


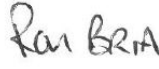


### Approval

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### Amendment Record

Approval Date	Version	Description
14/01/2011	1	Initial issue under MTM. Replaces MainCo document CD 012
19/12/2012	2	Inclusion of a principal's right to inspect works (new cl 2.8), a right for the contractor to include principal's site induction in its own site induction; minor amendments in 3 Competency Management; a new clause 6.8.1 in relation to safe work method statements and minor amendment to cl 6.8.4 (c) in respect of contractors PPE requirements. Minor amendments to 6 Site Safety Environment Plan & cl 7.1 in relation to Protection of Underground Assets and Services Interim Procedure.
09/04/2013	3	Update Section 3 – Competency Management to support all Rail Safety Worker roles associated with the Rail Industry Worker Card requirements from 01 July 2013.

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## 1 Purpose

This document provides the health, safety, quality and environmental requirements for Contractors and Sub-contractors undertaking work on MTM premises.

## 2 Introduction

### 2.1 Definitions

The **Principal** means Metro Trains Melbourne Pty Limited (MTM) or an authorised representative of the company. The words Public Transport Corporation, PTC, V/Line, Victorian Railways, Hillside Trains, Bayside Trains, M>Train, National Express, Thies Infraco, AMTL, UMTL, Connex or MainCo in any document will mean MTM.

**Personnel** means the Contractor and all employees, contractors, sub-contractors, agents and invitees of the Contractor.

**Site** means the Principal's property on which the work will be carried out.

**Contractor** is a person or entity that contracts with the Principal for the provision of services and materials to complete a job or project.

**Absolute Occupation** is a formal authority to close a defined portion of the line for a specified period.

**Full Track Protection** is a system of safe working applied to prevent or control rail traffic from approaching an obstruction placed on the running line.

### 2.2 Statutory Requirements

All work carried out on the Site is subject to the requirements specified in this document.

All Personnel must observe and comply with the safety and environmental requirements of all applicable Federal and State Legislation industry standards and with the Principal's Safety Management System, Environment Management System, Policies and Procedures. These may include, but are not limited to:

- Transport Integration Act, Regulations and Codes of Practice;
- Occupational Health and Safety Act, Regulations and Code of Practice;
- Environment Protection Act, Regulations and Codes of Practice;
- Flora and Fauna Guarantee Act;
- Heritage Act;
- Electricity Safety Act, Regulations and Codes of Practice;
- Australian Standards;
- Book of Rules and Operating Procedures and PTC Train Infrastructure Electrical Safety Rules (High Voltage Rules) 1997; and
- Rail Safety Act and Regulations.

### 2.3 Application of Procedures

The following documentation outlines procedures for Personnel working on or near the Site in relation to training, access, and site requirements.

Each Site will have its own specific site safety and environmental management plan generated by the Contractor, this document provides general safety and environmental procedural requirements for various site types.

All work carried out on the Site is subject to, but not limited by, the requirements specified in this document.

If the Contractor is unable to apply any of these safety rules, the Contractor is to stop work, and escalate to the Principal.

### 2.4 Objectives

To:

- Ensure the safety of the Principal's personnel, Personnel, other third parties and the public;
- Ensure the safety and integrity of the Principal's rail network and operations;
- Alert the Contractor and Personnel to the Principal's special requirements regarding:
  - Specific hazards encountered in the rail environment;
  - The Principal's operating and work procedures;
  - Requirements to develop specific Site safety and environmental management plans;
- Alert contract managers and Site representatives to the above requirements and provide a guide for determining and obtaining the required approvals when developing and approving a specific Site safety and environmental management plan;
- Minimise disruption to the Principal's operations, services, and delays and inconvenience to the Principal's customers and the public; and
- Minimise adverse impacts on the environment due to activities carried out by the Contractor.

### 2.5 Protection, Safety and Security of Personnel and the Public

The Contractor acknowledges that the public will often be present when it is performing works on the Site. The Contractor must not commence work on the Site without the written permission of the Principal. The Contractor must take all necessary precautions in connection with the works to protect the health, safety and security of the Principal's personnel, the Personnel and third parties including the public. This includes installing physical barriers and ensuring the full separation of works from the public whenever possible.

## 2.6 Principal's Right to Direct Works

Where the Contractor's works affect train operations, the Principal may decide and direct in what order and at what time the various parts of the work will be carried out. The Contractor must comply with the Principal's directions and must commence, carry out and complete all or any part of the work in such order or time as the Principal may direct. The Contractor will have no claim for any loss or damage, which it may consider itself to have suffered in consequence of such decision or direction.

If in the judgement of the Principal, the Contractor's progress is likely to delay scheduled train services, the Principal may direct the activities of the Contractor or take any other action deemed necessary to minimise train delays.

## 2.7 Principal's Right to Remove Personnel

The Principal may order the removal of any Personnel from the Site who:

- Is in the Principal's opinion carrying out any work in an unsafe or unsatisfactory manner;
- Is performing work for which he/she is not suitably qualified;
- Is guilty of misconduct;
- Is suspected by the Principal of being impaired by alcohol or other drugs;
- Infringes any safety rule or regulation; or
- The Principal considers unsuitable to work in the vicinity of railway tracks or any of the equipment associated therewith, including not holding the necessary certification or licences required.

## 2.8 Principal's Right to Inspect Works

The Principal may inspect and audit the work, working methods and examine safety or environment related records held by the Contractor.

If, during an audit or inspection of the Contractor's works, the Principal identifies an unsafe practice, hazard or non-conformance with the Principal's or the Contractor's safety management system, the Principal may issue the contractor with an instruction to rectify the identified issue or non-conformance and specify a timeframe within which the Contractor must rectify the issue.

The Contractor must comply with all directions given by the Principal with relation to the above.

### 3 Competency Management

The Principal has a duty under the Rail Safety Act to ensure that contractors undertaking Rail Safety Work are competent to do so. Accordingly, all Contractors and their Personnel must at all times be appropriately trained and competent for the tasks (including rail safety work) they are required to perform.

The Contractor must provide the Principal, and must ensure that all Personnel provide the Principal, with any documents or evidence requested by the Principal in connection with the assessment of an individual's competence to perform rail safety work. Such documents and information must be provided to the Principal in a timely manner.

#### 3.1 Train Track Safety Awareness Training

Prior to commencing works on Site, all Personnel must undergo rail safety training provided by the Principal or nominated authorised training provider if the works:

- are within the Danger Zone, ie within:
  - 3 m of the nearest rail;
  - the track environment (being the area bounded by the 3 m marks); or
  - the air space vertically above the track environment; or
- are excavation works directly below the track environment which involve plant coming within:
  - 3 m of the nearest rail;
  - 6.4 m of electrical assets; or
  - are conducted between the edge of the platform and the yellow line (or where there is no line, within 1.5 m of the edge of the platform).

