

# Transport for NSW (TfNSW) Rail Industry Safety Induction (RISI) Course

External Participant Information Pack

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Transport  
for NSW

## Document Status

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## Document history

Version	Date	Author	Description of change
V1.0	09/05/2012	L&D / DG	First version. Link to RISI Handbook / Pre-reading included.
V1.1	15/06/2012		Updated links and directory for Contractors Health Assessments and Drug & Alcohol Information documentation.
V1.2	15/05/2013		Updated information on Transfer of Enrolments
V1.3	10/07/2013		Aligned to Transport for NSW / OD requirements
V1.4	29/07/2013		Minor amendments to content
V2.0	01/09/2013		Second version. Aligned to TfNSW RTO requirements

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## 1. Course Information

The Rail Industry Safety Induction (RISI) course is delivered by TfNSW Organisational Development (OD) Branch on behalf of Sydney Trains, NSW Trains and Transport Projects Division.

### Location

- Training is conducted at the TfNSW Transport Training Centre, 2 Trafalgar Street, Petersham. Telephone (02) 9752 8949.
- Limited on street parking is available. The venue is 2 minutes walk from Petersham railway station.

### On-site Training

- On-site training can be arranged on request, subject to trainer availability and suitability of venue. Please consult with TfNSW's OD Coordinator to discuss costs and availability. The Coordinator can be reached via email to [OD\\_TrainingEnquiries@transport.nsw.gov.au](mailto:OD_TrainingEnquiries@transport.nsw.gov.au) or via telephone - 9752 8949.

### Duration:

This course takes 1 day to complete.

### Start / Finish Times / Late Arrivals

The course starts at 8:00am and finishes at 4:00pm. Late arrivals may not be accepted into the course.

### Cost

Cost of the course is \$150 per person, inclusive of GST. The refund policy is found on page 6 of this document.

## 2. Entry Requirements

### Health Assessment:

A **Category Three** health assessment is the minimum requirement for this course. Before attending training, you must provide evidence that you meet the health assessment requirements (see below).

The health assessment must be completed by **approved doctor/health care centre**. A [list of Approved Health Providers](#) is accessible through the RailSafe web site > Contractors > Contractors Health Assessment and Drug & Alcohol Information > Authorised Health Professionals.

You must ensure you take the [Sydney Trains / NSW Trains Contractor RISI Category 3 Health Assessment Request and Report Form](#) to the authorised health service provider at least 8 business days before the start of your training course. This is to ensure the correct tests are done and your Health Assessment is available prior to the start of your course. Copies of this form are found on the RailSafe web site > Contractors > Contractors Health Assessments and Drug & Alcohol Information.

### Pre-requisite Knowledge & Skills:

To be eligible to enrol, you must:

- be able to understand, read and speak basic English as a minimum.

The course will be presented in English and participants must be able to demonstrate that they can interpret and apply the learning. Language, Literacy and Numeracy (LLN) issues are considered during resource development. The design of the assessment tools reflect the LLN competence required in the workplace. Interpreters or translators cannot be used and materials cannot be translated into a language other than English.

### **3. Requirements – On Enrolment:**

- A current health assessment report (see above) must be supplied at time of enrolment.
- 100 points of identification is required with a minimum of 70 points provided at the time of enrolment. The enrolment form lists the forms of identification by points that are able to be used.
- Important Note: You must be able to understand, read and speak basic English to enrol in this course.

#### **Reasonable Adjustment**

- Reasonable adjustment, sometimes called 'reasonable accommodation' is to ensure equity of treatment for people with disabilities. This means that, wherever possible, reasonable adjustments can be made to meet the individual needs of a person with a disability.
- If you have any special needs relating to a disability (including physical, learning, illnesses or other health condition that may require adjustments to be made to the training and/or assessment approach) please tick the appropriate box on the enrolment form. You will be contacted for further information so that appropriate adjustment can be made where possible.

## 4. How to enrol and pay

Fill out the enrolment form (Tax Invoice) and return it (signed) together with your health assessment report and certified copy of 70 points of identification to the PO Box address below. Your application will be confirmed by fax or email. **NOTE: You will need to bring 100 pts of ID on the day of your course.**

Your place will not be reserved until TfNSW receives the completed enrolment form and is pending until TfNSW receives full payment by **cheque, money order or debit/credit card Visa or MasterCard (American Express will not be accepted) 10 working days prior to training. Invoice payment is only available to approved suppliers. All cheques and money orders should be made payable to Transport for NSW only.**

Cheques and money orders are to be made payable to:

**Transport for NSW** and posted to PO Box 202, Petersham NSW 2049.

A copy of your receipt for payment can be obtained from your trainer on the day of training.

