

# Network Rules and Network Procedures Certification Standard

*Version 9.2*

# Document Status

The current status of this document is shown below.

<b>Title</b>	Network Rules and Network Procedures Certification Standard
<b>Version</b>	9.2
<b>Effective date</b>	28 February 2025
<b>Publisher</b>	Network Rules
<b>Authorised by</b>	Director Network Standards, Systems and Quality, Sydney Trains

pre-release

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# 1. Purpose

The purpose of this Standard is to prescribe the competency requirements for all Safeworking certifications held by employees working for Transport for New South Wales (TfNSW), Sydney Trains, NSW Trains, or contractors performing work for or on behalf of these entities. This Standard also:

- maps Safeworking certifications against the competencies in the Network Rules and Network Procedures Training Standard
- prescribes the competency requirements for all Safeworking certifications recognised by Sydney Trains
- provides guidance on the issue, withdrawal and cancellation of Rail Safety Worker (RSW) authorisations.

# 2. Scope

The requirements of the Network Rules and Network Procedures Certification Standard apply to all Safeworking certifications held by employees or contractors for which a TfNSW RSW authorisation will be issued. Where this Standard refers to a RSW card, this applies to any RSW card with a Safeworking certification that is issued by TfNSW.

This Standard contains a matrix that maps the individual elements of competence required by each Safeworking certification against the Network Rules and Network Procedures Training Standard.

The elements of competence for each Safeworking certification defined in this document must be applied in their entirety during the development of Safeworking training and assessment materials.

This Standard also contains a table that summarises the Safeworking activities that can be performed by each Safeworking certification. This table is a guide only and the Network Rules and Network Procedures Training Standard should be referred to for specific competencies held by each Safeworking certification.



### 3. Network Rules and Network Procedures Training Standard

The Network Rules and Network Procedures Training Standard define the minimum requirements for training for a range of workplace activities associated with service delivery in the Sydney Trains Network. This Standard:

- describes the safeworking skills, knowledge, values and attitudes (competence) required to work on or near rail infrastructure
- is designed to be bundled with non-Safeworking competencies to cover the full range of work activities performed by a rail worker
- must be used to determine content for the development of Safeworking training and assessment resources
- is not a curriculum document or a training program
- is available on the RailSafe website.

An organisation that delivers training and assessment of workers implementing the Sydney Trains Network Rules and Network Procedures must:

- be a Registered Training Organisation (RTO) with the relevant Units of Competency, skillsets and/or qualifications in Rail Operations, Rail Infrastructure or Track Protection from the current Transport and Logistics Industry (TLI) training package on their scope of registration
- operate in accordance with the current Standards for Registered Training Organisations (RTOs)
- meet the requirements for training and assessment providers specified in the Network Rules and Network Procedures Training Standard.



## 4. Certification requirements

### 4.1 General

A current Safeworking certification must be held by all persons who will perform any Safeworking activity within the Sydney Trains Network.

If an employee holds a current RSW Card with a Safeworking certification, they are not required to have a separate (RISI) authorisation.

Contractors holding a Safeworking certification will need to hold a RIW card with the applicable Sydney Trains authorisations.

A Safeworking certification must only be issued to persons who can demonstrate a need for one arising from their employment or contractual arrangements with TfNSW, Sydney Trains, or NSW Trains.

If the Safeworking certification requirements of an employee change, their Safeworking certifications must be withdrawn and:

- any TfNSW issued RSW card must be returned or modified
- their RIW profile modified.

If an employee is terminated:

- any TfNSW issued RSW card must be returned
- the individual must be disassociated from the organisation in their RIW profile.

If the Safeworking certification requirements of a contractor change, any TfNSW issued authorisation must be modified on their RIW card.

### 4.2 Certification requirements for entry to the Rail Corridor

A minimum certification of Protection Officer Level 1, Assess Corridor Safety or other Safeworking certification with applicable Worksite Protection competencies, must be held if the Safeworking activity involves:

- assessing work activities within the Rail Corridor for potential to encroach on the Danger Zone, or
- supervising persons who do not hold a Safeworking certification within the Rail Corridor.



## 5. Training and assessment requirements

### 5.1 Training delivery

To deliver Safeworking training, the training provider must be an RTO. The training provider's scope of registration must include the relevant Units of Competency, skill sets and/or qualifications in Rail Operations, Rail Infrastructure or Track Protection from the TLI training package.

Safeworking training must only be conducted by a person who, as a minimum:

- meets the requirements specified in the Network Rules and Network Procedures Training Standard for Training and Assessment
- can demonstrate the relevant vocational/technical competencies at least to the level being delivered
- can demonstrate current rail industry experience directly relevant to the training to be delivered
- continues to develop their Vocational Education & Training (VET) knowledge & skills and maintain industry currency and trainer competence.

Safeworking training for Protection Officer Levels 1 to 4 will only be recognised from training providers approved by TfNSW Learning & Development (L&D) to deliver this training. Approved training providers must ensure that individual trainers:

- are pre-approved by TfNSW L&D before they are upskilled to deliver this training
- have current industry experience that includes at least two recent years' experience working in the Rail Corridor or relevant rail industry experience
- have a professional development plan showing how their currency in relevant rail industry skills is maintained and VET skills are developed.





## 5.2 Assessment of competence

The initial assessment of competence in a Safeworking certification can only be achieved by a person undertaking the appropriate training and successfully completing a competency assessment. The training materials and competency assessment resources must have been developed in accordance with this Standard.

Assessment or reassessment of Safeworking competence must only be conducted by a person who, as a minimum:

- meets the requirements specified in the Network Rules and Network Procedures Training Standard for Training and Assessment
- can demonstrate the relevant vocational and technical competencies at least to the level being assessed
- can demonstrate current industry experience directly relevant to the assessment being conducted
- can demonstrate ongoing professional development of their assessment and industry/vocational competencies
- continues to develop their VET knowledge and skills and maintain industry currency and assessor competency.

On receipt of evidence of competence to the required standard and the relevant medical clearance, TfNSW may issue an appropriate authorisation in accordance with section 5 of this Standard.



### **NOTE**

A Sydney Trains RSW authorisation will only be issued or modified if the participant is assessed as competent by an assessor approved by TfNSW, or an assessor working under the direct supervision of an approved assessor.





## 5.3 Reassessment of competence

Safeworking competency must be reassessed within a two-year period using an assessment instrument developed in accordance with this Standard. An assessment instrument for initial certification, or a modified assessment instrument developed specifically for the purposes of recertification, must be used.

If reassessment of competence is not completed within this two-year period, the competency will be viewed as lapsed. The certification must only be reissued upon successful completion of:

- the assessment tool for initial certification, or
- a specifically developed assessment tool that is used in conjunction with RPL that ensures the required standard of competence for initial certification is met.

