

Rail industry safety induction

1. General

RISI is a training course that introduces participants to the key generic hazards of an operating rail environment, including electrical safety awareness. As an induction, RISI is not a Safeworking certification.

The requirements for RISI in this Standard apply only to the Sydney Trains Network.

This Standard applies to four categories of people who access the Rail Corridor and have potential to enter the Danger Zone:

- employees
- access holders
- contractors
- visitors.



NOTE

Sydney Train's RISI requirements do not apply to organisations with agreements for access to the Sydney Trains Network (access holder) unless that access agreement imposes the requirement.

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2. RISI authorisations

Where this standard refers to a RISI authorisation, this applies to any Sydney Trains RISI authorisation that is issued by TfNSW.

A RISI authorisation is issued to persons who do not hold a RSW authorisation that includes a Safeworking certification.

A RISI authorisation is only issued to persons who have satisfactorily completed approved RISI training and meet the health standards, authentication and compliance checking requirements.

Evidence that a person holds a current and valid RISI authorisation is demonstrated by:

- RIW card with a "TfNSW-Operator" in the role description field in the RIW system for Contractors
- RIW card with a "TfNSW-Operator" in the role description field in the RIW system or a TfNSW issued RISI card for employees

Only these cards will be recognised within the Sydney Train's Network.



NOTE

Only RIW cards with Sydney Trains RISI authorisation will be recognised for use in the Sydney Trains Network by contractors.

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TfNSW issued RISI cards must:

- show the cardholder's name
- display a clear colour photograph of the cardholder's face
- card identification number
- detail medical restrictions (if any).

RIW cards must:

- show the cardholder's name
- display a clear colour photograph of the cardholder's face
- card identification number
- digital code

Anyone wishing to obtain a RISI card or RIW card must provide 100 points of identification as per section 10.

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3. Requirement for RISI

Employees

All employees who are required, or may be required, to enter the Rail Corridor for work must complete RISI training. Unless they are performing rail safety work an RSW/RISI card is not required.

If an employee's role requires them to enter the Danger Zone, the employee must hold a valid RISI authorisation.

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Contractor

Any contractor entering the Rail Corridor must hold a valid RISI authorisation if their work could require them to intrude into the Danger Zone.

A person holding a RSW card with Protection Officer, Assess Corridor Safety or other Safeworking certification with relevant Worksite Protection competencies must assess whether the work being undertaken by the contractor could reasonably be expected to result in the contractor intruding into the Danger Zone.

Visitors

Anyone who holds a RISI authorisation, but holds no other Safeworking certification, may enter the Danger Zone only if supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies unless:

- work will be wholly within a shunting yard, maintenance centre or depot and a method of working safely has been established and documented to manage the risk of strike and collision for the activities
- they are crossing the tracks at a designated crossing location and they have been given a site specific safety induction for the location.

Inside a Maintenance Centre, stabling yard or depot

Visitors entering a Maintenance Centre, stabling yard or depot must be escorted by a person who is familiar with all the risks and hazards of that location.

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Outside a Maintenance Centre, stabling yard or depot

Before entering the Rail Corridor, a person holding a RSW card with Protection Officer, Assess Corridor Safety or other Safeworking certification with relevant Worksite Protection competencies must assess whether the visitor or contractor could reasonably be expected to intrude into the Danger Zone.

Visitors entering the Rail Corridor outside a Maintenance Centre, stabling yard or depot must be escorted by a person holding a RSW authorisation with relevant Worksite Protection competencies if entry to the Rail Corridor could require them to intrude into the Danger Zone.

Examples of where intrusion into the Danger Zone would not be reasonably expected are:

- the person will remain wholly within a safe place (e.g. activities inside a station, office or other structure), or
- work on a station where people and/or equipment will remain within the yellow lines, or
- a designated area has been established with controls in place to prevent persons from entering the Danger Zone.

In the above examples, intrusion into the Danger Zone would not be expected only if:

- access and egress is via a public access point or designated pathway
- any crossing of tracks will be made at a designated crossing
- everyone has received a site specific safety induction for the location.

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4. RISI training conducted by other Registered Training Organisations (RTOs)

RTOs may conduct RISI training and assessment if they are approved by TfNSW.

