

The PCBU (*Employer/Contractor*) shall have its own employee and project/site-specific induction. The induction shall at least describe the PCBU's HS&E policies, HS&E Management Plan requirements, objectives, targets, relevant hazards, and risk management processes applicable to the work or work environment.

In addition to the Employer/Contractor own staff training and inductions, all PCBUs shall attend/complete the following:

- ARTC Inductions
- Other nominated Rail Infrastructure Managers (RIM) inductions and requirements.
- Martinus RCP General Project.
- Site specific inductions; and
- Departmental/area inductions.

The Employer/Contractor shall ensure competency profiles incorporating HS&E related training, competencies, formal qualifications, prescribed licences shall be identified and documented for all positions and be periodically reviewed. The Employer/Contractor shall ensure pre-mobilisation verification of competency for all employees (including trade competencies, certificates, and licenses to perform regulated activities and plant operation); and will ensure that all personnel are competent to conduct tasks assigned to them under the Contract or terms of Contract.

The PCBU (Employer/Contractor), must ensure, that its workers:

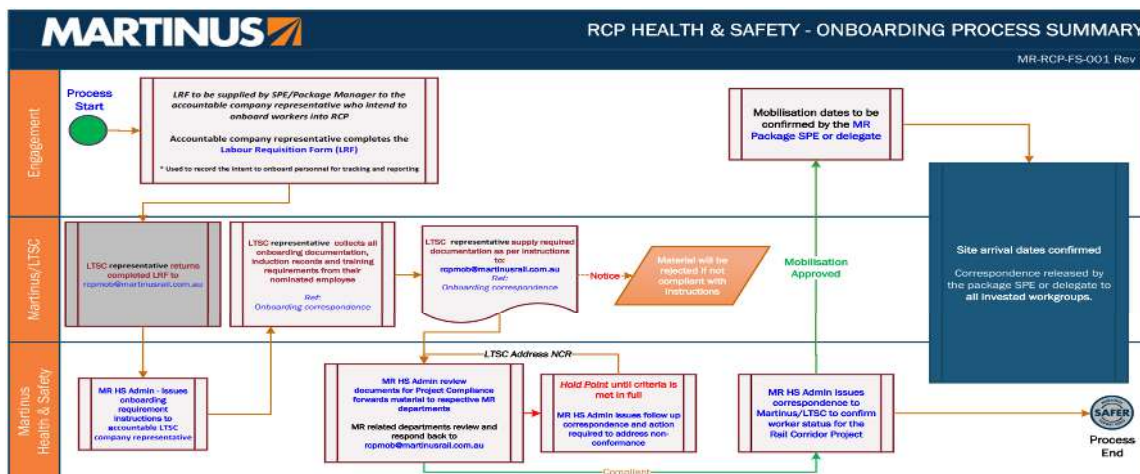
- Are competent to carry out work assigned
- Are assessed for competence for equipment to be operated or used
- They undertake a medical assessment
- Maintain records of competence/qualifications are maintained
- Carries identification that enables their competency and training to be checked

Health and Safety training records shall be maintained and available to Martinus.

The PCBU (Employer/Contractor) shall ensure the following:

- A process to track expiry dates on staff training and certification is implemented (access to sites may be withdrawn if these dates are exceeded).
- A process for mentoring new/inexperienced employees is implemented.
- Positions equivalent to supervisor or above shall hold recognised supervisory competencies.
- A behavioural-based safety program or similar is implemented, as a minimum, this program shall contain in-field interactions or equivalent, in line with the Martinus Health and Safety project expectations and standards.
- Personnel appointed to statutory roles are demonstrably trained and deemed competent.

Each PCBU (Employer/Contractor) shall ensure that a visitor or short-term worker undertakes all Martinus requirements prior to accessing the project or site.



Additional Information:

- RCP Mobilisation email is rcpmob@martinusrail.com.au - This account is the primary point of contact for all Martinus Rail Corridor mobilisation processing and site approvals.
- The Process timeframe is governed by the time it takes an onboarding company to supply the documentation and for their employee to complete/meet all project requirements.
- If the worker will be performing works that require HRWL, operating plant or need any specialised industry training this will be discussed during mobilisation.
- RCP Health and Safety team will liaise with the Martinus Rail Competency team regarding candidates R1W profile status, for this to occur, all LTSC employees listed on the LRF must aspect the Martinus R1W association request to progress their mobilisation advancement within 48hours of receiving it into their nominated email account. Failure to do so, will delay the employee assessment, approvals and mobilisation date.

