

Provision of Safe Working Services

RLS-PR-008

Applicability

ARTC Network Wide

Publication Requirement

Internal / External

Primary Source

Newly issued document

Document Status

| Version # | Date Reviewed | Prepared by | Reviewed by | Endorsed | Approved |
|-----------|---------------|--------------------------------------|--|----------|--|
| 1.1 | 14 Apr 2023 | EHS Systems & Reporting Co-ordinator | GM Safety, Systems, Risk and Assurance | | GM Safety, Systems, Risk and Assurance (14 Apr 2023) |

Amendment Record

| Amendment Version # | Date Reviewed | Clause | Description of Amendment |
|---------------------|---------------|---------|---|
| 1.0 | 8 June 2022 | | First issue |
| 1.1 | 14 Apr 2023 | Various | Document owner change; role title update; PPE document reference update |

Disclaimer

This document has been prepared by ARTC for internal use and may not be relied on by any other party without ARTC's prior written consent. Use of this document shall be subject to the terms of the relevant contract with ARTC.

ARTC and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.

This document is uncontrolled when printed.

Authorised users of this document should visit ARTC's intranet or extranet (www.artc.com.au) to access the latest version of this document.

Table of Contents

| | |
|---|----------|
| Table of Contents | 2 |
| 1 Introduction..... | 3 |
| 1.1 Purpose | 3 |
| 1.2 Scope | 3 |
| 1.3 Ownership | 3 |
| 1.4 Responsibilities | 3 |
| 1.5 Supporting Documents..... | 3 |
| 1.6 Reference Documents | 3 |
| 1.7 Document Definitions | 3 |
| 2 Introduction..... | 5 |
| 2.1 Requirements for Authorisation..... | 5 |
| 2.2 Exclusions | 5 |
| 3 Safeworking Services Requirements | 5 |
| 3.1 Authorisation Requirements..... | 5 |
| 3.2 Items for Authorisation | 5 |
| 3.3 Reporting Requirements | 6 |
| 3.4 Changes to Authorisation Requirements | 6 |
| 4 Appendices and Additional Information | 7 |
| 4.1 Role Types and Competency Requirements | 7 |
| 4.2 Applicable Legislation, Policies, Procedures and Frameworks | 7 |

1 Introduction

1.1 Purpose

The purpose of this document is to outline the requirements for the provision of safeworking services (CRSW's) on the ARTC Network.

1.2 Scope

This document is applicable to externally provided CRSW's providing safeworking services under ARTC's accreditation on the ARTC Network.

1.3 Ownership

The General Manager – Safety, Systems, Risk and Assurance is the Document Owner, while the General Manager – Procurement and Supply (Finance) is the endorsing party. The Safety Assurance and Risk Manager will be the initial point of contact for all queries relating to its contents.

1.4 Responsibilities

The Category Manager and the Safety Assurance and Risk Manager are responsible for the implementation of this procedure.

Approval of amendments to the requirements, including the Supporting Documents, and application of such, will be the responsibility of the document owner and endorsing parties.

1.5 Supporting Documents

Scope of Services for Safeworking Services Panel

RLS-SP-01 – Self Performer Organisations for Safeworking Services Specification.

1.6 Reference Documents

RLS-PR-003 – Protocols for Entering the Rail Corridor

1.7 Document Definitions

The following terms and acronyms are used within this document:

| Term or acronym | Description |
|-----------------|--|
| ARTC | Australian Rail Track Corporation Limited ABN 75 081 455 754 |
| CRSW | Competent Rail Safety Worker – Worker responsible to keep the worksite and workers safe. Also known as: <ul style="list-style-type: none">Protection Officers in NSW and QueenslandTrack Force Protection Coordinators in VictoriaTrack Worker in Charge of Protections in South Australia and Western Australia Details of the competency requirements for these roles is contained within ARTC's safe working matrix at: |

