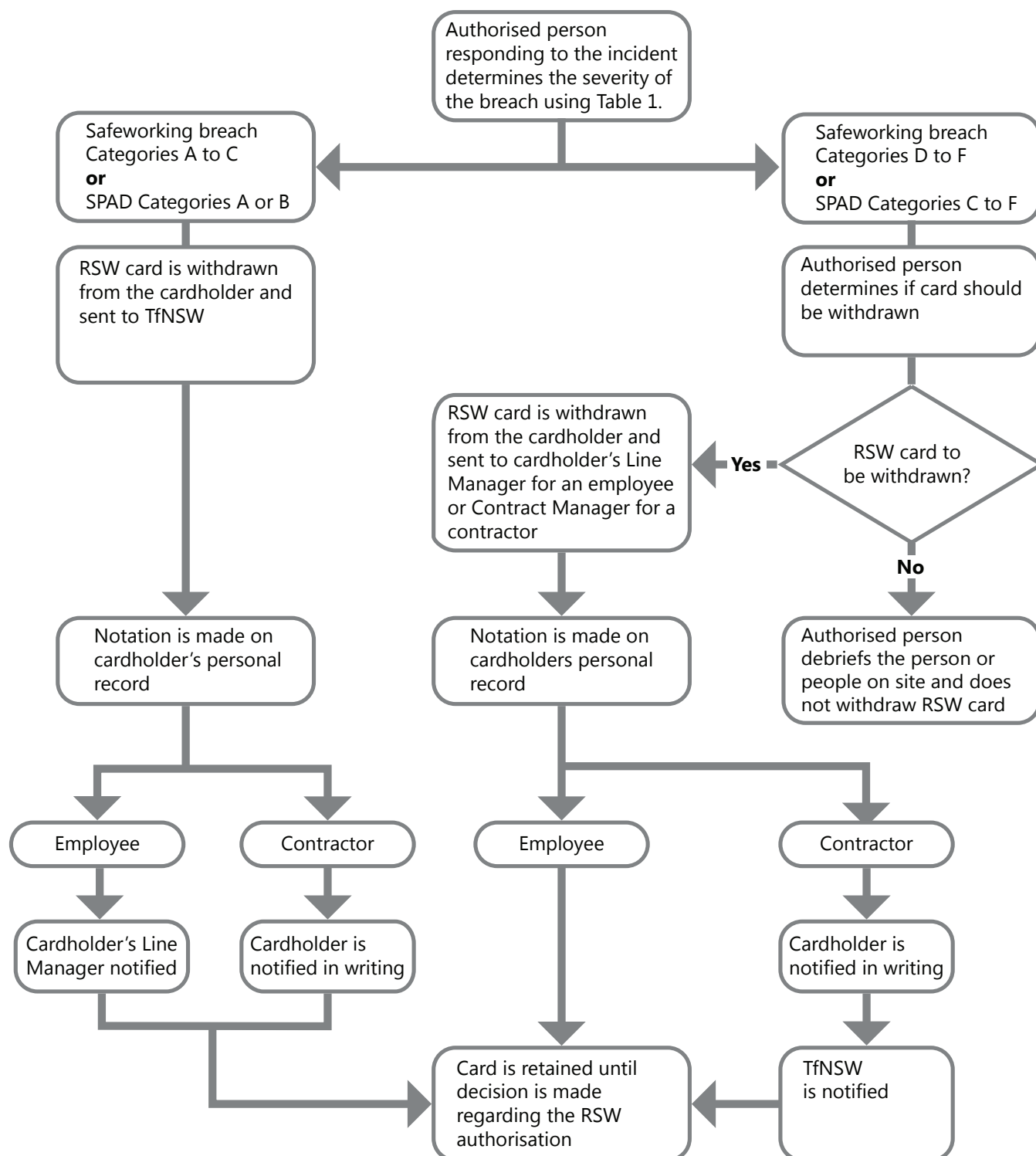
Upon receipt of a returned RSW/RIW card, the Contracted Services Manager D&A must make arrangements with TfNSW for the card holders record to be updated and any Sydney Trains authorisation on a RIW card to be electronically blocked.

Withdrawn RSW cards must be retained by the Contracted Services Manager D&A. Withdrawn RIW cards must be returned to the card holder once any Sydney Trains authorisation is electronically blocked.



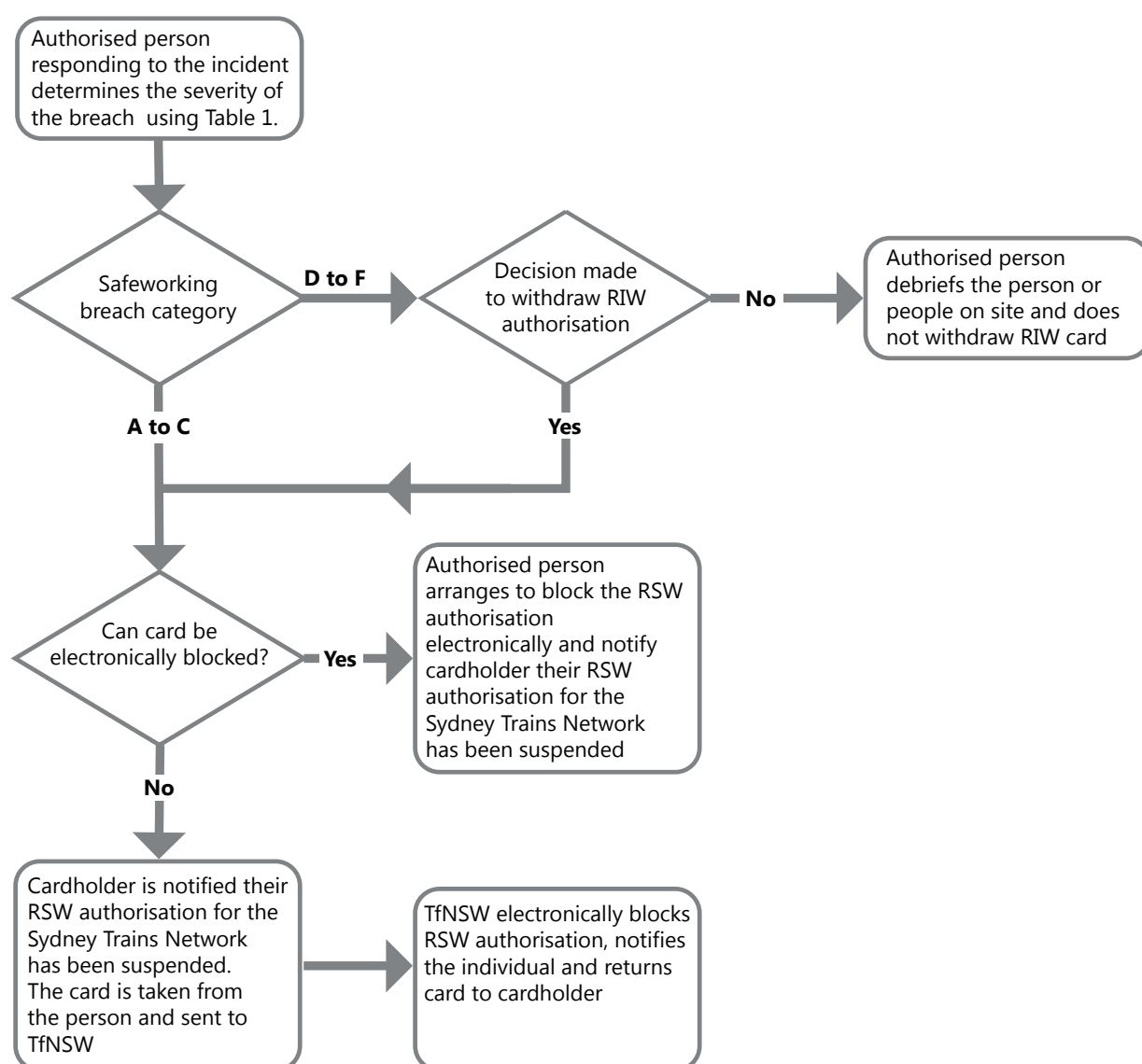
Rail Safety Worker (RSW) authorisations *continued*

