

Network Standard

Rail Industry Safety Induction (RISI)

| | |
|-------------|--|
| Number | SMS- 12-OS-0664 |
| Custodian | Senior Safeworking Development Analyst |
| Approver | GM Network Rules |
| Version | 2.1 |
| Issue date | 30/01/09 |
| Review date | 30/01/11 |



1. Purpose

To prescribe the requirements for Rail Industry Safety Induction (RISI) for the RailCorp Network.

2. Scope

The requirements for RISI in this standard apply only to the RailCorp Network.

RailCorp has determined that there are 4 classifications of affected people for the purposes of this standard, namely:

- Employees
- Contractors
- Access Holders
- Visitors.

Emergency Services Emergency Services personnel accessing the Rail Corridor must follow the requirements in the Guide for Emergency Services access to the Rail Corridor.

3. References

Rail Safety Act 2008

National Standard for Health assessment of Rail Safety Workers

4. General

RISI is a training course that introduces participants to the key generic hazards of an operating rail environment.

RISI incorporates the learning outcomes of two previous courses - Track Safety Awareness (TSA) and the Electrical Safety Awareness (ESA).

As an induction, RISI is not a competency.

RISI cards RISI cards must show:

- the Holder's name
- a clear colour photograph of the Holder's face
- the due date for medical re-certification (Contractors)
- medical restrictions.

Any person wishing to obtain a RISI card must provide 100 points of proof of identification as per Appendix A.

5. Requirement for RISI

RISI Cards to be issued
by RailCorp from
01/02/2009

From 03/05/2009 RailCorp will only recognise RailCorp issued RISI cards.

RTO's will continue to be able to deliver RISI training and assessment but only RailCorp RISI cards will be valid.

Once training is completed the RTO must electronically forward to RailCorp the following:

- Digital Photograph
- Copy of the mauve medical form
- Completed copy of the RailCorp electronic RISI information form.

RailCorp will then issue a RISI card within the next 5 working days.

RailCorp Employee

All RailCorp Employees who are required or may be required, to enter the Rail Corridor as part of their work must complete RISI.

Contractors

Contractors entering the Rail Corridor must complete RISI if their work could require them to intrude into the Danger Zone.

A person holding worksite protection competency must assess whether the **work being undertaken** by the Contractor could reasonably be expected to result in the Contractor intruding into the Danger Zone

For example, intrusion into the Danger Zone would not be reasonably expected if:

- the Contractor is working wholly within a safe place (eg activities inside station structures), or
- the Contractor enters the Network at a public access point.



Note

*A person with worksite protection competencies **must** escort Contractors proceeding beyond a public access point.*

Access Holders RailCorp's RISI requirements do not apply to organisations with agreements for access to the RailCorp Network (Access Holder), unless that access agreement imposes the requirement.

Visitors Persons other than RailCorp Employees, Contractors or Access Holders who wish to enter the Rail Corridor, but do not hold a RISI card must be escorted by a person holding worksite protection competencies.

Entry to the Danger Zone Persons who hold a RISI card but hold no other safeworking certification, may enter the Danger Zone only if supervised by a person holding worksite protection competencies unless:

- work will be wholly within a shunting yard or Maintenance Centre and Safe Work Methods Statements have been developed to manage the risk of strike and collision for the activities, **or**
- they are crossing the tracks at a designated crossing location that has controls to manage the risk of strike by or collision with rail traffic, **and**
- they have received a site specific safety induction for the location.

6. RISI Management

Recognition of other RTO issued RISI certificates Until 03/05/2009 RailCorp will recognise RISI cards issued by Training Organisations registered under the Australian Training Quality Framework (RTOs) to issue either at least Certificate 2 in Transport and Distribution (Rail Operations), or Certificate 2 in Transport and Distribution (Rail Infrastructure) only.

After 03/05/2009 the arrangements as detailed in section 5 above will apply.

If these organisations wish to provide RISI training for persons entering the RailCorp Network, they must use the RailCorp RISI training and assessment package, and be able to demonstrate this requirement to RailCorp's satisfaction.