## 5.4 Performing Rail Safety activities during training and assessment

Persons not holding a valid RSW authorisation may perform Rail Safety tasks or participate in practical training or assessment exercises provided that:

- they have successfully completed training in the applicable task
- they are directly supervised by a competent person who holds a current RSW authorisation applicable to the task being undertaken.



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### **NOTE**

The competent person at all times retains the responsibility for the rail safety work being undertaken and can do no other work that would interfere with the supervision of the worker.

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## 6. Rail Safety Worker (RSW) authorisations

### 6.1 RSW cards issued by TfNSW

A RSW card must be held by all employees who are performing Safeworking activities for or on behalf of TfNSW, Sydney Trains, or NSW Trains within the Sydney Trains Network. This card must be available for inspection upon request by authorised personnel.

The issue of an RSW card will be in accordance with Sydney Trains' System Procedure for RSW authorisations and identification.

This card is only valid for work carried out for or on behalf of TfNSW, Sydney Trains or NSW Trains.

This card must show the employees current Safeworking certifications.

When a RSW card with a Safeworking certification is modified, the existing card must be surrendered, and a new card issued. Only one RSW card issued by TfNSW with a Safeworking certification may be held by an individual at any time.

Any RSW card issued by TfNSW with a Safeworking certification or TfNSW issued RISI card held by an employee, must be surrendered before a new RSW card with a Safeworking certification is issued.

Any RSW authorisation conferred by the issue of an RSW card lapses on expiry of the date on the card. An individual with an expired, suspended or cancelled RSW authorisation is not authorised to work in the Sydney Trains Network.

### 6.2 Rail Industry Worker (RIW) cards

All contractors engaged to perform work for or on behalf of TfNSW, Sydney Trains or NSW Trains within the Sydney Trains Network that are required to hold RISI or other Safeworking certification will need to hold a RIW card with the applicable Sydney Trains authorisation.

The circumstances requiring contractors to hold RISI are detailed in Network standard NS 0923 Rail Industry Safety Induction.

Sydney Trains RISI authorisation is identified in the RIW system by the inclusion of TfNSW-Operator in the Role description field for RISI.

Sydney Trains issued RSW authorisations are identified in the RIW system by the inclusion of TfNSW preceding the applicable authorisation title i.e. TfNSW-Worksite Protection Officer 2.



## 6.3 Withdrawing an RSW authorisation following an incident, alleged Safeworking breach or Signal Passed At Danger (SPAD)

If a rail safety incident, alleged Safeworking breach or SPAD occurs, the Authorised person responding to the incident or breach must establish the severity of the incident and act in accordance with section 6.3.1 or 6.3.2.

If available evidence at the time suggests that the actions of an individual contributed to the incident, the relevant Safeworking authorisations of the individual may be withdrawn.

Withdrawal of an RSW authorisation in response to a safety incident, alleged Safeworking breach or SPAD means the individual's authority to perform Safeworking activities has been revoked.

If a decision is made to withdraw an RSW authorisation, any TfNSW issued card must be withdrawn or authorisation on a RIW card electronically blocked.

If a RSW authorisation is withdrawn, the Authorised Officer must forward a TfNSW issued RSW card to the employees Line manager and notify TfNSW in accordance with sections 6.3.4. about the circumstances of the removal including the:

- cardholder's name
- RIW number
- date of block/suspension
- reason for the suspension/block

Where an authorisation has been withdrawn and a post incident review has determined it is appropriate, an RSW authorisation for RISI only or other authorisations unrelated to the incident or breach may be reinstated in accordance with section 6.4 of this standard.

If a RSW authorisation has not been withdrawn and information becomes available post incident indicating the individuals' actions contributed to the incident, an Authorised person as listed in table 3 in section 6.3.6 must make arrangements to withdraw the RSW authorisation.



If it is necessary to reinstate a RISI authorisation for an RSW card holder, a RISI waiver may be issued in accordance with Network Standard *NS 0923 RISI*.

If the card has been returned to TfNSW, TfNSW must:

- make the required notation on the person's personal record
- retain the card until a decision to return or modify the authorisation is made
- inform the Contract Manager if the cardholder is a contractor.

If the card has been returned to the Line Manager or Contract Manager, the Line Manager or Contract Manager must:

- make the required notation on the employee's personal record
- retain the card until a decision to reinstate or modify the authorisation is made
- for a contractor, inform the cardholder in writing and notify TfNSW.

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### 6.3.1 Withdrawing a RSW authorisation following an incident or alleged Safeworking breach

If a rail safety incident or alleged Safeworking breach occurs, the Authorised person responding to the incident or breach must establish its severity using Table 1 below.

If the incident falls within Categories A to C and the actions of the individual contributed to the incident, the Authorised person must withdraw the RSW authorisations of those directly involved in the incident. The RSW card must be withdrawn or RIW authorisation blocked electronically..

If the incident falls within Categories D to F and the actions of the individual contributed to the incident, the Authorised person has the discretion to debrief the persons on-site and not withdraw their authorisation.

All withdrawn RSW cards must be forwarded to the cardholder’s Line manager.

If it is necessary to block an RIW authorisation, the process in section 6.3.5 for the withdrawal of the Sydney Trains authorisation must be followed.

Table 1

Category	Outcome
A	One or more fatalities
B	One or more major injuries and/or significant asset damage*
C	One or more minor injuries Psychological injury (as determined by a physician) Minor asset damage
D	Failure of process or equipment which has the potential to result in harm or damage
E	Failure of process or equipment which DID NOT have credible potential to result in harm or damage
F	A reported incident that upon investigation is found to not be a failure of process or equipment, and did not cause harm or damage

\* Major injuries are those that require admission to hospital. Major asset damage is damage to machinery or other assets that renders it inoperable



## 6.3.2 Withdrawing an RSW authorisation following a SPAD

If a signal is passed at Danger (SPAD), the Authorised person responding to the incident or breach must establish the severity using Table 2 below.

Table 2

Category	Description	Example/Detail
A	Collision or derailment affecting a passenger running line.	Collision between two trains, with infrastructure or road motor vehicle. Derailment at catch points.
B	Rail traffic has entered a potential conflict zone. Collision or derailment on a freight-only running line.	Rail traffic has progressed to a point where a conflict could occur. Collision between two trains, with infrastructure or road motor vehicle. Derailment at catch points.
C	Rail traffic has passed the signal by more than 100 metres, but remains within the signal overlap.	System controls worked to maintain safety but were tested by the incident, e.g. train is stopped by an infrastructure control (train stop).
D	Rail traffic has passed the signal by less than 100 metres.	System controls worked to maintain safety. Train was under Driver control and being braked at the time.
E	Within maintenance centres and stabling yards or possession and not affecting a passenger running line.	If not wholly within the yard, depot, or possession, then Categories A to D above.
F	Signal Returned in Face of Driver (RIFOD).	Caused by deliberate or unintentional human error, or equipment failure. Route previously clear so probability of collision or derailment negligible.