7.3.4 Process for withdrawal of an RSW authorisation (TfNSW issued RSW card)



Rail Safety Worker (RSW) authorisations *continued*

7.3.5 Process for withdrawal of an RSW authorisation (RIW card)



Rail Safety Worker (RSW) authorisations *continued*

7.3.6 Persons authorised to withdraw an RSW authorisation

The persons detailed in Table 3 below are authorised to withdraw a RSW authorisation in response to an incident, alleged Safeworking breach, SPAD or Drug or Alcohol breach.

Table 3

Authorised Person	Card holder
Shift Manager RMC	Persons directly involved in incident
Incident Rail Commander	Persons directly involved in incident
Persons undertaking audits or investigations	Persons directly involved in incident
Line Managers	Employees reporting directly to Line Manager
Contracts Manager, Sydney Trains	Contractors engaged by or on behalf of Sydney Trains
Director Network Services, NSW Trains Principal Manager, Centralised Station & Crew Support, NSW Trains	NSW Trains employees or contractors engaged by or on behalf of NSW Trains
Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW	Employees or contractors engaged by or on behalf of Infrastructure and Services
Director Safety, Quality, Environment and Risk Freight Strategy and Planning Division, TfNSW	TfNSW employees or contractors engaged by or on behalf of TfNSW
Director Program Safety Sydney Metro Delivery	TfNSW employees or contractors engaged by or on behalf of Sydney Metro Delivery
Authorised Persons (D&A testing)	All



Rail Safety Worker (RSW) authorisations *continued*

7.4 Reinstating a RSW authorisation following an incident or alleged Safeworking breach

If sufficient information is available, a decision to reinstate a withdrawn RSW authorisation in response to an incident, alleged Safeworking breach or SPAD can be made by the applicable manager as detailed in Table 4 below.

Table 4

Category	Authorised Person
A	Executive Director Safety, Environment and Risk, Group Rail Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW Director Safety, Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW Director Program Safety Sydney Metro Delivery
B	Level 3 Manager
C	Line Manager
D	Line Manager
E	Line Manager
F	Line Manager

Before an RSW authorisation is reinstated, the approving manager must ensure any remedial action has been completed and the approving manager is satisfied that the worker meets all the requirements to hold the applicable authorisation.

All decisions made to reinstate an RSW authorisation must be made in accordance with this Standard and the *Just Culture Policy* and procedures

RSW authorisations held by contractors must not be reinstated without the permission of the Authorised person in table 4a.



Rail Safety Worker authorisations (RSW) *continued*

Table 4 a

Authorised Person	Card holder
Director Safety and Standards Sydney Trains	Contractors engaged by or on behalf of Sydney Trains
Director Network Services, NSW Trains	Contractors engaged by or on behalf of NSW Trains
Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW	Contractors engaged by or on behalf of Infrastructure and Services
Director Safety Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW	Contractors engaged by or on behalf of TfNSW
Director Program safety Sydney Metro Delivery	Contractors engaged by or on behalf of Sydney Metro Delivery

If necessary to assist with this decision, advice should be sought and documented from the following:

- Executive Director Safety, Environment and Risk, Group Rail
- Director Safety and Standards, Sydney Trains
- Chief Health Officer, Sydney Trains
- Director Network Services, NSW Trains
- Principal Manager, Centralised Station & Crew Support, NSW Trains
- Engineering Discipline Head
- Principal Manager Learning Services L&D, TfNSW
- Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW
- Director Safety, Quality, Environment and Risk, Freight Strategy and Planning, TfNSW
- Director Program Safety Sydney Metro Delivery



Rail Safety Worker (RSW) Authorisations *continued*

7.4.1 Reinstating a withdrawn RSW authorisation following a Safeworking breach or incident that falls within Categories A to C or SPADs that fall within Category A or B

If RSW authorisation has been withdrawn as a result of a safety breach or incident that falls within Categories A to C of Table 1 (see 7.3.1), or a SPAD that falls within Category A or B in Table 2 (see 7.3.2), the respective person in the following list **must** be notified in writing prior to reinstating the RSW authorisation in the form of a completed Investigation report, Just Culture review and proof of any remedial training completed (if recommended).

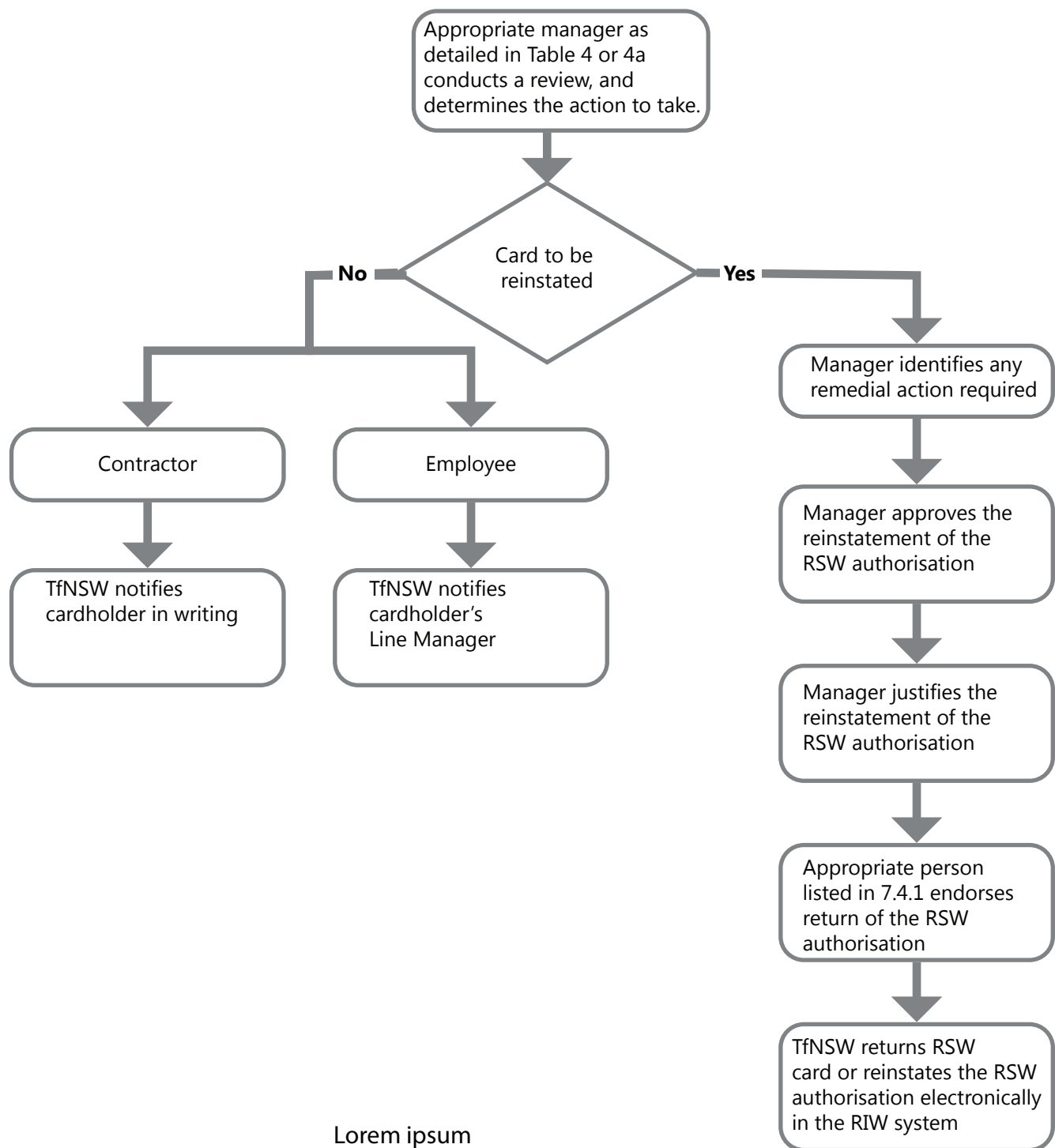
- Director Safety and Standards, Sydney Trains
- Director Network Services, NSW Trains
- Principal Manager, Centralised Station & Crew Support, NSW Trains
- Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW
- Director Safety, Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW
- Director Program Safety Sydney Metro Delivery

