



Australian Government

TLIF4101A Implement and maintain a rail safety culture

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 implement and maintain a rail safety culture within rail organisations in accordance with organisational requirements.

Licensing, legislative, regulatory or certification requirements are not applicable to this unit.

Application of the Unit

People completing this unit must be able to assess compliance with safety culture requirements and confirm that organisational policies and practices are consistent with the principles that support the development of a positive safety culture. They must promote the benefits of developing a positive safety culture.

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 Explain key principles relating to a rail safety culture

- 1.1 Current information related to rail safety is obtained and confirmed in accordance with organisational policies and procedures
- 1.2 Principles that encourage a rail safety culture are identified and promoted to people within the organisation in accordance with organisational policies, procedures and guidelines

2 Apply rail safety culture to organisational activities

- 2.1 Concepts related to a positive rail safety culture are promoted to people within the organisation using appropriate communication strategies
- 2.2 Integration of a positive rail safety culture within the organisation is identified and implemented
- 2.3 Rail safety information is used to cross-check the presence or absence of a rail safety culture within all organisational rail safety documentation and practices
- 2.4 Rail safety culture is applied equally with engineering, technical and other factors that reduce the potential for incidents
- 2.5 Documentation that includes information related to the safety culture are clearly expressed in appropriate terms, to reinforce general understanding within the organisation
- 2.6 Behaviours and skills required for safe and effective work performance are identified and their contribution to a rail safety culture is promoted within the organisation

3 Review safety culture within an organisation

- 3.1 Behaviour of personnel is monitored to determine whether a positive rail safety culture exists
- 3.2 Resources committed to rail safety activities relative to the size and complexity of operations are evaluated
- 3.3 Attitudes, behaviours or systems that might be detrimental to a positive rail safety culture are identified and corrective actions are determined
- 3.4 Evidence of just culture principles are identified and promoted in accordance with organisational policies and procedures

Required Skills and Knowledge

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

Required knowledge:

- Appropriate safety survey tools
- Behavioural marker system for rail safety
- Concept and key elements of a positive rail safety culture
- Legislation and guidelines relating to rail safety culture
- Organisational policies, procedures and systems relating to developing and maintaining a positive rail safety culture
- Principles and application of rail safety
- Rail environment

Required skills:

- Communicate information relating to rail safety culture at the appropriate level
- Influence others positively
- Read and comprehend complex and formal documents, such as literature and guidelines relating to rail safety legislation and related materials
- Research information relating to a rail safety culture
- Solve problems

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 factors in a positive rail safety culture
 - identifying media available for dissemination of rail safety information
 - conducting a review of rail safety culture within an organisation/project

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.

Operating principles include:	• valuing people's knowledge, skills and judgement in carrying out their work safely • recognising human limitations and potential for error • just treatment when errors are made • acceptance that organisations are imperfect and will only improve if they are open to feedback and prepared to learn and adapt
Appropriate communication strategies may include:	• documents • toolbox talks • report summaries • electronic media • face-to-face communication • forums • presentations • committees • workshops • formal training
Documentation may include:	• reported findings • safety incident feedback • report summaries • guides • manuals • training materials • alerts • positive reinforcement initiatives
Behavioural markers are:	• short, precise statements each describing a single non-technical skill or competency, such as using correct radio protocols and asking questions to clarify understanding
Positive safety culture is characterised by:	• communication founded on mutual trust • shared perceptions of the importance of safety • confidence in effectiveness of preventive measures • shared concern for, commitment to and accountability for safety • key elements that include: • keeping people informed • maintaining vigilance • promoting a just culture environment • promoting organisational flexibility

- Just culture is:
- encouraging willingness to learn
 - transparent and establishes clear accountability for actions
 - neither blame free (total immunity for actions) nor punitive (disciplinary responses regardless of whether acts were unintentional or deliberate)
 - one where uncensored reporting of near miss occurrences and worker participation in safety issues is encouraged
 - one which acknowledges human error and the need to manage it by supporting systems and practices that promote learning from past errors or mistakes
- Information and documents may include:
- rail safety management system documents
 - reports of audits of rail safety
 - error and safety incident reports
 - relevant occupational health and safety (OH&S) regulations and procedures
 - relevant standards and certification requirements
 - quality assurance procedures
- Applicable legislation, regulations and codes may include:
- relevant commonwealth and state/territory regulations
 - relevant rail industry safe working codes and regulations
 - relevant state/territory OH&S legislation

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management