



Australian Government

Department of Education, Employment and Workplace Relations

PSPRAIL503A Receive and act on industry safety information and intelligence

Revision Number: 2

PSPRAIL503A Receive and act on industry safety information and intelligence

Modification History

PSPRAIL503A Release 2: Layout adjusted. No change to content.

PSPRAIL503A Release 1: Primary release.

Unit Descriptor

This unit covers the receipt and actioning of occurrence notification reports and annual rail safety reports from railway operators, rail safety investigation reports, and confidential and public reporting of rail safety issues and information.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

In the workplace, staff members must be able to analyse and categorise industry occurrence notification reports for a range of notifiable occurrences; from serious accidents or incidents causing death or injury to a breach of a safeworking system. They must have a good understanding of both Category A and Category B occurrences as defined in legislation, and use judgment to determine whether further information is required or the scene of the occurrence needs to be attended. When necessary, staff may influence investigation requirements based on their knowledge of regulatory requirements and incidents that have occurred.

Staff must also review annual rail safety reports to determine future compliance or audit action needed and to identify trends; while rail safety investigation reports are analysed to identify the relevance, implications and lessons to be learned for the jurisdiction. In addition, staff members must be able to respond appropriately to confidential or public reporting of rail safety issues and information.

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. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Receive and action industry occurrence notification reports

- 1.1 Reports of ***notifiable occurrences*** are assessed, information is validated and further information gathered as necessary in accordance with organisational procedures/guidelines
- 1.2 Occurrences are confirmed as either Category A or Category B in accordance with legislation to ensure validity of data recorded
- 1.3 Management and ***other required organisations*** are advised in accordance with organisational protocols and legislative requirements
- 1.4 Decision to attend scene of occurrence is made and evidence gathered in accordance with standard operating procedures
- 1.5 Type and scope of investigation are determined in accordance with legislative requirements and procedures/guidelines
- 1.6 Occurrence notification reports are ***acted upon*** in accordance with legislation, policies and procedures/guidelines

2. Review and act on annual safety reports

- 2.1 Annual safety reports are analysed for content and completeness in accordance with regulatory requirements
- 2.2 Acceptance of reports is recommended or additional information requested in accordance with organisational policies, procedures and guidelines
- 2.3 Formal acknowledgements are issued in accordance with organisational procedures/guidelines
- 2.4 Issues for future compliance and/or audit action are identified and reported in accordance with organisational policies, procedures and guidelines

3. Analyse rail safety investigation reports

- 3.1 Relevance of rail safety investigation reports to the local jurisdictional context is determined by analysing the incident, context and contributing factors
- 3.2 Safety actions as a result of investigation reports are monitored and followed up with the involved parties as required
- 3.3 Lessons to be learned by the wider industry from rail safety investigations are identified and safety advice is provided as required
- 3.4 Possible implications for legislation, policies and procedures are identified and reported in accordance with organisational requirements

4. Respond to rail safety issues and information reported to the rail safety regulator

- 4.1 Reports of rail safety issues and information are assessed and where appropriate followed up through investigation of issues, validation of information and obtaining of additional corroborative evidence where necessary
- 4.2 Where level of authority allows, action is taken in response

ELEMENT**PERFORMANCE CRITERIA**

to reports, or matters are referred to more senior staff for their attention

4.3 Records are maintained of issues, actions taken and further follow-up needed in accordance with organisational procedures/guidelines and legislative requirements

4.4 Matters are closed and reports on action taken are provided in writing to the originator where known, and to organisational personnel in accordance with policies, procedures and guidelines

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Look for evidence that confirms skills in:

- problem solving in order to analyse and validate information relating to rail safety occurrences and issues
- gathering further information related to rail safety occurrences and issues
- explaining complex information about rail safety legislative requirements
- determining type and scope of investigation required
- using initiative to determine possible implications of safety investigation reports for legislation, policies and guidelines
- numeracy to confirm accuracy of numerical information
- written communication to write reports and prepare responses for the public and the organisation
- self-management to work ethically and in accordance with legislation
- using technology to gather information, make enquiries, review available data, access legislative requirements and record outcomes
- responding to diversity, including gender and disability
- applying environmental and occupational health and safety procedures to administrative work and when in the field attending accident/incident scenes

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

- rail safety legislation relating to occurrence notification, annual safety reports and reporting of issues to the rail safety regulator
- jurisdictional memoranda of understanding (MOUs)
- public sector legislation relating to privacy, freedom of information and whistleblowers in the context of safety reporting
- methods of rail safety investigation
- notification protocols for occurrences
- occurrence notification reporting requirements - ON-S1 national document
- Category A notifiable occurrences
- Category B notifiable occurrences
- procedural requirements for receiving and following up industry safety information and intelligence

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, The range statement and the Assessment Guidelines for the Public Sector Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- receiving and acting on industry safety information and intelligence in a range of 3 or more contexts or occasions, over time.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when receiving and acting on industry safety information and intelligence, including coping with difficulties, irregularities and breakdowns in routine.

