RIW BULLETIN

'Work on Track' Safeworking Competency Matrix Update V6.2

Purpose

The purpose of this bulletin is to notify MTM Employees and Third Parties of important updates to the 'Work on Track' Safeworking Competency Matrix.

What are the changes?

- **Published on a New Template**

  The matrix has been updated to a new template to ensure consistency across all MTM matrices.

- **Competency Removals**

  - Safely Access the Rail Corridor

  - Metro Safety & Environmental Induction

  - Construction Induction

  Note: These competencies are covered under the MTM – Operator and Around the Track Personnel (Construction/Maintenance) roles, which are mandatory for all job roles on this matrix.

- **Introduction of Footnote (6)**

  A new footnote (6) has been added, stating that a Rail Safety Worker (RSW) must hold a valid licence for the vehicle they are operating. Evidence of the licence may be requested on-site, depending on the vehicle being used.

- **Added Job Role Definition**

  Definitions have been included for each job role to provide greater clarity.

What do RIW Administrators/Cardholders need to do?

No action is required as the changes will not impact existing roles.

Relevant Resources & Documentation

To access the updated Matrix, visit Network Operators Matrices - Rail Industry Worker (riw.net.au)

Related Documents:

A1626 Work on Track Safeworking Competency Management Procedure

A12425 Level 5 On-Track Maintenance Machine Competent Person Manual

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Authorised by
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MetroSafe

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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☐	MTM	Entire MTM Network
☐	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☒	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☒	OPS	Operations
☐	TSD	Train Service Delivery
☐	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☒	PRJ	Projects
☐	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed): (List them here)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☐	Infrastructure
☐	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☐	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☐	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-01-2025	21/02/2025	simone.vitkov@metrotrains.com.au

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