Note, as per government legislation as defined in A New Tax System (Goods & Services Tax) Act 1999, Professional Training courses are exempt from GST.

### Cancellation and Refund Policy Information

TfNSW reserves the right not to admit you if you are late to the course due to disruption or if you have not brought with you all the necessary information to complete your enrolment in the course. No refund will be due in these instances.

If you do not meet the minimum language and literacy requirements (must be able to understand, read and speak English) you **MUST NOT ENROL** in the course. Refunds will not be made if participants are unsuccessful in the course due to not meeting the minimum entry requirements.

A cancellation fee of 100% of the cost of the service will apply if less than seven (7) working days written notification is given to:

**Email: [OD\\_TrainingEnquiries@transport.nsw.gov.au](mailto:OD_TrainingEnquiries@transport.nsw.gov.au)**

### Transfers of Enrolments

An enrolment can be transferred to another person you nominate, if their enrolment paperwork has already been received and processed, however no refund or date transfers can be given if you miss your scheduled training date without giving TfNSW Organisational Development seven (7) working days written notice.

### Course Enquiries:

Tel: (02) 9752 8949

## 5. Requirements – on the day of training:

### What you must bring:

- 100 points of ID with you (including a photo ID) on the day of training as per the 100 point Identification Form attached to the Course Enrolment Form. Failure to do this may mean non-admittance to the course (and no refund to be given) as your identification has to be verified.
- Evidence of payment for your course.
- A pen. TfNSW will supply paper and all other materials required.

One of the handouts you will be given on the day is the [Rail Industry Safety Induction Handbook](#). You can download a copy of this for pre-course reading from the RailSafe website > Contractors > Handbooks, Guides, Diagrams, Signal Box List and Registers > Handbook – Rail Industry Safety Induction (RISI) Handbook.

### What to wear:

- Closed toe, flat shoes (no thongs or sandals or heels) AND
- Long pants (no shorts or short skirts)

### Drug & Alcohol Policy

Please note TfNSW is a drug and alcohol free workplace.

All employees / attendees / contractors are required to be drug and alcohol free whilst at work / training. **You should be aware that you could be randomly tested for drugs and/or alcohol whilst on site.**

### Smoke Free Workplace

Smoking is not permitted on TfNSW premises during work or training time. This includes on or near office buildings and entrances, stairwells, toilets, lounge areas, training rooms, conference / meeting rooms and outside training areas, car parks, passenger platforms, maintenance centres, trains, fleet motor vehicles and station rooms.



## **CCTV**

You should be aware that CCTV cameras are placed throughout the Transport Training Centre premises and you may be filmed whilst on site.

## **Use of Mobile Phones**

Mobile phones cannot be used when undertaking training and assessment activities.

## **Employer Attendance Sheets**

If your employer requires proof of attendance on the day you must provide an Attendance sheet from your organisation for the trainer to sign on the day.

## **Acknowledgement**

When you attend your course, you will be asked to sign the **Training Record Book**. **Signing the training record book is an acknowledgement you have read and understood this Course Information prior to attending training.**

## 6. After Training

### Issue of Statement of Attainment and Rail Safety Worker Authority

- Please note that Rail Safety Worker (RSW) cards are **NOT** issued on the day of training.
- Successful completion of this course leads to a nationally recognised Statement of Attainment for the Unit of TLIF2080C Safely Access the Rail Corridor from the Transport & Logistics Industry Training Package.
- The Rail Safety Worker card and Statement of Attainment will be available no earlier than 10 working days after the final practical assessment has been successfully completed. These will be posted to your nominated address (as per your enrolment form).

### Important Note:

- Participants who successfully meet the requirements of the course will receive a nationally recognised Statement of Attainment however this is **proof of training** only. A Rail Safety Worker card is an Authority issued by TfNSW under the Rail Safety (Adoption of National Law) Act 2012. A Statement of Attainment is evidence of your training and cannot be used as an Authority to enter the Sydney Trains network. If you do not have your Rail Safety Worker card you do not have Authority to enter the Sydney Trains network.

### Assessment

To obtain the Statement of Attainment you must complete the course and all assessment requirements. If you are required to leave the course for whatever reason prior to the assessment, you will need to re-enrol in the course at a later date.

### Competent or Not Yet Competent?

- There are two possible outcomes of competency based training - competent or not yet competent. If you are deemed not yet competent, you will be given specific feedback on which aspects need to be reviewed before being reassessed. As this training leads to a rail safety worker card, your option to re-sit any further attempts as part of this enrolment will be reviewed.
- If at the end of the assessment process you are unable to demonstrate that you are competent in the unit of competency, further course fees to re-enrol may apply.

