

Metro Academy Bulletin

Number: MA-BUL-2023-01

Issued: 1 November 2023

Purpose

This bulletin is to provide communication regarding the updates and changes to the procedure [A1626 'Work on Track' Competency Management Procedure Version 3.0](#). These changes impact Rail Safety Workers (RSW) who require or hold 'Work on Track' Safeworking competency for working on the MTM Metropolitan Rail Network. It also applies to Safeworking companies when booking RSW in for training to ensure that the correct paperwork is submitted at the time of enrolment.

The changes are effective as of 6th November 2023.

Background

Section 117 of the Rail Safety National Law (RSNL) requires rail transport operators to ensure that each Rail Safety Worker (RSW) who is to carry out rail safety work in relation to accredited railway operations has the competence to carry out the work. This means all workers including MTM employees as well third-party contractors that operate on the MTM Metropolitan Rail Network must have completed the rail safety training and achieved the required competencies.

The competency management process covers:

- Initial Competency requirements and pathway; and,
- Ongoing Competency Maintenance (renewal).

Metro Trains Melbourne (MTM) released [A1626 'Work on Track' Safeworking Competency Management Procedure Version 2.0](#) in January 2023.

Due the changing nature of the rail industry and in response to the availability of certain types of track protection, a review was undertaken to ensure that the pre-requisite process for RSW booking into safeworking competency upgrades is achievable and fair.

The updates were based on industry feedback as well as MTM operational and audit results.

Metro Academy Bulletin

Number: MA-BUL-2023-01

Issued: 1 November 2023

Updates to A1626 'Work on Track Safeworking Competency Management Procedure (Version 3.0)

The following key updates apply to Version 3.0:

- Updated requirements for Pre-Requisite evidence to be demonstrated by RSW undertaking safeworking competency upgrades
- Clarified definition around Live Train Running Environment
- Clarification around minors and TTSA
- Clarification around renewal requirements, exemption and consideration
- Removal of appendix and instead direct reference to A9802 Per-Requisite Declaration Form
- Addition of authorized delegate nomination for safeworking companies
- Addition of alternate pathway process for rail safety workers

Pre-Requisite Process

As per [A9802 Pre-Requisite Declaration form](#) RSW and their associated safeworking companies will now be required to populate the table contained in A9802 Pre-Requisite Declaration Form, with the required detail as a part of the enrolment submission for safeworking competency upgrade.

The completed form must be submitted to railsafetyprereq@metrotrains.com.au at minimum of 5 business days before the course commences.

Questions

Questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au