If the incident falls within Category A or B and the actions of an individual contributed to the incident, the Authorised person must withdraw the RSW authorisations of those directly involved in the incident. The withdrawn cards must be forwarded immediately to TfNSW.

If the incident falls within Categories C to F, the Authorised person has the discretion to debrief the person or persons on-site and not withdraw their authorisations. If an RSW authorisation is withdrawn, withdrawn cards must be forwarded immediately to the cardholder's Line Manager for employees or Contract Manager for contractors.





### 6.3.3 Withdrawing an RSW authorisation following a breach of Drug and Alcohol policy

All Sydney Trains RSW authorisations must be immediately withdrawn when an employee or contractor returns a positive result for alcohol or drugs.

Where a positive result is returned, the Authorised person must immediately withdraw the RSW card or make arrangements for the RIW authorisation to be electronically blocked.

If the RIW authorisation cannot be blocked, the RIW card must be withdrawn.

Withdrawn RSW/RIW cards must be returned to:

- Senior Manager Rail Safety Programs Sydney Trains for Sydney Trains employees or Contractors
- Line Manager for NSW trains employees.

Upon receipt of a returned RSW/RIW card, the Senior Manager Rail Safety Programs Sydney Trains or Line Manager must make arrangements with TfNSW for the card holders record to be updated and any Sydney Trains authorisation on a RIW card to be electronically blocked.

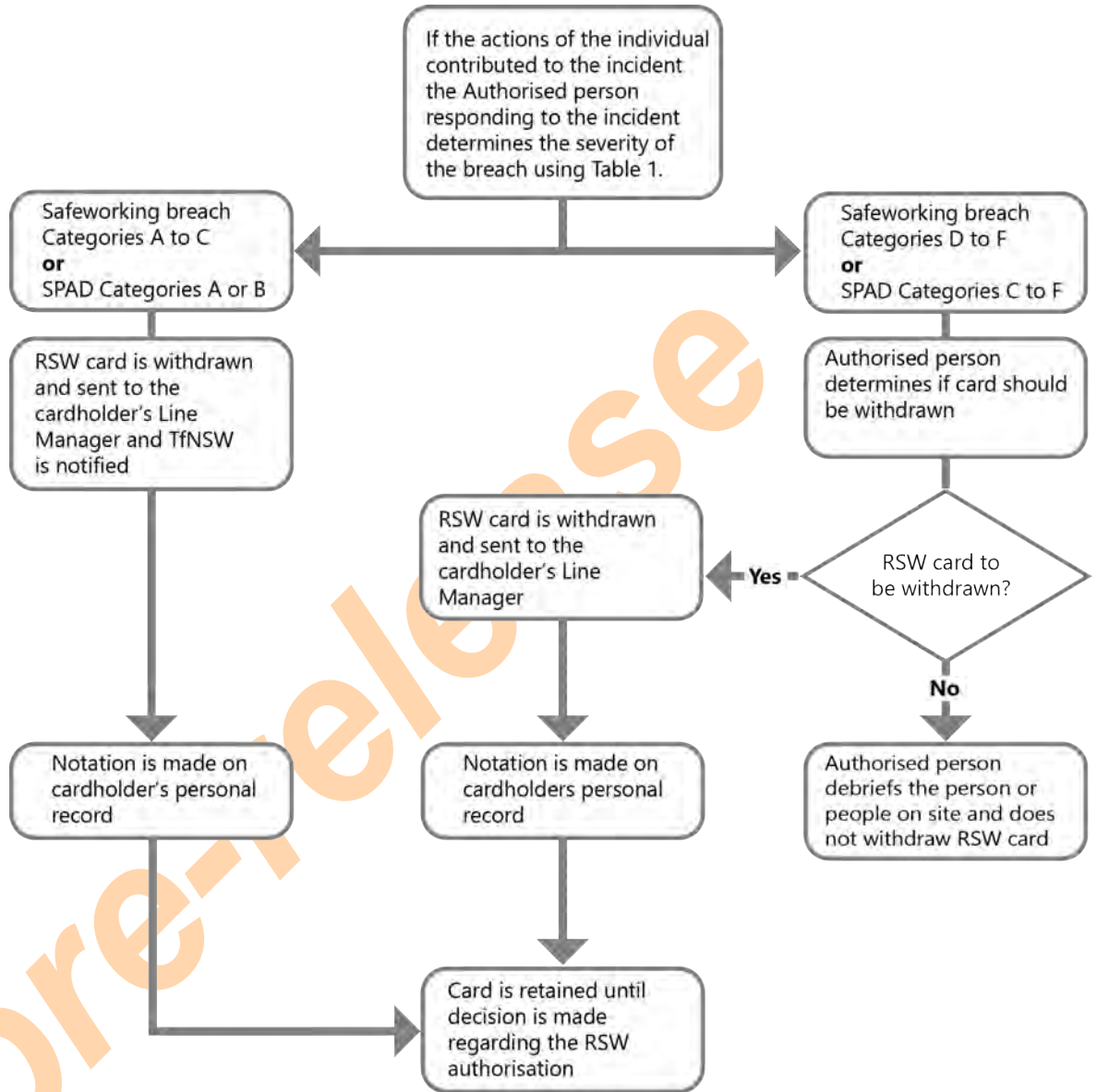
Withdrawn RSW cards must be retained by the Senior Manager Rail Safety Programs Sydney Trains or Line Manager. Withdrawn RIW cards must be returned to the card holder once any Sydney Trains authorisation is electronically blocked.