## 7. Course Outline

### Duration

#### 1 day

On successful completion of the training and assessment, you will receive a nationally recognised Statement of Attainment as noted above. A Statement of Attainment will be issued 10 working days later. If you also meet the requirements for the issue of a Rail Safety Worker card, the relevant RSW card will also be issued 10 days after the final assessment.

### Course Description

This course is designed to provide participants with the knowledge and understanding of basic safety principles and basic track terminology. This course has been mapped against the National Track Safety Induction program (One Track) and TLIF2080C Safely Access the Rail Corridor.

Participants will gain knowledge and skills to:

- Identify the major hazards to workers within the rail corridor
- Move to a safe place on the approach of a train
- Work safely on or about the track within a protected worksite.

### Learning Outcomes

On completion of this course, participants will have learned how to:

- Specify the authority to enter the rail environment
- State the legislation applicable to working in the rail corridor
- Describe Sydney Trains and NSW Trains' drug and alcohol requirements
- Identify signs of fatigue and the responsibility of rail safety workers to manage fatigue
- Describe appropriate personal protective equipment (PPE) that must be worn
- Identify the rail corridor and the danger zone
- Identify various types of train running systems
- Identify a range of terminology associated with the rail industry
- Explain some signals and their uses

- Describe conditions for working in the rail corridor
- Conduct a basic risk analysis that identifies a number of hazards, risks and controls
- Explain how a line of sight is established
- State risks and precautions when working in a noisy environment
- Demonstrate a number of essential handsignals used in the rail industry
- Explain the requirements for reporting unsafe or dangerous situations
- Explain basic emergency procedures
- Identify available communication devices when working in the rail environment and explain their safe use
- Identify the significant information in a pre-work briefing
- Define the responsibilities of the person responsible for protection in the rail environment
- Define the relationship between the person responsible for protection in the rail environment and your right to work in the rail environment
- Identify the requirements for working on rail stations
- Identify basic apparatus installed for the electrical rail infrastructure
- Explain a number of key hazards or risks associated with electrical equipment, cables or wires
- Specify items which conduct electricity and therefore present an electric shock risk
- Nominate appropriate precautions for electrical safety in the rail corridor.

### **Who Should Attend**

- All new employees and contractors who work on or about the track
- Any person who will work on or about the track
- All those who have previously held a Track Safety Awareness Certificate that has now expired
- Employees who have left RailCorp and are seeking a contractor card and have not completed a RISI training course since April 2011

## Additional Information

This course is offered under TfNSW's Registered Training Organisation (RTO) scope of registration and leads to a nationally recognised Statement of Attainment. TfNSW is required to



comply with the National VET Quality Framework in the conduct of this training and assessment. This is your guarantee of quality training and assessment.

As a participant you have certain rights and obligations, these rights and obligations include and not limited to:

- **Access & Equity**

- TfNSW is committed to fair access and equitable treatment of its training participants. This includes:
  - treating participants equitably and in accordance with relevant legislation and policies
  - complaint mechanisms in place and available to any participant who is harassed or victimised because of their learning needs.

Your trainer can advise on this.

- Under the Rail Safety National Law (NSW), this training is to attain competence required for rail safety related work. It is a minimum entry requirement that participants be able to read, speak and understand spoken English. Participants must be able to understand what is being taught in English and demonstrate they can interpret/apply the learning. The training and assessment activities may also require participation in collaborative learning activities.

- **Code of Conduct**

The Sydney Trains Code of Conduct outlines the minimum standards that are expected of each employee, contractor and consultant who works in the Sydney Trains network.

- **Participant Disciplinary Procedure**

In the event a participant disciplinary issue arises, the trainer will:

- Counsel the participant by highlighting the inappropriate behaviour and desired standard
- Reinforce the desired standard if the inappropriate behaviour continues and advise the TfNSW Organisational Development Manager Learning Delivery.
- If inappropriate behaviours continue, a participant may be terminated from the course. In the event of a participant being terminated from a course, no refund is payable.

- **Participant Appeals/Grievances/Complaints**

TfNSW has a Quality Training Management System (QTMS) that describes the procedures for ensuring appeals, grievances, or complaints are appropriately managed in a prompt, impartial and just manner. Your trainer can advise on the process to be taken should you wish to access these procedures.