All Personnel working in the areas defined above will be required to undertake training and be assessed and deemed competent in Train Track Safety Awareness.

Note: Safe working training at any level is only valid if the person also holds a current rail safety health assessment in accordance with Section 4.0.

If work is to be carried out in the rail corridor (ie within fence line to fence line or 15 m from the nearest rail where there are no fences) but excluding the Danger Zone, rail safety training may be required. This will be determined by the Principal through a risk assessment process that will take into account factors such as the location and nature of the work.

#### 3.2 Other Training

The Contractor must ensure that all Personnel are appropriately trained and are at all times competent for the tasks and/or rail safety work they are required to perform.

This includes but is not limited to the following:

- All persons responsible for Track Force Protection must hold a current Track Force Protection Coordinator's competency ticket (the old Level 3 ticket) or have been retrained to one of the new levels to the type of protection they are responsible for.



- All persons involved in directing traffic on a road must have completed the appropriate VicRoads Traffic Management Program.
- All persons arranging power isolations must be qualified to receive power on/off permits (Permits to Work).
- All persons working in or around substations must be trained as Substation Approved Persons.
- All persons operating plant and equipment, including motor vehicles, must be trained and/or licensed in its operation.
- All persons operating road/rail (Hi Rail) vehicles or track machines must hold a current Track Vehicle Operator Certification.

The Contractor must bear the cost of all Personnel training.

Only Personnel who have their competency assessed as “current” will be permitted to work in the rail corridor.

### 3.3 Rail Safety Worker Competency Requirements from 01 July 2013

On and from 1 July 2013, all Personnel undertaking rail safety work on Metro premises must:

- be in possession of a Rail Industry Worker (RIW) Card; and
- ensure their RIW Card is endorsed to demonstrate current satisfaction of the associated competency requirements for the role the person is carrying out,

in accordance with the Metro document L0-HMR-MAN-001 – Business Rules Manual for the Contracting Rail Safety Worker (**Business Rules Manual**).

The Business Rules Manual and associated competency matrices can be found on the Metro Academy website: [www.metrotrains.com.au/academy](http://www.metrotrains.com.au/academy) and are available on request from the Principal.

For the sake of clarity, the requirements of paragraph 3.1 will be met in respect of a person where that person holds a RIW Card endorsed to state that the person has been assessed as competent to perform the role of ‘Around the Track Personnel’. These competencies/requirements include:

- Train Track Safety Awareness;
- Category 3 Medical;
- Metro Safety & Environmental Induction; and
- Construction Induction (if the worksite is deemed a construction site).

The requirements of paragraph 3.2 continue to apply in respect of other specific Rail Safety Worker roles from 1 July 2013.

Further information on Rail Safety Worker roles can be obtained from the Principal on request.

#### 4 Medical Assessments

All Personnel carrying out rail safety work must have a current Health Assessment. This assessment must be conducted by an Authorised Health Professional in line with the 'Code of Practice for Health Assessments of Rail Safety Workers'. Copies of the Code of Practice, including forms required to be completed by both the Contractor and Personnel prior to attending the medical assessment, can be obtained from Transport Safety Victoria or electronically at [www.transportsafety.vic.gov.au](http://www.transportsafety.vic.gov.au)

Risk assessments must be conducted to determine the category of health assessment required.

The following is a guide to assessments required:

Health Assessment Category	Task
Category 1 – High Level Safety Critical Worker	Hand Signaller, Track Force Protection Coordinator, Hi-Rail driver, Track Vehicle Operator, PTW Holder (when also responsible for maintenance of safe working protection)
Category 2 – Safety Critical Worker	Lookout
Category 3 – Around the Track Personnel (Uncontrolled)	Train Track Safety Awareness, general trackside duties, Rolling Stock Maintainers, Electrical System Maintainers (when safe working protection provided by Coordinator)

The Principal can on request supply a list of Authorised Health Professionals able to conduct the appropriate category of health assessment. The Contractor must bear the cost of all Personnel health assessments.

#### 5 Access

##### 5.1 Approval to Enter the Site

Personnel must not enter the Site without the written permission of the Principal. The Contractor must submit written requests to enter the Site to the Principal at least 5 Weekdays in advance of an anticipated date of entry. The Principal will grant permission to enter the site subject to any special conditions imposed by the Principal.

##### 5.2 Access in General

The Principal will advise the Contractor of access routes to those portions of the Site requiring access by the Contractor. The Contractor must carry out any and all work necessary to enable safe access to be obtained by the designated routes. Movement of material and plant to and from the Site is the responsibility of the Contractor.

The Contractor must arrange access, when and where possible, in such areas and at such time to assist in meeting the approved program of works.

The Principal will not be liable for any consequences of access on its Site not being suitable for the Contractor's requirements, or not being available when needed.

The Principal may at any time control access to the Site by measures such as:

- Prohibiting entry by the private vehicles of Personnel;
- Imposing speed restrictions;
- Designating parking areas; and
- Requiring the provision of fencing or gates by the Contractor.

The Contractor must not prevent passage through access roads or tracks used by the Principal in the course of its operations. If the Contractor is required to block or disrupt such passage, then the Contractor must provide an alternative access road or track, to the satisfaction of the Principal. The Contractor must bear the costs for such alternative access. When the alternative access road or track is no longer required the Contractor must reinstate the Site to its original condition. The Contractor must bear the costs of such reinstatement.

**5.3 Access Across Railway Tracks**

Vehicles, plant or equipment operated by the Contractor must cross railway tracks only at established public road crossings, or at such other locations and under such conditions as may be approved in writing by the Principal.

**5.4 Access to Private Property or Property Not Under the Principal's Control**

If the Contractor requires access to any Site by crossing private property, the Contractor must obtain all necessary approvals from the owner(s) to enter the private property.

**5.5 Reinstatement**

**5.5.1 Private Property or Property Not Under the Principal's Control**

Prior to final payment, the Contractor must submit to the Principal written clearances from the property owner(s) concerned that all necessary reinstatement of property, for which the Contractor is responsible, has been carried out.

**5.5.2 Site**

Prior to final payment, the Contractor must reinstate assets managed by the Principal, facilities and assets for which the Contractor is responsible. The Principal may make good such damage at the cost of the Contractor.

**6 Site Safety and Environmental Plan**

**6.1 Introduction**

The Principal will at all times ensure compliance with this document and the Principal's Occupational Health and Safety Management System, and Environment Management System Procedures will be consulted for additional information.

The Principal must ensure that Contractors carry out risk assessments for the entire scope of their works.