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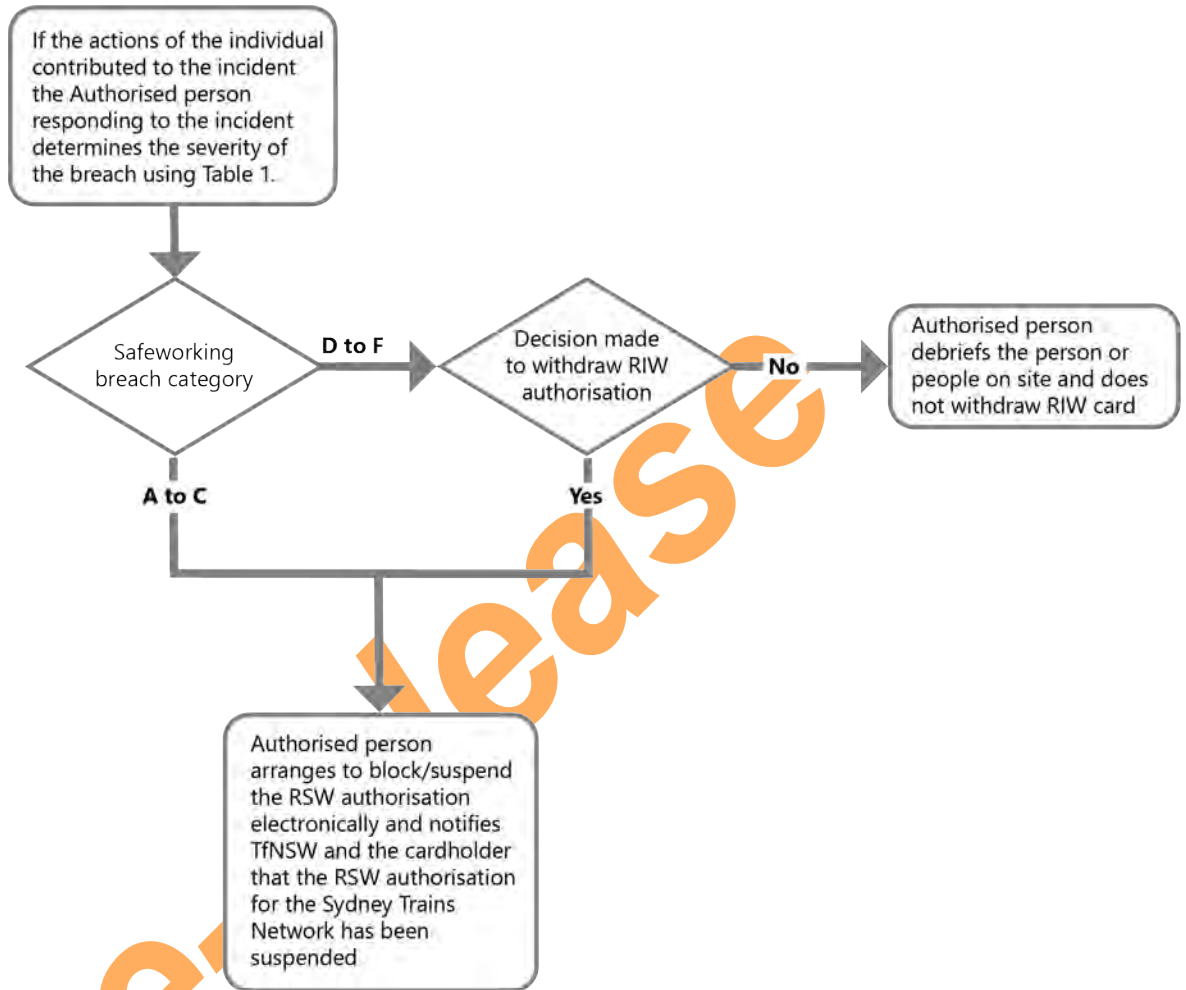




### 6.3.4 Process for withdrawal of an RSW authorisation (TfNSW issued RSW card)



### 6.3.5 Process for withdrawal of an RSW authorisation (RIW card)



## 6.3.6 Persons authorised to withdraw an RSW authorisation

The persons detailed in Table 3 below are authorised to withdraw a RSW authorisation in response to an incident, alleged Safeworking breach, SPAD or Drug or Alcohol breach.

Table 3

Authorised Person	Card holder
Duty Control Manager ROC	Persons directly involved in incident
Incident Rail Commander	Persons directly involved in incident
Persons undertaking audits or investigations	Persons directly involved in incident
Line Managers	Employees reporting directly to Line Manager
Contracts Manager, Sydney Trains	Contractors engaged by or on behalf of Sydney Trains
Director People, Planning & Capability, NSW Trains	NSW Trains employees or contractors engaged by or on behalf of NSW Trains
Senior Manager Standards & Competence, NSW Trains	NSW Trains employees or contractors engaged by or on behalf of NSW Trains
Executive Director Health and Safety, TfNSW	TfNSW employees or contractors engaged by or on behalf of TfNSW
Executive Director Health & Safety, Project Delivery, Sydney Metro	TfNSW employees or contractors engaged by or on behalf of Sydney Metro Delivery
Authorised Persons (D&A testing)	All



## 6.4 Reinstating a RSW authorisation following an incident or alleged Safeworking breach

If sufficient information is available, a decision to reinstate a withdrawn RSW authorisation in response to an incident, alleged Safeworking breach or SPAD can be made by the applicable manager as detailed in Table 4 below.

Table 4

Category	Authorised Person
A	Executive Director Safety, Environment, Quality and Risk, Sydney Trains. Executive Director Health and Safety, TfNSW Executive Director Health & Safety Project Delivery, Sydney Metro
B	Level 3 Manager
C	Line Manager
D	Line Manager
E	Line Manager
F	Line Manager

Before an RSW authorisation is reinstated, the approving manager must ensure any remedial action has been completed and the approving manager is satisfied that the worker meets all the requirements to hold the applicable authorisation.

All decisions made to reinstate an RSW authorisation must be made in accordance with this Standard.

RSW authorisations held by contractors must not be reinstated without the permission of the Authorised person in Table 4a.

Table 4a

Authorised Person	Card holder
Director Network Standards, Systems and Quality, Sydney Trains	Contractors engaged by or on behalf of Sydney Trains
Director People, Planning & Capability, NSW Trains	Contractors engaged by or on behalf of NSW Trains
Executive Director Health and Safety, TfNSW	Contractors engaged by or on behalf of TfNSW



If necessary to assist with this decision, advice should be sought and documented from the following:

- Executive Director Safety, Environment, Quality and Risk, Sydney Trains.
- Director Network Standards, Systems and Quality, Sydney Trains
- Chief Health Officer for Sydney Trains
- Director People, Planning & Capability, NSW Trains
- Senior Manager Standards & Competence, NSW Trains
- Engineering Discipline Head
- Executive Director Health and Safety, TfNSW
- Executive Director Health & Safety Project Delivery, Sydney Metro.

#### 6.4.1 Reinstating a withdrawn RSW authorisation following a Safeworking breach or incident that falls within Categories A to C or SPADs that fall within Category A or B

If RSW authorisation has been withdrawn as a result of a safety breach or incident that falls within Categories A to C of Table 1 (see 6.3.1), or a SPAD that falls within Category A or B in Table 2 (see 6.3.2), the respective person in the following list must be notified in writing prior to reinstating the RSW authorisation.

