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
1.2	28 Mar 2024	Safeworking Assurance Specialist, EHS Systems & Reporting Co-ordinator	GM Safety, Systems, Risk and Assurance		GM Safety, Systems, Risk and Assurance (28 Mar 2024)

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
1.2	28 Mar 2024	1.7; 3.3; 3.4	Committee & role title update; reporting requirements update on CRSW performance feedback.

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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 Risk and Assurance Manager will be the initial point of contact for all queries relating to its contents.

1.4 Responsibilities

The Category Manager and the Safety Risk and Assurance 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 responsibly 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: • Protection Officers in NSW and Queensland • Track Force Protection Coordinators in Victoria • Track 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: https://www.artc.com.au/uploads/Safeworking-Matrix.pdf

Term or acronym	Description
DDEG	Document Development and Endorsement Group
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: • 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
ARTC Safeworking Services Panel	Panel of safe working providers that are authorised to provide safe working resources for ARTC.
SELT	Safety Environment Leadership Team
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

• Overall feedback on the performance of the CRSWs engaged during the period.

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 Risk and Assurance Manager, and DDEG and approved by SELT.

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