

**TRACK SAFETY AWARENESS TRAINING, MEDICALS &
CERTIFICATES OF AUTHORITY (ID CARDS)
ADVICE TO EMPLOYERS 11/10**

Go-Train Rail is an Accredited RTO and leader in the provision of TSA online. Go-Train Rail in consultation with the Victorian Track Managers Metro, ARTC, VicTrack & Pacific National, delivers training for Employees requiring Track Safety Awareness Level One (TSA) training, Medical Assessments, and ID Cards. These are in keeping with the requirements of the Track Managers and the Victorian Department of Infrastructure Track Safety Awareness Guidelines (2005).

We trust that these procedures (attached) clarify any questions you have and also make it simpler for you to obtain medicals and, manage the process.

This document is a guide for Employers and Contractors, and addresses:

1. TRAINING OPTIONS
2. MEDICAL ASSESSMENTS (SCW3)
3. CURRENCY OF CERTIFICATION
4. ID CARD RENEWALS
5. EMPLOYER REGISTRATION
6. INITIAL & RENEWAL TRAINING AND ID CARD ISSUE
7. EMPLOYEES WORKING FOR MULTIPLE CONTRACTORS
8. TSA LEVELS 2 & 3

We trust that this information clarifies this situation. If you have any questions please do not hesitate to contact Go-Train Rail on 03 5443 3390.

1. TRAINING OPTIONS

GoTrain Rail can provide the following training options:

- Online using the internet in a supervised environment www.gotrain.com.au
- Face to Face

Each Employer organisation using our training services must be registered with us and a simple declaration provided which will be retained in our records.

The attached table lists the procedures to be followed by Employers and Employees ensuring that the requirements of the Track Managers are met.

2. MEDICAL ASSESSMENTS (SCW3)

Rail safety workers and rail operators have a number of obligations to ensure worker health and fitness for duty. All persons engaged in working around the track must have a current medical. This must be conducted to standards defined by the rail industry by an accredited medical practitioner.

Medical Requirements – Non-Safety Critical Workers

Non-Safety Critical Workers are those whose health and fitness will not impact directly on the safety of the public and the rail network.

Around the Track Personnel (ATTP) is the term used to describe workers who perform Non-Safety Critical tasks on or near the track as defined. Their risk category depends on their likely exposure to moving rolling stock.

ATTP or Non-Safety Critical workers include:

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- Freight Yard Workers
- Track Maintainers
- Signalling and Level Crossing Maintainers
- Rollingstock Maintainers
- Train Conductors
- Engineers
- Sub Contractors
- Tracksides Visitors

Their activities are not safety critical because the safety of the rail network will not be jeopardised by them incurring ill health whilst onsite.

There are two Non-Safety Critical Worker risk categories:

1. ATTP operating in an Uncontrolled Environment (Category 3);
2. ATTP operating in a Controlled Environment (Category 4).

Track Safety Health Assessments for Around the Track Personnel

The Track Safety Health Assessment for ATTP (Category 3) comprises eyesight and hearing tests and an assessment to ensure their safe mobility around the track.

The health assessment categories provide a general framework for defining health assessment needs. However, certain tasks will have specific requirements, for example for colour vision and/or hearing and/or musculoskeletal attributes. The health monitoring system should provide appropriate flexibility to ensure that the health assessment requirements reflect the specific requirements of the rail safety tasks.

Periodicity of Medical Examinations

A rigorous health assessment system should: -

- confirm that the health and fitness of a Rail Safety Worker is suited to the tasks to be performed,
- periodically monitor the Rail Safety Worker's health during employment to detect conditions that might affect Rail Safety, and
- enable timely response to concerns about the worker's health.

The health assessment system should therefore comprise the following three types of assessments: -

Pre-placement or Change of Grade Health Assessments

Rail Safety Workers classified in Categories 1, 2 and 3 require health assessments at pre-placement and before changing to a higher grade. The assessments are aimed at determining a worker's fitness for Rail Safety duties and should match the risk category of the job they are entering.

Periodic Health Assessments

Periodic health assessments are conducted to identify health conditions that may affect safe performance of Rail Safety Work. They should be conducted for Category 1, 2 and 3 Rail Safety Workers according to the defined frequencies.

Therefore periods of health assessments are

Category 1 and 2: Safety Critical Workers

1. At time of commencement then: -
2. 5 yearly to age 50
3. 2 yearly to age 60
4. Yearly thereafter

Category 3: ATTP in Uncontrolled Environment

1. At time of commencement then: -
2. At 40 years of age and 5 yearly thereafter.

The frequencies are a minimum requirement based on evidence of rate of age-associated degenerative illness, the increased power of the revised assessment to detect rail safety workers at risk and comparison with local and overseas standards. Depending on the needs of the worker, authorised health professionals may also recommend more frequent assessments for

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health surveillance. Ongoing treatment of medical conditions should continue to be the responsibility of the worker's general practitioner.