All construction work must comply with Part 5.1 – Construction of the Occupational Health & Safety Regulations 2007. Completing the 'Construction Work Decision Matrix' may assist in determining if works are "construction".

**6.2 Nature of Site Safety and Environmental Plan**

Prior to commencing work on Site, the Contractor must submit a copy of its Site Safety and Environmental Plan (SSEP) to the Principal for review.

For Minor Works Contractors the SSEP must be in the format of the Site Safety and Environmental Plan for Minor Works Contractors – Form 1.

Minor Works are any routine maintenance works within buildings or station environs that do not involve any structural changes to the buildings or station environs.

Major Works are any works conducted on or near train running lines and within station environs that are not minor works.

For Major Works the SSEP must, as a minimum, address the 16 headings listed below:

1. Risk Management Processes and Risk Assessment
2. Responsibility and Accountabilities of Personnel
3. Safety Training/Induction
4. Workplace Safety (Job Safety & Environmental Analyses, safety inspections etc.)
5. Plant Safety (Pre-start safety checks, maintenance records etc.)
6. Accident/Incident Reporting Procedure
7. Systems of Work (Operating procedures, permit-to-work systems etc.)
8. Communications and Consultative Arrangements (Safety committees, issue resolution procedures etc.)
9. Emergency Procedures (Site emergency plans and equipment, first-aid procedures etc.)
10. Dangerous Goods/Hazardous Substances (Site registers, Material Safety Data Sheets etc.)
11. Regulations and Codes of Practice (General awareness and commitment to comply)
12. Protective Clothing and Protective Equipment
13. After Hours Safety Security
14. Environmental Management
15. Rail Safety
16. Manual Handling.

**6.3 Responsibilities**

The Contractor must ensure that responsibilities and accountabilities have been allocated and communicated to all Personnel working on Site.

**6.4 Safety and Environmental Induction**

The Principal’s Safety and Environmental Induction will provide the required information, instruction and training for all Personnel having business on the Site to enable their necessary duties to be performed in a manner that is safe and without risk to health and minimises damage to the environment.

All Personnel must complete the Principal's Safety and Environmental Induction and Site Induction before commencing work on Site.

Subject to the prior approval of the Principal, the Contractor may include the Principal's Safety and Environmental Induction in the Contractor's Site induction when the Contractor is performing works on a project for the Principal (including third party projects).

### 6.4.1 Contractors Induction

The Contractor is responsible for the OH&S and Environmental induction of Personnel and visitors to Site. Details of this induction process will be included in the Contractor's SSEP. The Contractor must ensure that a register or equivalent record is maintained of all Personnel who have received induction training.

### 6.5 Contractor's Employees

All Personnel must be medically fit to perform their specified work in addition to the rail safety health assessment requirements. The Principal may require Personnel to be medically examined by a medical practitioner authorised by the Principal, the cost of which will be borne by the Contractor.

The Contractor must ensure that Personnel are at all times competent to complete given tasks, and are adequately trained and instructed in the potential hazards associated with the work to be performed.

Prior to commencing work, the Contractor must provide the Principal with personal details of all Contractor Personnel expected to be working on Site. The information must include:

- The name and position title of the person who has overall responsibility for the Site.
- Each person's name, position title and induction record (refer to clause 5.4);
- Details of permits, certificates, licences, etc. held by each person for plant operation or any other specialist activity such as trenching, scaffolding, high voltage, etc;
- Details of qualifications of nominated and appropriately trained First Aid personnel; and
- Details of any other person with First Aid qualifications.

#### 6.5.1 Duties of Contractor's Employees

Both the Rail Safety Act and the OH&S Act require Personnel to:

- Take reasonable care for their own safety and the safety of other people who may be affected by their actions or inactions;
- Cooperate with their employer with regard to any action taken by their employer to comply with both the OH&S and Rail Safety legislation. For example, comply with their employer's safety management system;
- Not intentionally or recklessly interfere with or misuse anything provided to them by their employer in the interests of safety or in complying with both the OH&S and Rail Safety legislation. For example, only use work tools for their intended use; and
- Not wilfully or recklessly place the safety of another person, on or in the immediate vicinity of rail infrastructure, at risk.

## 6.6 Fatigue Management

### All Personnel must:

- Take responsibility to start work fit, healthy and well rested prior to scheduled work;
- Advise their Supervisor if they feel unwell or fatigued at work; and not perform activities that could put themselves or others in danger when suffering from fatigue.

### Supervisors/Managers must:

- Be aware of, and limit Personnel's exposure to factors that can cause fatigue and not allow persons to perform activities that could put themselves or others in danger if they recognise the person is suffering from fatigue or are advised that the employee is suffering from fatigue;
- Ensure shift rosters are developed that provide sufficient rest breaks to control fatigue safety risks so far is reasonably practicable;
- Monitor actual hours of work;
- When requested by the Principal, provide evidence of applying controls to manage fatigue risks
- Ensure driver's of vehicles with a Gross Vehicle Mass (GVM) of over 12 tonnes do not exceed the 'standard hours' requirements of the National Heavy Vehicle Driver Fatigue laws.

This may include:

- a. Maximum number of work hours for every shift for different classes of rail safety Personnel,
- b. Minimum rest times for different classes of rail safety Personnel, and
- c. Demonstration of compliance with Heavy Vehicle Driver Fatigue laws.

## 6.7 Alcohol and Drugs Control

The Rail Safety Act, in conjunction with the Principal's policy, requires that all Personnel reporting for and being on duty must comply with the legislation.

The Contractor must comply with all obligations imposed upon it and Personnel by the Rail Safety Act. A failure to do so is a substantial breach of contract.

The Contractor must provide information, instruction, training or supervision to all Personnel. In meeting its duties for safety, the Contractor must take all reasonable steps to ensure that Personnel are not impaired by drugs and have zero alcohol blood level.

The Contractor must:

1. Read and be familiar with the Principal's 'Alcohol and Drugs Control procedure'. Additional information is available from Transport Safety Victoria on Telephone No. 9655-8949 or electronically at [www.ptsv.vic.gov.au](http://www.ptsv.vic.gov.au);



2. Ensure that all Personnel involved in carrying out the works understand the requirements of the Alcohol and Drugs Control procedure. Zero blood alcohol applies and Personnel must not be impaired by drugs, including medication, when working on the railway system;
3. Take any necessary and proper action to ensure that Personnel comply with the Alcohol and Drugs Control procedure and submit to a Preliminary Impairment Assessment (PIA) if required to do so by the Principal or the Contractor;
4. Ensure that a PIA is carried out on all Personnel involved in a serious incident as defined in the legislation and Procedure within the required time or advise a medical practitioner that a person requires a blood test to be carried out if any Personnel have been taken to hospital or other medical facility; and
5. Immediately advise the Principal if the result of the PIA test shows a positive reading or if any Personnel refuses to take all of the required steps and comply with the procedures specified under the Procedure and of what action the Contractor proposes to take. Any Personnel with a positive PIA reading or who refuses a PIA test must be immediately removed from the Site by the Contractor.

