



Australian Government

Department of Education, Employment and Workplace Relations

TLIF5017A Investigate rail safety incidents

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to investigate safety incidents in accordance with regulatory and workplace requirements, including planning the investigation, collecting and analysing information, and preparing the safety incident report. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Persons achieving competence in this unit will need to fulfil the applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and relevant regulatory and code requirements to the investigation of safety incidents as part of work activities in the rail transport and/or allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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

ELEMENT	PERFORMANCE CRITERIA
1 Plan the investigation	1.1 Clarification of the objectives of the incident investigation is established in conjunction with relevant personnel, and in accordance with workplace and regulatory requirements 1.2 Timeframes and locations for the investigation are established in conjunction with relevant personnel 1.3 Resources required for the investigation are identified and obtained within workplace guidelines
2 Collect and analyse information	2.1 All relevant available incident information is obtained and collated in order to facilitate a detailed and accurate analysis of the incident 2.2 Interviews are conducted with relevant personnel to establish their recollection of events associated with the incident 2.3 Information is analysed in accordance with the established objectives of the investigation, based on approved conditions, applicable standards and operational guidelines 2.4 Options for action are generated which are consistent with workplace and/or statutory requirements and lead to recommendations which reduce future risk 2.5 Criteria are specified to enable objective evaluation of the options to be undertaken
3 Prepare report	3.1 Conclusions are drawn and recommendations are made which will enable a satisfactory resolution of the incident issues, and meet workplace and any other statutory requirement. 3.2 Opportunities to enhance operational efficiency and safety procedures are documented in accordance with the standard reporting guidelines 3.3 Documentation is filed and distributed to all relevant parties for consideration and subsequent action

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- Relevant OH&S and environmental protection procedures and guidelines

REQUIRED KNOWLEDGE AND SKILLS

- Workplace procedures and policies for the investigation of safety incidents
- Focus of operation of work systems, equipment, management and site operating systems for the investigation of safety incidents
- Problems that may occur when investigating safety incidents and appropriate action that can be taken to resolve the problems
- Data collection and analysis techniques required when investigating safety incidents
- Documentation and reporting requirements for the investigation of safety incidents

Required skills:

- Communicate effectively with others when investigating safety incidents
- Read and interpret instructions, procedures and information relevant to the investigation of safety incidents
- Interpret and follow operational instructions and prioritise work
- Conduct interviews and take statements
- Negotiate, communicate and liaise effectively with others
- Prepare reports and recommendations
- Complete documentation related to the investigation of safety incidents
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when investigating safety incidents
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems identified when investigating safety incidents in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when investigating safety incidents
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the investigation of safety incidents
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use relevant computer, communication and office equipment required when investigating safety incidents
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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 underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

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

- Assessment of this unit must be undertaken by a registered training organisation
- 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 at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

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.

Work may be conducted:	• in a range of work environments • by day or night
Customers may be:	• internal or external
Workplaces may comprise:	• large, medium or small worksites
Work may be conducted in:	• limited or restricted spaces • exposed conditions • controlled or open environments
Resources required for the investigation may include:	• personnel time • access to incident site • access to equipment including rolling stock and infrastructure
Incident information may be obtained from:	• incident reports • dangerous goods manifest • drivers advice (train load) • safeworking forms • special train notices • consist forms • wagon cards • out-of-gauge documents • train journals or train register books transport instructions • load and weight records • material safety data sheets • inspection reports-routine circulars • interviews with those involved in the incident -f. • interviews with witnesses
Depending on the context of the safety incident concerned, the applicable regulatory/code requirements may include:	• the relevant state/territory OH&S regulations • the relevant state/territory codes of practice for safeworking • the Code of Practice for the Defined Interstate Rail Network
Hazards in the work area may include exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, goods, materials, trains and vehicular traffic
Consultative processes may	• other employees, supervisors and managers

RANGE STATEMENT

involve:

- affected customers
- official representatives
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Personal protective equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

Information/documents may include:

- applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- workplace procedures and policies for the investigation of safety incidents
- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances, including the ADG Code and Railways of Australia Code of Practices and Conditions for the Carriage of Dangerous Goods
- operations manuals, job specifications and induction documentation
- manufacturers specifications for equipment
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, and other industrial arrangements
- relevant Australian standards and certification requirements

RANGE STATEMENT

Applicable regulations and legislation may include:

- quality assurance procedures
- emergency procedures
- applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- Code of Practice for the Defined Interstate Rail Network in situations where safety incidents occur on that network
- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian and International Explosives Codes
- Railways of Australia Code of Practices and Conditions for the Carriage of Dangerous Goods
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field F - Safety Management