This notification must provide justification for the return or modification of the authorisation and detail any remedial actions that have been taken.

Once satisfactory justification has been provided, the approving manager must arrange with TfNSW to have the RSW authorisation reinstated and the RSW card returned to the cardholder or RSW authorisation reinstated electronically in the RIW system.



Rail Safety Worker (RSW) Authorisations *continued*



Rail Safety Worker (RSW) Authorisations *continued*

7.4.2 Reinstating a withdrawn RSW authorisation following a Safeworking breach or incident that falls within Categories D to F or SPADs that fall within Categories C to F

If an authorisation has been withdrawn owing to a Safeworking breach or incident that falls within Categories D to F of Table 1 (see 7.3.1), or a SPAD that falls within Categories C to F in Table 2 (see 7.3.2) the respective person listed below **must** be notified in writing when the RSW authorisation has been reinstated.

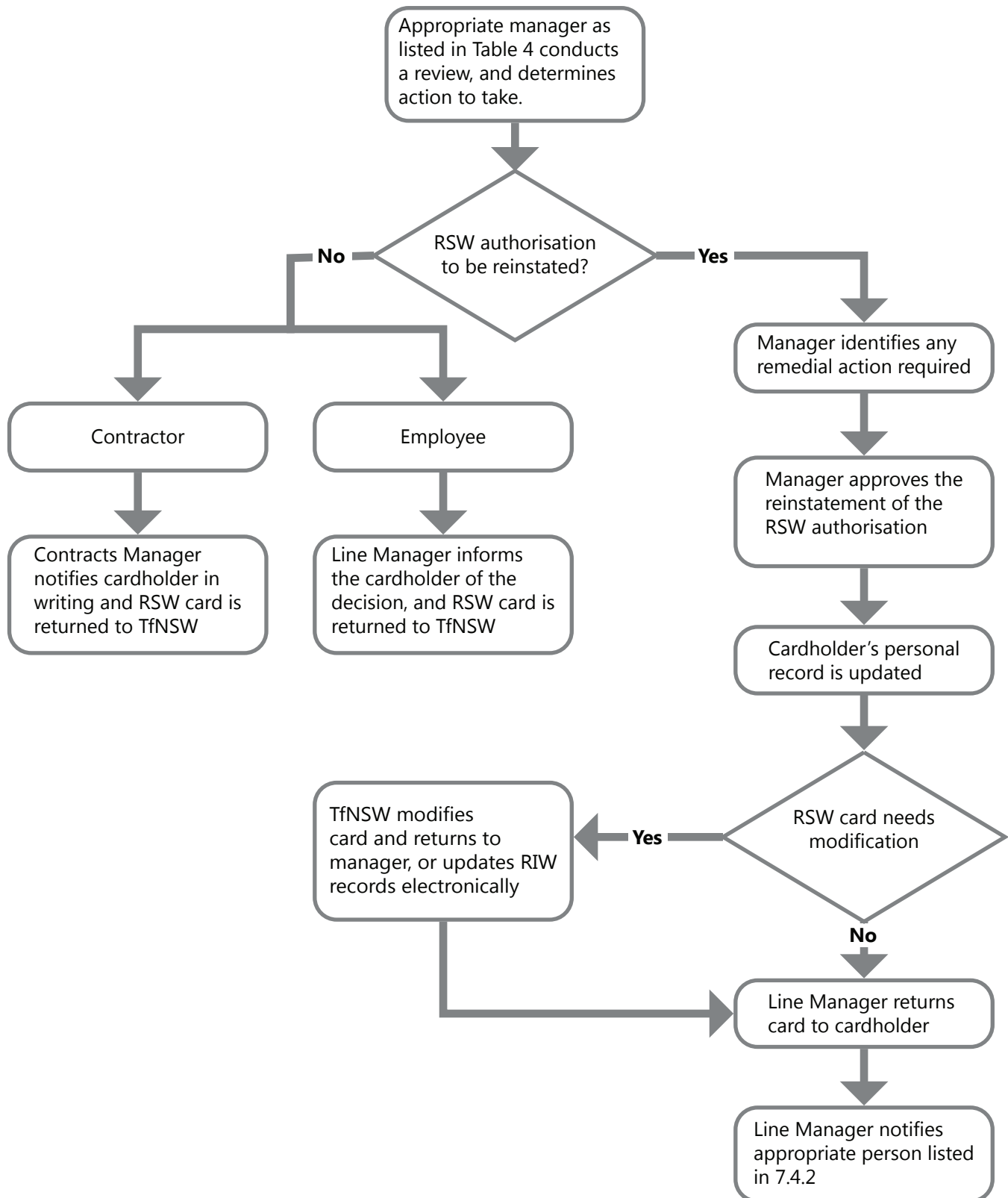
- Director Safety and Standards, Sydney Trains
- Principal Manager, Centralised Station & Crew Support, NSW Trains
- Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW
- Director Safety, Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW
- Director Program Safety Sydney Metro Delivery

This notification should detail:

- the date of return or modification of the card
- the Just Culture determination
- any remedial actions that have been taken.



Rail Safety Worker (RSW) Authorisations *continued*



Rail Safety Worker (RSW) Authorisations *continued*

7.4.3 Reinstating a withdrawn RSW authorisation following a breach of Drug and Alcohol policy

A withdrawn RSW authorisation may be reinstated only by persons listed in table 5 below or a delegate appointed in writing by them.

