



# General Safety Advice – Queensland Rail



Workplace managers and supervisors are to review the general advice and should provide their workers with the opportunity to view this information if applicable.

There is no set timeframe to communicate this information to affected workers.

**Issue date:** 23/11/2020

**Expiry date:** 23/11/2020 To be removed from the safety and environment notice board.

## Changes to the Recipient Training Course and Recipient Qualifications (applicable from 14/12/2020)

### Attention: Recipients and their Supervisors, Traction Authorised Persons

#### Background

There have been changes to the training requirements, qualifications and maintenance of competency procedure for Recipients working On or Near Queensland Rail's 25 kV electrified network.

The changes have considered updates in legislation (considering fines adopted by state legislation), feedback from electricity entity audits and lessons learnt from recent incidents.

#### Qualifications

The Recipient qualifications have changed from two (2) streams into three (3) streams;

Old Recipient Qualifications	New Recipient Qualifications
Recipient/AP (Form C/SCA/SWA)	Recipient - Form C (Permit to work on and near overhead lines)
	Recipient - SCA/SWA (Safety clarification advice/Standard Work Activity)
Recipient/AP - Form D	Recipient - Form D (Permit to Work on High Voltage Apparatus)

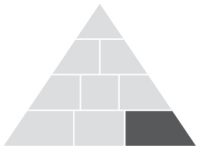
Supervisors and/or managers will now be required to determine which Recipient qualification(s) is required before nominating employees for training. Recipients should only undertake the training in the qualification stream that they can maintain competence in (competency maintenance requirements are listed below).

Existing Recipients (Authorised Persons) will be transitioned to the new qualification when reaccreditation of the existing qualification is due. Supervisors of existing Recipients will be contacted by the Asset Training Delivery team to determine which of the new qualifications will be required.

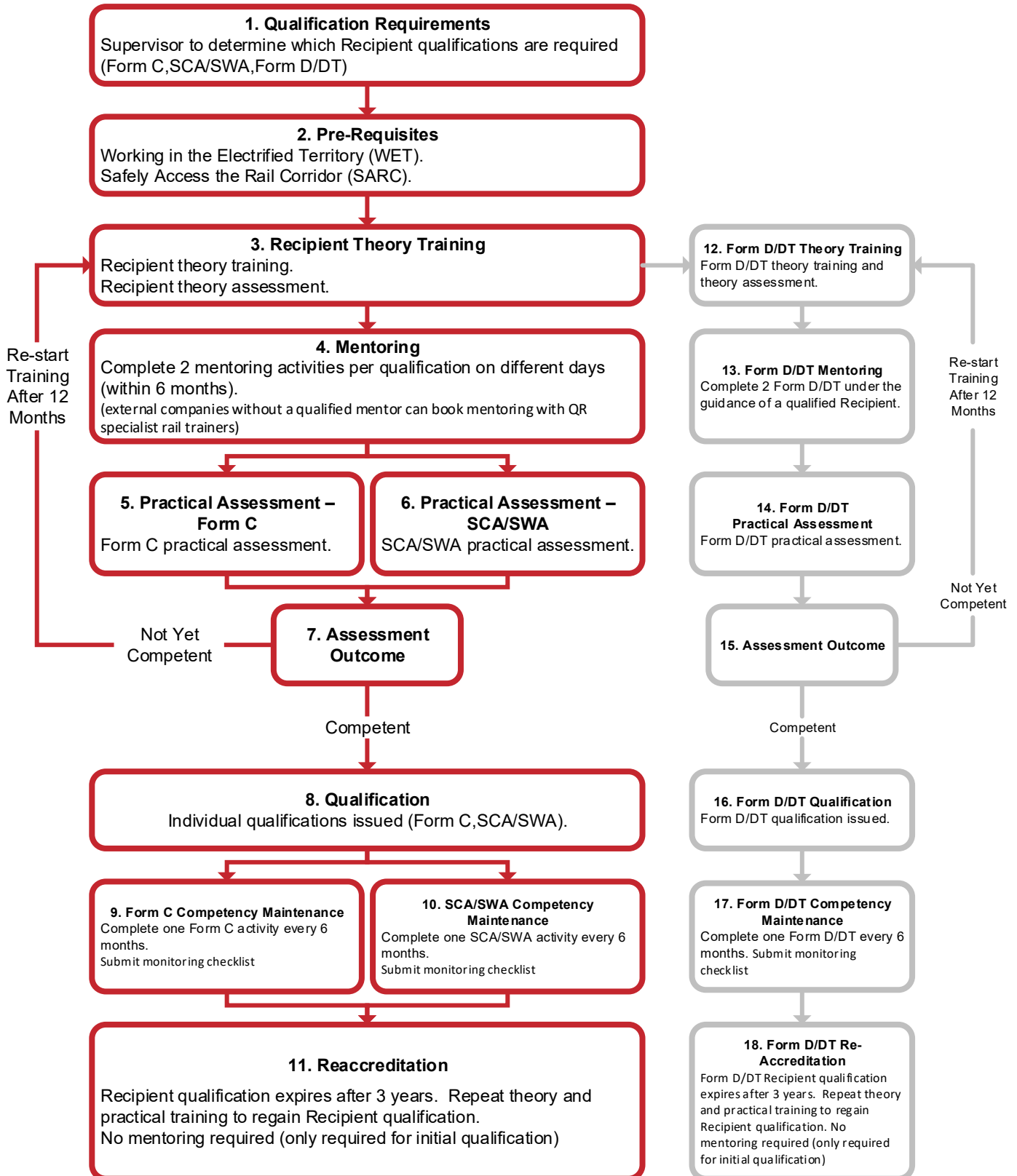
Recipients will be accredited (in the qualifications they have been deemed competent in) for three (3) years. Recipients will be required to attend re-accreditation training every three (3) years.

