

TRAINEE SAFETY PROTECTOR Network Services

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: Protection Planner
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

- 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



<ul style="list-style-type: none"> Such other duties and responsibilities as the Company may require from time to time
Zero Harm
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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 literate Experience of 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 SAP 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

