WELCOME TO THE TEAM

Congratulations on being awarded a contract to work with us on the North Western Program Alliance (NWPA). 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 already registered your business through Pegasus for work on the Mernda Rail Extension Project (MREP) and have kept your information up to date, you do not need to re-register.

Proceed to Step 2 – Registering with Rail Safety 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 Safety 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.
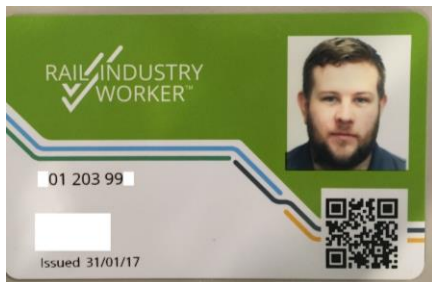
1 You can order new cards and manage your existing employees Rail Industry Worker Cards by clicking here

http://railindustryworker.com.au/

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 as well as specific NWPA roles.
See below for further details.

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.

4 Upload all documentation, licences and competencies that support your selected roles

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 – North Western Program Alliance – Buckley Street** and/or **Frankston Station** and/or **Skye Road**

✓ **Around the track Personnel - National**

✓ **MTM – Operator**

✓ **Plant & Equipment Operator Roles**

Multiple Roles may need to be selected.
Examples or operator roles include but are not limited to:-

Type 'VOC' in Role search bar on RIW Website

BACKHOE	PORTAL BOOM CRANE
DOGGER - RIGGER	ROLLER
CONCRETE PLACING BOOM	SCAFFOLDING
DOZER	SCRAPER OPERATION
DUMP TRUCK	SELF ERECTING TOWER CRANE
MOBILE ELEVATING WORK PLATFORM (MEWP) - BOOM	SKID STEER
TYPE	SLEWING MOBILE CRANES
PILING RIG	TELESCOPIC MATERIAL HANDLER

LEVEL CROSSING REMOVAL PROJECT

Part of the above worker registration process is to ensure your workers undertake the North Western Program Alliance induction and other required eLearning prior to commencing work on site.

North Western Program Alliance
Online Site Induction

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

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;

✔ North Western Program Alliance Online Induction

✔ Rail Mandatory Requirements Awareness (RMR's)

✔ Health, Safety & Environment Observations & Interactions

✔ Global Mandatory Requirements (GMR's) Awareness

✔ Health, Safety & Environmental Foundations

✔ NWPA – Site Familiarisation

If you completed any of the above modules on the Mernda Rail Extension Project 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.

Each site on the North Western Program Alliance has been configured as an individual role that must be applied for each employee. This has been done to capture the face to face site specific induction that must be completed prior to commencing work onsite.

The Kiosks used to sign In and out of each site will not permit access unless a site specific induction has been marked as completed.

eLearning modules are identical in each role meaning after the first NWPA role eLearning is completed, no additional eLearning will need to be completed.

NWPA Training and Induction Process

NWPA role for each site *e.g NWPA Skye* → Complete eLearning Modules → Attend face to face site specific induction → Access to site granted