## 6.8 Work Procedures

Personnel must have written safety and environmental procedures and appropriate certification for specific tasks - e.g. confined space work, scaffolding, trenching, hot works, plant operation, traffic management for both vehicles and people including the public, etc. The Contractor must ensure that Personnel wear Personal Protective Equipment appropriate to the tasks being performed.

### 6.8.1 Safe Work Method Statements

The Principal may require that any works to be undertaken on a Site must be accompanied by a Site specific Safe Work Method Statements (**SWMS**) or equivalent document (e.g. Job Safety and Environment Assessment (**JSEA**)).

The Site specific SWMS must identify all risks associated with the works and the Site and describe the controls to be put in place to reduce the risks to a level acceptable to both the Contractor and Principal.

The SWMS must be submitted by the Contractor to the Principal within the time directed by the Principal to enable the Principal to review it prior to works taking place.

Works must not proceed until the Principal has approved the SWMS and advised in writing that works may proceed.

### 6.8.2 Hot Works Permits

Hot Works Permits must be completed using the nominated form, L4-SQE-FOR-049. A Hot work Permit is required for any maintenance or construction procedure involving hot work in any hazardous area, and include – grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations.

Hot Works Permits can only be authorised by the relevant Manager in Metro Projects, or Structures and Facilities within the Infrastructure Department.

### 6.8.3 Personal Protective Equipment

#### General

All Personnel on the Site must wear Personal Protective Equipment (**PPE**) meeting Australian Standards and high visibility clothing of the types and colours set out below. Failure to comply may result in the persons being ordered off the Site. Contractors must supply Personnel with PPE. The Contractor must ensure that Personnel and visitors have and wear the specified clothing, which will be in good order. High visibility vests must be done up at all times.

Visitors and Contractors on MTM sites are to comply with the requirements of *LO-SQE-PRO-019 Management of Personal Protective Equipment* and *LO-SQE-GDL-002 Personal Protective Equipment Minimum User Requirements*.

The following are mandatory items when working in the rail corridor:

- Approved Special Purpose Orange high visibility vests or other clothing with the Contractor's company name in black letters on the back;
- Safety footwear;
- Hard hat;
- Eye protection;
- Long sleeve shirt;
- Full length trousers;
- Gloves available (not necessarily worn, dependent on task).

### 6.8.4 High Visibility Safety Garments Policy

#### a. Definition

High visibility clothing must be worn by all Personnel within High Visibility Areas on the MTM Network.

All areas in the rail reserve are High Visibility Areas, including all station platforms and the Danger Zone, unless otherwise determined by the Principal.

#### b. Specification

All high visibility garments must cover the entire torso above the waist. High visibility background material colour known as 'Special Purpose Orange' or 'Fluorescent Orange' with silver retro reflective strips complying with AS/NZS 4602.1:2011 and AS/NZS 1906.4:2010.

All high visibility garments must be fitted with retro reflective strips. The strips must be silver in colour (reflects white), not less than 50mm wide. The retro reflective strips must be applied to the garment such that they will remain in place.

Positioning of the strips on garments must be in accordance with Australian Standard AS4602.1:2011, Figure 2©, as follows:

- a. Two horizontal hoops of retro reflective material must encircle the waist;
- b. Strips of retro reflective material must cover each shoulder.



Where a high visibility garment has sleeves or legs or both (such as overalls), significant visual benefits can be obtained by adopting an optimum biomotion configuration of retro reflective strips on the sleeves and legs. This entails placing strips as follows:

- c. Sleeves – a 50mm wide hoop of material around each sleeve just above the elbow and around each wrist;
- d. Legs – a 50mm wide hoop of material around each leg just above each knee and at each ankle.

NOTE: This requirement is in addition to positioning of the strips on garments in accordance with the Australian Standard AS4602.1:2011.

**c. Wording, Logos or other designs on Safety Clothing**

Wording, Logos or other designs are permitted on High Visibility Safety clothing in accordance with the following parameters:

- Wording, Logos or other designs must not be placed on the retro reflective strips;
- Wording, Logos or other designs must not obscure more than 20 % of the projected area of the garment when viewed from any angle; and
- The Contractor’s name must be placed on the rear of the garment and must be a minimum of 30 mm in height.

**6.8.5 Unacceptable clothing and objects**

**Red or Green Clothing/Objects**

The following items are not to be worn / taken into the rail corridor:

- Red, green or yellow clothing (a driver could mistake it for a signal or flag);
- Any items coloured red, green or yellow, including clipboards, folders, lunchboxes, umbrellas, bags etc;
- Unapproved high visibility clothing.

### 6.9 Hazardous Substances/Dangerous Goods Management

Prior to commencing any works, the Contractor must submit a register and Risk Assessments of all hazardous chemical products, substances and dangerous goods that will be used on the Site along with current Material Safety Data Sheets (MSDS's) for each product on the register. The Contractor must ensure that:

- A Hazardous Substances/ Dangerous Goods register is maintained on Site, during the course of the works;
- Current (less than 5 years old from date of issue) Material Safety Data Sheets (MSDS) are available on Site for each product used on Site;
- Specific personal protective clothing and equipment is available and used by all Personnel;
- A suitable and adequate number of fire protection appliances is readily available where Hazardous Substances/Dangerous Goods are used;
- Any specialist First Aid needs have been identified and made available prior to substance use;
- Substances are at all times stored in a safe and secure manner, and relevant HAZCHEM signs displayed, if applicable;
- Appropriate and adequate spill/leakage control measures are in place for all substances and products used on Site;
- All Personnel have been trained in the use and disposal of spill/leakage control measures; and
- Copies are available on Site of all Risk Assessments conducted on all Hazardous Substances/Dangerous Goods used or stored on Site.

The Contractor must have an Emergency Plan to cover foreseeable contingencies in the event of a dangerous goods incident.

## 6.10 Plant Safety

Prior to commencing the Contractor must submit to the Principal:

- A Plant Risk Assessment for all plant and equipment to be used on Site during the course of works;
- A detailed procedure for securing any plant, equipment, etc. that may need to be left on Site after hours;
- On request, maintenance and/or service records, including records of faults, of any plant used on Site;
- A list of any emergency equipment that may be required and that will be provided by the Contractor;
- A copy of operator competence certificates or licences; and
- A detailed procedure of how and where plant will be fuelled serviced and/or maintained when on Site.
- Only safe tools and equipment are to be brought on MTM Sites. If tools become unsafe, the Contractor must tag them out of use and arrange removal.

