

TRAINEE SAFETY PROTECTOR **Capital Projects and Asset Development (CPAD)** **Group**

Purpose:

To provide onsite safety protection, work with staff and contractors and conduct pre-start meeting inductions and assist with the preparation of safety plans and land entry permits under supervision.

Ensure work is carried out in a way that complies with all KiwiRail quality, safety and engineering standards.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

Dimensions:

Reports to:	Wellington Metro Protection Team Leader
Responsible for:	Nil
Location:	Local Depot - Some travelling/overnight may be required
Budget:	Nil
Internal Contacts:	Production Manager Asset Engineer
	Traction staff Field staff
External Contacts:	Third parties accessing the rail corridor Contractors Members of public

Key Accountabilities

Operations
<ul style="list-style-type: none"> • Under supervision conduct a job plan and safety briefing for a worksite • Under supervision implement worksite safety signage • Provide onsite rail protection services to internal and external customers • Maintain a safe working environment during the execution of safety protection • Understand and comply with operating safety rules • Complete forms and documents as and when required • Contribute to team decisions and Tool Box Meetings • Maintain a customer service focus and display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public • Ensure you clearly document your work activities and established files are clearly identified and filed correctly

- Such other duties and responsibilities as the Company may require from time to time

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to Kiwirail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public
- Report all accidents and incidents to your immediate supervisor within one hour

Training & Development

- Undertake On the Job Training for the set designation plus attend training courses run by company or external agencies where required to fulfil requirements of the position
- Acquire on job training competencies set for position

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • Computer/mobile device literate • Experience working as part of a team • Relevant experience in labouring or manual work. • Successfully complete induction training • Ability to work outdoors in all weather • Physically fit and agile • Ability to attend call back/outs when required • Ability to work non-standard hours as required (including nights and weekends) • Methodical work approach with strong attention to detail • Ability to interact constructively with staff and contractors 	<ul style="list-style-type: none"> • Experience with site safety plans and health and safety processes • Past experience of working for a rail company • Ability to analyse site safety requirements and draft safety plans accordingly, proposing suitable rail safety protection methods

Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • Literacy and numeracy to NCEA Level 2 or equivalent • Full clean class 1 drivers licence 	<ul style="list-style-type: none"> • Literacy and numeracy NCEA Level 3 or higher

Non Technical Skills:

Observable Behaviours – that can be used to assess whether the skill is present.

Situational Awareness:

The use of people, procedures, equipment and monitoring to obtain and maintain good awareness of the situation and our surroundings.

- Access and retain relevant information
- Attend to details
- Manage distractions
- Remain focussed
- Anticipate risk

Teamwork and Communication

Co-operation, coordination and communication between members of a team to achieve desired outcomes. Communication to be open interactive and 'closed loop'.

- Deliver messages effectively
- Listen actively and clarify and confirm messages
- Collaborate, share information and cooperate with others
- Manage relationships
- Own responsibilities

Decision Making and Action

The process of making a choice by identifying a decision need, gathering information, and assessing alternative solutions and actions.

- Identify options
- Prioritise action
- Make timely decisions
- Adapt to changes
- Act with confidence

Task and Workload Management

Manage workload by preplanning, task allocation, delegation, prioritising to avoid a high overload situation.

- Assess and respond to situation
- Plan and resource work
- Make optimum use of time available
- Manage self
- Deliver plan