Only RISI training that is delivered and assessed by TfNSW Approved Training Providers¹ will be recognised.

Mutual recognition of RISI is provided for individuals who have undertaken their training through a non-approved Training Provider. Holders of a Statement of Attainment in TLIF2080 Safely Access the Rail Corridor, may also be required to undertake a RISI bridging course before being assessed by an approved assessor for the purposes of authorisation and card issue.

The issue of a RISI authorisation for use within the Sydney Trains Network is given at the discretion of Sydney Trains. Sydney Trains reserves the right to withdraw a RISI authorisation for the Sydney Trains Network.

It should be noted that false declarations regarding previous positive Drug or Alcohol tests will result in those applications for Sydney Trains RISI authorisations being automatically declined and will affect any further applications being considered.

¹ Enquiries from eligible RTOs regarding the TfNSW Approved Training Provider System should be made to TfNSW Organisational Development

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5. Health standard

Holders of a RISI authorisation 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 for hearing, vision and mobility (colour vision is not a requirement)
 - drug and alcohol screening (breath and urine analysis).
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6. Exempting the requirements for RISI

The requirement for RISI may be waived in the following circumstances:

- a RISI exempt area has been created as described in section 7, or
 - a waiver has been issued for Emergency Services or external agencies as described in section 8, or
 - a waiver has been issued for an individual as described in section 9.
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7. Establishing a RISI exempted area

The RISI requirements will not apply if a work area or location can be segregated from the Danger Zone by fencing or other suitable continuous barrier that prevents people from entering the Danger Zone.

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To establish an area that is exempted from the requirements for RISI, a risk assessment must be developed to identify all hazards associated with the establishment of the RISI exempted area. This risk assessment must detail the identified hazards and the controls nominated to manage the hazards.

A Site Safety Plan for the work area or location must be developed which manages all identified hazards, including those created by electrical infrastructure.

The site supervisor is responsible for ensuring a copy of the site safety plan, associated risk assessment and site safety briefing are:

- available on site, and
- updated if site conditions change

All persons associated with the work area or location must receive a site safety induction.

The use of vehicles, plant or machinery within the perimeter of the exempted area must be assessed to ensure it does not have the potential to encroach the Danger Zone.

Where the establishment of a RISI exempted area has the potential to restrict or impede access to assets or services owned by Sydney trains or other third parties, the external interface manager for the applicable region must be consulted and if necessary, suitable access arrangements made with the affected parties.

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WARNING

The establishment of a RISI exempt area must not restrict or impede:

- access to the track by emergency services, or
- egress from trains by passengers in an emergency, or
- the ability for workers in the Danger Zone to easily access a safe place.

The fencing or continuous barrier erected to separate the RISI exempted area from the Danger zone must satisfy the following criteria:

- allow access to, and departure from, the work area or location without the need to enter the Danger Zone.
- must be substantially constructed and installed to physically prevent access to the Danger Zone
- must be insulated from electrical infrastructure and compliant with the insulation requirements specified in *SPC 511 Boundary fences*
- must comply with the transit space requirements of *ESC 215 Transit space*
- must not impede the Drivers sighting of signals or track side signs
- must not impede or restrict immediate access to a Safe place by workers on adjacent tracks

The site supervisor for a RISI exempted area will be responsible for ensuring all requirements in this standard are met.

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A copy of the risk assessment, site safety plan, RISI exempted area review checklist and supporting documents must be submitted to Sydney Trains Network Rules for review prior any site being exempted from the requirements.

Failure to comply with all these requirements may result in the closure of the site and/or removal of all non RISI persons.



8. Waivers from the requirements of RISI for Emergency Services personnel, Emergency Services exercises or other external agencies responding to an urgent situation

The Senior Manager Incident Response is an Authorised person and may issue:

- individual waivers for Emergency Service personnel
- a group waiver for an emergency exercise, which may include people that are not Emergency Services personnel.

The Senior Manager Incident Response must maintain records of individual waivers or group waivers for an Emergency Services exercise.

Individual RISI waiver for Emergency Service personnel

Where a waiver is required for an individual, the sponsor requesting the waiver must submit an *NRFM-1496 Application for RISI Waiver form* to the Manager Service Delivery Response.