Note: for all mobile plant works undertaken in the rail reserve (but not impacting on the danger zone) notification must be provided to Metrol (telephone 9610 7205) that cranes are operating in the area.

## 6.11 Workplace Safety Inspections

Workplace Safety Inspections will be undertaken at the discretion of the Principal, and the Contractor must comply with all regulatory requirements. If a discrepancy that presents a workplace hazard or unacceptable risk condition is highlighted by these inspections, it must be rectified immediately or the work will be stopped until rectification of the identified problem has been completed.

The Contractor must conduct periodical safety inspections that are recorded and documented.

The Principal may conduct random surveillance inspections of the Contractor.

## 6.12 First Aid

The Contractor must provide the Principal with a copy of its First Aid Assessment completed in accordance with the 'Code of Practice for First Aid in the Workplace'. The outcome of this First Aid Assessment will determine the level of the Contractor's First Aid facilities, the contents of the Contractor's First Aid kits and the level of training of the Contractor's First Aid personnel.

**6.13 Recording and Reporting of Injuries and Near Misses**

The Contractor must advise the Principal immediately of any death, injury resulting in time lost from work of at least one day or shift and any injury requiring medical treatment. A written report must be provided in accordance with Clause 5.15.

The Contractor must notify the Principal as soon as possible of the following:

- First Aid injuries; and
- Near Misses that had the potential to cause injury.

The Contractor must ensure that Personnel and visitors record all injuries and ‘Near Misses’ that have the potential to cause injury in the Register of Injuries and provide the details of the same at Site OH&S committee meetings. Copies of OH&S committee minutes must be forwarded to the Principal.

The Contractor must provide the Principal with a written copy of the details and investigation of each accident/incident within 24 hours of it occurring.

**6.14 Incident/Accident Notification Procedures**

The Contractor must immediately notify the Principal in person or by phone if there is an accident/incident. Accidents and incidents include death and serious injuries, rail safety, electrical, plant and environmental incidents. Emergency telephone numbers are provided in Appendix A at the end of this document. The Contractor must provide the Principal with a written copy of the details and investigation of the accident/incident within 24 hours of it occurring. Additional details can be provided by the Principal from L1-SQE-PRO-005 procedure– Incident Reporting and Investigation on request.

**6.14.1 Incident Site Preservation**

The Contractor must assist the Incident Coordinator who is responsible for establishing measures to protect any evidence and ensure that the Site is not disturbed until directed by the Safety Director/TSO and a Work Safe Inspector and the Incident Coordinator, unless it is necessary to:

- Protect the health or safety of a person;
- Aid an injured person involved in the incident;
- Take essential action to make the Site safe or to prevent a further occurrence of an incident; or
- Allow emergency services to manage the emergency.

There are legal and/or insurance repercussions if evidence is disturbed.

**6.15 Emergency Response Plan**

When the Contractor and Personnel are not subject to a Site specific emergency response plan or program of the Principal, the Contractor, as part of the Site Safety and Environmental Plan, must provide details of proposed emergency response procedures, including a list of emergency equipment that may be required and a list of the responsible, trained Personnel who may be involved in any emergency response.

### 6.16 Auditing

The Contractor must conduct regular audits to provide verification that tasks and procedures are being conducted in accordance with the Contractor's Site Safety and Environmental Plan and/or Interface Coordination Plan. Audit frequency will be determined from the level of risk assessed and will be increased in response to any safety incidents or non-compliances found during audits. Copies of these safety audits must be provided by the Contractor to the Principal. The Contractor is to confirm with the Principal the frequency of audits required.

### 6.17 Amenities

The Contractor must ensure that adequate amenities are provided for Personnel at the Site to aid in maintaining the Site in a safe and healthy condition. Amenities include toilets, dining areas, change rooms and washing facilities. The Code of Practice for Workplaces will be used as guidance in determining the requirements.

## 7 General Requirements For Safe Working in Rail Environments

The Contractor must plan, design and execute the works so as to minimise disruption to the Principal's operations and the operations of other transport operators.

### 7.1 Underground and Aerial Services

The Contractor must inform itself of the locations of underground services through '**Dial Before You Dig**'. 'Dial Before You Dig' does not cover the Principal's underground service assets. The Contractor must obtain information about these services from the Property Department of VicTrack.

For details of the requirements for the identification, location and the protection of underground services during excavation and other construction related activities, please consult Metro's document L1-INF-PRO-001 - Protection of Underground Assets and Services Interim Procedure.

If the Contractor encounters high voltage conductors and fittings, aerial wires for signals, communications, electric traction power or other services owned by other authorities on Site, the Contractor must obtain the Principal's approval prior to commencing work.

If the Contractor damages any services or cables during the works, the Contractor must immediately notify the Principal or Electrol Centre 9610 5222.

The Contractor must not move, remove, obstruct, alter or damage any traction cable, termination, jumper, wire, equipment or plant belonging to the Principal without specific instruction from the Principal.

### 7.2 Clear Lines of Sight

The Contractor must perform the works, arrange its structures and position its equipment so that at all times train crews, pedestrians and vehicles have clear lines of sight to any fixed or temporary rail signal, at pedestrian crossings, road crossings and rail crossings.

The Contractor must not, unless authorised in writing by the Principal, erect or cause to be erected any temporary or permanent structure that intrudes within a vertical plane which is 3 m away, measured horizontally, from the nearest rail track.

**7.3 Temporary Lighting**

The Contractor must provide any necessary temporary lighting. To avoid potential confusion with railway and, in some instances, tramway and road signals, any temporary lighting in the vicinity of the tracks must use white lights and must be approved by the Principal. The Contractor must not use coloured lights.

**7.4 Explosives**

The Contractor must not use explosives on Site without the written permission of the Principal. If the Principal grants such permission, work with explosives must only be performed by Personnel trained and certified by the Contractor to the satisfaction of the Principal and all other relevant authorities.

**7.5 Requirements for Working Within the Rail Corridor**

Notwithstanding the granting of permission to enter the Site, the Contractor must not start work within the Rail Corridor (fence line to fence line or 15 m from the nearest rail where there are no fences) without the specific permission of the Principal.

For work within the Rail Corridor (excluding the Danger Zone), the Principal may direct the Contractor (and the Contractor must at all times abide by the Principal's direction) to provide trained lookout Personnel to monitor the track for obstructions, and to warn of approaching trains. The Contractor must strictly observe all directions given by the lookout staff. Unless otherwise agreed, the Contractor must meet costs of providing trained lookout Personnel.