* LTSC - Lower Tier Subcontractor/Martinus Directs

** LRF - Labour Requisition Form

*** MR - Martinus (RCP Team)

Compulsory - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
Drivers Licence Issued by State Government Authority	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	Should the employee or contractor not hold a Valid Driver's Licence - a Primary Use in Community Document must be supplied: <ul style="list-style-type: none"> Australian Passport (Current, or expired within the previous two years, but not cancelled) International Passport (Current, or expired within the previous two years, but not cancelled) Proof of Age or Photo ID Card issued by AU Government Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	Used as a primary identification document as part onboarding. All persons required to operate a light vehicle on site must hold a valid Australian 'C' class driver's licence as a minimum. Commercial driver standards are applied to drivers of 'heavy vehicles' – those holding or applying for a licence of class MR (medium rigid), HR (heavy rigid), HC (heavy combination) or MC (multiple combination). Any driver holding a ' Provisional License ' must first present to Martinus RCP Mobilisation a current <i>RIIVFH305F - Operate and maintain a four-wheel drive vehicle or equivalent training</i> prior to operating a light vehicle on the project.
Construction Induction Card Your employee will need a general construction induction (white card) to undertake any type of construction work in Queensland and New South Wales.	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	Recognition of general construction induction training cards: Fact sheet https://www.safework.nsw.gov.au/resource-library/licence-and-registrations/recognition-of-general-construction-induction-training-cards-fact-sheet	Expiry – A white card does not expire as long as your employee keeps competencies current. Where your employee has not worked in the construction industry in the past 2 years, the white card is not considered to be valid, and your employee will need to retrain in, <i>CPCWHS1001 - Prepare to work safely in the construction industry</i> .
Rail Industry Worker (RIW) card, with an: <ul style="list-style-type: none"> Active RIW subscription, and RIW Role correctly listed in profile 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	Without limiting any requirements of the Deed, Contractors must ensure all staff performing works in the rail corridor have successfully completed the necessary training requirements of the Rail Transport Operator for working in the rail corridor and possess a Rail Industry Worker card. About the RIW Program: https://support.riv.net.au/support/solutions/folders/51000052269 How to obtain a Rail Industry Worker card: https://support.riv.net.au/support/solutions/articles/51000029877-how-do-i-get-a-rail-industry-worker-card-	All employees or contractors required to enter areas known or identified as a defined " Civil Active Area " (CAA), shall be exempt from holding a Rail Industry Worker (RIW) card within these controlled areas/zones or boundary limits. Where a defined CAA boundary limit ends all employees and contractors must supply to Martinus <i>RCP Mobilisation</i> a current Rail Industry Worker Card in advance of entry into any defined or prescribe rail corridor. <ul style="list-style-type: none"> No worker shall enter a defined or prescribed rail corridor without this documentation at any stage or for any reason. Office Staff / Permanent Support Staff - (CAA Only) – Rail Industry Worker (RIW) card is not required, unless requiring access to a defined or prescribe rail corridor during the project or contract execution. The cards QR code and individual name must be clear and be able to be scanned by <i>RIW Kiosk or Tablet</i> or other QR device reader. Network Blocks and Suspensions Prior to submitting an employee's material for Martinus consideration, the contractor must ensure that the individual is not blocked or holds any class of suspension on their RIW profile. Martinus reserves it right to decline access to any person that carries a Block and or a Suspension on their RIW profile.
Safely Access the Rail Corridor (SARC) training: <ul style="list-style-type: none"> TLIF2080 TLIF0020; or Equivalent training 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	This course (Safely Access the Rail Corridor) is a mandatory requirement, to enter or perform any work in a defined or prescribe rail corridor. TLIF0020 Safely Access the Rail Corridor (SARC), a nationally recognised training, which replaces the Track Safety Awareness (TSA) and National Track Safety Awareness (NTSA) training. PEO-GL-001-Business Rules for Working in ARTC Rail Corridor - this guideline is for people undertaking rail safety work in the ARTC network, which includes employees, other rail operators, contractors, subcontractors and suppliers and other parties.	Statement of Attainment recognised under the Australian Qualifications Framework must be supplied. To find a training provider for SARC click on Finding a Registered Training Organisation and search for the following competency unit: TLIF0020 Safely Access the Rail Corridor. All employees or contractors required to enter areas known or identified as a defined " Civil Active Area " (CAA), shall be exempt from holding a Safely Access the Rail Corridor (SARC) within these controlled areas/zones or boundary limits. Where a defined CAA boundary limit ends all employees and contractors must supply to Martinus <i>RCP Mobilisation</i> a current Safely Access the Rail Corridor in advance of entry into any defined or prescribe rail corridor. <ul style="list-style-type: none"> No worker shall enter a defined or prescribed rail corridor without this documentation at any stage or for any reason. Office Staff / Permanent Support Staff - (CAA Only) – Safely Access the Rail Corridor (SARC) is not required, unless requiring access to a defined or prescribe rail corridor during the project or contract execution.