You should request suitable category medical (generally SCW3) from an accredited medical practitioner from the following list. [Medical Practitioners](#)

You must request a Drug Screen. Without a negative Drug Screen result we cannot issue a TSA ID card.

You must use the following approved forms for the medical. [Medical Form](#) – There are a lot of these, your doctor will know what to do with them!

3. CURRENCY OF CERTIFICATION

Once an employee has completed the TSA training it remains current for:

- **for permanent Employees of Accredited Rail Organisations** - up to 3 years from date of issue, but that date is not to exceed the date of a Periodic Health Assessment;
- **for Contractors and Sub-Contractors of Accredited Rail Organisations** - up to 12 months from date of issue;
- **for third parties and visitors** – up to 12 months from date of issue.

So if you do not work with an accredited Victorian rail operator, you will need to undertake Track Safety Awareness training every 12 months

Withdrawal of Certification

Certification may be withdrawn for the following reasons:

- Committing a breach of operating rules; or
- Change of health status.

4. ID CARD RENEWALS

If you are a contractor and it is 12 months since you did the Track Safety Training; and you have a current medical, then you will be re-issued a new current TSA ID card once you have redone the training.

Please contact us on 03 54433390 or visit www.gotrain.com.au.

5. EMPLOYER REGISTRATION

As an RTO it is important that we not only record Employee details but also Employer details. Each Employer must be registered with GoTrain Rail using the Form provided. Training will only be provided to registered employers.

This registration provides GoTrain Rail with your organisation's written undertaking that:

- a) The Employees receiving training have been visually verified by the Employer and that their identity has been proven. (Drivers Licence Check or similar)
- b) That the Employee will undertake online training in a supervised environment, without external assistance.
- c) Your company will immediately advise GoTrain Rail if there is a change in the Employees circumstances and ability to safely enter a Track Safety Environment i.e. health issue, Safety Incident etc.

A registered employer will be recorded on the employee ID card. This record provides easier audit of currency of qualification for the track manager, and also assists with portability if an employee works for more than one employer.

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6. INITIAL & RENEWAL TRAINING ENROLMENT AND ID CARD ISSUE

The steps to arrange a student(s) enrolment are as follows:

- a) The Employee must undertake a Medical Assessment for Safety Categories 1-3 (SCW 1–3) including Drug Screen. See above. If a current medical record is available, please provide copy of the Mauve Form - Request and Report Form (P22)
- b) **The employer** can either –
 - **Enrol the student directly on line and pay using a credit card**

Or

- Contact Go-Train Rail utilising our Enrolment Form and advise that training is required, nominate the Employees and the course required. Employers must certify that the Employee undertaking the training has had their identity verified by a mechanism such as a licence check; and that the Employee is undertaking the training in a supervised and unassisted manner. Where an Employee has a language or reading disability, then the use of an intermediary is acceptable.
- c) You must provide payment to us prior to receiving training, unless alternative arrangements have been made. **A 10% surcharge applies to non online enrolment applications.**
 - d) You must provide us with an ID card passport photo for the ID card. We will require a good digital head and shoulders passport style picture of the Employee, for the ID Card. Please do not wear a hat or sunglasses This can be provided either via email (enquiries@gotrain.com.au); or uploaded into the online Learning Management System during the training.
 - e) Please send Medical Assessment results via fax 035443 3370 or email.
 - f) Once the Medical Assessment is received, with a Negative Drug Screen result, the Employee can then undertake the Go-Train Rail TSA online training course. A unique Username and Password will be provided for each Employee. These will be provided to the Employer's nominated e-mail address, for distribution to the Employee.
 - g) Once proof of completion has been verified against the Go-Train Rail online training system, an ID Card will be issued, signed by a Go-Train Rail endorsed trainer and posted to you within 7 days

7. EMPLOYEES WORKING FOR MULTIPLE CONTRACTORS

It is now a requirement that the Employer(s) whom the Employee works for, be recorded on the ID card.

Where an Employee may work for more than one Employer (i.e. part time or casual Employees) each Employer must be recorded on the ID card.

GoTrain Rail must be advised at time of training or ID card renewal if additional Employers are to be listed, with all Employers to be listed on the ID Card required be registered (as above) with Go-Train Rail before we will list that organisation on an ID Card.

Replacement and alterations to cards will incur an issuing fee.

We trust that this advice is informative and ask that you direct any questions directly to us

03 54433390.