WELCOME TO THE TEAM

Congratulations on being awarded a contract to work with us on the New Intercity Fleet Maintenance Facility (NIF). This quick start guide will provide you with an overview of important activities that you must complete prior to commencing work with us at your first and subsequent sites across the alliance. Remember, if you get stuck along the way, the team at Pegasus can be contacted on 1300 217 380 or email: johnholland@pegasus.net.au

STEP 1 – BUSINESS REGISTRATION

Business registration collects core information we need to ensure you have the capability to perform your contracted works. Information required includes insurances, building code compliance, company policies, licences and safety performance.

1 If you have previously registered your business through Pegasus for work on other John Holland projects and have kept your information up to date, you do not need to re-register.

Proceed to Step 2 – Registering with Rail Industry Worker

2 Start your Business Registration here http://johnhollandcontractors.com.au/

3 Follow the prompts to 'Login' and create your account.

Ensure you have all relevant documents ready for upload. If you are unable to upload a document, your registration will be delayed.

4 Once payment has been made, your documents will be assessed and approved by Pegasus.

This process can take up to 3 business days however you can commence Step 2 – Registering with Rail Industry Worker immediately.

GUIDES AND FURTHER INFORMATION

1 Pegasus Customer Assistance Phone: 1300 217 380 or email: johnholland@pegasus.net.au

2 Step by Step Guides, Verification of Competence Documents and Frequently Asked Questions

http://johnhollandcontractors.com.au/faqs-and-documents/

STEP 2 – REGISTER WITH RAIL INDUSTRY WORKER

Before your employees can commence work onsite they must hold a current Rail Industry Worker Card (RIW card). This card is carried on your person at all time whilst onsite and is used to sign in and out at the start and end of each shift. The RIW card also holds all relevant competencies and training undertaken by the individual.

1 Order new cards and manage your existing employees through the Rail Industry Worker Portal. Refer to Appendix 1 for more information

http://railindustryworker.com.au/

2 If your employees already have a valid Rail Industry Worker Card, please ensure you check that all applicable roles relevant to the work you will be performing have been selected.

3 For each employee, select the roles that will be relevant for work you intend to undertake onsite.

These roles include Rail and VOC's for Plant & Equipment. See below for further details.

4 Upload all documentation, licences and competencies that support your selected roles and complete the necessary online inductions.

Selecting the right role for you

There are specific roles that must be applied to all RIW cards. Without these roles applied to your RIW card, access will not be granted to site and you will not be permitted to operate specific plant & equipment.

Operators of Plant & Equipment must undertake a Verification of Competency (VOC) prior to commencing work onsite. VOC's must be completed by a Registered Training Organisation (RTO) and the assessment tool used to determine competency must be provided to Pegasus for upload. Certificates of achievement alone will not be accepted.

Each item of Plant & Equipment requiring a VOC has a role that must be selected in RIW for each operator. On selection, you must upload your VOC and High Risk Work licence in order to be granted the Plant & Equipment Role and operate onsite. VOC templates and RTO providers can be downloaded here. http://johnhollandcontractors.com.au/verificiation-of-competency-voc-templates/

MANDATORY ROLES THAT MUST BE ALLOCATED FOR ALL PERSONNEL IN RAIL INDUSTRY WORKER WEBSITE

✓ **John Holland – New Intercity Fleet Maintenance Facility – RSW**
   OR
   John Holland – New Intercity Fleet Maintenance Facility – Non-RSW

✓ **TfNSW - Operator**

✓ **Plant & Equipment Operator Roles**

Multiple Roles may need to be selected.   **Type 'VOC' in Role search bar on RIW Website**
Examples of operator roles include but are not limited to:-

BACKHOE	PORTAL BOOM CRANE
DOGGER - RIGGER	ROLLER
CONCRETE PLACING BOOM	SCAFFOLDING
DOZER	SCRAPER OPERATION
DUMP TRUCK	SKID STEER
MOBILE ELEVATING WORK PLATFORM (MEWP)	SLEWING & NON_SLEWING CRANES
MOBILE ELEVATING WORK PLATFORM (MEWP)	TELESCOPIC MATERIAL HANDLER
EXCAVATOR	TOWER CRANE
FORKLIFT	GRADER

STEP 3 – WORKER INDUCTIONS

Part of the worker registration process is to ensure your workers undertake the NSW project induction and other required eLearning prior to commencing work onsite.

1 As you work through your registration in previous step, you will be required to book into a number of online inductions and book into a site-familiarisation session.