Resources essential for assessment include:

- legislation and standards relating to rail safety information and intelligence
- organisational procedures and protocols relating to receipt and actioning of industry safety information and intelligence
- scenarios and/or case studies to capture the range of situations likely to be encountered when receiving and acting on industry safety information and intelligence
- access to relevant systems

Method of assessment

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include, but are not limited to, a combination of 2 or more of:

- demonstration
- observation
- simulation or role plays
- case studies/scenarios
- workplace projects
- portfolios
- authenticated evidence from the workplace and/or training courses

The assessment environment should not disadvantage the candidate

and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Suggested units that may be co-assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

- PSPETHC501B Promote the values and ethos of public service
- PSPGOV512A Use complex workplace communication strategies
- PSPGOV513A Refine complex workplace documents
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPRAIL501A Operate within the regulatory framework for rail safety
- PSPWPI501B Evaluate workplace legislative compliance
- PSPWPI503B Investigate possible breaches of workplace legislation

Guidance information for assessment

For consistency of assessment:

- evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Assessing employability skills:

- employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors
- the way these skills are applied varies between occupations and qualifications due to the different work functions and contexts
- employability skills embedded in this unit of competency should be assessed holistically with other relevant units that make up the skills set or qualification, and in the context of the job role

In practice, receiving and acting on industry safety information and intelligence overlaps with other generalist or specialist work activities, such as promoting compliance with legislation, acting ethically, using complex communication strategies, writing

complex documents, and exercising regulatory powers. Co-assessment with units of competency addressing these other activities could be considered.

Range Statement

The range statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The range statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance criteria is explained here.

Notifiable occurrences include:

- Category A notifiable occurrences, such as:
 - an accident or incident that has caused death, serious injury or significant property damage
 - a running line derailment
 - a running line collision between rolling stock
 - a collision at a road or pedestrian level crossing between rolling stock and either a road vehicle or a person
 - a fire or explosion on or in rail infrastructure or rolling stock that affects the safety of railway operations or that endangers one or more people
 - a suspected terrorist attack
 - any accident or incident involving significant failure of a safety management system that could have caused death, serious injury or significant property damage
 - any other accident or incident that is likely to generate intense public interest or concern
- Category B notifiable occurrences, such as the following (unless that occurrence is also a Category A notifiable occurrence):
 - a derailment other than a running line derailment
 - any collision involving rolling stock other than those listed under Category A
 - any incident at a road or pedestrian level crossing other than that described under Category A
 - the passing of a stop signal, or signal with no indication, by rolling stock without authority
 - any accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority
 - any failure of a signalling or communications system that endangers, or has the potential to endanger, the safe operation of trains or the safety of people, or to cause damage to adjoining property
 - any slip, trip or fall by a person on railway property, or any person being caught in the door of rolling stock
 - any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or cause damage to

property

- any accident or incident involving dangerous goods that affects or could affect the safety of railway operations or the safety of people, or cause damage to property
- any breach of a safeworking system or procedure, or the detection of any irregularity or deficiency in such a system or procedure
- the detection of any irregularity in any rail infrastructure (including electrical infrastructure) that could affect the safety of railway operations or the safety of people
- the detection of any irregularity in any rolling stock that could affect train integrity or the safety of people, or cause damage to the rolling stock
- any fire or explosion that causes damage to rail infrastructure or rolling stock, or both, or that causes the disruption or closure of a railway (even if the closure is only a precautionary measure)
- any incident on railway property where a person inflicts, or is alleged to have inflicted, an injury on another person
- a suspected attempt to suicide
- notification that a rail safety worker has returned a blood or urine test for drugs or alcohol that indicates a potential breach of safety requirements
- the infliction of any wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people
- a corridor security incident that affects the safety of railway operations

Other required organisations may include:

- Australian Transport Safety Bureau (ATSB)
- occupational health and safety regulators
- independent safety investigators

Acting upon occurrence notification reports may include:

- establishing investigation arrangements - whether the rail operator or the regulator will undertake the investigation
- making decision on whether to attend
- identifying immediate safety issues and taking action, which may include:
 - issuing statutory notices or safety advice
 - using information hierarchy/notification protocol to determine who needs to be notified immediately
 - classifying and recording reports

Unit Sector(s)

Not applicable.

Competency field

Rail Safety Regulation.