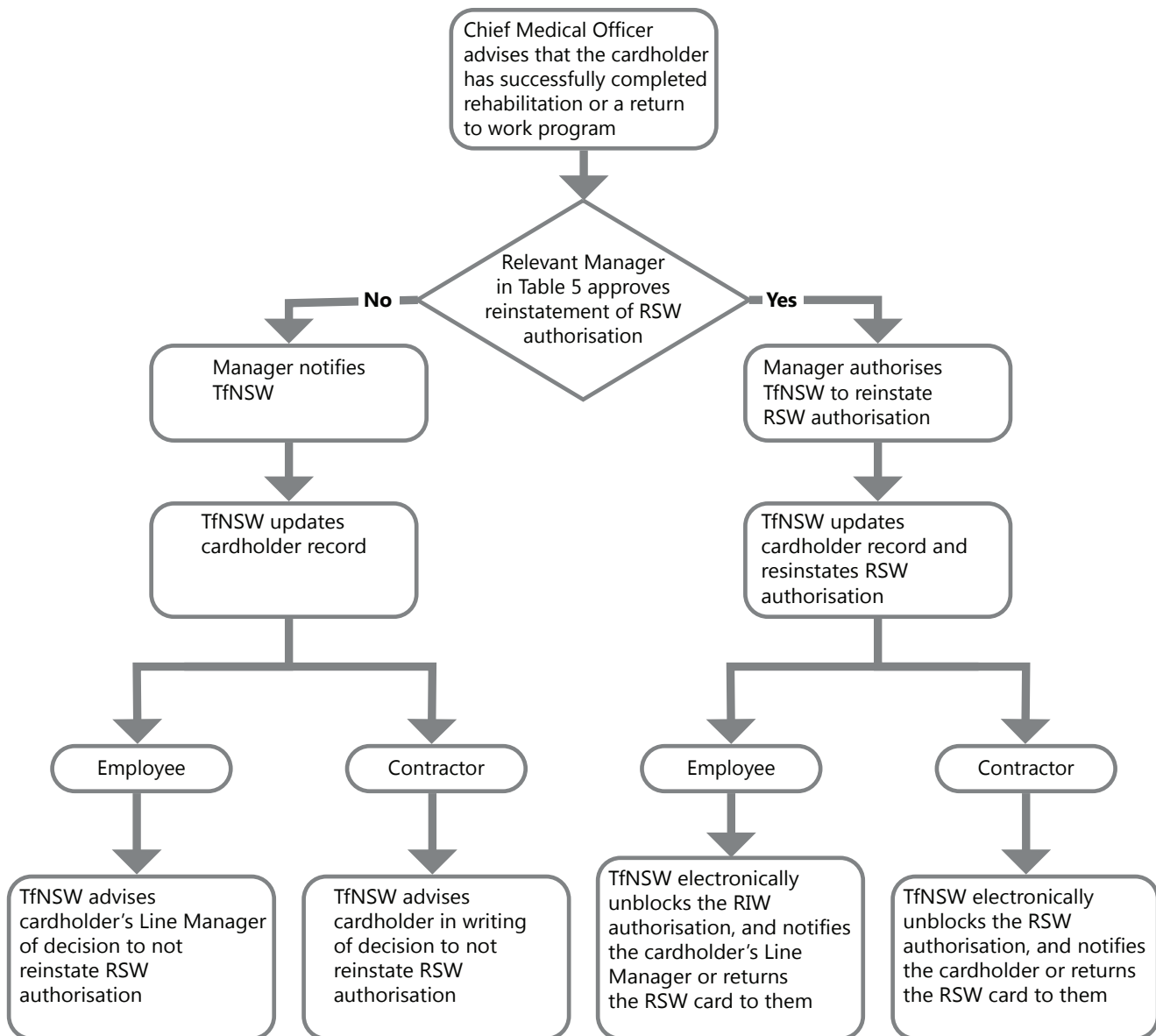
When making a decision regarding the reinstatement of a withdrawn RSW authorisation, the authorised person must obtain advice from Chief Medical Officer Sydney Trains regarding the successful completion of any rehabilitation or return to work programs and satisfy themselves that there are no significant historical safety performance issues.

Table 5

Authorised Person	Card holder
Director Safety and Standards Sydney Trains	Sydney Trains employees or contractors engaged by or on behalf of Sydney Trains
Director Network Services, NSW Trains	NSW Trains employees or contractors engaged by or on behalf of NSW Trains
Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW	Infrastructure and Services employees or contractors engaged by or on behalf of Infrastructure and Services
Director Safety Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW	TfNSW employees or contractors engaged by or on behalf of TfNSW
Director Program safety Sydney Metro Delivery	TfNSW employees or contractors engaged by or on behalf of Sydney Metro Delivery



Rail Safety Worker (RSW) Authorisations *continued*



8. Safeworking Certification Matrix

The Safeworking Certification Matrix displays the Safeworking certification horizontally across the table and maps this against the applicable suite of competencies within the *Network Rules and Network Procedures Training Standards* which are listed vertically.

If variations to a suite of competencies are required for a particular Safeworking certification, these variations are indicated by a small number displayed beside the tick (✓¹) and detailed in a footnote.

Where a Safeworking certification includes an optional element of competence to perform handsignalling operations at level crossings, an * symbol will be displayed beside the tick (✓*) and detailed in a footnote.



Safeworking Certification Matrix

Competency	Safeworking Qualification	Engineering Handsignaller Level 1 (WHA01)	Engineering Handsignaller Level 2 (WHA02)	Track Vehicle Operator (WTV01)	Protection Officer Level 1 (WPO01)	Protection Officer Level 2 (WPO02)	Protection Officer Level 3 (WPO03)	Protection Officer Level 4 (WPO04)	Shunting Work Trains	Safeworking Officer Level 1 (WSA01)	Safeworking Officer Level 2 (WSA02)	Passenger Train Driver	Passenger Train Guard
C101 Work under supervision													
C102 Operate under track protection rules Level 1		✓ ¹⁴	✓ ¹⁴						✓				
C103 Operate under track protection rules Level 2			✓						✓ ^{12#}				
C104 Perform customer service in the Rail Corridor													
C105 Control rail traffic movements Level 1											✓		
C106 Control rail traffic movements Level 2													
C107 Perform rail operations Level 1				✓					✓	✓	✓	✓	✓
C108 Perform rail operations Level 2				✓					✓ ¹¹	✓	✓	✓ ¹⁵	✓ ¹⁵
C109 Perform rail operations Level 3										✓	✓	✓	✓
C110 Perform rail operations Level 4												✓	
C111 Conduct shunting and marshalling operations													
C112 Coordinate and manage track protection					✓	✓	✓	✓					
C112A Implement Lookout Working					✓	✓	✓	✓					
C112B Implement ASB					✓	✓	✓	✓					
C112C Implement TOA						✓	✓	✓					
C112D Implement TWA							✓	✓					
C112E Implement LPA								✓					
C112F Operate Automatic Track Warning Systems					✓ ⁵	✓ ⁵	✓ ⁵	✓ ⁵					
C113 Perform handsignalling operations at level crossings													