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Before approving a waiver, the Senior Manager Incident Response must ensure:

- a safety assessment has been done
- necessary safety arrangements will be in place to protect the person when in the Danger Zone
- the person will be supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies at all times when in the Danger Zone
- the person will wear approved high-visibility clothing and other applicable PPE.

A waiver for an individual must be issued on an *NRFM-0895 Rail Industry Safety Induction (RISI) Waiver form*. A copy of the waiver must be carried by the individual at all times when in the Rail Corridor.

RISI waivers for an Emergency Services exercise

Where a waiver is required for an Emergency Services exercise, the Senior Manager Incident Response must ensure a site safety plan has been completed that ensures:

- necessary safety arrangements will be in place to protect any person if entry into the Danger Zone is required
- everyone associated with the exercise receives a site safety induction
- a process is in place to account for all emergency exercise participants
- everyone will wear approved high-visibility clothing and other applicable PPE.

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A waiver for an Emergency Services exercise must be issued on *NRFM-1497 RISI Waiver for Emergency Services Exercises form*.

Emergency Services responding to an incident

A waiver will not be required by Emergency Services personnel when responding to an incident. In these circumstances the requirements of *OI-1453 Police-Emergency Services entering the Rail Corridor* will apply.

External agencies responding to an urgent situation

A RISI waiver is not required by personnel of external agencies or statutory bodies where the person is:

- responding to an urgent situation, or
- conducting activities associated with inspections, audits or investigations where bodies have statutory right of access.

In these circumstances the person must not enter the Danger Zone unless:

- a person holding a RSW authorisation with relevant Worksite Protection competencies conducts a safety assessment to determine the method of protection for the individual
 - individuals are supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies
 - individuals receive an induction and any applicable Pre-work Briefing.
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9. Waivers from the requirements of RISI for individuals

Individuals may have the RISI requirements waived for specific purposes and for limited periods of time by the applicable manager as detailed below or their nominated representative.

- Director Network Standards, Systems & Quality, Sydney Trains
- Director SEQR Service Delivery Engineering and Maintenance, Sydney Trains
- Director SEQR Service Delivery Train Crewing, Strategy Performance & Investment, and Enterprise
- Director SEQR Service Delivery Customer Operations, Sydney Trains
- Director Network Services, NSW Trains
- Principal Manager, Compliance Standards & Assurance, NSW Trains

Where representatives have been nominated, the persons listed above must maintain a register of nominated representatives. For the purpose of this Standard, these persons, or their nominated representatives will be known as Authorised persons for the purpose of issuing RISI waivers.

Where a waiver is required for an individual, the sponsor requesting the waiver must submit a *NRFM-1496 Application for RISI Waiver form* to an Authorised person.

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Before issuing a waiver for an individual, the Authorised person must make sure that:

- a person holding a RSW authorisation with relevant Worksite Protection competencies conducts a safety assessment to determine the method of protection for the individual
- individuals are supervised by a person holding a RSW authorisation with relevant Worksite Protection competencies
- individuals receive an induction and any applicable Pre-work briefing.

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

A waiver for an individual must be issued from a *NRFM-0895 Rail Industry Safety Induction (RISI) Waiver form*. At all times when in the Rail Corridor, a copy of the waiver must be carried by the individual.



NOTE

RISI waivers are not normally considered for workers who have completed their RISI training but are awaiting the issue of their card unless there are exceptional circumstances.

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Guidelines for issuing a RISI waiver

Authorised persons issuing a waiver for individuals should consider the following guidelines when considering the issue of a waiver:

- the individual has not been granted a waiver in the previous 12 calendar months
- the waiver will not be issued for a period of greater than five working days
- a safety assessment has been done
- all necessary safety arrangements will be in place to protect the person when in the Danger Zone
- the person will be supervised at all times when in the Danger Zone by a person holding a RSW authorisation with relevant Worksite Protection competencies
- the person will wear approved high-visibility clothing and other applicable PPE.

If any of these conditions cannot be met, approval must be obtained from the applicable manager as detailed on page 13 before a waiver can be issued.

Maintaining records of RISI waivers issued

Authorised persons must maintain records of all waivers from RISI requirements they issue for individuals in a register approved by the Director Network Standards, Systems & Quality, Sydney Trains.

This information must be available to other Authorised persons.

