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TLIF4105A Manage rail safety compliance

Release 1

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Modification History

Release 1 - New unit of competency

Unit Descriptor

This unit involves the skills and knowledge required to manage rail safety compliance requirements.

It includes planning, establishing, maintaining, monitoring and reviewing compliance, consultation and audit procedures, feedback procedures and auditing systems.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

This unit is intended for people involved in managing rail safety compliance functions within a rail organisation.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide. |

Elements and Performance Criteria

1. **Plan and establish a rail safety compliance framework**	1.1 Rail safety compliance documentation relevant to organisational activities is accessed, interpreted and applied
	1.2 Policies and objectives that express the organisation's commitment to rail safety compliance are developed in collaboration with relevant personnel
	1.3 Rail safety compliance system framework is established and implemented in accordance with organisational requirements/operations
	1.4 Scope of proposed rail safety compliance requirements and required resources are determined in consultation with relevant personnel
	1.5 Rail safety compliance is integrated into all job descriptions and relevant organisational procedures
	1.6 Procedures are established to ensure information related to rail safety compliance is readily accessible to all relevant stakeholders
	1.7 Where required, approval for establishing the rail safety compliance system is sought from relevant personnel
2. **Establish consultation and audit procedures**	2.1 Relevant stakeholders are identified and system procedures to maximise opportunities to implement rail safety compliance are developed and documented
	2.2 Relevant stakeholders are consulted on rail safety compliance requirements and information is used to establish monitoring and auditing systems
	2.3 Resource allocation for the implementation of compliance requirements are identified and reported in accordance with organisational and relevant legislative requirements
	2.4 Measures are established in collaboration with relevant stakeholders to ensure compliance with organisational objectives by validating processes
3 **Implement, maintain and review a rail safety compliance system**	3.1 Rail safety management system is implemented in accordance with organisational and regulatory requirements
	3.2 Effectiveness of the system is assessed against organisational and regulatory requirements
	3.3 Rail safety management system is audited following established procedures
	3.4 Audit procedures are reviewed regularly to identify necessary changes and opportunities for continual improvement

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Components of a rail safety compliance system

- Options and resources for providing training and learning opportunities for employees about rail safety compliance

- Procedures and tools for monitoring and reviewing an organisation's rail safety compliance system and related policy and procedures, and for reporting outcomes

- Relevant legislation, regulations, permit and licence requirements relating to rail safety compliance

- Responsibilities of an organisation and employees for implementing a rail safety compliance system

Required skills:

- Adapt to any changes in legislation and regulations as they may relate to safety compliance

- Communicate effectively with others when implementing the organisation's rail safety compliance system

- Modify activities and take appropriate initiatives to manage the implementation of an organisation's safety compliance system depending on differing contexts, risk situations and environments

- Organise audits and reviews of an organisation's safety compliance system

- Read and interpret documentation related to rail safety legislation and the organisation's rail safety compliance system, and apply them to management activities

- Recognise non-conformance with rail safety requirements and take appropriate action in accordance with organisational policies and procedures

- Work collaboratively with employees and management to implement the organisation's safety compliance system

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	• The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying: • the required knowledge and skills • relevant legislation and workplace procedures • other relevant aspects of the range statement • Assessment must include exercises which demonstrate competent performance of the following in a range of situations: • identifying or establishing rail safety compliance within an organisation • auditing a rail safety compliance system • reviewing a rail safety compliance system
Context of and specific resources for assessment	• Performance is demonstrated consistently over a period of time and in a suitable range of contexts • Resources for assessment include: • a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or • access to an appropriate range of relevant operational situations in the workplace • In both real and simulated environments, access is required to: • relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: • through activities in an appropriately simulated environment, and/or • in an appropriate range of situations in the workplace

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Rail safety compliance documentation may include but is not limited to:	• legislative, organisation and site requirements and procedures • manufacturer guidelines and specifications • Australian Standards • legislation, codes, standards and business requirements relevant to rail safety compliance • employment and workplace relations legislation • equal employment opportunity and disability discrimination legislation • safety management system • risk register • rules and procedures • engineering standards
Rail safety compliance framework may include:	• audit plans • information storage and retrieval systems • information gathering tools • reporting systems • monitoring systems
Resources may include:	• appropriately trained personnel • auditing tools • inspection tools • record management systems
Relevant stakeholders may include:	• senior management • other managers • employees • contractors • suppliers • customers • regulatory bodies • rail operators • local authorities • emergency services

Legislation, codes and national standards relevant to the workplace may include:	• award and enterprise agreements and relevant industrial instruments
	• relevant legislation from all levels of government that affects business operation, especially in regard to:
	   • OH&S
	   • rail safety

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- environmental issues
- equal opportunity
- industrial relations
- anti-discrimination
- relevant industry code of practice
- applicable codes and standards

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management