| Term or acronym | Description |
|---------------------------------|---|
| | https://www.artc.com.au/uploads/Safeworking-Matrix.pdf |
| OSERC | Operational Safety and Environment Review Committee |
| Panel Agreement | The Panel Agreement between ARTC and its appointed Safeworking Services Panel Members |
| PPE | Personal Protective Equipment |
| Primary Registration | This is the primary association the CRSW holds with a company under the RIW system. |
| PSMP | Project Safety Management Plan |
| Rail Corridor | Everywhere within 15 metres of the outermost rails or: <ul style="list-style-type: none"> the boundary fence where boundary fences are provided and are closer than 15 metres, or if the property boundary is less than 15 metres, the property boundary, or a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land. |
| RIM | Rail Infrastructure Maintainer |
| RIW | A Rail Industry Worker under the Rail Industry Worker Program. The RIW Program owned by the Australasian Railway Association (ARA) and endorsed by ARTC. The RIW Program meets our regulatory requirements and complies with Rail Safety National Law. It provides visibility of workers moving between projects and employers, maintaining a single electronic record about each worker's health, education, and competencies. |
| Rail Safety Incident | A breach of ARTC's network rules and procedures. |
| RSO | Rollingstock Operator |
| RSEWG | Risk, Safety and Environment Working Group |
| ARTC Safeworking Services Panel | Panel of safe working providers that are authorised to provide safe working resources for ARTC. |
| Services | All services and activities that the SPO performs, or is required to perform, to exercise its rights or comply with its obligations under the relevant Agreement. |
| Secondary Registration | This is the secondary association the CRSW holds with a company under the RIW system. |
| SMS | ARTC's Safety Management System (https://www.artc.com.au/work/contractors/sms/) |
| SPO | An authorised Self-Performer Organisation |
| SSMP | Site Safety Management Plan |

2 Introduction

2.1 Requirements for Authorisation

Organisations must be authorised by ARTC to provide safeworking services on the ARTC rail network. There are 2 groups of organisations authorised by ARTC to provide safeworking services:

1. SPOs; and
2. Members of ARTC's Safeworking Services Panel.

2.2 Exclusions

This document does not apply to:

- an ARTC employee, or CRSW employed by ARTC
- employed or engaged by or on behalf of an accredited RIM or RSO (operating under their own accreditation on the ARTC Network) Note: The accredited RIM or RSO applies their own requirements and assurance processes to ensure the quality and accuracy of safeworking applied. This may include the use of their own panel arrangements for safeworking services
- Contractors engaged to back fill an existing ARTC asset maintenance role may conduct safeworking where the engagement is not primarily for safeworking (e.g. signal electrician) under the management and control of the local ARTC team. The ARTC leader must ensure verification and assurance of safeworking as part of the engagement.

3 Safeworking Services Requirements

3.1 Authorisation Requirements

Authorised providers are required to have specified items in 3.2 in place prior to authorisation.

Failure to maintain these items can lead to a recommendation of authorisation being revoked by the GM Procurement and supply on recommendation from the Safeworking Assurance Specialist.

3.2 Items for Authorisation

1. A documented system that demonstrates CRSWs have been fully trained as required by ARTC and that training has been completed by organisations approved by ARTC;
2. A documented mentoring system in place for all employed CRSWs that:
 - a. Records practical safeworking experience for each CRSW within a three-month period including any planning activities;
 - b. Where appropriate, facilitates the professional development and training of CRSWs and provides a framework in which performance issues can be addressed and monitored; and
 - c. Where necessary verification of competencies for new employees.
3. A documented process to ensure the dissemination of safety critical information to each CRSW for a worksite;

4. Documented processes for event reporting and investigation management and that, in the event of a rail safety incident, supports workers being managed in accordance with PEO-GL-001;
5. A records management system to store safety critical information for each worksite;
6. A documented process to monitor and record the performance of each CRSW;
7. A process for self-auditing compliance to ARTCs requirements for organisations authorised by ARTC to provide safeworking services;
8. A documented Drug and Alcohol Management Plan that in the event of a Drug and Alcohol breach supports the worker being managed in accordance with PEO-GL-001;
9. A documented procedure in place to monitor and track the fatigue of its workers that as a minimum meets the requirements of WHS-PR-423 Fatigue Work Instruction;
10. A documented assurance procedure that ensures CRSW(s) will manage the required worksite protection in accordance with:
 - a. ARTC's Safety Management System; and
 - b. Other site safety documents or information provided by ARTC, including but not limited to the PSMP, the SSMP or Work Pack relevant to the worksite.
11. A documented safety management system.