For further information contact: David Wilson, Electrical Standards and Assurance Officer (HV)

Issued by: F Siliezar, Discipline Head - Electrical



The pathway for accreditation and re-accreditation for each of the Recipient qualifications are shown below.





## Mentoring

The new Recipient training course includes two mentoring activities (Form C, Form D/DT and SCA/SWA) that must be completed under the supervision of a suitably qualified Recipient prior to the final practical assessment and issuing of qualifications. The trainee Recipients will be required to be mentored by a qualified Recipient within their own workgroup/company. Alternative mentoring arrangements will be provided (by Queensland Rail upon request) for trainee Recipients that do not have a qualified Recipient within their workgroup/company.

Mentoring is only required for the initial Recipient accreditation for each qualification.

## Logbook Requirements

To maintain the Recipient qualification for each of the three (3) streams, there are activities that must be completed and documented in the Recipient Logbook. The following are the minimum requirements for each of the Recipient qualifications:

1. One entry every six (6) month period for a Form C.
2. One entry every six (6) month period for a Safety Clarification Advice SCA or Standard Work Activity (SWA).
3. One entry every six (6) month period for a Form D/DT.

Supervisors must review and sign the Recipient Logbook after each activity.

Each Recipient will be required to submit a monitoring checklist to the Queensland Rail Learning Delivery team (QR employees) or the Rail Industry Worker team (external contractors) every six (6) months to verify that the minimum competency requirements have been met. The monitoring checklist shall be accompanied with the pre-start briefing and SWMS associated with the monitoring activity. Details of how to submit the competency maintenance documentation are provided on the monitoring checklist (MD-20-336).

If the six (6) monthly competency maintenance is not completed, the Recipient qualification will be revoked by Queensland Rail.

Failure to complete the required competency maintenance will result in having to complete the full Recipient course again.

## Verification of Recipient Qualifications

A list of Recipients that hold current qualifications will be provided on a Queensland Rail sharepoint site. This list may be used by Nominated Persons, Traction Power Engineers and Electric Control Operators when issuing or transferring Form C's, Form D/DT's or SCA's



## **Actions to be taken:**

### **Supervisors and managers**

#### Existing Recipients:

- Supervisors should determine which of the new qualifications are required for employees that hold a current Recipient qualification.
- Supervisors should notify the Queensland Rail Asset Training Delivery team which of the new qualifications are required when arranging re-accreditation of existing Recipients.

#### New Recipients:

- Supervisors must determine which Recipient qualification is required prior to the participant commencing the Recipient training course.

#### Mentoring

- Supervisors should assist trainee Recipients by organising for them the opportunity to perform two (2) mentoring activities with a suitably qualified Recipient (alternative arrangements can be made for workgroups/companies that do not have a qualified Recipient, these arrangements are to be made with the trainer following the successful completion of the theory assessment).

#### Competency Maintenance

- Supervisors should assist qualified Recipients by providing them with opportunities to maintain competency for each of their qualifications (one activity every six (6) months for each qualification).
- The supervisor must ensure that the Recipient is given the necessary time, resources and support to enable them to fulfil their role.
- Supervisors shall sign "Supervisors Confirmation" section on the monitoring checklist.

### **Recipients**

#### Participants enrolled in Recipient training are required to:

- Attend theory training and complete a Theory Assessment.
- Complete two (2) mentoring activities.
- Complete the Practical Assessment/s.
- Document completed activities for each qualification in the Logbook.
- Submit monitoring checklists every six (6) months for competency maintenance verification.

### **Recipients fulfilling the role of Mentor**

- The qualified Recipient must have completed two (2) activities as a qualified Recipient prior to being able to fulfil the mentoring role.



- While the role of mentoring is to provide the Recipient with the opportunity to perform the duties of a Recipient and supervise the electrical safety of the worksite, the qualified Recipient performing the role of mentor is still accountable and responsible for the electrical safety of the worksite.

#### **Nominated Persons and Traction Power Engineers**

- Are responsible for confirming that the Recipient has the required qualification prior to issuing a Form C, Form D/DT or SCA.
- Nominated Persons and Recipients are to endorse the Recipients logbook if requested to do so by the Recipient.