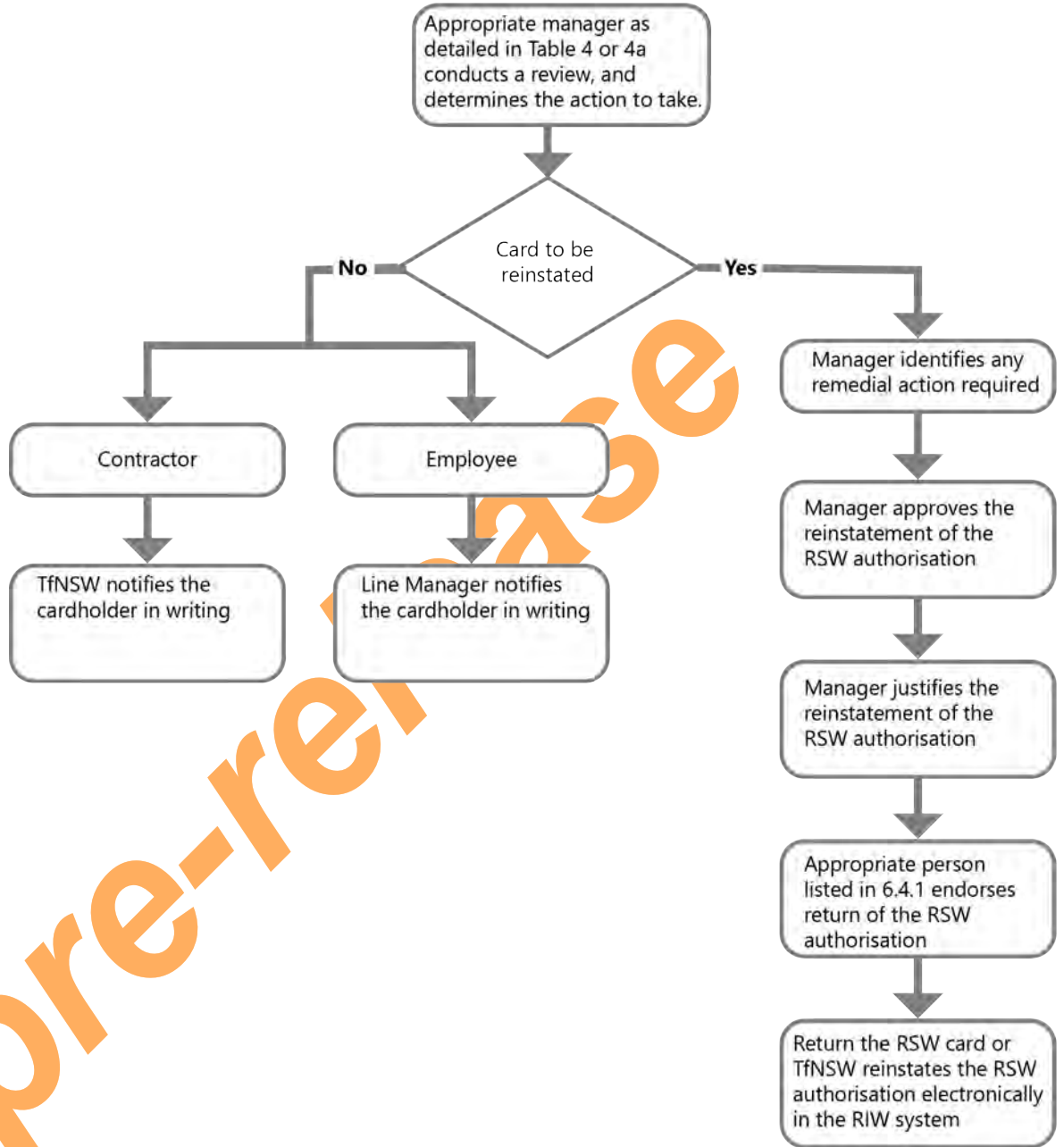
- Director Network Standards, Systems and Quality, Sydney Trains
- Director People, Planning & Competence, NSW Trains
- Senior Manager Standards & Competence, NSW Trains
- Executive Director Health and Safety, TfNSW
- Executive Director Health & Safety Project Delivery, Sydney Metro.

This notification must provide justification for the return or modification of the authorisation and detail any remedial actions that have been taken.

Once satisfactory justification has been provided, the approving manager must arrange to have the RSW authorisation reinstated and the RSW card returned to the cardholder or RSW authorisation reinstated electronically in the RIW system.



If alteration to RSW card is required, arrangements must be made with TfNSW for the issue of a new modified card.





## 6.4.2 Reinstating a withdrawn RSW authorisation following a Safeworking breach or incident that falls within Categories D to F or SPADs that fall within Categories C to F

If an authorisation has been withdrawn owing to a Safeworking breach or incident that falls within Categories D to F of Table 1 (see 6.3.1), or a SPAD that falls within Categories C to F in Table 2 (see 6.3.2) the respective person listed below must be notified in writing when the RSW authorisation has been reinstated.

