



Australian Government

TLIF4107A Respond to notifiable rail safety occurrences

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 respond to notifiable rail safety occurrences in accordance with legislation, regulatory requirements and organisational procedures.

It includes identifying notifiable occurrences; completing and submitting documentation; conducting internal investigations; and assisting with external investigations in accordance with organisational procedures and relevant safeworking requirements.

Licensing or certification requirements are not applicable to this unit.

Application of the Unit

This unit applies to all types of occurrences that are recognised as notifiable rail safety occurrences according to rail safety 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 legislative and regulatory requirements for reporting notifiable occurrence

- 1.1 Legislative and regulatory requirements for reporting notifiable rail safety occurrences are identified and accessed
- 1.2 Individual state/territory requirements for reporting notifiable rail safety occurrence are accessed and interpreted
- 1.3 Documentation required for reporting notifiable rail safety occurrences for each applicable state/territory is accessed and interpreted
- 1.4 Legislative and individual state/territory requirements for reporting notifiable rail safety occurrences are communicated to relevant organisational personnel

2 Complete and submit notifiable occurrence documentation

- 2.1 Notifiable rail safety occurrence is checked against documentation to determine the appropriate manner and timing for reporting the occurrence
- 2.2 Documentation to report the notifiable rail safety occurrence is accessed, completed and submitted in accordance with regulatory requirements
- 2.3 Top event in the notifiable occurrence is identified and reported in accordance with regulatory requirements

3 Contribute to investigating a notifiable occurrence

- 3.1 Contribution is made to investigating a notifiable rail safety occurrence in accordance with organisational safety management system requirements
- 3.2 Evidence is collected and managed in accordance with organisational procedures and regulatory requirements
- 3.3 Organisational information is managed appropriately to ensure consistency between multiple agency investigations
- 3.4 Confidentiality is maintained in accordance with organisational and regulatory requirements
- 3.5 Occurrence reports including recommendations and/or lessons learnt are submitted to relevant personnel in accordance with regulatory requirements and organisational procedures

Required Skills and Knowledge

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

Required knowledge:

- Basic information and evidence collection and preservation techniques for notifiable occurrences
- Principles of just culture as applied to investigating notifiable occurrences
- Relevant legislation, regulations, permit and licence requirements relating to rail safety management
- Requirements for investigating and reporting notifiable occurrences
- Requirements of organisational safety management system and incident management plans

Required skills:

- Communicate effectively with others verbally and in writing when investigating and reporting notifiable occurrences
- Complete occurrence reports
- Interpret and follow operational instructions and prioritise work
- Read and interpret instructions, procedures and information relevant to notifiable occurrences
- Work collaboratively with others when responding to notifiable occurrences

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 notifiable occurrence legislative and regulatory requirements
 - completing a notification form for an identified notifiable occurrence
 - identifying a top event from a notifiable occurrence
 - completing a report on a notifiable occurrence

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.

Notifiable rail safety occurrences may include:	• derailments • collisions • level crossing occurrences • breaches of safeworking • signals passed at danger (SPAD) • load irregularity • dangerous goods occurrence • rail network security occurrence • wrong side failures
Documentation may include:	• occurrence classification – guideline one (OC-G1) • notifiable occurrence report • notification form • investigation report
Organisational procedures may include:	• safety management system • incident management plans • risk management procedures • emergency management plans
Multiple agencies may include:	• emergency services • regulator • operators • maintainers • rail infrastructure managers • coroner
Relevant personnel may be:	• supervisors and/or managers • customers • official representatives • contractors • relevant authorities • employees • regulators
Top event is:	• the event with the greatest adverse outcome – expressed in terms of causalities, damage or accident potential
Applicable regulations and legislation may include:	• legislated rail safety requirements including acts and regulations from each applicable state and/or territory together with any nationally approved compliance codes and/or guidelines • relevant state/territory occupational health and safety (OH&S) and environmental protection legislation

- privacy regulations
- data protection regulations

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management