

New Contractor Procedures

ARTC has recently released Version 3 of its Worker Competence Handbook which can be found [here](#). This bulletin provides ARTC staff, contractors and alliance partners a summary of changes, and advice on new questions and answers contained within it.

New Questions and Answers

The following are additional Q&As contained in the new handbook.

Q3.2 When doesn't a contractor need a rail safety worker (RSW) card?

There are occasions when contractors can enter the ARTC rail corridor without the need to possess a RSW card. ARTC procedure SP-05-02 Communication/ Competency Requirements for Entering Rail Corridor which can be found [here](#) provides further details.

Q3.5 What are a contractor's responsibilities once they have obtained their RSW card?

Having obtained an ARTC RSW card, it is the contractor's responsibility to:

- Maintain it on their person when performing work for ARTC
- Provide it to an authorised person when asked to do so
- Ensure personal details including employer are kept current
- Ensure all roles performed for ARTC are selected with the supporting evidence provided
- Maintain currency of all competencies including medicals.

Q4.12 Additional process for overseas applicants.

Overseas applicants and some Australian based applicants in very remote locations applying for RSW cards can complete their 100 point identification check through the card issuing body Pegasus. All queries should be directed to rsw@pegasus.net.au

Q5.13 Does a contractor need a new medical if they change jobs?

Different medical levels are required for different RSW roles. If a contractor upgrades their qualifications they will need to obtain

the appropriate medical for those qualifications to be accepted. For example – rail labourer requires category 3 medical. If they upgrade and become a protection officer, contractors will require a category 1 medical. If qualifications are downgraded, the higher medical will cover a contractor until renewal is required.



Q6.9 Special requirements for currency and competency.

In some groups, including Safeworking and Track & Civil, evidence of currency is required. For example, for welders evidence of initial training and the most recent recertification is required. Further detail on currency can be found at Appendix 7 to the Handbook.

Q6.10 Higher qualifications in-lieu-of lower.

If original documents are not available, ARTC will accept higher qualifications in-lieu-of lower as evidence of competence, provided the pathway to attaining the higher qualification is via the lower. For example, evidence of Victorian track force protection coordinator is acceptable in-lieu-of handsignaller or Train Track Safety Awareness competencies.

Q6.17 How can a contractor company see a sub-contractor's competency information?

There is a function within the Onsite system that allows a contractor to see competency information of their sub-contractors. To view this the contractor requires the consent of the sub-contractor.

Q6.18 Can a contractor update their competency records?

Advice is provided on how contractors are able to update their own records in the Onsite system. To do this an "update records" button can be found in the company site in the RSW portal. Selection of this button opens employee details and allows:

- selection of new roles, and
- upload of additional competencies.

Alternatively, a copy of the document can be sent to the card issuing body.



Q7.1 Rail Safety Workers working for other Rail Operators.

Advice is provided on how ARTC is working with other rail operators in implementing its competency management system. Business rules are being developed that recognise common competencies – for example track safety awareness. Additionally many of the competencies in each operator's matrices are common.

Notwithstanding, contractors must select ARTC roles in Onsite when applying for RSW cards, and provide evidence for those roles in accordance with ARTC's

competency matrices. Where that evidence has already been entered into Onsite for another rail operator it does not need to be re-entered. Also, ARTC will not require contractors to complete another 100 point identification check if it has already been completed when applying for another operator's RSW card.

Q7.2 Track Machine Operators (TMO).

Whilst new units of competence required for the TMO medium/heavy and TMO light offer guidance on the types of equipment to be trained on, RTOs have traditionally provided type-specific equipment training. Therefore applicants for these roles must also provide evidence of the type of machine they operate when applying for RSW cards.

A component of TMO training ensures various engineering functions including prestart checks/inspections and fault identification of machinery are understood. As the linking of the TMO to the TVO course is an engineering stream requirement, TMO is required to be completed prior to advancing to TVO training.

Q7.3 Mobile Plant Operators.

Advice is offered on how ARTC offers two pathways for mobile plant operators.

Q7.4 Structures.

Advice is provided on three structures roles detailed in the competency matrices.

Q7.5 Ultrasonic Testers.

Advice is provided on ultrasonic tester roles and the certification required to complete work for ARTC.

Q9.2 Safeworking.

Personnel contracted to carry out safeworking duties for ARTC must have been assessed as competent and be in possession of a current RSW card. ARTC reserves the right to demand the return of this card if a contractor breaches ARTC's safeworking requirements.

Please direct any enquiries to
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