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The following information must be recorded by the Authorised person at the time of issuing a waiver:

- full name of the individual
 - individual's date of birth
 - name of company or organisation employing or contracting the individual
 - sponsor's full name and position
 - dates for which the waiver will apply
 - reason for the request
 - Authorised person's name.
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10. Identification documentation

A RSW card or RIW card with RISI authorisation must only be issued when the applicant has provided 100 points of identification.

100 points must be provided from both Primary and Secondary document categories and at least one ID document from either category must display a colour photograph of the applicant.

Copies must be certified as true and correct copies by a Justice of the Peace (or other role as specified on the card application form).

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Primary documentation

70 points:

- Birth certificate
- Citizenship certificate
- Current passport
- Expired passport which has not been cancelled and was current within the preceding two years
- Drivers licence issued by an Australian state or territory
- NSW Photo card or Proof of Age card issued by the RMS

Secondary documentation

40 Points (Must have a photograph and a name):

- Licence or permit issued by 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 person's entitlement to a financial benefit.

35 Points (Must have name and address):

- An identification card issued to a student at a tertiary education institution
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Land Titles Office record.

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25 Points (Must have name and signature):

- 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):

- Document from your current employer or previous employer within the last two years
- 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):

- 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.
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11. Definitions

Access Holder	A person with a right of access to the Sydney Trains Network under either: <ul style="list-style-type: none"> • a rail operator’s access agreement, or • another access agreement.
Authorised person	A person authorised in section 9 of this standard to issue a RISI waiver.
Contractor	A person contracted to TfNSW, Sydney Trains or NSW Trains to provide goods, works or services.
Danger Zone	Everywhere within 3 metres horizontally from the nearest rail and any distance above or below these 3 metres, unless a safe place exists or can be created.
Employee	Any person employed by TfNSW, Sydney Trains or NSW Trains on a full-time, casual or temporary basis under an Enterprise 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, e.g. public road level crossings.
Rail Corridor	The land on which a railway is built; comprising of all property between property fences, or if no fences, everywhere within 15 metres from the outermost rails.
Rail Safety Worker	A person who is carrying out Rail Safety Work as defined by the Rail Safety (Adoption of National Law) Act 2012.
RIW card	A Rail Industry Worker card issued as part of Australasian Railway Association (ARA) Rail Safety Worker Program.
RSW card	A Rail Safety Worker card that includes a Safeworking certification issued by TfNSW OD on behalf of TfNSW, Sydney Trains or NSW Trains.
sponsor	An employee of TfNSW, Sydney Trains or NSW Trains who is applying for a RISI waiver on behalf of a visitor or contractor.
TfNSW	Transport for New South Wales

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12. Related documents

<i>ESC 215</i>	<i>Transit space</i>
<i>NRFM-0895</i>	<i>Rail Industry Safety Induction (RISI) Waiver form</i>
<i>NRFM-1496</i>	<i>Application for RISI Waiver form</i>
<i>NRFM-1497</i>	<i>RISI Waiver for Emergency Services Exercises form</i>
<i>OI-1453</i>	<i>Police-Emergency Services entering the Rail Corridor</i>
<i>SPC 511</i>	<i>Boundary fences</i>

13. Effective date

15 August 2022

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14. Appendix

RISI exempted area review checklist

Location

Project details

Project Sponsor

<input type="text"/> <small>Name</small>	<input type="text"/> <small>Position</small>
<input type="text"/> <small>Organisation</small>	<input type="text"/> <small>Telephone</small>

Kilometre to

Adjacent track/s

Risk Assessment completed and copy attached

Site Safety Plan completed and copy attached

Site fencing

Allows access to, and departure from, the site or location without the need to enter the Danger Zone

Is substantially constructed and installed to physically prevent access to the Danger Zone

Complies with ESC 215 Transit space and SPC 511 Boundary fences

Does not impede the Drivers sighting of signals or track side signs

Does not impede or restrict immediate access to a Safe place by workers on adjacent tracks

Does not impede access to the track by emergency services

Does not impede or restrict egress from trains or stations by passengers in an emergency

Third party access

Are there any assets that need to be maintained by Sydney Trains or other parties **Y** **N**

If yes, provide details of access arrangements below

Sydney Trains review

Reviewed by Date

Comments