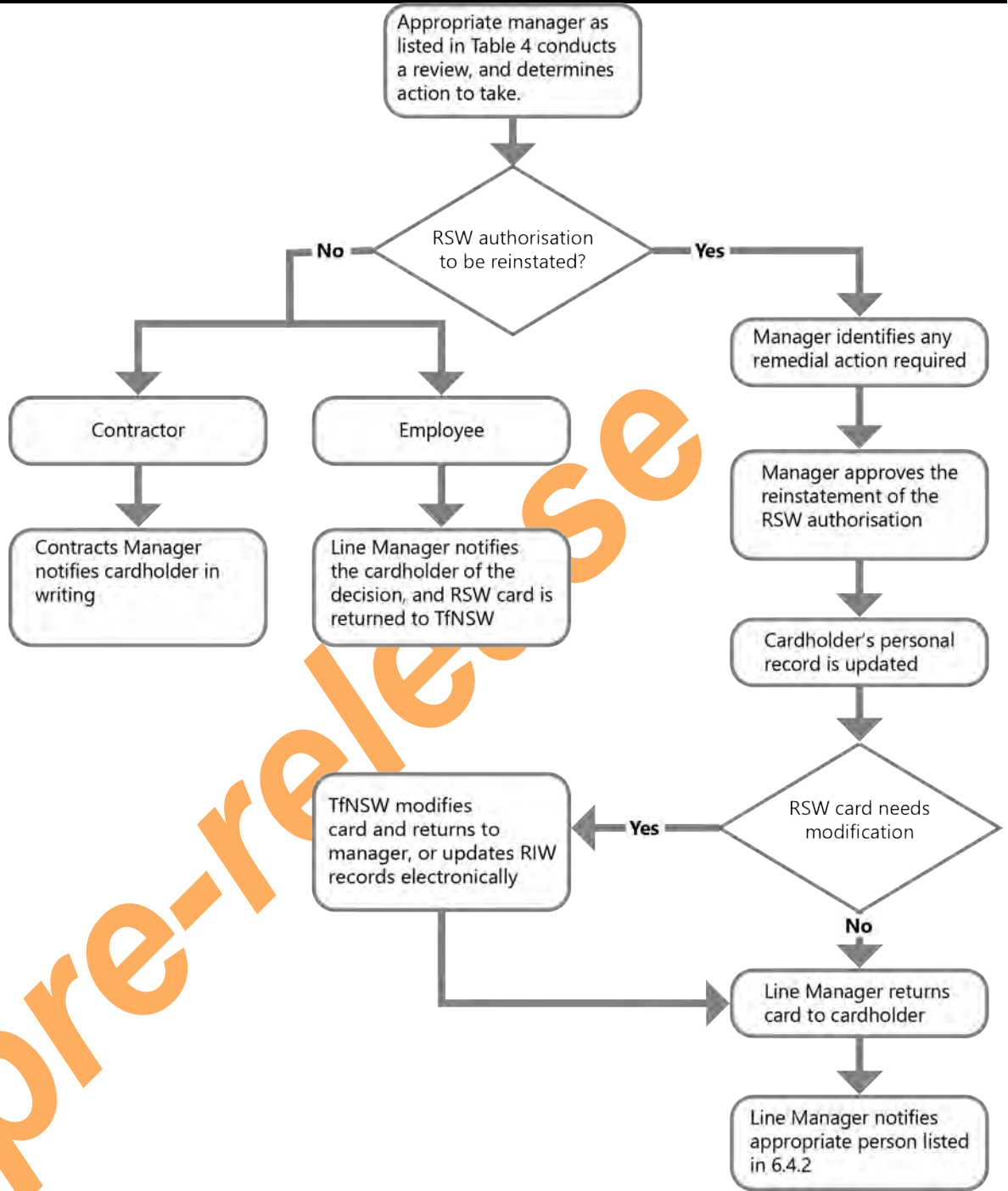
- Director Network Standards, Systems and Quality, Sydney Trains
- Senior Manager Standards & Competence, NSW Trains
- Executive Director Health and Safety, TfNSW
- Executive Director Health & Safety Project Delivery, Sydney Metro.

This notification should detail:

- the date of return or modification of the card
- any remedial actions that have been taken.







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### 6.4.3 Reinstating a withdrawn RSW authorisation following a breach of Drug and Alcohol policy

A withdrawn RSW authorisation may be reinstated only by persons listed in table 5 below or a delegate appointed in writing by them.

When making a decision regarding the reinstatement of a withdrawn RSW authorisation, the authorised person must obtain advice from Chief Health Officer for Sydney Trains regarding the successful completion of any rehabilitation or return to work programs and satisfy themselves that there are no significant historical safety performance issues.

Table 5

Authorised Person	Card holder
Director Network Standards, Systems and Quality, Sydney Trains	Sydney Trains employees or contractors engaged by or on behalf of Sydney Trains
Director People, Planning & Competence, NSW Trains	NSW Trains employees or contractors engaged by or on behalf of NSW Trains
Executive Director Health and Safety, TfNSW	TfNSW employees or contractors engaged by or on behalf of TfNSW

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## 7. Safeworking Certification Matrix

The Safeworking Certification Matrix displays the Safeworking certification horizontally across the table and maps this against the applicable suite of competencies within the Network Rules and Network Procedures Training Standards which are listed vertically.

If variations to a suite of competencies are required for a particular Safeworking certification, these variations are indicated by a small number displayed beside the tick (✓<sup>1</sup>) and detailed in a footnote.

Where a Safeworking certification includes an optional element of competence to perform handsignalling operations at level crossings, an \* symbol will be displayed beside the tick (✓\*) and detailed in a footnote.

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# Safeworking Certification Matrix

Competency	Safeworking Certification	Engineering Handsignaller Level 1 (WHA01)	Engineering Handsignaller Level 2 (WHA02)	Track Vehicle Operator (WTV01)	Track Protection Officer Level 1	Track Protection Officer Level 2	Track Protection Officer Level 3	Track Protection Officer Level 4	Shunting Work Trains	Safeworking Officer Level 1 (WSA01)	Safeworking Officer Level 2 (WSA02)	Driver	Guard	Passenger Attendant/ Senior Passenger Attendant	Passenger Service Supervisor	Compliance Officer/Standards Officer	Signaller	Network Controller	Incident Rail Commander	Network Rollingstock Maintainer	Access the Danger Zone	Shunter	Station Staff Level 1	Station Staff Level 2 (DM, SM, SDM, CSAQ, CSAQTL)	Station Staff performing shunting operations	Station Staff performing signalling operations	Transport Officer	Security Personnel	Test and Check Level Crossings	Assess Corridor Safety	
C101 Work under supervision																															
C102 Operate under track protection rules Level 1		✓ <sup>14</sup>	✓ <sup>14</sup>																												✓ <sup>13</sup>
C103 Operate under track protection rules Level 2			✓						✓																						
C104 Perform customer service in the Rail Corridor									✓ <sup>1</sup>					✓ <sup>1</sup>	✓ <sup>1/8</sup>					✓ <sup>5/12</sup>	✓ <sup>2/5</sup>	✓ <sup>9</sup>	✓ <sup>10</sup>	✓ <sup>11</sup>	✓	✓ <sup>3</sup>	✓ <sup>3</sup>				
C105 Control rail traffic movements Level 1											✓						✓ <sup>16</sup>		✓							✓					
C106 Control rail traffic movements Level 2																		✓													
C107 Perform rail operations Level 1			✓						✓	✓	✓	✓	✓			✓															
C108 Perform rail operations Level 2			✓						✓ <sup>11</sup>	✓	✓	✓	✓ <sup>15</sup>			✓															
C109 Perform rail operations Level 3										✓	✓	✓	✓			✓															
C110 Perform rail operations Level 4												✓				✓															
C111 Conduct shunting and marshalling operations																						✓									
C112 Coordinate and manage track protection				✓	✓	✓	✓	✓		✓	✓									✓											
C112A Implement Lookout Working				✓	✓	✓	✓	✓		✓	✓									✓											
C112B Implement ASB				✓	✓	✓	✓	✓		✓	✓									✓											
C112C Implement TOA						✓	✓	✓												✓											
C112D Implement TWA							✓	✓												✓											
C112E Implement LPA								✓												✓											
C112F Operate Automatic Track Warning Systems					✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>																							
C112G Signal key switches			✓ <sup>6^</sup>		✓ <sup>7#</sup>	✓ <sup>7#</sup>	✓ <sup>#%</sup>	✓ <sup>#%</sup>																							
C113 Perform handsignalling operations at level crossings																								✓ <sup>*</sup>	✓ <sup>*</sup>	✓ <sup>*</sup>				✓ <sup>4</sup>	

