

From: [REDACTED]
Sent: Sunday, 28 January 2024 11:37 PM
To: Chambers - Asbury VP [Chambers.Asbury.VP@fwc.gov.au]
Subject: Re: FW: AM2024/4; AM2024/5 Applications to vary Rail Industry Award 2020
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In response to your attachment:

A/B:

The primary responsibility and duty of a Protection Officer is to keep the worksite and workers safe.

Protection Officers must:

- be satisfied that other work will not interfere with their primary duty
- make a safety assessment in accordance with NWT 300 Planning work in the Rail Corridor
- arrange and implement work on track authorities and work on track methods in accordance with the Network Rules and Network Procedures
- be the only person to speak to Signallers about protection arrangements
- be responsible for the protection of workers from rail traffic
- make sure that they can safely and effectively protect work activities within a worksite
- tell workers about the:
 - locations of safe places
 - protection arrangements
 - safety measures in place
 - extent of the area protected
 - changes to protection arrangements
- make sure that work in the Danger Zone does not begin before the required worksite protection and safety measures are in place
- make sure that the rail safety component of the work is done safely
- keep records about the methods used for working safely on track and protection arrangements
- tell the Signaller about breaches of Network Rules and Network Procedures.

C: Railsafe

D: Programmed Skilled, Workfast

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List of tasks, procedures and requirements required by safe working personnel (Protection Officer).

Responsibilities:

- The primary responsibility and duty of a Protection Officer is to keep the worksite and workers safe through implementation of protection methods as per the network rules and procedures while making changes to protection based on risk assessments throughout the shift.
- Protection officer (PO) must not perform any other work besides their primary duty above.
- Follow the rules and procedures when arranging and implement work on track authorities and work on track methods in accordance with the network rules and network procedures that can be accessed on rail safe(railsafe.org.au).
- Conduct safety assessments in accordance with rule NWT 300 planning work in the rail corridor.
- **The Protection Officer** is main point of contact between worksites, track machine movements, signalers regarding safety and protection arranges of work to be undertaken.
- **Protection Officer** is responsible for the well being of all workers that a briefed into the worksite protection that has or will be implemented and it is our job to make sure workers understand exactly how they will be safe while they undertake work.

Tasks performed:

- Safety assessments are conducted in the work area that work is to be carried out, protection officers are to identify any hazards and implement controls to reduce risk and allow for a safe environment for work to be carried out.
- Ensure that work in the Danger Zone does not begin before the required worksite protection and safety measures are in place and workers are following correct safety procedures as outlined in the protection officer briefing
- Keep records about the methods used for working safely on track and protection arrangements

Incident Response:

When an incident occurs the protection officer is to stop work and clear the worksite of any danger and follow the correct procedures as follows.

Other roles linked to protection officer:

- Possession Protection Officer

A Possession Protection Officer is a Protection Officer responsible for managing the protection arrangements of a Local Possession Authority (LPA) and rail traffic movements into and within the LPA.

- Coordinating Protection Officer:

Worksites less than 500m apart that cannot be managed as a single worksite, may be protected and managed as a coordinated worksite. A Coordinating Protection Officer is a Protection Officer who is responsible for managing the protection arrangements of a coordinated worksite and rail traffic movements into and within the coordinated worksite.

Change of conditions:

Change of conditions must be assessed by the Protection Officer for its effects on protection arrangements, and must be managed accordingly.

If the Protection Officer assesses that they can no longer safely and effectively protect all work activities within a worksite, they must:

- stop all work
- move workers and equipment to safe places

Arrange for:

- the required worksite protection and safety measures to be implemented for the work, or
- the scope of work to be changed.

Rules and Procedures:

General

NGE 238 Responsibilities of Protection Officers

railsafe.org.au 15-01-2024

railsafe.org.au is the name of the website that contains the rules and procedures that Protection Officers must follow to work in transport for NSW areas and Sydney trains-controlled areas.

This page refers to all RIW Safe working roles.

Safe working at Australian rail track corporation (ARTC) identifies, categorizes and records the roles and responsibilities of rail safety workers that are competent to undertake the safe management of rail traffic ensuring that safe separation is maintained between workers and machinery preventing workers from being struck by rail traffic.