NOTES

- NWTC 104.2, NWTC 104.3 not required
- NGEC 104.4f, NGEC 104.7, NWTC 104.2, NWTC 104.3, NTRC 104.1 not required
- NWTC 104.2, NWTC 104.3, NTRC 104.1 not required
- NGEC 113.5 not required
- NTRC 111.6d additional competency required
- NGEC 111.2, NTRC 111.5, NTRC 111.6, NTRC 111.8, NSGC 111.2, NSGC 111.4, NSGC 111.5 additional competency required
- NGEC 111.2, NTRC 111.5, NTRC 111.6, NTRC 111.8, NSGC 111.2, NSGC 111.4, NSGC 111.5, NGEC 105.14 additional competency required
- NSGC 108.1, NSGC 108.2, NSGC 108.3, NSGC 108.4, NSGC 108.5, NSGC 108.6, NSGC 108.7, NSYC 109.1, NSYC 109.3, NSYC 109.4, additional competency required
- NGEC 105.8 additional competency required
- NSGC 103.1, NGEC 105.8 additional competency required



Passenger Attendant/ Senior Passenger Attendant	Passenger Services Supervisor	Standards Officer	Signaller	Train Controller	Incident Rail Commander	Network Rollingstock Maintainer	Maintenance Centre Supervisor	Maintenance Centre Shunter	Access the Danger Zone	Shunter	Station Staff Level 1	Station Staff Level 2 (DM, SM, SDM, CSAQ, CSAQTL)	Station Staff performing shunting operations	Station Staff performing signalling operations	Transport Officer	Security Personnel	Test and Check Level Crossings	Assess Corridor Safety
																		✓ ¹³
✓ ¹	✓ ⁸					✓ ⁵	✓ ⁷	✓ ⁶	✓ ^{2/5}		✓ ⁹	✓ ¹⁰	✓ ¹¹	✓	✓ ³	✓ ³		
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- 11 NSGC 103.1, NGECC 105.8, NGECC 111.2, NTRC 111.5, NTRC 111.6, NTRC 111.8, NSYC 111.1, NSGC 111.1, NSGC 111.2, NSGC 111.3, NSGC 111.4, NSGC 111.5 additional competency required
- 12 NTRC 109.4, NTRC 109.6 additional competency required
- 13 NWTC 102.2, NWTC 102.3 not required
- 14 NWTC 102.4 not required
- 15 NWTC 108.5 and NWTC 108.6 not required

* Additional competency for selected Station Staff to perform handsignalling operations at level crossings will be shown in additional text field on the RSW card using the code listed below:
LX Perform Handsignalling Operations at Type F Level Crossings

\$ Additional competency for selected Protection Officers to operate Automatic Track Warning Systems will be shown in additional text field on the RSW card using the code listed below:
WATWS Operate Automatic Track Warning Systems



9. Summary of workplace activities

The following table gives a brief description of the tasks that can be performed by each of the Safeworking Certifications.

Safeworking Certification	Prerequisite Competencies	Summary of Tasks
Engineering Handsignaller Level 1	<i>Nil</i>	<ul style="list-style-type: none"> • Work and walk safely in the Rail Corridor • Act as a Lookout • Act as an inner or outer Handsignaller not at a fixed signal
Engineering Handsignaller Level 2	<i>Competencies for Engineering Handsignaller Level 1</i>	<ul style="list-style-type: none"> • Activities as prescribed for Handsignaller Level 1 • Act as an inner or outer Handsignaller at a fixed signal • Act as a Handsignaller at defective signals • Manually operate power-operated points • Pilot rail traffic into and within a possession area • Handsignal at defective level crossings
Assess Corridor Safety	<i>RIS</i>	<ul style="list-style-type: none"> • Work and walk safely in the Rail Corridor • Assess Corridor Safety for potential to enter Danger Zone • Walk safely in the Danger Zone
Protection Officer Level 1	<i>Nil</i>	<ul style="list-style-type: none"> • Assess all risks associated with work within, and/or entry to, the Rail Corridor • Identify level of protection required • Implement the Lookout Working and ASB methods of Worksite Protection • Act as a Lookout
Protection Officer Level 2	<i>Competencies for Protection Officer Level 1</i>	<ul style="list-style-type: none"> • Activities as prescribed for PO 1 • Implement a TOA • Arrange for track vehicles or work trains to enter the limits of a TOA • Obtain the half pilot staff for a TOA • Manage an individual worksite within a TOA or an LPA • Pilot rail traffic into and within a possession area
Protection Officer Level 3	<i>Competencies for Protection Officer Level 2</i>	<ul style="list-style-type: none"> • Activities as prescribed for PO 2 • Implement a TWA • Obtain an X,Y and Z key • Act as a designated Protection Officer to coordinate the passage of rail traffic through multiple worksites
Protection Officer Level 4	<i>Competencies for Protection Officer Level 3</i>	<ul style="list-style-type: none"> • Activities as prescribed for PO 3 • Implement and manage an LPA • Arrange for work trains to enter the limits of an LPA



Summary of workplace activities *continued*

Safeworking Certification	Prerequisite Competencies	Summary of Tasks
Operate Automatic Track Warning Systems	<i>Nil</i>	<ul style="list-style-type: none"> Follow the correct procedure to install an Automatic Track Warning System Follow the correct procedure to operate an Automatic Track Warning System Obtain an X,Y and Z key
Track Vehicle Operator	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret handsignals to control rail traffic movements Protect trains Implement Protection using NTR 432 Operate non-interlocked points Operate a track vehicle outside defined worksite Identify, interpret and respond correctly to signs, signals and indicators Obtain a TOA for track vehicle movements Implement the Lookout Working and ASB methods of Worksite Protection Direct track vehicle movements within a possession
Shunting Work Trains	<i>Competencies for Engineering Handsignaller level 2 and Track Machine Operator</i>	<ul style="list-style-type: none"> Direct track vehicle movements within a possession Control and ensure the safety of shunting and marshalling of work train movements within limits of a worksite
Safeworking Officer Level 1	<i>Track Vehicle Operator</i>	<ul style="list-style-type: none"> Activities as prescribed for Track Vehicle Operator Perform the duties of a Competent Worker when operating a track vehicle as a train Operate ground frames
Safeworking Officer Level 2	<i>Competencies for Safeworking Officer Level 1</i>	<ul style="list-style-type: none"> Activities as prescribed for Safeworking Officer Level 1 Perform the Safeworking duties of a Signaller Follow the correct procedures for controlling rail traffic movements in RVD areas
Station Staff level 1	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret STOP and ALL CLEAR handsignals Act as a Lookout Implement the Lookout Working and ASB methods of Worksite Protection
Station Staff level 2 (DM, SM, SDM, CSAQ, CSAQTL)	<i>Competencies for Station Staff level 1</i>	<ul style="list-style-type: none"> Activities as prescribed for Station Staff level 1 Act as a Handsignaller at defective signals Manually operate power-operated points



