

## COURSE INFORMATION – SAFE WORK PLANNER

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### SUPPLY

Electronic copies of the course documentation are accessible exclusively to approved trainers. Individuals who have been authorized may request controlled copies by reaching out to [info@inrail.ca](mailto:info@inrail.ca).

### OVERVIEW

The aim of this course is to provide delegates with the underpinning knowledge and skills to complete a Safe Work Pack (SWP) for staff required to work on Metrolinx Controlled Infrastructure.

### COURSE SUMMARY

This course is designed to train persons who are responsible for understanding the process for planning Safe Systems of Work in accordance with Metrolinx standards.

### COURSE AIMS

To provide the understanding, knowledge, and skills to complete bespoke and appropriate Safe Work Packs for staff required to work on Metrolinx Rail Corridor.

### COURSE OBJECTIVES

By the end of this course, delegates should be able to;

- Understand the process for planning Safe Systems of Work in accordance with Hierarchy of Safety, Network Access Planning Standard and the CROR
- Access and extract information from various sources and use that information in the production of Safe Work Pack (SWP) for use by staff required to work safely on Metrolinx Rail Corridor
- Have a basic understanding of key documentation and standards.
- Demonstrate understanding of the Line Blockage and Possession Procedures as prescribed within the Rule Book as part of a Safe Systems of Work
- Obtain information to enable the planning of a Safe System of Work
- Describe The process to create a Safe Work Pack as prescribed the Hierarchy of Control
- Describe The role of the Planner, Responsible Manager, Person in Charge.
- Describe The Safe Work Pack planning process.
- Demonstrate the practical application of the SSOW Planner activities using the relevant materials as covered in this training program.

## COURSE DURATION

Initial Course –

5 Days

Recertification Course -

2 Days

## COURSE DELEGATES

Maximum delegates - 20

## COURSE PRE-REQUISITES

### DELEGATES:

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For delegates, the following prerequisites apply:

1. Delegates must possess a PTS competency.
2. Delegates must meet the fit for duty requirements specified by Metrolinx.
3. Delegates must have a good knowledge of the General Engineering Instructions (GEI).
4. Delegates must have a satisfactory level of literacy to fulfil Entry Qualifications.
5. Delegates must have a minimum of 1 year experience of working on Metrolinx infrastructure.

### TRAINER/ASSESSORS:

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To be eligible to deliver the task brief course, the trainer must meet the following prerequisites:

1. Hold a relevant training/assessment qualification at a minimum of level 3 standard.
2. Demonstrate adequate occupational competence in the subject matter.
3. Possess a minimum of 12 months of experience in the skill being trained or have a track record of successfully delivering similar training within the last two years.

These prerequisites ensure that the trainer has the necessary qualifications, expertise, and recent experience to effectively deliver the task brief course.

### AUDITORS:

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To be eligible to audit any Safe Work Packs, the auditor must meet the following prerequisites:

1. Must have a minimum of 3 years' experience in creating Safe Work Packs.
2. Holds the relevant assessing or quality assurance qualifications.
3. Possess a minimum of 12 months of experience in the skill being audited or have a track record of successfully carrying out similar auditing within the last two years.
- 4.

## POST COURSE TRAINING OBJECTIVES

All candidates that successfully become Safe Work Planners must be assessed within 4-6 months of passing the course.

All candidates must produce a minimum of 4 Safe Work Packs within this 4-6 month period and be able to verbally answer questions posed by the assessor.

During the 12-month competence period, the Safe Work Planner that successfully completes the course must retain at least 10 Safe Work Packs and submit copies of 1 in 4 Safe Work Packs to a competent person for auditing purposes. These packs must be submitted upon request by Metrolinx, failure to submit any Safe Work Packs will result in their competency being removed from the competency database.

## WORKPLACE EXPERIENCE

The delegate undertakes workplace experience in accordance with Metrolinx Standards and completes the work experience record as required. There shall be at least four SWP entries recorded on the work experience logbook before attending the recertification event, which the delegate must provide to the trainer prior to the recertification commencing.

## REFERENCE DOCUMENTS

- Canadian Rail Operating Rules (CROR)
- Construction Safety Management Program
- General Engineering Instruction (GEI)
- Engineering Access Statement
- Track Worker Safety Instructions
- Network Access Planning Standard (NAPS)

## RECERTIFICATION AND ASSESSMENT PROCESS

Competence shall be recertified at least once every 12 months and completed in accordance with the flow charts shown on page 4.

The 4-6 Month assessment shall be used to establish whether:

- the competence has been used on sufficient occasions for it to remain valid.
- the competence has been used on at least one occasion in the last six months;
- there have been no incidents, or accidents as a result of the person completing the activities;
- the activities completed by the individual meet the requirements of the performance statements in this unit of competence;
- the delegate has the knowledge and understanding defined in this unit of competence;
- the delegate can demonstrate the appropriate behaviours outlined in the SWP Behavioural Framework.

The Safe Work Planner's manager must complete an entry in the work experience logbook to confirm that the delegate has at least 10 Safe Work Packs retained as evidence of completion prior to the assessment being undertaken.

As a part of the Safe Work Planner Recertification process, competencies are valid for 12 months, with an assessment required between 4-6 months. Please find the competency flowchart below;

RECERTIFICATION AND ASSESSMENT PROCESS CONT.