## NOTES

- 1 NWTC 104.2, NWTC 104.3 not required
- 2 NGEC 104.4f, NGEC 104.7, NWTC 104.2, NWTC 104.3, NTRC 104.1 not required
- 3 NWTC 104.2, NWTC 104.3, NTRC 104.1 not required
- 4 NGEC 113.5 not required
- 5 NTRC 111.6d additional competency required
- 6 NWTC 112G.1, NWTC 112G.3 not required
- 7 NWTC 112G.2c, NWTC 112G.2h, NWTC 112G.3 not required
- 8 NSGC 108.1, NSGC 108.2, NSGC 108.3, NSGC 108.4, NSGC 108.5, NSGC 108.6, NSGC 108.7, NSYC 109.1, NSYC 109.2, NSYC 109.3, additional competency required
- 9 NGEC 105.7 additional competency required
- 10 NSGC 103.1, NGEC 105.7 additional competency required
- 11 NSGC 103.1, NGEC 105.7, NGEC 111.2, NTRC 111.5, NTRC 111.6, NTRC 111.8, NSYC 111.1, NSGC 111.1, NSGC 111.2, NSGC 111.3, NSGC 111.4, NSGC 111.5 additional competency required
- 12 NTRC 108.4 additional competency required
- 13 NWTC 102.2, NWTC 102.3 not required
- 14 NWTC 102.4 not required
- 15 NTRC 108.4 not required
- 16 NTRC 105.5e not required
- \* Additional competency to perform handsignalling operations at level crossings will be shown on the RSW card using the code **LX**
- \$ Additional competency Automatic Track Warning Systems will be shown on the RIW card
- # Additional competency Using Signal Key Switch Blocking will be shown on the RIW card
- ^ Additional competency Operate Signal Fitted with Signal Key Switch will be shown on the RIW card
- % Additional competency Use Signal Key Switch for Track Work Authority will be shown on the RIW card

## 8. Summary of workplace activities

The following table gives a brief description of the tasks that can be performed by each of the Safeworking certifications.

Safeworking Certification	Additional Competencies	Summary of Tasks
Engineering Handsignaller Level 1	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Act as a Lookout</li> <li>• Act as an inner or outer Handsignaller not at a fixed signal</li> </ul>
Engineering Handsignaller Level 2	<i>Competencies for Engineering Handsignaller Level 1</i>	<ul style="list-style-type: none"> <li>• Activities as prescribed for Handsignaller Level 1</li> <li>• Act as an inner or outer Handsignaller at a fixed signal</li> <li>• Act as a Handsignaller at defective signals</li> <li>• Manually operate power-operated points</li> <li>• Pilot rail traffic into and within a possession area</li> <li>• Handsignal at defective level crossings</li> </ul>
Assess Corridor Safety	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Supervise persons crossing track</li> <li>• Assess work activities within the Rail Corridor for the potential to encroach on the Danger Zone</li> <li>• Walk safely in the Danger Zone</li> </ul>
Protection Officer Level 1	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Assess all risks associated with work within, and/or entry to, the Rail Corridor</li> <li>• Identify level of protection required</li> <li>• Implement the Lookout Working and ASB methods of Worksite Protection</li> <li>• Act as a Lookout</li> </ul>
Protection Officer Level 2	<i>Competencies for Protection Officer Level 1</i>	<ul style="list-style-type: none"> <li>• Activities as prescribed for PO 1</li> <li>• Implement a TOA</li> <li>• Arrange for track vehicles or work trains to enter the limits of a TOA</li> <li>• Obtain the half pilot staff for a TOA</li> <li>• Manage an individual worksite within a TOA or an LPA</li> <li>• Pilot rail traffic into and within a possession area</li> </ul>





Safeworking Certification	Additional Competencies	Summary of Tasks
Protection Officer Level 3	<i>Competencies for Protection Officer Level 2</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for PO 2</li> <li>Implement a TWA</li> <li>Obtain an X, Y and Z key</li> <li>Act as a designated Protection Officer to coordinate the passage of rail traffic through multiple worksites</li> </ul>
Protection Officer Level 4	<i>Competencies for Protection Officer Level 3</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for PO 3</li> <li>Implement and manage an LPA</li> <li>Arrange for work trains to enter the limits of an LPA</li> </ul>
Operate Automatic Track Warning Systems	<p><i>Nil</i></p> <p><b>MUST</b> hold current Protection Officer Certification</p>	<ul style="list-style-type: none"> <li>install an Automatic Track Warning System</li> <li>operate an Automatic Track Warning System</li> <li>Obtain an X, Y and Z key</li> </ul>
Use signal key switches	<p><i>Nil</i></p> <p><b>MUST</b> hold current Protection Officer Certification or Engineering Handsignaller Level 2 Certification</p>	<ul style="list-style-type: none"> <li>PO 1 to PO 4 implement and manage SKS Blocking method of worksite protection</li> <li>PO3 to PO4 use a signal key switch during TWA</li> <li>Engineering Handsignaller Level 2 operate a signal key switch</li> </ul>
Track Vehicle Operator	<i>Nil</i>	<ul style="list-style-type: none"> <li>Work and walk safely in the Rail Corridor</li> <li>Give and interpret handsignals to control rail traffic movements</li> <li>Protect rail traffic</li> <li>Implement Protection using NTR 432</li> <li>Operate non-interlocked points</li> <li>Operate a track vehicle outside defined worksite</li> <li>Identify, interpret and respond correctly to signs, signals and indicators</li> <li>Obtain a TOA for track vehicle movements</li> <li>Implement the Lookout Working and ASB methods of Worksite Protection</li> <li>Direct track vehicle movements within a possession</li> </ul>
Shunting Work Trains	<b>MUST</b> hold current Engineering Handsignaller level 2 and Track Machine Operator Certification	<ul style="list-style-type: none"> <li>Direct track vehicle movements within a possession</li> <li>Control and ensure the safety of shunting and marshalling of work train movements within limits of a worksite</li> </ul>