Summary of workplace activities *continued*

Safeworking Certification	Prerequisite Competencies	Summary of Tasks
Station Staff performing shunting operations	<i>Competencies for Station Staff level 2</i>	<ul style="list-style-type: none"> Activities prescribed for Station Staff level 2 Give and interpret handsignals to control rail traffic movements Operate non-interlocked points Operate ground frames
Station Staff performing signalling operations	<i>Competencies for Station Staff level 2</i>	<ul style="list-style-type: none"> Give and interpret handsignals to control rail traffic movements Authorise/implement track protection authorities, as appropriate Perform the Safeworking duties of a Signaller Follow the correct procedures for controlling rail traffic movements in RVD areas Act as a Lookout Implement the Lookout Working and ASB methods of Worksite Protection Act as a Handsignaller at defective signals Manually operate power-operated points
Incident Rail Commanders	<i>Competencies for Station Staff performing Signalling functions and Protection Officer level 4</i>	<ul style="list-style-type: none"> Activities as prescribed for Station Staff performing Signalling functions Activities as prescribed for Protection Officer level 4
Test and Check Level Crossings	<i>Nil</i>	<ul style="list-style-type: none"> Walk safely in the Danger Zone Test the operation of Type F Level Crossings
Perform handsignalling at level crossings	<i>Competencies for Test and Check Level Crossings</i>	<ul style="list-style-type: none"> Activities prescribed for Test & Check Level Crossings Perform handsignalling operations at level crossings Manually operate Type F Level Crossings
Signaller	<i>Nil</i>	<ul style="list-style-type: none"> Give and interpret handsignals to control rail traffic movements Authorise/implement track protection authorities, as appropriate Perform the Safeworking duties of a Signaller Follow the correct procedures for controlling rail traffic movements in RVD areas Act as a Lookout Implement the Lookout Working and ASB methods of Worksite Protection Act as a Handsignaller at defective signals Manually operate power-operated points



Summary of workplace activities *continued*

Safeworking Certification	Prerequisite Competencies	Summary of Tasks
Train Controller	<i>Nil</i>	<ul style="list-style-type: none"> • Work and walk safely in the Rail Corridor • Authorise the implementation of track protection, as required • Respond correctly to control rail traffic movements if there is an incident or equipment failure, or during equipment testing • Perform the Safeworking duties of a Train Controller • Follow the correct procedures for controlling rail traffic movements in RVD areas
Passenger Train Guard	<i>Nil</i>	<ul style="list-style-type: none"> • Work and walk safely in the Rail Corridor • Give and interpret handsignals to control rail traffic movements • Protect trains • Operate non-interlocked points • Operate groundframes • Identify, interpret and respond correctly to signs, signals and indicators • Ensure that the correct procedure for rail vehicle operations in RVD areas are followed • Ensure that trains are fit to travel in the Network and take appropriate action if equipment or vehicles are defective • Operate emergency push button when the safety apparatus has failed or has been isolated • Safely control shunting movements • Deal with defective equipment, defective vehicles and incidents enroute
Passenger Train Driver	<i>Competencies for Passenger Train Guard</i>	<ul style="list-style-type: none"> • Activities as prescribed for Passenger Train Guard • Implement Protection using NTR 432 • Operate a train
Standards Officer	<i>Competencies for Passenger Train Driver</i>	<ul style="list-style-type: none"> • Activities as prescribed for Passenger Train Driver
Passenger Attendant/Senior Passenger Attendant	<i>Nil</i>	<ul style="list-style-type: none"> • Walk safely in the Rail Corridor • Give and interpret STOP and ALL CLEAR handsignals • Protect trains in an emergency



Summary of workplace activities *continued*

Safeworking Certification	Prerequisite Competencies	Summary of Tasks
Passenger Services Supervisor	<i>Competencies for Passenger Attendant/Senior Passenger Attendant</i>	<ul style="list-style-type: none"> Activities prescribed for Passenger Attendant/Senior Passenger Attendant Act as a Lookout Implement the Lookout Working and ASB methods of Worksite Protection Accompany Passenger Train Driver during safety apparatus failures or following an incident
Transport Officer	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret STOP and ALL CLEAR handsignals
Access the Danger Zone	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret STOP and ALL CLEAR handsignals
Network Rolling stock Maintainer	<i>Competencies for Access the Danger Zone</i>	<ul style="list-style-type: none"> Activities prescribed for accessing the Danger Zone Give and interpret STOP and ALL CLEAR handsignals Act as a Lookout Implement the Lookout Working and ASB methods of Worksite Protection Implement Protection using NTR 432
Maintenance Centre Shunter	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret handsignals to control rail traffic movements Operate non-interlocked points Operate groundframes Implement the Lookout Working and ASB methods of Worksite Protection Control and ensure the safety of shunting and marshalling movements within maintenance centres
Maintenance Centre Supervisor	<i>Competencies for Maintenance Centre Shunter</i>	<ul style="list-style-type: none"> Activities prescribed for Maintenance Centre Shunter Coordinate the removal of 1500V supply in EVMCs
Shunter	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor Give and interpret handsignals to control rail traffic movements Operate non-interlocked points Operate ground frames Implement the Lookout Working and ASB methods of Worksite Protection Control and ensure the safety of shunting and marshalling movements
Security Personnel	<i>Nil</i>	<ul style="list-style-type: none"> Work and walk safely in the Rail Corridor



10. Rail Industry Safety Induction (RISI)

10.1 General

RISI is a training course that introduces participants to the key generic hazards of an operating rail environment, including electrical safety awareness. As an induction, RISI is not a Safeworking certification.

The requirements for RISI in this Standard apply only to the Sydney Trains Network.

This Standard applies to four categories of people who access the Rail Corridor and have potential to enter the Danger Zone:

- employees
- access holders
- contractors
- visitors.

Sydney Train's RISI requirements do not apply to organisations with agreements for access to the Sydney Trains Network (access holder), unless that access agreement imposes the requirement.

10.2 RISI authorisations

Where this Standard refers to a RISI authorisation, this applies to any Sydney Trains RISI authorisation that is issued by TfNSW.

A RISI authorisation is issued to persons who do not hold a RSW authorisation that includes a Safeworking certification.

A RISI authorisation is only issued to persons who have satisfactorily completed approved RISI training and meet the health standards, authentication and compliance checking requirements.

Evidence that a person holds a current and valid RISI authorisation is demonstrated by:

- RIW card with a "*TfNSW-Operator*" in the role description field in the RIW system for Contractors
- TfNSW issued RISI card for employees

Only these cards will be recognised within the Sydney Train's Network.



Rail Industry Safety Induction (RISI) *continued*



NOTE

Only RIW cards with Sydney Trains RISI authorisation will be recognised for use in the Sydney Trains Network by contractors.

RISI cards issued to employees by RailCorp will continue to be recognised for use in the Sydney Trains Network and will remain valid until the date of expiry shown on the card. Upon expiry, and dependent on all other requirements of this standard being met, these cards will be replaced with a TfNSW RISI card.

TfNSW issued RISI cards must:

- show the cardholder's name
- display a clear colour photograph of the cardholder's face
- card identification number
- detail medical restrictions (if any).

RIW cards must:

- show the cardholder's name
- display a clear colour photograph of the cardholder's face
- card identification number
- digital code

Anyone wishing to obtain a RISI card or RIW card must provide 100 points of identification as per section 10.11.



Rail Industry Safety Induction (RISI) *continued*

10.3 Requirement for RISI

10.3.1 Employees

All employees who are required, or may be required, to enter the Rail Corridor for work must complete RISI training. Unless they are performing rail safety work an RSW/RISI card is not required.

If an employee's role requires them to enter the Danger Zone, the employee must hold a valid RISI authorisation.

10.3.2 Contractor

Any contractor entering the Rail Corridor must hold a valid RISI authorisation if their work could require them to intrude into the Danger Zone.

