



'Restricted' and 'Unrestricted' Work on Track Safeworking Competencies

Purpose

The purpose of this bulletin is to advise MTM employees and Third Parties of the changes to the Track Force Protection Coordinator (TFPC) roles and the requirements relating to application of the 'Restricted' and 'Unrestricted' TFPC roles on the MTM Network that will come into effect as of **25 November 2019**.

Background

L1-SQE-PRO-071 'Restricted' and 'Unrestricted' Work on Track Safeworking Competencies was released on the 22nd March 2019 and details the requirements relating to the application of the 'Restricted' and 'Unrestricted' Safeworking competencies on the MTM Network. Please see attached.

The purpose of these classifications is to regulate access to the Inner Suburban Area by restricting it to those personnel who are capable of maintaining a regular level of in-field exposure to its environments. Those personnel who are capable of maintaining the exposure will obtain 'Unrestricted' status, whilst those that cannot, will receive 'Restricted' status.

An individual possessing 'Restricted' status will not be permitted to work within the Inner Suburban Area in any TFPC capacity.

The default classification at the time of reassessment will be 'Restricted', unless the candidate has previously applied for 'Unrestricted' classification.

Why is this change occurring?

Due to the complexity of the Inner Suburban Area and high rate of incidents, MTM have introduced a new classification system to regulate access to this area by restricting it to TFPCs who have successfully completed the Inner Suburban Area Induction and hold a TFPC unrestricted role on their MTM Track Protection Card or Rail Industry Worker (RIW) card.

What is the difference between a "Restricted" and "Unrestricted" TFPC role?

Restricted - A role which allows the individual to perform their assigned TFPC duties in the Suburban Area Only, as defined by Rule 4 (Section 15) of the PTC 1994 Book of Rules and Operating Procedures, as amended.

Unrestricted - A competency which allows the individual to perform their assigned TFPC duties in both the clearly defined Suburban and Inner Suburban Areas, as defined by Rules 4 & 6 (Section 15) of the PTC 1994 Book of Rules and Operating Procedures, as amended.



How does this affect me as a Track Force Protection Coordinator?

From the 25th November 2019, TFPCs with a 'Restricted' status will not be allowed to work within the Inner Suburban Area in a TFPC capacity. TFPCs will require an 'Unrestricted' status to be able to work in a TFPC capacity within this defined area.

What does this mean?

From the 25th November anyone who holds a TFPC role on their RIW Card will be switched over to "restricted". A new TFPC unrestricted role has been created and workers will be given the opportunity to attend training and apply for the TFPC – unrestricted role if they choose.

'Restricted' status will not allow an individual to work within the Inner Suburban Area.

TFPC's 3.1, 3.2 & 3.3 'Work on Track' competencies are all subject to either 'Restricted' or 'Unrestricted' classification. Both classifications will take full effect from the 25th November 2019.

Can I apply for the new TFPC – Unrestricted role now?

Yes, you can start applying for the "unrestricted" role on RIW now, however the additional mandatory competency requirements will not be made mandatory until the 25th November 2019. This means you will have 2 months to ensure you meet the new compliance requirements.

How do I become classified as "unrestricted"?

You will need to complete a half day Inner Suburban Area Induction and sit and pass an assessment.

When and where will the training sessions be held?

Safeworking Companies have nominated trainers to deliver this induction. Please contact your Safeworking Company Manager to learn more about available training sessions.

How do I book in for the half day induction?

Please contact your Safeworking Company manager. If you're company does not have an approved trainer to deliver this induction, please contact Metro Academy on 03 9610 3701 or metroacademy@metrotrains.com.au.

Is there a cost to the induction?

No, there is no associated cost to sit the induction.

Does the Unrestricted Induction Expire?

Yes, there is a 2 year expiry on the Unrestricted TFPC competency.



RIW BULLETIN

What do I receive when I complete the induction?

Your certificate will be available via the [“Platform”](#) within 5 business working days of you completing the induction. Download a copy of your certificate of completion and upload it on your RIW card under the “Certificate of Currency Unrestricted TFPC” competency. **Please note:** There is a 48 hour turnaround time for verification on RIW.

Related Documents

Click on the below link to access the related document

- [L1-SQE-PRO-071 ‘Restricted’ and ‘Unrestricted’ Work on Track Safeworking Competencies](#)

Authorised by

Daniel Upton

A/ Rail Safety Manager



REFERENCE
RIW-BUL-07-2019

ISSUE DATE
03/10/2019

CONTACT
Daniel Upton
daniel.upton@metrotrains.com.au

MetroSafe



RIW BULLETIN

The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input type="checkbox"/>	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
<input checked="" type="checkbox"/>	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input checked="" type="checkbox"/>	PRJ	Projects & Planning
<input type="checkbox"/>	ROS	Rolling Stock
<input checked="" type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
<input checked="" type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
<input checked="" type="checkbox"/>	Issued via email
<input checked="" type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input checked="" type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):