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<b>Safeworking Certification</b>	<b>Additional Competencies</b>	<b>Summary of Tasks</b>
Safeworking Officer Level 1	<i>Competencies for Track Vehicle Operator</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for Track Vehicle Operator</li> <li>Perform the duties of a Qualified Worker when operating a track vehicle as a train</li> <li>Operate ground frames</li> </ul>
Safeworking Officer Level 2	<i>Competencies for Safeworking Officer Level 1</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for Safeworking Officer Level 1</li> <li>Perform the Safeworking duties of a Signaller</li> <li>Follow the correct procedures for controlling rail traffic movements in RVD areas</li> </ul>
Station Staff level 1	<i>Nil</i>	<ul style="list-style-type: none"> <li>Work and walk safely in the Rail Corridor</li> <li>Give and interpret STOP and ALL CLEAR handsignals</li> <li>Act as a Lookout</li> <li>Implement the Lookout Working and ASB methods of Worksite Protection</li> </ul>
Station Staff level 2 (DM, SM, SDM, CSAQ, CSAQTL)	<i>Competencies for Station Staff level 1</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for Station Staff level 1</li> <li>Act as a Handsignaller at defective signals</li> <li>Manually operate power-operated points</li> </ul>
Station Staff performing shunting operations	<i>Competencies for Station Staff level 2</i>	<ul style="list-style-type: none"> <li>Activities prescribed for Station Staff level 2</li> <li>Give and interpret handsignals to control rail traffic movements</li> <li>Operate non-interlocked points</li> <li>Operate ground frames</li> </ul>
Station Staff performing signalling operations	<i>Competencies for Station Staff level 2</i>	<ul style="list-style-type: none"> <li>Give and interpret handsignals to control rail traffic movements</li> <li>Authorise/implement track protection authorities, as appropriate</li> <li>Perform the Safeworking duties of a Signaller</li> <li>Follow the correct procedures for controlling rail traffic movements in RVD areas</li> <li>Act as a Lookout</li> <li>Implement the Lookout Working and ASB methods of Worksite Protection</li> <li>Act as a Handsignaller at defective signals</li> <li>Manually operate power-operated points</li> </ul>
Incident Rail Commanders	<i>Competencies for Station Staff performing Signalling functions and Protection Officer level 4</i>	<ul style="list-style-type: none"> <li>Activities as prescribed for Station Staff performing Signalling functions</li> <li>Activities as prescribed for Protection Officer level 4</li> </ul>

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Safeworking Certification	Additional Competencies	Summary of Tasks
Test and Check Level Crossings	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Walk safely in the Danger Zone</li> <li>• Test the operation of Type F Level Crossings</li> </ul>
Perform handsignalling at level crossings	<i>Competencies for Test and Check Level Crossings</i>	<ul style="list-style-type: none"> <li>• Activities prescribed for Test &amp; Check Level Crossings</li> <li>• Perform handsignalling operations at level crossings</li> <li>• Manually operate Type F Level Crossings</li> </ul>
Signaller	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Give and interpret handsignals to control rail traffic movements</li> <li>• Authorise/implement track protection authorities, as appropriate</li> <li>• Perform the Safeworking duties of a Signaller</li> <li>• Follow the correct procedures for controlling rail traffic movements in RVD areas</li> <li>• Act as a Lookout</li> <li>• Implement the Lookout Working and ASB methods of Worksite Protection</li> <li>• Act as a Handsignaller at defective signals</li> <li>• Manually operate power-operated points</li> </ul>
Network Controller	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Authorise the implementation of track protection, as required</li> <li>• Respond correctly to control rail traffic movements if there is an incident or equipment failure, or during equipment testing</li> <li>• Perform the Safeworking duties of a Train Controller</li> <li>• Follow the correct procedures for controlling rail traffic movements in RVD areas</li> </ul>

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Safeworking Certification	Additional Competencies	Summary of Tasks
Guard	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Give and interpret handsignals to control rail traffic movements</li> <li>• Protect trains</li> <li>• Operate non-interlocked points</li> <li>• Operate groundframes</li> <li>• Identify, interpret and respond correctly to signs, signals and indicators</li> <li>• Ensure that the correct procedure for rail vehicle operations in RVD areas are followed</li> <li>• Ensure that trains are fit to travel in the Network and take appropriate action if equipment or vehicles are defective</li> <li>• Operate emergency push button when the safety apparatus has failed or has been isolated</li> <li>• Safely control shunting movements</li> <li>• Deal with defective equipment, defective vehicles and incidents enroute</li> </ul>
Driver	<i>Competencies for Guard</i>	<ul style="list-style-type: none"> <li>• Activities as prescribed for Guard</li> <li>• Implement Protection using NTR 432</li> <li>• Operate a train</li> </ul>
Compliance Officer/Standards Officer	<i>Competencies for Driver</i>	<ul style="list-style-type: none"> <li>• Activities as prescribed for Driver</li> </ul>
Passenger Attendant/Senior Passenger Attendant	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Walk safely in the Rail Corridor</li> <li>• Give and interpret STOP, <b>DANGER</b> and ALL CLEAR handsignals</li> <li>• Protect trains in an emergency</li> </ul>
Passenger Services Supervisor	<i>Competencies for Passenger Attendant/ Senior Passenger Attendant</i>	<ul style="list-style-type: none"> <li>• Activities prescribed for Passenger Attendant/Senior Passenger Attendant</li> <li>• Accompany Driver during safety apparatus failures or following an incident</li> </ul>
Transport Officer	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Give and interpret STOP, <b>DANGER</b> and ALL CLEAR handsignals</li> </ul>
Access the Danger Zone	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Give and interpret STOP, <b>DANGER</b> and ALL CLEAR handsignals</li> </ul>

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Safeworking Certification	Additional Competencies	Summary of Tasks
Network Rollingstock Maintainer	<i>Competencies for Access the Danger Zone</i>	<ul style="list-style-type: none"> <li>• Activities prescribed for accessing the Danger Zone</li> <li>• Give and interpret STOP, <b>DANGER</b> and ALL CLEAR handsignals</li> <li>• Act as a Lookout</li> <li>• Implement the Lookout Working and ASB methods of Worksite Protection</li> <li>• Implement Protection using NTR 432</li> </ul>
Shunter	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> <li>• Give and interpret handsignals to control rail traffic movements</li> <li>• Operate non-interlocked points</li> <li>• Operate ground frames</li> <li>• Control and ensure the safety of shunting and marshalling movements</li> </ul>
Security Personnel	<i>Nil</i>	<ul style="list-style-type: none"> <li>• Work and walk safely in the Rail Corridor</li> </ul>

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# Definitions

Authorised person	A person authorised in section 6 of this standard to withdraw RSW cards.
Authorisation	Workers authorised to carry out rail safety work for or on behalf of TfNSW, Sydney Trains or NSW Trains. This authorisation to perform the rail safety work lapses with the expiry date on the card. Where the work that is being performed requires certification from another licensing body, the worker must be in possession of such certification before commencing the work.
Competence	The consistent application of knowledge, skills, values and attitudes to the standard required in the workplace. It embodies the ability to transfer competency to new situations and environments.
Qualified Worker	Worker certified to carry out the relevant task.
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 this 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 on behalf of TfNSW, Sydney Trains or NSW Trains.
TfNSW	Transport for New South Wales