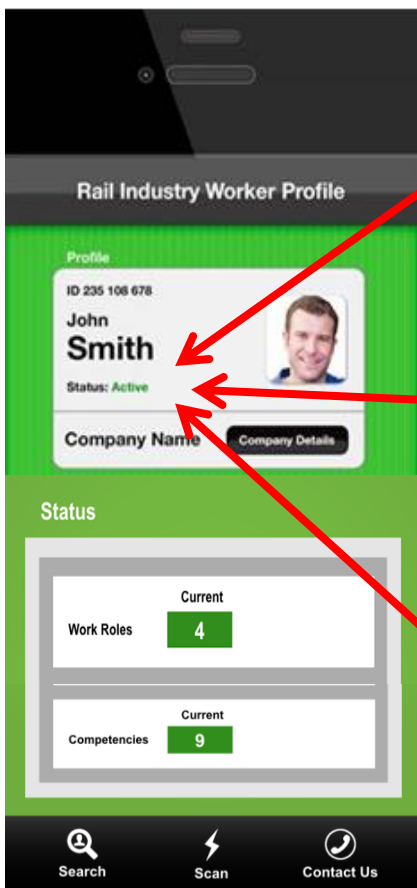


3 Step Guide to Checking RIW Competence

The purpose of this bulletin is to guide employees and contractors on how to check RIW Competence in the using a 3-step process.

What is the 3 Step process to check RIW Competence?

Step 1 – Is their profile **Active**?



Status: Active

This means the worker has paid their annual subscription and the card is active.

Proceed to step 2



Status: Expired

This means the worker has not paid their annual subscription and the card is no longer active.

Not Permitted On Site



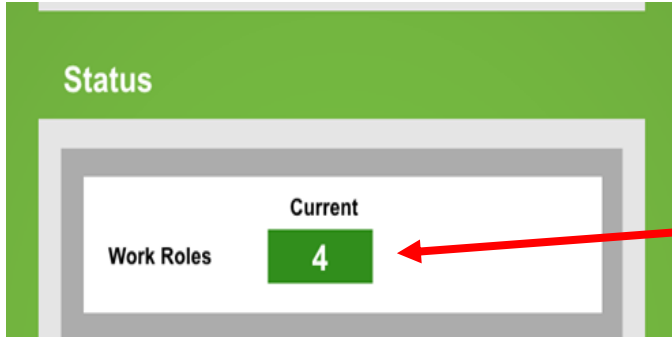
Status: Blocked

This means the worker has had a safety breach or other type of breach placed against their name.

Not Permitted On Site

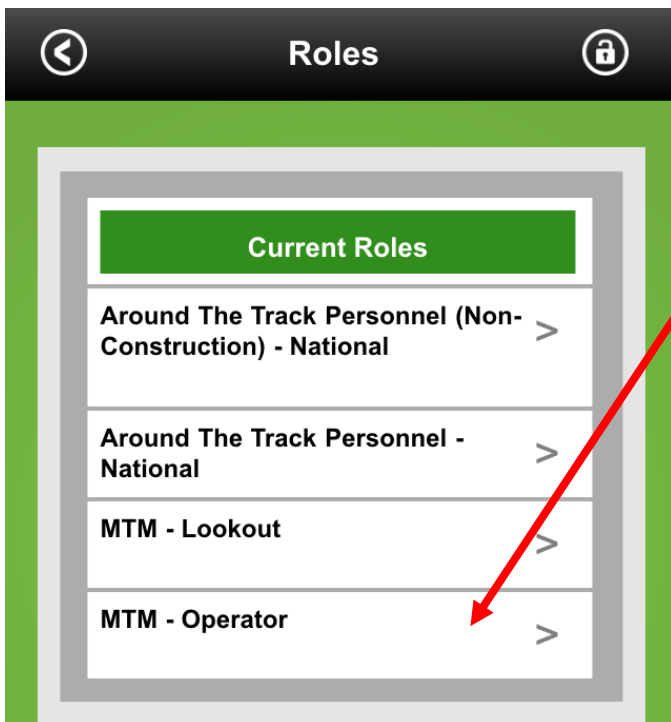


Step 2 – Check which rail operator the contractor can work for:



“Click” Current Work roles

This means the contractor has a current work role & a list of current roles will appear

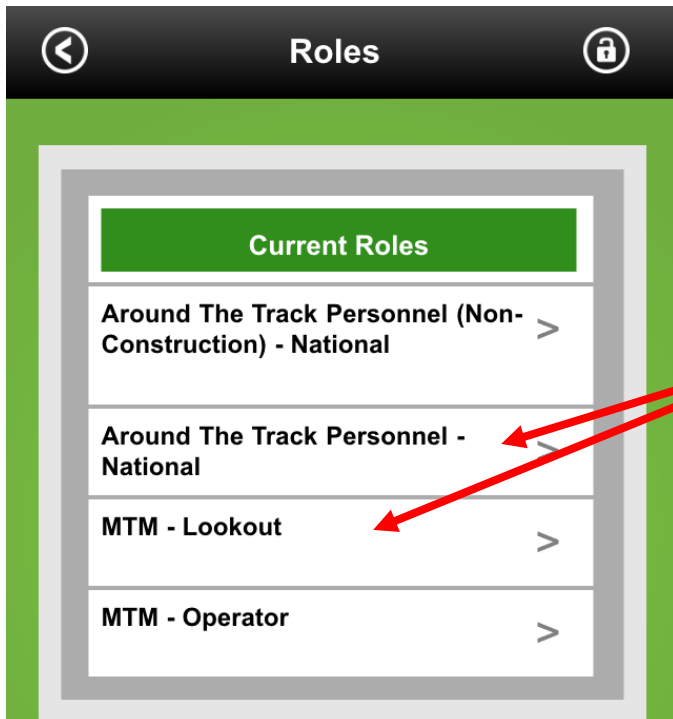


Find the “MTM -Operator” role

The operator role will identify the rail operator the person can work for e.g. ARTC – Operator, MTM – Operator

No MTM – Operator role – Not Permitted on Site

Step 3 – Check what work they can do:



Find a MTM or National role.

The role must reflect the works they are doing on site that day

In this example the contractor can work as a MTM Lookout & Around the Track Personnel – National

What does the MTM – Operator role mean?

A contractor with a valid MTM – Operator role means they have been inducted into Metro's Safety & Environmental requirements.

What sits behind the MTM – Operator role?

When a contractor completes Train Track Safety Awareness for the first time they upload the certificate into two areas in the RIW system, one of which is the MTM – Operator role.

Then in 2-year's time the contractor returns and completes the Metro Contractor Safety & Environmental (MCSR) recertification – which is a shortened/refresher course made up of high risk issues, amendments/updates and lessons learnt from any incidents. This certificate is then uploaded into the MTM – Operator role. The original 2-year expiry date that used to sit with TTSA now sits with MTM – Operator role.

If the contractor completes Handsignaller or Track Force Protection Coordinator recertification, MCSR is delivered at the same time.

Why isn't the 'Competencies' part of the APP relevant to me?

All contractors and employees using the APP to check competence for auditing or prestart purposes **should only use 'Current' roles**. The competencies section is only used by select group of people for specific functions. You must simply check what role they can do and not what makes up the role.

What if I am having trouble with the RIW App?

If you are experiencing issues then please call the RIW Support numbers: 1300 777 245 (During Business Hours) and 1300 131 194 (After Hours)

Please direct enquiries to:
competencies@metrotrains.com.au

Rail Safety Worker Competency Website
www.metrotrains.com.au/academy