- **Appeals** – if you are dissatisfied with an assessment outcome, you have the right of appeal. Appeals to be made in writing the Manager, Learning Delivery at Organisational Development stating that they wish to appeal the assessment process or decision and the basis for appeal.
- **Grievances** – grievances should be raised with the trainer. In the event that the matter is not resolved, the participant writes to the Manager, Learning Delivery who will manage the grievance issue.
- **Complaints** – if a participant is dissatisfied with aspects of the services provided, Organisational Development encourages participants to raise these matters with the trainer or assessor in the first instance. In the event that a resolution cannot be achieved at this level, a formal complaint procedure exists. Ask your trainer for further information.

- **Feedback / Comments**

You will be given a learner survey to complete at the end of your course. This provides you with an opportunity to comment on your training and assessment and we welcome all feedback.

- **Recognition**

Recognition is a process for giving candidates credit for skills, knowledge and experience gained through working and learning.

Wherever possible, TfNSW will offer Recognition so as to acknowledge the existing knowledge, skills and experience of participants; and to facilitate an assessment process consistent with the principles of assessment and the rules of evidence. Recognition assessment enables participants to progress through their course while focusing only on the areas of the course where they lack the required competency.

However, because the rail industry is a safety critical environment, it is at TfNSW's discretion to accept or decline applications for Recognition where competencies of a safety critical nature are identified. For some courses, such as the RISI course, it may be necessary to complete a bridging course which focusses on the unique infrastructure, safety and legislative requirements of the Sydney Train Network. If you are interested in recognition, please speak to your trainer before the start of your course who can provide you with assistance.

- **Recognition of qualifications issued by other Registered Training Organisations (RTOs)**

TfNSW accepts the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all Australian RTOs. This process is referred to as National Recognition. Those seeking national recognition on the basis that they already hold TLIF2080C Safely Access the Rail Corridor, must present evidence of such prior to attending the course via [OD\\_TrainingEnquiries@transport.nsw.gov.au](mailto:OD_TrainingEnquiries@transport.nsw.gov.au).

Participants should bear in mind that full recognition cannot occur where TfNSW has identified that there are safety critical competencies required. In relation to the RISI course, TfNSW will recognise your Statement of Attainment (i.e. that you hold the TLIF2080C unit of competence), however you will be required to complete the RISI bridging course to meet TfNSW Rail Safety Worker card Authorisation requirements. The bridging course addresses the issues that are unique to the Sydney Trains rail system infrastructure, safety requirements and NSW legislation. For more information about the bridging course please contact us via [OD\\_TrainingEnquiries@transport.nsw.gov.au](mailto:OD_TrainingEnquiries@transport.nsw.gov.au).

- **Information we keep about you and your training**

TfNSW asks you to provide only the personal and other information that is necessary for your course enrolment, learning and study records and for the issue of the Rail Safety Worker card.

This information is used by Organisational Development for verification and enrolment purposes. All hard copy information is stored in locked storage in TfNSW's secured premises and electronic information is entered into TfNSW's secured ICT systems with restricted access. Your personal and private information is protected and is not disclosed to any outside party without your prior consent.

Once you have met all the requirements for the course you will be issued with a Statement of Attainment. If there are any errors or omissions with the Statement or RSW card, you should advise the TfNSW Organisational Development Coordinator on receipt. Should you require copies of your training information in the future, go to the TfNSW Internet site

<http://www.transport.nsw.gov.au/training> and download the **Request for Training Information** form. Details of where to submit the form are included on the form.

Records of Competency are kept for a minimum of 30 years from the date of attainment / completion.

Specific records are collected for external reporting to the following government agency (as part of Registered Training Organisation requirements):

- National Centre for Vocational Education Research (NCVER) for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reporting.

- **Workplace Health & Safety**

TfNSW has a responsibility to protect the health, safety and welfare of people in its workplace. During the introductory part of your training you will be given information on what to do in the case of emergency at the training site or if you are injured and require first aid. You also have an obligation throughout your training to:

- take reasonable care of the health and safety of yourself and the others at the workplace
- cooperate with TfNSW in their effort to comply with the Work Health & Safety legislation
- report any unsafe conditions that come to your attention during your training or assessment.

Your trainer will provide you with information on how to report hazards or injuries.



## 8. Who to contact for further information

If you require any additional information concerning any the above, please contact the TfNSW Organisational Development Coordinator on 9752 8949 or email your query to

[OD\\_TrainingEnquiries@transport.nsw.gov.au](mailto:OD_TrainingEnquiries@transport.nsw.gov.au).

Transport for NSW  
Organisational Development Branch  
2 Trafalgar Street  
PETERSHAM NSW 2049

Important Links:

**Course Enrolment Form for Non-Employees - <https://railsafe.org.au/rail-safety-worker-cards>**

**Rail Industry Safety Induction Handbook - <http://railsafe.org.au/handbooks-guides-diagrams-signal-box-list-and-registers>** (Optional pre-course reading)