



Australian Government

TLIF4102A Implement and maintain safety management plans

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 rail safety management plans.

It includes identifying safety management plans appropriate to the organisations activities, implementing them, monitoring their effectiveness and identifying and reporting on non-compliance issues.

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

Application of the Unit

People achieving competence in this unit will need to fulfil the applicable commonwealth and state/territory legislation and relevant regulations.

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 Identify appropriate rail safety management plans

- 1.1 Compliance documentation relevant to rail safety for the activities being carried out is accessed and interpreted
- 1.2 Relevant personnel are consulted about the content of the rail safety management plans
- 1.3 Rail safety management plans are developed or adapted to meet organisational and regulatory requirements
- 1.4 Strategies for the management of ongoing changes that may affect rail safety management plans are identified and communicated
- 1.5 Information relating to the rail safety management plan is provided to relevant personnel in a language, style and format appropriate to their needs
- 1.6 Implications of non-compliance are clarified with all relevant personnel within the organisation

2 Implement rail safety management plans

- 2.1 Implementation is planned in collaboration with others to ensure compliance with the rail safety management system and organisational requirements
- 2.2 Implementation of work activities is monitored to ensure compliance with the rail safety management system and organisational requirements
- 2.3 Training needs of personnel are identified and supported to ensure they meet their rail safety management responsibilities in the workplace

3 Monitor rail safety management plan

- 3.1 Actual and potential problems relating to rail safety compliance within the workplace are identified and reported
- 3.2 Identified problems are reported to appropriate personnel to ensure compliance with the rail safety management system and organisational requirements
- 3.3 Recommendations on improvements to rail safety management plans are submitted to appropriate personnel in accordance with organisational and/or regulatory requirements
- 3.4 Records are maintained in accordance with organisational and regulatory requirements

4 Report non-compliance

- 4.1 Identified non-compliance is reported and recorded in accordance with legislative requirements and organisational policies and procedures

Required Skills and Knowledge

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

Required knowledge:

- Components of a rail safety management system and plans
- Options and resources for providing training and learning opportunities for employees about rail safety management
- Procedures and tools for monitoring and reviewing rail safety management plans and related policy and procedures
- Relevant legislation, regulations, permit and licence requirements relating to rail safety management
- Responsibilities of organisation and employees for the implementation of rail safety management plans

Required skills:

- Adapt to any changes in legislation and regulations as they may relate to rail safety
- Communicate effectively with others when implementing organisational rail safety management plans
- Modify activities and take appropriate initiatives to manage the implementation of an organisation's rail safety management plans depending on differing contexts, risk situations and environments
- Read and interpret documentation relating to rail safety legislation and the organisation's rail safety management system, and apply them to activities
- Recognise breaches of the organisation's rail safety management plans and take appropriate action in accordance with organisational policies and procedures
- Undertake audits and reviews of an organisation's rail safety management system
- Work collaboratively with employees and management to implement the organisation's rail safety management plans

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 rail safety management plans for a particular activity
 - monitoring a rail safety management plan
 - making recommendations for improvements to a rail safety management plan

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.

Compliance documentation may include:	• 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
Workplace legal compliance may include:	• requirements for the maintenance and confidentiality of records of non-compliance • requirements for the maintenance of records of breaches • provision of information and training • regulations and code of practice relating to hazards present in work area • site/work/groups representatives and committees • issue resolution
Relevant personnel may include	• senior management • other managers • employees • contractors • suppliers
Ongoing changes may include:	• updates to documents • staff training requirements • decommissioning of documents • changes to legislation • changes to work environment • changes to operational parameters
Regulatory requirements may include:	• acts • regulations • guidelines • industry standards • codes of practice
Information and documents may include:	• commonwealth and state/territory regulations and guidelines concerning rail safety • rail safety management system documentation • workplace instructions and procedures on rail safety • reports of audits of rail safety management systems

- error and safety incident reports
- relevant occupational health and safety (OH&S) regulations and procedures
- relevant standards and certification requirements
- quality assurance procedures

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management