A person holding a RSW card with *Protection Officer, Assess Corridor Safety* or other Safeworking certification with relevant Worksite Protection competencies must assess whether the work being undertaken by the contractor could reasonably be expected to result in the contractor intruding into the Danger Zone.

10.3.3 Visitors

Inside a shunting yard, maintenance centre

Visitors entering a shunting yard, maintenance centre or depot must be escorted by a person who is familiar with all the risks and hazards of that location.

Outside a shunting yard, maintenance centre

Before entering the Rail Corridor, a person holding a RSW card with *Protection Officer, Assess Corridor Safety* or other Safeworking certification with relevant Worksite Protection competencies must assess whether the visitor or contractor could reasonably be expected to intrude into the Danger Zone.

Visitors entering the Rail Corridor outside a shunting yard, maintenance centre or depot must be escorted by a person holding a RSW authorisation with relevant Worksite Protection competencies if entry to the Rail Corridor could require them to intrude into the Danger Zone.



Rail Industry Safety Induction (RISI) *continued*

Examples of where intrusion into the Danger Zone would not be reasonably expected are:

- the person will remain wholly within a safe place (e.g. activities inside a station, office or other structure), or
- work on a station where people and/or equipment will remain within the yellow lines, or
- a designated area has been established with controls in place to prevent persons from entering the Danger Zone.

In the above examples, intrusion into the Danger Zone would not be expected only if:

- access and egress is via a public access point or designated pathway
- any crossing of tracks will be made at a designated crossing
- everyone has received a site specific safety induction for the location.

Anyone who holds a RISI authorisation, but holds no other Safeworking certification, may enter the Danger Zone only if supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies unless:

- work will be wholly within a shunting yard, maintenance centre or depot and a method of working safely has been established and documented to manage the risk of strike and collision for the activities
- they are crossing the tracks at a designated crossing location and they have been given a site specific safety induction for the location.



Rail Industry Safety Induction (RISI) *continued*

10.4 RISI training conducted by other Registered Training Organisations (RTOs)

RTOs may conduct RISI training and assessment if they are approved by TfNSW.

Only RISI training that is delivered and assessed by TfNSW Approved Training Providers¹ will be recognised.

Mutual recognition of RISI is provided for individuals who have undertaken their training through a non-approved Training Provider. Holders of a Statement of Attainment in TLIF2080 Safely Access the Rail Corridor, may also be required to undertake a RISI bridging course before being assessed by an approved assessor for the purposes of *authorisation* and card issue.

The issue of a RISI authorisation for use within the Sydney Trains Network is given at the discretion of Sydney Trains. Sydney Trains reserves the right to withdraw a RISI authorisation for the Sydney Trains Network.

It should be noted that false declarations regarding previous positive Drug or Alcohol tests will result in those applications for Sydney Trains RISI authorisations being automatically declined and will affect any further applications being considered.

10.5 Health Standard

Holders of a RISI authorisation must meet the requirements of the National Standard for Health Assessment of rail safety workers.

The medical criteria for RISI are:

- Category 3 health assessment for hearing, vision and mobility (colour vision is not a requirement)
- drug and alcohol screening (breath and urine analysis).

¹ Enquiries from eligible RTOs regarding the TfNSW Approved Training Provider System should be made to TfNSW Organisational Development



Rail Industry Safety Induction (RISI) *continued*

10.6 Exempting the requirements for RISI

The requirement for RISI may be waived in the following circumstances:

- a RISI exempt area has been created as described in section 10.7, or
- a waiver has been issued for Emergency Services or external agencies as described in section 10.8, or
- a waiver has been issued for an individual as described in section 10.9, or
- an interim waiver has been issued pending the reinstatement of a withdrawn RSW authorisation as described in section 10.10.

10.7 Establishing a RISI exempt area

The RISI requirements may be waived in their entirety for a work area or location only if a continuous barrier has been erected to prevent people from entering the Danger Zone.

The barrier must allow access to, and departure from, the work area or location without the need to enter the Danger Zone.

The Site Safety Plan for the work area or location must identify and manage all hazards, including those created by electrical infrastructure.

All persons associated with the work area or location must receive a site safety induction.

Only the Director Safety and Standards, Sydney Trains may authorise the establishment of a RISI exempt area. This must be a written authorisation.

The Director Safety and Standards, Sydney Trains must maintain records of RISI exempt area authorisations.

A copy of the written authorisation must be available at the work area or location for the period of the exemption.



Rail Industry Safety Induction (RISI) *continued*

10.8 Waivers from the requirements of RISI for Emergency Services personnel, Emergency Services exercises or other external agencies responding to an urgent situation

The Manager Service Delivery Response is an Authorised person and may issue:

- individual waivers for Emergency Service personnel
- a group waiver for an emergency exercise, which may include people that are not Emergency Services personnel.

The Manager Service Delivery Response must maintain records of individual waivers or group waivers for an Emergency Services exercise.

10.8.1 Individual RISI waiver for Emergency Service personnel

Where a waiver is required for an individual, the sponsor requesting the waiver must submit a *NRFM-1496 Application for RISI Waiver* form to the Manager Service Delivery Response.

Before approving a waiver, the Manager Service Delivery Response must ensure:

- a safety assessment has been done
- necessary safety arrangements will be in place to protect the person when in the Danger Zone
- the person will be supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies at all times when in the Danger Zone
- the person will wear approved high-visibility clothing and other applicable PPE.

A waiver for an individual must be issued on a *NRFM-0895 Rail Industry Safety Induction (RISI) Waiver* form. A copy of the waiver must be carried by the individual at all times when in the Rail Corridor.



Rail Industry Safety Induction (RISI) *continued*

10.8.2 RISI waivers for an Emergency Services exercise

Where a waiver is required for an Emergency Services exercise, the Manager Service Delivery Response must ensure a site safety plan has been completed that ensures:

- necessary safety arrangements will be in place to protect any person if entry into the Danger Zone is required
- everyone associated with the exercise receives a site safety induction
- a process is in place to account for all emergency exercise participants
- everyone will wear approved high-visibility clothing and other applicable PPE.

A waiver for an Emergency Services exercise must be issued on *NRFM-1497 RISI Waiver for Emergency Services Exercises* form.

10.8.3 Emergency Services responding to an incident

A waiver will not be required by Emergency Services personnel when responding to an incident. In these circumstances the requirements of *OI-1453 Police-Emergency Services entering the Rail Corridor* will apply.

10.8.4 External agencies responding to an urgent situation

A RISI waiver is not required by personnel of external agencies or statutory bodies where the person is:

- responding to an urgent situation, or
- conducting activities associated with inspections, audits or investigations where bodies has statutory right of access.

In these circumstances the person must not enter the Danger Zone unless:

- a person holding a RSW authorisation with relevant Worksite Protection competencies conducts a safety assessment to determine the method of protection for the individual
- individuals are supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies
- individuals receive an induction and any applicable Pre-work Briefing.



Rail Industry Safety Induction (RISI) *continued*

10.9 Waivers from the requirements of RISI for individuals

Individuals may have the RISI requirements waived for specific purposes and for limited periods of time by the applicable manager as detailed in Table 6 below or their nominated representative.

