



Recruitment and Selection of Rail Traffic Drivers



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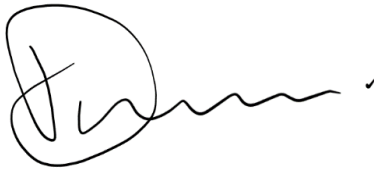
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RBTU, Metro Train, Pacific National, Rio Tinto, Bowen Rail, Aurizon, Downer, Complete Rail, Sydney Trains

The Safety and Operations Standing Committee verified that RISSB's accredited process was followed in developing the product, before the RISSB Board approved the document for publication.

RISSB wishes to acknowledge the positive contribution of subject matter experts in the development of this Standard. Their efforts ranged from membership of the Development Group through to individuals providing comments on a draft of the Standard during the open review.



Damien White
Chief Executive Officer
Rail Industry Safety and Standards Board

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1.0	13 August 2024	Alignment with current methodologies; minor changes: systematic risk evaluation, regular reviews, record retention, full medical exams.

Approval

Name	Date
Rail Industry Safety and Standards Board	30 May 2024

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Preface

This standard was prepared by the Recruitment and Selection of Rail Traffic Drivers Development Group, overseen by the RISSB Safety and Operations Standing Committee.

Objective

The objective of this Standard is to:

- (a) provide a consistent approach to the Recruitment and Selection of Rail Traffic Drivers within the Australian railway industry;
- (b) support a focus harmonization of national rail skills; and
- (c) help improve rail industry safety, reduce costs, and increase productivity and efficiency.

Compliance

There are four types of provisions contained within Australian Standards developed by RISSB:

- (a) Requirements.
- (b) Recommendations.
- (c) Permissions.
- (d) Constraints.

Requirements – it is mandatory to follow all requirements to claim full compliance with the Standard. Requirements are identified within the text by the term ‘shall.’

Recommendations – do not mention or exclude other possibilities but do offer the one that is preferred.

Recommendations are identified within the text by the term ‘should.’

Recommendations recognize that there could be limitations to the universal application of the control, i.e. the identified control is not able to be applied or other controls are more appropriate or better.

Permissions – conveys consent by providing an allowable option. Permissions are identified within the text by the term ‘may.’

Constraints – provided by an external source such as legislation. Constraints are identified within the text by the term ‘must.’

For compliance purposes, where a recommended control is not applied as written in the standard it could be incumbent on the adopter of the standard to demonstrate their actual method of controlling the risk as part of their WHS or Rail Safety National Law obligations. Similarly, it could also be incumbent on an adopter of the standard to demonstrate their method of controlling the risk to contracting entities or interfacing organisations where the risk may be shared.

RISSB Standards address known hazards within the railway industry. Hazards, and clauses within this Standard that address those hazards, are listed in Appendix A.

Appendices in RISSB Standards may be designated either “normative” or “informative.” A “normative” appendix is an integral part of a Standard and compliance with it is a requirement, whereas an “informative” appendix is only for information and guidance.

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Section 1 Scope and general

1.1 Scope

This Standard describes requirements for the recruitment and selection process of rail traffic drivers (RTD) to drive passenger, freight, heavy haul, and track vehicle operations on the Australian railway network.

This Standard includes the requirements for:

- (a) the assessment processes;
- (b) drug screening and medical fitness; and
- (c) process audit and continuous improvement.

This Standard is not specifically intended to cover urban on-street tramway, or light rail networks, or heritage railways operating on a private or isolated railways, but items from this Standard may be applied to such systems as deemed appropriate by the relevant rail transport operator (RTO).

1.2 Out of scope

This Standard does not include the requirements for:

- (a) pre-employment health assessment,
- (b) training, certification and/or licensing.

1.3 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document:

- National Transport Commission, *National Standard for Health Assessment of Rail Safety Worker 3rd Edition*.

NOTE:

Documents for informative purposes are listed in a Bibliography at the back of this Standard.

1.4 Defined terms and abbreviations

For the purposes of this document, the following terms and definitions apply:

1.4.1

applicant

a person who makes a formal application for the role

1.4.2

assessment centre

an internal or external service providing a collection of different activities that are administered by trained assessors and used for assessing the suitability of applicants for a specific role

1.4.3

assessment activity

a standardized task, test or questionnaire used to assess a candidate's performance, perceptions, or experience against a set of selection criteria

1.4.4

assessor

someone trained and competent to administer one or more assessment activities