2 After payment, the employee will be emailed directly with a link to commence the induction process.

3 Once you have completed your online induction, you will be automatically assigned the relevant competencies.

4 On completion of the site familiarisation, you will be permitted onto site.

The following eLearning modules must be completed before commencing work;

✔ NSW Project Online Induction

✔ Rail Mandatory Requirements Awareness (RMR's)

✔ Lifting Operations – Procedure Familiarisation Training (only required for some operator roles)

✔ Global Mandatory Requirements (GMR's) Awareness

✔ Health, Safety & Environmental Foundations (HSE)

If you completed any of the above modules while working on other John Holland projects through Pegasus and your Rail Industry Worker Card was used to complete the training, the system will not require you to re-complete the module.

If you believe you have completed any of the above modules and your Rail Industry Worker Card has not been updated to reflect this, please contact Pegasus on 1300 217 380. You will need to present the certificate of completion received at the time of completion as evidence.
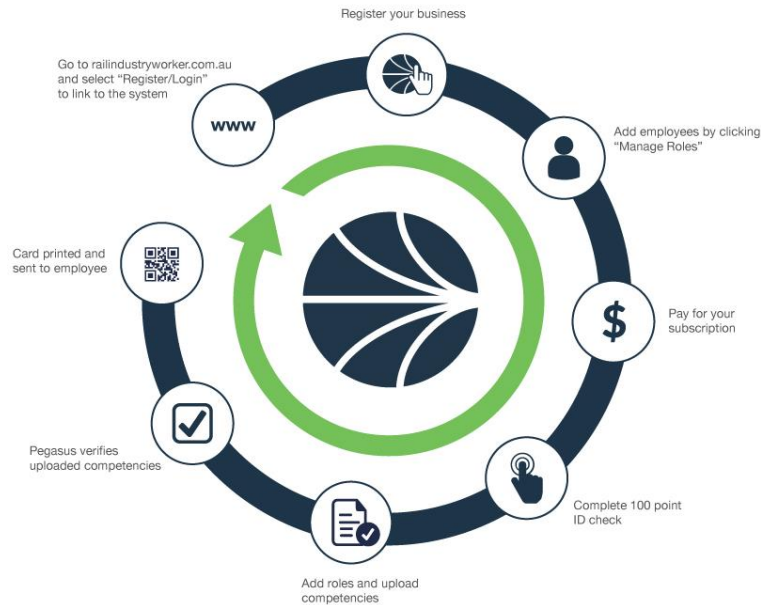
The Kiosks used to sign In and out of each site will not permit access unless all required training has been marked as completed.

NIF Training and Induction Process

| NIF role e.g NIF - RSW or NIF - Non-RSW | Complete eLearning Modules | Attend face to face site specific induction | Access to site granted |

APPENDIX 1 – RIW PROCESS AND ID CHECK

Upon completion of the registration, you will be emailed a unique ID check form for each employee. They must take a print out of their ID check booking form and 100 points of identification to Australia Post. There, a photo will be taken for their Rail Industry Worker card and the employee will get an email or SMS confirmation once the 100 point ID check has been completed.

To make a booking with Australia Post, go to http://auspost.com.au/locate/post-office/onsite-track-easy-rail-industry-worker-card.

A 100 Points of Identification Guide is listed below

Primary Documents	Choose (0-1)	Points
You must provide either: • one primary document or • at least one secondary document that includes a photograph	Australian birth certificate (not an extract) or birth card Australian citizenship certificate Australian Passport (current or expired within the last two years) International Passport (current)	70 70 70 70
Secondary Documents	**Choose (0-1)**	**Points**
Your initial document from this group will be awarded 40 points	Australian driver licence or learners permit (current) Australian photo firearms licence State or federal government employee identity Centerlink or social security card (current) Department of veterans affairs card Tertiary education institution photo identity	40 40 40 40 40 40
Secondary Documents continued	**Choose (0-3)**	**Points**
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Australian driver licence or learners permit (current) Australian photo firearms licence State or federal government employee photo identity Centerlink or social security card (current) Department of veterans affairs card Tertiary education institution photo identity Proof of age card	25 25 25 25 25 25 25
Secondary Documents continued	**Choose (0-4)**	**Points**
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Medicare card Property lease / rental agreement Council rate notice Property insurance papers A utility bill Motor vehicle registration / insurance Professional or trade association card A financial institution debit / credit card A financial institution passbook / statement	25 25 25 25 25 25 25 25 25