Table 6

Managers
Director Safety and Standards, Sydney Trains
Director Safety Delivery Engineering and Maintenance, Sydney Trains
Director Manager Safety Delivery Operations and Customer Service, Sydney Trains
Director Network Services, NSW Trains
Principal Manager, Centralised Station & Crew Support, NSW Trains

Where representatives have been nominated, the persons listed above must maintain a register of nominated representatives. For the purpose of this Standard, these persons, or their nominated representatives will be known as Authorised persons for the purpose of issuing RISI waivers.

Where a waiver is required for an individual, the sponsor requesting the waiver must submit a *NRFM-1496 Application for RISI Waiver* form to an Authorised person.



Rail Industry Safety Induction (RISI) *continued*

Before issuing a waiver for an individual, the Authorised person must make sure that:

- a person holding a RSW authorisation with relevant Worksite Protection competencies conducts a safety assessment to determine the method of protection for the individual
- individuals are supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies
- individuals receive an induction and any applicable Pre-work briefing.

The safety assessment must clearly consider that people entering the Rail Corridor have not completed RISI training.

A waiver for an individual must be issued from a *NRFM-0895 Rail Industry Safety Induction (RISI) Waiver* form. At all times when in the Rail Corridor, a copy of the waiver must be carried by the individual.



NOTE

RISI waivers are not normally considered for workers who have completed their RISI training but are awaiting the issue of their card unless there are exceptional circumstances.

10.9.1 Guidelines for issuing a RISI waiver

Authorised persons issuing a waiver for individuals should consider the following guidelines when considering the issue of a waiver:

- the individual has not been granted a waiver in the previous 12 calendar months
- the waiver will not be issued for a period of greater than five working days
- a safety assessment has been done
- all necessary safety arrangements will be in place to protect the person when in the Danger Zone
- the person will be supervised at all times when in the Danger Zone by a person holding a RSW authorisation with relevant Worksite Protection competencies
- the person will wear approved high-visibility clothing and other applicable PPE.

If any of these conditions cannot be met, approval must be obtained from the applicable manager as detailed in Table 6 before a waiver can be issued.



Rail Industry Safety Induction (RISI) *continued*

10.9.2 Maintaining records of RISI waivers issued

Authorised persons must maintain records of all waivers from RISI requirements they issue for individuals in a register approved by the Director Safety and Standards, Sydney Trains.

This information must be available to other Authorised persons.

The following information must be recorded by the Authorised person at the time of issuing a waiver:

- full name of the individual
- individual's date of birth
- name of company or organisation employing or contracting the individual
- sponsor's full name and position
- dates for which the waiver will apply
- reason for the request
- Authorised person's name.

10.10 Interim RISI waivers issued pending the reinstatement of a withdrawn RSW card

If an RSW authorisation has been removed following a Safeworking breach, incident or SPAD, an interim waiver may be issued to an individual pending the reinstatement or modification of the RSW authorisation.

The Authorised person, as detailed in 7.3.6, removing the RSW card may issue an interim waiver to allow the cardholder to continue working within the Rail Corridor under the supervision of a person holding a RSW authorisation with relevant Worksite Protection competencies. This waiver can only be issued if:

- the incident did not require the cardholder to undergo a drug and alcohol test
- the actions of the cardholder in relation to the incident were not considered to be reckless
- the Authorised person believes the cardholder will not pose a safety risk if supervised.



Rail Industry Safety Induction (RISI) *continued*

An interim waiver can only be issued for a maximum period of five working days and must be issued from a Rail Industry Safety Induction (RISI) Waiver Book.

Within 24 hours of issue, the Authorised person must forward the green copy of the interim waiver to the respective person in the list below:

- Director Safety and Standards, Sydney Trains
- Director Network Services, NSW Trains
- Director Safety & Engineering Systems, Infrastructure & Services Division, TfNSW
- Director Safety, Quality, Environment and Risk, Freight Strategy and Planning Division, TfNSW.

The yellow copy must be forwarded to TfNSW.

10.11 Identification documentation

A RSW card or RIW card with RISI authorisation must only be issued when the applicant has provided 100 points of identification.

100 points must be provided from **both** Primary and Secondary document categories and at least one ID document from either category must display a colour photograph of the applicant.

Copies must be certified as true and correct copies by a Justice of the Peace (or other role as specified on the card application form).

Primary documentation

70 points:

- Birth certificate
- Citizenship certificate
- Current passport
- Expired passport which has not been cancelled and was current within the preceding two years
- Drivers licence issued by an Australian state or territory
- NSW Photo card or Proof of Age card issued by the RMS



Secondary documentation

40 Points (Must have a photograph and a name):

- Licence or permit issued by the Commonwealth, a state or territory government
- Identification card issued to a public employee
- Identification card issued by the Commonwealth, a state or territory government as evidence of the person's entitlement to a financial benefit.

35 Points (Must have name and address):

- An identification card issued to a student at a tertiary education institution
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Land Titles Office record.

25 Points (Must have name and signature):

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required)
- Membership to a registered club
- NRMA Membership
- EFTPOS card.

25 Points (Must have name and address):

- Document from your current employer or previous employer within the last two years
- Records of a public utility – phone, water, gas, or electricity bill
- Records of a financial institution
- A record held under a law other than a law relating to land titles
- Lease/rent agreement
- Rent receipt from a licensed real estate agent.

25 Points (Must have name and date of birth):

- Record of a primary, secondary or tertiary education institution attended within the last 10 years
- Record of professional or trade association of which you are a member.



Definitions

Access Holder	A person with a right of access to the Sydney Trains Network under either: <ul style="list-style-type: none"> a rail operator's access agreement, or another access agreement.
Authorised person	A person authorised in section 7 of this standard to withdraw RSW cards or a person authorised in section 10 of this standard to issue a RISI waiver.
Authorisation	Workers authorised to carry out rail safety work for or on behalf of TfNSW, Sydney Trains or NSW Trains. This authorisation to perform the rail safety work lapses with the expiry date on the card. Where the work that is being performed requires certification from another licensing body, the worker must be in possession of such certification before commencing the work.
Competence	The consistent application of knowledge, skills, values and attitudes to the standard required in the workplace. It embodies the ability to transfer competency to new situations and environments.
Competent Worker	Worker certified to carry out the relevant task.
Contractor	A person contracted to TfNSW, Sydney Trains or NSW Trains to provide goods, works or services.
Danger Zone	Everywhere within 3 metres horizontally from the nearest rail and any distance above or below this 3 metres, unless a safe place exists or can be created.
Employee	Any person employed by TfNSW, Sydney Trains or NSW Trains on a full-time, casual or temporary basis under an Enterprise Agreement, or an individual employment contract.
public access point	An access point on the Network specifically constructed to give public access to the Rail Corridor, e.g. public road level crossings.
Rail Corridor	The land on which a railway is built; comprising of all property between property fences, or if no fences, everywhere within 15 metres from the outermost rails.
Rail Safety Worker	A person who is carrying out Rail Safety Work as defined by the Rail Safety (Adoption of National Law) Act 2012.
RIW card	A Rail Industry Worker card issued by Onsite Track Easy as part of the Rail Safety Worker Program
RSW card	A Rail Safety Worker card that includes a Safeworking certification issued by TfNSW OD on behalf of TfNSW, Sydney Trains or NSW Trains.
sponsor	An employee of TfNSW, Sydney Trains or NSW Trains who is applying for a RISI waiver on behalf of a visitor or contractor.
TfNSW	Transport for New South Wales
visitor	A person who is not an employee, contractor or access holder.



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