Mandatory - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
<p>Pre-mobilisation health assessment and AOD screening:</p> <ul style="list-style-type: none"> CAT-1 (train drivers, hi-rail plant operators, Protection Workers) CAT-3 (all other personnel) Refer to Role - Medical Framework. 	X	X	X	X	<p>Scan of document (PDF in colour, front & rear)</p> <p>Section B of medical</p>	Prior to mobilisation	All Employees	<p>As a minimum this program must be developed in accordance with the Safe Work Australia Health Monitoring – Guide for persons conducting a business or undertaking and the National Transport Commission’s National Standard for Health Assessment of Rail Safety Workers.</p> <p>National Transport Commission’s National Health Assessment Standard for rail safety workers.</p> <p>Category 1 and 2: Safety Critical Workers must have a pre- employment health assessment, then</p> <ul style="list-style-type: none"> every 5 years to age 50, then every 2 years to age 60, then every year. They must have a health assessment conducted within 2 years after turning 50 years of age, and within 1 year after turning 60 years of age. <p>Category 3: Around the Track Personnel in an Uncontrolled Environment must have a preemployment health assessment, then</p> <ul style="list-style-type: none"> every 5 years from the age of 40 years. Category 3 workers who have had a full health assessment less than 5 years before turning 40 (e.g. for pre-employment) may have their next periodic assessments scheduled 5 years from that date. 	<p>Martinus and all PCBUs has an obligation to ensure the health and safety of its employees, workers and to provide and maintain a safe and healthy work environment.</p> <p>To safeguard any potential employee, Martinus may require any worker to undergo a new pre-employment health assessment (medical examination) as a condition of the applicant’s appointment and prior to commencement.</p> <p>The health assessment will assist in determining whether an applicant has any medical condition, which may:</p> <ul style="list-style-type: none"> impact on their ability to perform the inherent occupational requirements of the position place the applicant at an increased risk of injury or illness or re-aggravation / reoccurrence of a pre-existing medical condition if carrying out the inherent occupational requirements of the proposed position place others in the workplace at increased risk of injury or illness. <p>All workers must complete <i>MR-RCP-WF-078 - Health Questionnaire & Declaration</i> as a part of the mobilisation process.</p> <p><i>PCBUs may be required to supply supporting specialist medical clearance or documented medical plan for disclosed health issues.</i></p>
<p>Drug and Alcohol (D&A)</p> <ul style="list-style-type: none"> Testing completed Authorised Health Professional (AHP) 				X	<p>Scan of document (PDF in colour, front & rear)</p>	Prior to mobilisation	All Employees		<p>IMPORTANT: All applicants must submit the results of a current Drug and Alcohol Test with their on-boarding application. These tests must be within 28 days of the application to be classified as current.</p> <p>This screening must be completed by an Authorised Health Professional (AHP), by conducting an Instant Drug and Alcohol Test and be record on a chain of custody form from the AHP.</p> <p>Note: Any initial non-negative urine drug test results require NATA accredited laboratory confirmatory GCMS testing in accordance with the AHP procedures.</p> <p>This result must be supplied prior to Martinus RCP Mobilisation if the applicant is to progress for consideration.</p>

- Authorised health professionals are appointed and authorised by accredited rail organisations to conduct health assessments for workers who perform rail safety work, in line with the procedures contained in the [Safe Work Australia Health Monitoring – Guide for persons conducting a business or undertaking and the National Transport Commission’s National Standard for Health Assessment of Rail Safety Workers](#). PCBUs working in the rail corridor or performing safety critical work must pass a health assessment as per the national standard for health assessment of rail safety workers to confirm they are fit to do such work.