When a train is approaching or when instructed by the lookout(s), the Contractor must ensure that all plant operating adjacent to the railway tracks ceases work to avoid obstructing the passing train. All moveable or swinging parts of the Contractor's plant must be locked so they will not move or swing towards the railway tracks as the train passes.

**7.6 Requirements for Working Within the Danger Zone**

For work within the Danger Zone (all space within 3 m horizontally from the nearest rail and any distance above or below this 3 m) the Contractor must give written notice to the Principal (refer MTM's Site Access Procedures for details). The Principal may need to make special arrangements to protect the Site and to control the movement of trains through the work area. This may be by provision of Lookouts or Flagmen to control trains, by arranging 'Absolute Occupation' to suspend the movement of trains, or by 'booking out' the affected track(s).

The Principal will determine the need for protection and the method(s) to be adopted, taking into account the nature and duration of the expected track obstructions, the Contractor's work methods and program, the Principal's operations and other relevant factors.

The Principal will not be liable for any consequences arising from being unable to grant track access on dates or at times requested.

**7.6.1 Absolute Occupation**

If the Principal determines that Absolute Occupation of the railway tracks is required, the Contractor must request such an Absolute Occupation in accordance with the Site Access Procedure.

Notwithstanding any arrangements to commence an Absolute Occupation at a specified time, the Contractor must not commence to obstruct the track within 3 m of the nearest rail until the Principal has confirmed that the Absolute Occupation has commenced and has given authority for the track to be obstructed.

**7.6.2 Booking Out**

Where sidings or other tracks are not required for an extended period, the Principal may arrange for them to be ‘booked out’ of service.

The conditions under which a Contractor may obstruct or occupy a ‘booked out’ track will be specifically defined in each case.

**7.6.3 Full Track Protection**

If the Principal determines that full track protection is necessary, appropriately qualified safeworking Personnel will be required to protect the work site. No work within the Danger Zone may proceed until the appropriate Personnel are on Site, the required signals are displayed, and the Contractor has been specifically authorised by the Safe working Coordinator that work can commence.

Unless otherwise agreed, the Contractor must provide and pay for the safe working Personnel necessary to protect the work site.

The personal safety of Personnel is the responsibility of the Contractor.

The Contractor must ensure that work is completed and the track obstruction cleared by the required time as instructed by the Safe working Coordinator.

If the Contractor delays the Principal's operations, the Contractor will be liable for any Operational Performance Regime (OPR) penalties associated with the works. The cost of these OPR penalties is substantial.

**7.7 Requirements for Working in Electrified Areas**

The Contractor must consider all parts of the train overhead electrical system (including conductors, contact wires, catenary wires, dropper arms, pull off arms, and any other overhead fittings, whether in service or newly erected), as always live at 1500 Volts (train overhead), or 600 Volts (tram overhead) or 22,000 Volts unless the Principal has given written instructions that such conductor wires and/or other parts of the overhead traction system are isolated and are safe to approach.

**7.7.1 Train**

The Contractor must not conduct any activities nor allow any plant or equipment to come within 6.4 m of an overhead electrical conductor unless approved in writing by the Principal. For the purpose of this sub-clause, mobile plant or equipment is defined as any plant that has a maximum operating height greater than 4 m. Mobile plant or equipment will be as defined in the Occupational Health and Safety (Plant) Regulations 1995.

The Contractor may work between 2 m and 6.4 m from an energised electrical conductor, subject to arrangements being made by the Principal for the protection of the electrical conductor and/or the provision of an observer. The Contractor must give the Principal at least 7 days notice of such requirements.



If it is necessary to work within 2 m of an electrical conductor, the electrical conductor must be isolated. The Contractor must give the Principal at least 28 working days notice for such works as they may involve Absolute Occupations.

**7.7.2 Tram**

The Contractor must contact the Tram Operator Electrical Control Centre Manager on 03 9610 3394 to determine the requirements for working in the vicinity of tram overhead assets.

The Contractor must make all necessary arrangements for access to or interface with any tram operator assets.

**7.8 Excavation**

The Contractor must notify the Principal of any planned excavation works at least 14 days prior to the proposed date for commencing excavation to allow time to investigate the Site to locate and identify existing underground assets, especially underground cabling as per the L1-INF-PRO-001 Protection of Underground Assets & Service Procedure. The notification must consist of a scope of works, relevant plans and a current works schedule. The Contractor must obtain the Principal's approval for any variation from the works contemplated in the notification, prior to the variation being carried out.

The Contractor must notify the Work Cover Authority of its intention to excavate as required under legislation, if applicable.

The Contractor must not excavate until it has identified any underground assets by following the requirement in Clause 7.1 above.

**7.9 Notification of Damage**

The Contractor must take all necessary precautions to prevent damage or disruption to underground and overhead services (either traction power or other), signalling and communications systems or substation equipment or any other services belonging to other authorities. The Contractor must immediately report any damage to the Principal and/or the Principal's Fault Centre or Communication Fault Centre on the numbers given at the end of this document.

The Contractor must not attempt to repair or replace any damaged equipment, cabling, wiring etc. unless directed to do so by the Principal.

**7.10 Railway Crossings**

Vehicles, plant or equipment operated by the Contractor must only cross railway tracks at established public road crossings, or at such other locations and under such conditions approved in writing by the Principal.

The Contractor must not cross railway tracks with steel wheeled or tracked construction plant without the permission of the Principal.

**7.11 Metallic Objects on Rails**

The railway rails may contain electric circuits forming part of the signalling system. The Contractor must keep the rails free from any form of contact with metallic objects including backhoes, front-end loaders, metal tapes etc.



The Contractor must not use metal tapes or metal reinforced tapes across tracks unless insulating material is placed between the tapes and the rails.

**7.12 Objects That May Contact the Overhead Electric Traction Systems**

All survey staffs, ladders and any other extendable equipment used on the Site in electrified areas must be constructed from non-conducting material approved by the Principal.

Metallic or metallic reinforced staffs, ladders, or other metallic extendable equipment must not be used in electrified areas.

**7.13 Fire Prevention**

**7.13.1 Days of Total Fire Ban**

On declared days of total fire ban, no fire may be lit in the open air, and no welding, grinding, cutting or any other action which causes sparks or flame may be carried out without a CFA/MFB Permit allowing for such work. No slashing works are to undertaken on a Day of Total Fire Ban, regardless if a permit to do such work exists.