Withdrawal of RISI RailCorp reserves the absolute right to:

- withdraw a RISI card issued by RailCorp, or
- not recognise a card issued by another RTO.

Health Standard Holders of RISI 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 (hearing, vision ,mobility)
- Drug & alcohol screen (breath & urine analysis) (Colour vision is **not** a requirement)

These criteria were specified with the introduction of RailCorp's Mauve form in April 2006. These criteria apply to all applicants for RISI from April 2006.

Existing holders of Track Safety Awareness (TSA) cards who are required to complete the RISI bridging course will be required to undergo a drug and alcohol screen to satisfy the medical criteria for RISI.

Further assessments will be required according to:

- the task the worker will undertake
- the worker's age.

7. Waivers from the requirement for RISI

7.1 Waivers for worksites

- The RISI requirements may be waived in their entirety for a worksite if a continuous barrier has been erected to separates the worksite from the Danger Zone.
- The barrier must be constructed to physically prevent people from accessing the Danger Zone. It must allow for worksite access and egress without entry into the Danger Zone.
- The Site Safety Plan for the worksite must identify and manage all hazards, including those created by electrical infrastructure.
- All persons associated with the worksite must receive a site safety induction.

Obtaining an RISI waiver for a worksite

Only the General Managers Safety and Environment may authorise a RISI waiver for a worksite. This authorisation must be written using RISI waiver form SMS-12-FM-0895.

The person in charge of the worksite must have a copy of the written authorisation at the worksite for the period of the work.

7.2 Waivers for individuals or groups

- Individuals or groups may have the RISI requirements waived for specific purposes and for limited periods of time if authorised by a General Manager Safety and Environment or their nominated Authorised Officers.
- Authorised Officers may issue a RISI waiver for the region or sector for which they are responsible only.
- The General Manager Emergency Preparedness is an Authorised Officer and may issue RISI waivers for Emergency Services exercises.

Safety assessment

Authorised Officers issuing a RISI waiver for individuals or groups must make sure that:

- individuals or groups will be supervised by a person holding the relevant worksite protection competencies, **and**
- a person holding the relevant worksite protection competency conducts a safety assessment to determine the method of protection.

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

The safety arrangements may include, but are not restricted to:

- a Work on Track Authority or method
- site inductions
- pre-work briefings that must include the risk associated with people who have not completed RISI being in the Rail Corridor.

Records

General Managers Safety and Environment and other Authorised Officers must maintain records of all waivers from RISI requirements they issue.

This information must be available to other Authorised Officers.

8. Definitions

Access Holder

A person with a right of access to the RailCorp Network under either:

- a rail operator's access agreement, or
- another access agreement.

Contractor

A person contracted to RailCorp to provide goods, works or services.

- Danger Zone** Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place exists or can be created.
- Employee** A full-time, casual or temporary employee under a RailCorp Enterprise Bargaining 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, eg. public road level crossings.
- Qualified Worker** A Qualified Worker responsible for protection
- Rail Corridor** From fence line to fence line, or if there is no fences, everywhere within 15m of the outermost rail.
- visitor** Person who is not an Employee, Contractor or Access Holder.

Appendix A Identification Documents

Note: 100 Points must be provided from both Primary and Secondary Document Categories

Primary Documents

- 70 Points
- Birth Certificate
 - Birth card issued by the New South Wales Registry of Births, Deaths and Marriages
 - Citizen Certificate
 - Current Passport
 - Expired passport which has not been cancelled and was current within the preceding 2 years
 - Drivers licence issued by an Australian State or Territory

Secondary Documents

- 40 Points **Must have a photograph and a name**
- Licence or permit issued under a law of 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 persons entitlement to a financial benefit
 - An identification card issued to a student at a tertiary education institution.
- 35 Points **Must have name and address on**
- A document held by a cash dealer giving security over your property
 - A mortgage or other instrument of security held by a financial body
 - Council rates notice
 - Document from your current employer or previous employer within the last 2 years
 - Land Titles Office record

Secondary Documents cont'd

25 Points **Must have name and signature on**

- 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 on**

- Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny
- 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 on**

- 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