STEP 1

Ensure you have read the procedure RLS-PR-003 – Protocol for Entering the ARTC Rail Corridor and understand the key points from the procedure:

STEP 2

Identify the role and requirements from the Safe working matrix

Safe working matrix

NOTE: Matrix identifies minimum requirements. Compliance with these requirements does not mean competence across entire network. Local requirements may still be required.

To identify training organizations that are approved by ARTC to deliver Safe working training refer the following document:

ARTC Approved Safe working RTOs

STEP 3

Add your role to your RIW profile: <https://www.riw.net.au/>

STEP 4

Upload Competency evidence into RIW to meet the role requirements.

Safe working Competency Scheme – QLD and NSW ARTC Network (ARTC NSW Network Rules &

Procedures)

Role Description / Permitted Activities:

Handsignaller Level 1 & 2

- Act as a Lookout
- Act as an inner or outer handsignaller
- Hand signal rail traffic at a worksite or within a possession
- Condition:
- Cannot perform handsignalling activities at fixed signals or level crossings.
- Act as an inner or outer handsignaller at a fixed signal
- Act as a handsignaller at defective signals
- Pilot rail traffic into, within and out of a possession area
- Handsignal at level crossings
- Act as a handsignaller at a Block Post

Protection Officer Level 1

- Assess risks.
- Identify level of protection required.
- Implement Lookout Working.
- Implement Absolute Signal Blocking (ASB).
- Act as a Lookout.

Protection Officer Level 2

- Activities as prescribed for Protection Officer Level 1.
- Implement a TOA.

- Arrange for track vehicles or work trains to enter the limits of a TOA.
- Obtain the staff in token sections for a TOA.
- Obtain the half pilot staff for a TOA.

Protection Officer Level 3

- Activities prescribed for Handsignaller Level 2.
- Activities prescribed for Protection Officer Level 2.
- Implement a Track Work Authority (TWA).
- Obtain an X, Y, Z key.
- Act as the designated Protection Officer to coordinate the passage of rail traffic through multiple worksites.
- Arrange protection for Type F level crossings when track circuits are affected.

Protection Officer Level 4

- Activities prescribed for Protection Officer Level 3.
- Implement a Local Possession Authority (LPA).
- Arrange for work trains to enter the limits of a TOA or an LPA.
- Track Vehicle Operator
- Operate a track vehicle outside and within the limits of a protected worksite
- Competent in signs and signal recognition

Conditions:

Not permitted to implement any form of protection as a TVO unless qualified and competent in relevant safeworking role.(i.e. cannot obtain a Track Occupancy Authority (TOA) for the purpose of traveling a track vehicle unless holds a current Protection Officer Level 2 qualification also)

Must be qualified and competent or accompanied by a qualified worker competent to perform safeworking duties as per the system of safeworking required.

Must be certified to the system of safeworking applicable in use in the area in which they are

operating or accompanied by a crew member competent in the relevant system of safeworking when operating a track vehicle as a train).

Role Description / Permitted Activities:

Safeworking Level 1

- Activities prescribed for a Handsignaller Level 2.
- Operate ground frames.
- Operate signalling equipment at unattended locations.
- Operate on authority of a Special Proceed Authority (SPA).
- Transfer track vehicles as a train Condition.
- Must be certified to the system of safeworking in use in the area in which they are operating.

Safeworking Level 2

- Activities prescribed for Safeworking Level 1.
- Switch in and operate local control panels.
- Cut in and operate signal boxes.
- Introduce and supervise Pilot Staff Working.
- Condition.
- Must be competent in the system of safeworking applicable in use in the area in which they are operating.
- Safeworking Competency Scheme – Defined Interstate Network (ARTC Code of Practice) – South Australia, Western Australia (East of Kalgoorlie), Victoria (west of Dimboola Loop) and NSW (South of Broken Hill).

Role Description / Permitted Activities

Track Worker

- Assess risks
- Implement Train Running Information (TRI) for the purpose of walking inspections in the danger zone.
- Condition
- Must have ARTC NTSA Part B
- Handsignaller
- Act as a Lookout
- Handsignal rail traffic at a worksite or within a possession
- Track Worker Level 1
- Assess risks
- Identify the level of protection required
- Act as a Lookout
- Implement NAR.

Track Worker Level 2

- Activities as prescribed for Track Worker Level 1.
- Pilot rail traffic into, within and out of a possession area
- Implement Train Running Information (TRI) Worksite Only (Not for travel of light track equipment i.e. Road Rail Vehicle)
- Implement Track Occupancy Authority (TOA).