3.3 Reporting Requirements

All organisations are required to provide periodic reports as directed by the Scope of Services and SPO Specification document. These include;

- The number of rail safety incidents and breaches of ARTC Policies, Procedures or Standards;
- The number of notifications received from Regulators (e.g. ONRSR, WorkCover/WorkSafe etc.);
- The number of Drug and Alcohol tests conducted, and non-negative test results received based on testing a minimum of 25% of CRSWs provided for each project;
- The number of safety improvements and/or safety initiatives completed (including details of consultation, communication & implementation);
- The number of assurance activities undertaken and results;
- The number of instances where a CRSW was used with a medium or high profile as determined by using the "Contractor CRSW Scorecard COR-FM-014"; and
- Feedback regarding the performance of each CRSW.

3.4 Changes to Authorisation Requirements

Any changes to the requirements set out in in this document, the Scope of Services and SPO Specifications Document must be made in endorsed by the Category Manager and Safety Assurance and Risk Manager, and RSEWG and approved by OSERC.

4 Appendices and Additional Information

4.1 Role Types and Competency Requirements

The safeworking role types (also referred to as a Rail Industry Worker Role) and applicable National Units of Competency for each Rule Area can be found at:

<https://www.artc.com.au/uploads/Safeworking-Matrix.pdf>

A list of the training organisations that are approved by ARTC to deliver ARTC Safeworking Training Material can be found at:

<https://www.artc.com.au/uploads/ARTC-Approved-Technical-Training-Services-Panel-Information.pdf>

ARTC reserves the right at its sole discretion to:

- Update/amend the Rules Areas and competency requirements for CRSW roles.
- Add other categories of CRSWs.
- Update/amend the list of approved training organisations.

4.2 Applicable Legislation, Policies, Procedures and Frameworks

| Document Name | Link to document |
|-----------------------------------|---|
| Statement of Business Ethics | The Statement of Business Ethics is available at: https://www.artc.com.au/work/contractors/ |
| Contractor Compliance System | https://www.artc.com.au/work/contractors/contractor-compliance-system |
| Procurement Policy Framework | https://www.artc.com.au/work/contractors/procurement/ |
| ARTC Code of Conduct | ARTC's Code of Conduct is available at: https://www.artc.com.au/work/contractors/ |
| ARTC Drug and Alcohol Policy | https://www.artc.com.au/uploads/COR-PO-002.pdf |
| ARTC Fatigue Management Policy | https://www.artc.com.au/uploads/COR-PO-004.pdf |
| ARTC Safety Policy | https://www.artc.com.au/work/contractors/safety-policy/ |
| ARTC Safety Management System | https://www.artc.com.au/work/contractors/sms/ |
| ARTC Environment Policy | ARTC's Environment Policy is available at: https://www.artc.com.au/community/environment/?doing_wp_cron=1630044592.3288249969482421875000 |
| ARTC Network Rules and Procedures | ARTC's Network Rules and Procedures are available at: https://www.artc.com.au/customers/operations/rules-procedures/nsw/ |
| ARTC PPE Procedure | https://www.artc.com.au/uploads/WHs-PR-009-Personal-Protective-Equipment.pdf |

| Document Name | Link to document |
|----------------------------------|---|
| ARTC Safeworking Matrix | ARTC's Safeworking Matrix can be found at: https://www.artc.com.au/work/contractors/rswc/safeworking/ |
| Rail National Safety Law (RNSL) | The applicable Rail National Safety Law is available at: https://www.onrsr.com.au/about-onrsr/Rail-Safety-National-Law |
| Work Health & Safety Act | The Work Health & Safety Acts for each state is available at: www.legislation.gov.au |
| Work Health & Safety Regulations | The Work Health & Safety Regulations for each state is available at: www.legislation.gov.au |