Mandatory E-learning - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
<p>E-Learn inductions - ARTC Inland Rail: Allowance of 3 hours to complete all packages.</p> <ul style="list-style-type: none"> ARTC National Contractor Induction ARTC Corridor Access Management Process Induction ARTC Electrical Safety Induction ARTC Environmental Induction ARTC Environmental Incident Management Induction 		X		X	<p>Scan of document (PDF in colour, front & rear)</p>	Prior to mobilisation	All Employees	<p>All workers to complete Inland Rail Contractor Induction packages.</p> <p>ARTC set expiry date – 5 years from completion</p>	<p>All certificates of completion must be returned to Martinus Mobilisation team.</p>
<p>E-learn inductions - Martinus Allowance of 4 hours to complete all packages.</p> <ul style="list-style-type: none"> Martinus - RCP General Project Martinus - Community Relations Martinus - Environmental Induction Martinus - Risk Assessment 				X	<p>Scan of document (PDF in colour, front & rear)</p>	Prior to mobilisation	All Employees	<p>All workers must complete these Induction packages in full.</p>	<p>Group Mandatory e-Learning Packages – Role Specific - MR Direct Hire Only - allow up to 4 hours to complete for identified and Martinus approved persons in a supervisory role.</p> <p>These modules may be required for PCBU employees acting in a supervisory role or function on the project.</p> <p>All certificates of completion must be returned to Martinus RCP Mobilisation team.</p>

- E-Learning training can only be accessed online, via Martinus issuing the approved links

Required - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
<p>Verification of Competency (VOC)</p> <p>0-0000-900-POS-00-SP-0001_2 - PECIFICATION INLAND RAIL WORK HEALTH AND SAFETY REQUIREMENTS</p> <ul style="list-style-type: none"> Section 8 - Training and Competence Section 11.2 - Rail Safety Workers Section 11.3 - Competence and Induction for other Rail Transport Operators 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation Unless Martinus makes and confirms special provisions	All Employees	<p>WHS</p> <p>A person conducting a business or undertaking (PCBU) has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.</p> <p>The primary duty of care requires PCBUs to ensure so far as is reasonably practicable the:</p> <ul style="list-style-type: none"> provision and maintenance of a safe work environment provision and maintenance of safe plant and structures provision and maintenance of safe systems of work safe use, handling and storage of plant, structures, and substances provision of accessible and adequate facilities (for example access to washrooms, lockers, and dining areas) provision of any instruction, training, information, and supervision monitoring of workers health and conditions at the workplace and maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises. <p>All competencies relevant to the work being undertaking must be checked and confirmed as valid and current by the responsible manager prior to the works commencing.</p> <p>Where a worker does not have the required current competencies visible on the relevant project Martinus Health and Safety training matrix or system, the worker will not be allowed to enter the rail corridor or to commence work.</p>	<p>Before starting work, Martinus and contractors (PCBU) shall have in place a verification of competency (VOC) process for any personnel conducting WHS prescribed High Risk Work License activities on Martinus facilities or project sites.</p> <p>PCBU shall demonstrate and supply records of completed VOCs when requested by Martinus at the pre-mobilisation stage and during the project delivery under contract.</p> <p>These processes will be subject to audit and approval by Martinus RCP HS Team.</p> <p>The PCBU verification processes should provide a sound level of assurance that individuals possess the necessary practical skills, knowledge, experience, and ability to perform their work without risk to themselves, others, the project, plant and equipment or the environment.</p> <p>All personnel are required to undertake verification of competency (VOC) <i>at least</i> every 2 years, to ensure they are up to date with new industry regulations, workplace safety standards and any new technology or policies related to the industry and job role.</p> <p>The VOC is to be facilitated by either a Registered Training Organisation (RTO) or the PCBU internal VOC system using a subject matter expert and shall include the following:</p> <ul style="list-style-type: none"> Supply of Statement of Attainment recognised under the Australian Qualifications Framework must be supplied. Validation of experience through documentary evidence E.g. High-Risk Work licence or equivalent prior to the VOC being conducted. Challenge testing of underpinning knowledge. <p>A written theory assessment completed that determines the level of underpinning knowledge related to the work activity:</p> <ul style="list-style-type: none"> Observation of practical performance of work. The level of proficiency is documented. <p>PCBU Own Verification Processes</p> <p>For Competency Assessments, a person who conducts verification of competency assessments must meet the following requirements:</p> <ul style="list-style-type: none"> Current qualifications in the competency / competencies being assessed. The Assessor elements of Certificate IV in Training and Assessment from the Training and Assessment Package (TAE40116), or be able to demonstrate equivalent competencies; and A person undertaking the role of a <i>Subject Matter Expert</i> (SME) for a task requiring a High-Risk Work Licence or mobile plant shall hold a current and valid High Risk Work Licence for that task or holds relevant, current, and valid RII, TLI or similar statement of attainments for that task or mobile plant.
<p>Nationally Recognised Competencies</p> <p>Certificates for Operation of Plant & Equipment - Relevant to role, examples are:</p> <ul style="list-style-type: none"> Resources and Infrastructure Industry Training Package. Transport and Logistics Training Package. <p>0-0000-900-POS-00-SP-0001_2 - PECIFICATION INLAND RAIL WORK HEALTH AND SAFETY REQUIREMENTS</p> <ul style="list-style-type: none"> Section 5.1 - Supervision levels and competency Section 8 - Training and Competence Section 11.2 - Rail Safety Workers Section 11.3 - Competence and Induction for other Rail Transport Operators 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	<p>Training and Competence</p> <p>PCBUs must implement a verification of competency process for all high-risk work licenses and mobile plant operators. As a minimum, and without limiting its obligations under section of this Specification, Martinus and Contractors must:</p> <ul style="list-style-type: none"> Implement a training program based on that training and competencies needs analysis, specific to the Project. Establish and maintain a Rail Safety Worker role matrix that nominates the roles that are identified as Rail Safety Worker. Have an engineering competency management process compliant to the ARTC SMS. Without limiting any requirements of the Deed, ensure all staff performing works in the rail corridor have successfully completed the necessary training requirements of the Rail Transport Operator for working in the rail corridor and possess a Rail Industry Worker card. Ensure operators hold a current National Unit of Competency for mobile and static plant. Implement a verification of competency process for all high-risk work licenses and mobile plant operators. Ensure training records are kept demonstrating compliance with applicable Laws. 	<p>Statement of Attainment recognised under the Australian Qualifications Framework must be supplied.</p> <p>Note: All PCBUs must conform to any other nominated Rail Infrastructure Managers (RIM) requirements as applicable to scope of work or location.</p> <p>Job role matrix is an ARTC mandatory requirement for all RIW cardholders who conduct work on the ARTC network.</p>

