RIW BULLETIN

Metro Tunnel Competency Update

Purpose

This bulletin is to advise administrators of the requirements for Rail Safety Workers (RSWs) performing work in the Metro Tunnel.

Background

The introduction of the Metro Tunnel to the MTM Network introduces a new way of working for RSWs and Track Protection.

Section 117 of the *Rail Safety National Law (RSNL)* requires Rail Transport Operators to ensure that each Rail Safety Worker (RSW) who intends to carry out Rail Safety Work in relation to accredited railway operations has the competency to do so. This means all workers, including Metro Trains Melbourne (MTM) employees, as well third-party contractors that operate on the MTM Metropolitan Rail Network, must have completed the required rail safety training and achieved the required competencies.

Additionally, as an accredited railway operator MTM has an obligation to abide by the standards and regulations that are set and governed by Office National Rail Safety Regulator (ONRSR) and Rail Industry Safety and Standards Board (RISSB).

Training and Competency

All RSWs conducting work on track activities requiring access to the Metro Tunnel must complete the online 'Metro Tunnel Operator Induction' training and have the 'MTM - Metro Tunnel Operator' role, in addition to all other applicable job roles, listed on their Rail Industry Worker (RIW) profile. The 'Metro Tunnel Operator Induction' is available on Metro's LMS 'Platform' for all RSWs to complete from **1st September 2025**.

Note. The 'MTM - Metro Tunnel Operator Role' is a pre-requisite requirement for TFPCs gaining the 'Track Force Protection Coordinator Metro Tunnel Operator Role'.

MTM - Track Force Protection Coordinator Metro Tunnel Operator

TFPCs will be required to complete a one-day, face to face training course at Metro Academy and must hold the 'MTM - Track Force Protection Coordinator Metro Tunnel Operator' role in addition to their TFPC Level 3.1, 3.2 or 3.3 job role on their RIW card to be able to manage worksite protection in the Metro Tunnel and operate the SPZ Panel Switch.
- TFPC Level 3.1 can manage worksite protection for minor works only in the tunnel.
- TFPC Levels 3.2 and 3.3 can manage worksite protection for either minor or major works in the tunnel.

The face-to-face sessions are available for booking through Metro Academy LMS via: Metro Trains LMS

Note. The TFPC 'Inner Suburban Unrestricted Competency' is not required for TFPCs to manage worksite protection in the Metro Tunnel.

Questions

Questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au

Authorised by

Meaghan Watt
Rail Safety Training Manager

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-03-2025	28/08/2025	railsafetytraining@metrotrains.com.au

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The Responsible Manager is to determine the following:

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

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

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
☐	L4-SQE-FOR-070 Alert Register
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):

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