Track Worker Level 3

- Activities as prescribed for Track Worker Level 2.
- Implement Track Work Authority (TWA).

- Obtain a Train Authority (TA) for operating track machines as a train.
- Conditions:
- Must be competent in the system of safeworking applicable in the area in which they are operating.
- TRI Worksite Only (Not for travel of light track equipment i.e. Road Rail Vehicle)

Track Worker Level 4

- Activities as prescribed for Track Worker Level 3
- Implement Local Possession (LP)
- Arrange for work trains to enter the limits of an LP.
- Condition:
- TRI Worksite Only (Not for travel of light track equipment i.e. Road Rail Vehicle)

Safeworking Level 1

- Operate outlying switch locks.
- Operate signalling equipment at unattended locations.
- Switch in and operate local control panels.
- Obtain a Train Authority (TA) for operating track machines as a train.
- Transfer track vehicles as a train.
- Condition.
- Must be competent in the system of safeworking applicable in the area in which they are operating.
- Track Vehicle Operator
- Operate a track vehicle outside the limits of a protected worksite
- Obtain a TRI for the purpose of operating a road/rail vehicle
- Obtain a Track Occupancy Authority (TOA) for the purpose of operating a track vehicle.

- Obtain a Train Authority (TA) for the purpose of operating a track vehicle.
- Conditions:
- Must be competent in signal recognition.
- Must be accompanied by a crew member qualified in the relevant system of safeworking when operating a track vehicle as a train.
- Safeworking Competency Scheme – Victoria (TA20 – East of Dimboola Loop (Inclusive) to Albury (Exclusive)

Role Description / Permitted Activities:

Track Protection – Lookout

- Act as a Lookout
- Track Protection – Handsignaller
- Act as a Lookout
- Act as an inner or outer handsignaller at a worksite
- Handsignal rail traffic at a worksite or within a possession
- Act as an inner or outer handsignaller at a fixed signal
- Act as a handsignaller at defective signals
- Handsignal at level crossings (Crossing Keeper)

Track Force Protection Coordinator Level 1

- Assess risks
- Identify the level of protection required
- Act as a lookout
- Act as an inner or outer handsignaller
- Handsignal rail traffic at a worksite or within a possession
- Handsignal at level crossings (Crossing Keeper)

- Implement Lookout Working

Track Force Protection Coordinator Level 2

- Activities as prescribed for Track Force Protection Coordinator Level 1.
- Implement Track Warrant Working
- Implement Track Force Protection – Country Regions
- Pilot track vehicles into, within and out of a Track Warrant.
- Implement Absolute Signal Blocking

Track Force Protection Coordinator Level 3

- Activities as prescribed for Track Force Protection Coordinator Level 2.
- Implement Absolute Occupation of a Running Line
- Coordinating on track machines into, within and out a section
- Operate a road/rail vehicle outside the limits of a protected worksite
- Pilot trains into, within and out of an Absolute Occupation
- Obtain permission for the purpose of operating a road/rail vehicle.
- Track Vehicle Operator
- Assess risks
- Identify the level of protection required
- Implement Lookout Working
- Implement Absolute Signal Blocking
- Implement Track Warrant Working
- Pilot track vehicles into, within and out of a Track Warrant.
- Obtain permission for the purpose of operating a road/rail vehicle.
- Operate a road rail vehicle outside the limits of a protected worksite

- Obtain an Authority for the purpose of driving a road/rail vehicle.
- Condition.
- Must be certified to the system of safeworking applicable in use in the area in which they are operating.
- Must be competent in signal recognition.

Safeworking Level 1

- Operate switch locked sidings.
- Operate signalling equipment at unattended locations.
- Operate on authority of a Train Authority.
- Transfer track vehicles as a train
- Switch in and operate local control panels.
- Cut in and operate signal boxes.
- Condition.
- Must be certified to the system of safeworking applicable in use in the area in which they are operating.
- as per artc.com.au/work/contractors/rswc/safeworking/ 15-01-2024

2.1 Types of rail safety work

The RSNL identifies a rail safety worker (s.4) as any individual who has carried out, is carrying out, or is about to carry out rail safety work (s.8(1)), which includes:

- (b) signalling (and signalling operations), receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock;
- (d) constructing, maintaining, repairing, modifying, monitoring, inspecting or testing -
- (i) rolling stock, including checking that the rolling stock is working properly before being used;

or

(ii) rail infrastructure, including that the rail infrastructure is working properly before being used;

(f) work on or about rail infrastructure or associated works or equipment that places, or may place, the person performing the work at risk of exposure to moving rolling stock;

(h) work involving certification as to the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;

A worker may be classified as a rail safety worker where they will be undertaking one or more of

the above in relation to an operator's railway operations as per

<https://nraspricms01.blob.core.windows.net/assets/documents/Guideline/Guideline-Identifying-Rail-Safety-Work-Under-the-RSNL.pdf>

found on

<https://www.onrsr.com.au/industry-information/latest-news/update-identifying-rail-safety-work-under-the-rsnl-guideline>

that pertains directly to protection officers

Descriptions of duties that PO's maybe required to perform based on terminology used currently in the 2022 rail award in schedule A classification definitions.

From the Clerical, Administrative and Professional Classifications

The employee would have specialist and detailed knowledge of systems such as timetabling, network operations and infrastructure configurations, accounting, human resources and applicable legislation

An employee at this level would be expected to have a high level of verbal and written communication skills and interpersonal skills.

They would have the ability to analyse situations and take corrective action where required, applying problem-solving methodologies where applicable.

Whilst not necessarily working autonomously, the employee would be expected to be responsible for the accuracy and timeliness of their work without direct supervision.

They may be delivering training to others.

They are responsible and accountable for their own work and will have delegated responsibility for the work under their control or supervision in terms of scheduling workloads, resolving operations problems and monitoring the quality of work produced.

They often exercise initiative, discretion and judgment in the performance of their duties.

From the Operations Classifications

Employees at this level hold specialist skills and knowledge in the operations and have achievement to the satisfaction of the employer of a comparable standard of skill and knowledge by other means.

Undertake a range of functions with a detailed extensive knowledge of policies, procedures and guidelines using a high level of skill to perform the functions.

Be responsible for the delivery of safety critical operations.

Undertake tasks with no supervision and provide guidance and assistance to others.

Undertake functions including substantial leadership, direction, management and support of staff, but not the overall leadership and management of major/complex locations/terminals.

Be capable of delivering detailed training to others in the performance of complex but predictable functions.

in our own words:

- Maintaining certification and carrying all our equipment
- Delineation lights and batteries
- car maintenance wear/tear
- travel between worksites at our own expense (e.g. briefing at a compound than driving to other areas)
- pay for our recertification and take time off without pay to do so

Roles and duties

- responsible for all workers well being that are signed onto the brief
- ensuring they are wearing the correct ppe if not we are accountable

- Manages all machine movements on track and ensures all workers are informed of movements
- conduct risk assessment before work and monitor for any new hazards that may arise
- Ensuring worksite is clear and returned the same as before commencing work* prepare wpp and conduct pre work briefs ensuring everyone understands the hazards and controls that are outlined
- Implement the worksite protection methods as per the WPP
- Safety critical assessments
- Safety critical documentation
- Safety critical communications
- Safety critical operations
- Safety critical monitoring
- Liaise with clients such as project managers, engineers , supervisors etc.
- Help train new PO's

Certification and equipment required for PO

- White card
- Riw card, cat 3 medical
- Cat 1 medical
- \$3500 training over 6 months from rto,
- \$1000 physcometric test
- License
- Own vehicle, in some cases mine spec required.
- Safety equipment. Sourced, funded and maintained by us. No allowances provided.
- Class 1a explosive devices, RTS.

Companies found to be employing rail protection officers that can be publicly sourced.

business trading names given if they are available.

1. Compliance Rail Pty Ltd
2. cat5rail
3. Track Protection Australia 2023
4. jwb Group
5. Protech Personnel (Vic) Pty Ltd
6. GOLDSRING'S GROUP PTY LTD
7. On Track Recruitment Solutions
8. Quantum Safety Pty Ltd
9. CR Rail
10. Track Protection Services
11. Railtrain Holdings Group
12. Daracon Group
13. Infracore
14. Track Safety Australia
15. swetha international

16. Workfast Infrastructure Australia, Workfast Marketplace Pty Limited

17. Multi Civil and Rail

18. Rocket Rail

19. Rhomburg

20. vertek

21. Programmed

22. indigico