Required - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
Trade or Work Licence <ul style="list-style-type: none"> Electrician Plumber Traffic Control Etc, etc 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	Job role matrix is an ARTC mandatory requirement for all RIW cardholders who conduct work on the ARTC or other RIM network.	Trade, Work Licence or Statement of Attainment recognised under the Australian Qualifications Framework must be supplied.
Qualifications May be but is not limited to; <ul style="list-style-type: none"> Diploma Degree Cert IV Cert III Cert II Other relevant to the work type or role.	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees	Training and Competence As a minimum, the PCBU must: <ul style="list-style-type: none"> Identify all roles with responsibility for safety, and the training and competencies that are required for those roles, including competencies required under the ARTC SMS. Implement a training program based on that training and competencies needs analysis, specific to the Project. Establish and maintain a Rail Safety Worker role matrix that nominates the roles that are identified as Rail Safety Worker. Have an engineering competency management process compliant to the ARTC SMS. 	
Site Based - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
Mandatory Martinus – HS Orientation				X	Completion of HSE0 Paperwork	On Arrival Project Site	All Employees		All workers to complete the HS Orientation - Face to Face as apart of work crew.
Area familiarisation / Work Area Orientation				X	Completion of AF/WAO Paperwork with Supervision 14 day turn around	On Arrival Project Site	All Employees		Supervisor Program - All craft workers to complete the area familiarisation with their appointed supervisor - Face to Face as apart of work crew.
QLD Based - Onboarding Role Essentials	Regulators	ARTC/IR	RIMs	Martinus	Deliverable	When	Who	Criteria	Martinus Stretch
Training units required for Queensland Rail (QR): Allow 19 hours to complete all packages on average. <ul style="list-style-type: none"> QR 3.2 Safely Access the Rail Corridor – face to face with nominated QR RTO QR 3.15 Working in Electrified Territory (WET) Card – face to face course - with nominated QR RTO TLIF2010 Apply Fatigue Management Strategies – face to face with nominated QR RTO QR Intro to Network Lockout – online training 	X	X	X	X	Scan of document (PDF in colour, front & rear)	Prior to mobilisation	All Employees as Approved/ Required by Martinus	QR Rail Industry Worker program Queensland Rail Certificate of Achievement (QR3.2 Safely Access the Rail Corridor) is valid for 3 years (1095 days) from the date of the training. Statement of Attainment and all Certificates of completion must be returned to Martinus Mobilisation team. Required for workers who will work in or around Queensland Rail (QR) Networks.	All PCBUs and its employees required to complete this external training will be advised and formally approved to undertake this training by Martinus.