



RIW BULLETIN

RIW Track Safeworking Competency Matrix

Background

The MTM Work on Track' Safeworking Competency Matrix has been updated and migrated to a new MTM Matrix template.

The purpose of this Bulletin is to provide an overview of the Rail Industry Worker Card (RIW) requirements on the MTM Network when working in a safeworking capacity.

This document is applicable to contractors, third parties (as well as MTM employees who require to hold RIW cards) who are working on or near to MTM network and premises.

What are the changes?

There are no new competency requirements.

Amendment record:

Matrix update consists of:

- Matrix is updated to the new template and formatting is adjusted.
- The title of the matrix has been changed from "Safeworking Track Protection Matrix" to "Work on Track Safeworking Competency Matrix". This is to align it with A1626 'Work on Track' Safeworking Competency Management Procedure.
- Rail Safety Work Descriptors are updated to align with A1626 'Work on Track' Safeworking Competency Management Procedure.
- All three (3) NHS Category for Health Assessment are added in a separate tab.
- Job role "Safeworking Level 1" job role has been changed to "Level 5 On-Track Maintenance Machine Competent Person" to align with A1626 'Work on Track' Safeworking Competency Management Procedure.
- Certificate of Currency - MTM Track Vehicle Operator 1 added to match the job role competency requirements set in RIW.
- Metro Track Vehicle Operator – 2 job roles removed from the matrix as it is not applicable to MTM Metropolitan Rail Network.
- Certificate of Currency Unrestricted Track Force Protection Coordinator (TFPC) - Inner Suburban competency is added to all unrestricted TFPC role(s) to match the job role competency requirements set in RIW.
- Apply First Aid competency has been removed from this matrix as this was a requirement of the MTM – Permit to Work role which now sits on the MTM Electrical Network Matrix - <https://riw.net.au/wp-content/themes/MTAThemeV1/RIWMatrices/MTM/MTM%20-%20RIW%20Electrical%20Networks%20Matrix%202022.pdf>
- Minimum job roles to work on the MTM Network – MTM – Operator & Around the Track Personnel (Construction/Maintenance) – National have now been added into this Matrix.
- Road Rail and Rail Bound Plant Information Bulletin #RIW-BUL-02-2023 is now reflected in this Matrix.





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To gain access to the updated version of the Track' Safeworking Competency Matrix

Please refer to <https://www.riv.net.au/business-rules/network-operators/>

Related Documents: [Metro Trains External Document Portal](#)

A1626 "Work on Track' Safeworking Competency Management Procedure"

A957 "A957 Business Rules Manual for the Contracting Rail Safety Worker"

A2020 "A2020 Safety and Environmental Requirements for contractors and third parties."

Authorised by

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RIW Coordinator





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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 checked="" 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 checked="" type="checkbox"/>	ROS	Rolling Stock
<input 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 checked="" 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 type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input 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):