**7.13.2 Fire Danger/Prohibited Periods**

During the fire danger period and prohibited periods the Contractor must not:

- Throw or drop any lighted tobacco, cigarette, cigar, match or any other burning material or thing.
- Knowingly put or place any blow lamp, gas torch, match, phosphorus, substance containing phosphorus, explosive, combustible substance or matter whatsoever in such a position that:
  - It may be directly or indirectly ignited, exploded or set on fire by action of the sun's rays or by friction or any other natural cause; or
  - A fire is likely to be caused.
- Use any welding or gas cutting equipment or any grinding tool, including a disc rail saw in the open air unless it:
- Has erected a shield or guard of fire resistant material in such a way as to prevent a fire being caused by the emission of sparks, hot metal or slag;
- Cleared or keeps sufficiently wetted the immediate area for a radius of not less than 1.5 m to prevent the spread of fire;
- Has an immediately available a reticulated water supply or an effective water spray pump of the knapsack type with a tank capacity of not less than 9 litres and full of water; and
- Places all work off-cuts and electrode stubs in a fireproof receptacle.

All contractors must also abide by any other requirements as outlined within a CFA/MFB permit.

## 8 Site Specific Requirements

### 8.1 General

In addition to the other requirements of this document and any other relevant safe working requirements, the Contractor must comply with the Site specific requirements set out below.

### 8.2 Environmental Requirements

The Contractor must comply with all environmental statutory and regulatory requirements at its own cost. All work practices will be assessed by the Contractor to establish whether the proposed work practice conforms to EPA requirements. The assessment must cover, but is not limited to, the following:

- Air Pollution;
- Land Pollution;
- Water Pollution;
- Noise Pollution;
- Waste Disposal;
- Flora and Fauna protection;
- Heritage issues;

The Contractor must, at its own cost, obtain and maintain all necessary licences and permits required by the EPA.

The following Principal's environmental guidelines cover some, but by no means all, environmental issues.

#### 8.2.1 Nuisance

The Contractor must observe and comply with all requirements (environmental, statutory, etc.) that apply to the Site on which the Contractor's work is to be carried out.

The Contractor must comply with all requirements and provide all things necessary to ensure that the health, safety and convenience of the public, property owner/s, occupants and others is not compromised by its work.

#### 8.2.2 Noise Nuisance

The Contractor must minimise noise and ensure that its work causes the least inconvenience to the public, owner/s and occupants of neighbouring premises.

The Contractor's plant and equipment must be effectively sound controlled by means of silencers, mufflers, acoustic linings, shields, acoustic sheds or screens to the satisfaction of the Principal, except when the plant or equipment is used for emergency works.

### 8.2.3 Dust and Dirt

The Contractor must minimise the generation of dust, and the deposit of dirt on roads and will remove either as necessary or if directed by the Principal.

The Contractor must erect screens and use water or other appropriate means to control nuisance dust.

The Contractor must use appropriate means to minimise the deposit of dirt on roads.

### 8.2.4 Storm Water

The Contractor must ensure any liquids or solids from washing activities; chemical or oil spills, and sediment laden runoff do not enter into storm water system.

The Contractor must use appropriate sediment control devices for any water discharged from the Site into waterways or the stormwater system.

### 8.2.5 Waste Management

The Contractor must dispose of all prescribed waste [specified in Environment Protection (Industrial Waste Resource) Regulations 2009 ] in accordance with EPA guidelines.

The Contractor must notify the Principal of its prescribed waste disposal needs and arrange the transport and disposal of this waste. The Contractor is responsible for the cost of transport and disposal unless otherwise agreed.

The Contractor must maintain appropriately labelled bins for the disposal of wastes at the Site.

The Contractor must maintain the Site free of litter during and at the completion of the works.

The Contractor must remove and appropriately dispose of all waste from the site after the completion of works.

## 8.3 Buildings and Structures

### 8.3.1 General

While working in or near the Principal's buildings, the Contractor must not damage associated fixtures, foundations or structures.

While working in or around buildings, the Contractor must ensure that access and egress from the Site is safe and without risk to health and safety. The Contractor must fence or cordon areas as appropriate to minimise risk of injury to Personnel, the Principal's personnel and the public.

While working in or around buildings, the Contractor must ensure that the standard of security at the building is at least that which existed prior to commencing the works.

Prior to commencing work on the Site, the Contractor must ensure that any platform, bridge or other structure is of sufficient strength and structural integrity to support any plant, equipment or materials that may be brought upon it.

**8.3.2 Attachments**

The Contractor must not attach anything to train overhead support poles/structures without the Principal's permission.

**8.3.3 Structures and Facilities Owned By Others**

The Contractor must ensure that all works it performs on structures and facilities owned by third parties do not place any person's health and safety at risk.

The Contractor must maintain all structures and facilities whilst carrying out the works.

On completion of the works, the Contractor must leave all structures and facilities in the same condition as found.

**8.3.4 Asbestos**

A number of buildings and structures contain asbestos-containing material. The Principal has a management plan with the ultimate aim of removing all asbestos-containing material from its premises. In the meantime, before any works are carried out on the Site, the Asbestos Register must be referenced to determine the presence or otherwise of asbestos-containing material. If the Contractor intends to conduct work that may disturb materials on areas/assets that may contain asbestos and the Asbestos Register is either silent or does not list the areas/assets concerned, the Contractor must arrange for the Principal's approved asbestos assessor to conduct further assessments to confirm the presence/absence of asbestos.

The Contractor must arrange for all appropriate controls to be put in place before works commence. Removal and disposal of asbestos-containing material must be done in accordance with relevant OH&S and environmental legislation.

**8.4 Train Tracks****8.4.1 General**

If a Contractor intends to work on, over, under or in the vicinity of the track, or carry out any works which may impact on the integrity of the track formation, the Contractor must provide a notice of intent to the Principal's Track Department detailing works to be undertaken and work method statements.

**8.4.2 Work Near Train Automatic Points**

The Contractor must take special care when working in the vicinity of train automatic points. The Contractor must not insert objects or parts of the human body into automatic points as the point may switch without notice.

If construction or excavation works occur near automatic or manual points the Contractor must regularly inspect these points during the works (if trains are still running) or at completion of the works (trains not running) to ensure that the operation of the points is not obstructed.

**8.4.3 Approaching Trains**

When a train is approaching, the Contractor must ensure that all moveable or swinging portions or parts of plant are locked so that they will not move or swing toward the train tracks as the train passes. All plant operating adjacent to the tracks will cease work to avoid obstructing the passing train. Excavator booms, etc will be lowered to the ground until the train has passed.

**8.4.4 Loose Material**

The Contractor must not allow loose material to fall or be deposited on or adjacent to the train tracks nor to foul the ballast of the running line nor to block any drains. If any such material should inadvertently fall or be deposited on or near the tracks or in the drains, the Contractor must immediately arrange to remove it. The Contractor must first obtain approval from the Principal for the type of vehicles to be used, necessary protection and occupations, etc. before performing this clean up work. The Principal may arrange such work at the Contractor's expense.

**8.4.5 Settlement Monitoring**

The Contractor must monitor to the satisfaction of the Principal settlement of, and effects on, tracks or the Principal's structures that result from excavation pile driving, de-watering, etc.

**8.4.6 Supervision**

The Contractor must not leave the Site unattended or unprotected until the Principal or his delegate grants completion and clearance.

**8.4.7 Traffic Management**

The Contractor must arrange and manage all road closures, deviations, etc. The Contractor must give Councils, residents, etc the required notice of proposed traffic disruptions, but in any case at least 1 week's notice.

The Contractor must provide any necessary temporary lighting and signs for both traffic and pedestrians. Temporary protective lighting and signs will not interfere with road traffic signals or tram traffic signals.

The Contractor must monitor and maintain all road protection (e.g. witches hats, etc).

**8.5 Tram Tracks**

The Contractor is solely responsible for liaising with the Tram Operator to determine the requirements if working over, across, under or adjacent to tram assets.

**8.6 Cuttings, Bridges, Tunnels And Other Restricted Locations**

The Contractor must obtain the Principal's approval for all works in cuttings, bridges and tunnels. The Principal will determine the appropriate protection for all works in cuttings, bridges and tunnels.

**8.7 Access Tracks**

When working adjacent to the railway line, signalling apparatus or structures, the Contractor must keep in good order and condition all access tracks used by its plant and equipment. If directed by the Principal, these access tracks will be cordoned off to prevent any moving plant and equipment from infringing the minimum structure gauge clearance laid down by the Principal and to prevent damage to any signalling apparatus, structure or other railway equipment.

**8.8 Substations and Electrical Traction Switching Locations**

The following conditions apply:

- The Contractor must only access a substation building or switch yard with written authority from Electrol and under the supervision of an authorised person;
- No works may be carried out in the vicinity of any exposed electrical equipment that is live or capable of being made live unless working under a permit. The Contractor or any object in contract with any part of his body) must maintain a clearance of at least 2 m from such equipment at all times. (Special conditions apply for cranes. Contact Principal for details.);
- The Contractor must not allow works to be carried out within the substation domain unless under the supervision of a High Voltage Operator or Substation Competent Person;
- The Contractor must not commence work on electrical equipment until the equipment has been isolated and earthed and an electrical access permit has been issued by an authorised High Voltage Operator;
- All works must conform to Australian Standards and Electrical Supply Authority Regulations unless otherwise directed by the Principal;
- All relevant Personnel must complete appropriate courses to be qualified as Substation Approved Persons prior to commencing work;
- Any Contractor making accidental contact with the live Train Overhead System must immediately notify Electrol and advise extent of damage and nature of fault;
- Only suitably trained and qualified Personnel may use lifting facilities in substations;
- The Contractor must not disturb, or interfere with in any way, substation drains except for cleaning and maintenance purposes;
- All Personnel entering substations must inform Electrol of their presence, expected departure time and the nature of their business using the number provided at the end of this document, and log the same information in the substation's log book;
- The Contractor must not operate electrical equipment without the Principal's approval;
- All Personnel working in substations will comply with the safety procedures, directions on signs, issued instructions etc at each individual location;
- The Contractor must identify the location of the substation earth grid and substation cables before commencing any works causing soil disturbance; and
- The Contractor must immediately report any damage to Electrol.

## 8.9 Signal Systems

### 8.9.1 Signals and Communications Facilities Adjacent to Work Site

Train signalling, communication facilities, and other services may exist on and adjacent to any work site. The Contractor must carry out the works to avoid any interference with this equipment.

The Contractor must report any damage immediately to the Principal's Fault Centre.

### 8.9.2 Relocating Signs and Signals

The Contractor must not remove, relocate, reposition or obstruct any signal, notice board, sign board, plate or any other indicator without the written authority of the Principal.

## 8.10 Communication Systems

The Contractor must not move, remove, obstruct, alter or damage any communications cable, termination, jumper, wire, equipment or plant belonging to the Principal without specific written instruction from the Principal.

The Contractor must give the Principal 5 Weekdays notice of any work requiring disruption to communications services (including disruption to power supplies) to enable alternate arrangements to be made.

## 9 Appendices

### Appendix A: Emergency Telephone Numbers

Suburban Train Control All Metropolitan Train Incidents	"Metrol"	9610 7205
Country Train Control All Country Train Incidents	"Centrol"	9619 1077
Train Electrical Control All Electrical Traction Incidents	"Electrol"	9610 5222
Metro Trains Melbourne Fault Centre All Rail Signalling, Track, Structures And Buildings Incidents		9619 2999
Communications Fault Centre All Rail Communications Incidents		9619 1100
<b>Tram Operations</b> All Tram Infrastructure Incidents	"Fleet Operations Centre"	9610 3384
Tram Electrical Control All Tram Electrical Infrastructure Incidents	"Carlton Control"	9610 3394
Switchboard	"VicTrack"	9619 1111

<b>Police</b>	000
<b>Ambulance</b>	000
<b>Fire</b>	000
Environmental Protection Authority (EPA)	(03) 9695 2777



## Appendix B - Site Access Application Checklist

All Site Access Applications must be in writing, i.e. email, fax or paper copy. Initial requests must, as a minimum address, the following issues:

- Applicant's contact name and telephone number
- Location and extent of access, including dates, times and duration of access
- Description of proposed works to be conducted, including any plant and equipment
- For ongoing access, the frequency of access proposed
- Any other requirements of the Applicant.

The following information must be provided no less than 5 Weekdays prior to the commencement of work:

- Level of track and Site protection to be adopted
- Name and contact details for company providing track protection
- Place of access and site of works i.e. Danger Zone, Rail Reserve
- Evidence that all proposed Personnel hold a current certificate of 'Train Track Safety Awareness'
- Evidence Plant & Equipment operators are appropriately qualified or licensed etc.
- Emergency procedures and contact lists
- A Site Safety Plan including: Work Method Statements, Job Safety & Environmental Analyses, Site Induction, etc.
- Signed Metro Trains Melbourne Site Access Agreement
- A certificate of currency of Public Liability Insurance for the works for an amount of not less than \$10 M and not more than \$20 M for any one occurrence
- A certificate of currency of Works Insurance for the value of the works
- Evidence that the Applicant and its contractors are registered as Employers for the purposes of and otherwise comply with the Accident Compensation Act 1985 and the Accident Compensation (WorkCover Insurance) Act 1993.
- A 'Plan of Construction', including all proposed methods of construction, covering all stages of the works for review by MTM. MTM may reasonably request changes to the construction plan and the Applicant and its contractors shall comply with all such requests. The plan should include an estimate of the total number of employees to be engaged upon the works and the anticipated hours to be worked by each employee

The above lists of requirements are not exhaustive and should be used as guides only. Metro Trains Melbourne may require further information.