

Approval

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Amendment Record

Approval Date	Version	Description
14/01/2011	1	Initial issue under Metro Trains Melbourne (MTM). Replaces MainCo document CD 012
19/12/2012	2	Inclusion of MTM's right to inspect works (new cl 2.8); a right for the contractor to include MTM'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 (SWMS) and minor amendment to cl 6.8.4 (c) in respect of contractors Personal Protective Equipment (PPE) requirements. Minor amendments to 6 Site Safety Environment Plan and 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 (RIW) Card requirements from 01 July 2013
10/11/2015	4	Centralising of all safety and environmental requirements for all third parties accessing and/or working on MTM premises and introduction of Avetta prequalification into MTM
20/12/2016	5	Updates to major and minor appendices to address fatigue management, change of name of PICS to Avetta and update of L1-OPS-PRO-018 to L1-SQE-PRO-054
12/09/2019	6	Major review. Alignment with MTM procedures, Occupational Health and Safety (OHS) Legislation and Rail Safety National Law (RSNL)

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1 Purpose

This document outlines mandatory safety and environmental requirements to ensure the safety of Metro Trains Melbourne (MTM) operations and all persons on and around the MTM Rail Network including MTM employees, passengers and the community.

2 Scope

This document is applicable to contractors, third parties, visitors, suppliers/delivery drivers conducting business/undertakings on the MTM Rail Infrastructure Lease/other workplaces under the management and control of MTM. It does not apply to MTM passengers/employees.

3 Definitions and acronyms

Construction work	As defined in regulation 321, Occupational Health and Safety Regulations 2017 (Vic)
Contractor	Any person/entity contracted by MTM
Danger Zone	All space within three metres horizontally from the nearest rail and any distance above/below this zone including being on the line, unless a Position of Safety exists/can be created
Delivery driver	Any person who enters an MTM workplace temporarily to make deliveries
General Pre-Work Briefing	A formal briefing on the task related activities provided by the Supervisor/Work Group Supervisor to the work group and where applicable the Track Force Protection Coordinator (TFPC)
High Risk Construction Work	As defined in regulation 322, Occupational Health and Safety Regulations 2017 (Vic)
Hot work	Hot Work is work that can generate flames, heat or sparks and includes, but is not limited to the following: <ul style="list-style-type: none"> • Welding processes • Grinding • Thermal/oxygen cutting
Prescribed drug	As defined in Section 128, RSNL. Means any of the following substances: <ul style="list-style-type: none"> • Delta -9-tetrahydrocannabinol • Methyl amphetamine (Methamphetamine) • 3,4-Methylenedioxymethylamphetamine (MDMA) • Any other substance declared by the national regulations to be a prescribed drug
Principal Contractor	As defined in regulation 333, Occupational Health and Safety Regulations 2017 (Vic)
Public area	Any MTM workplace accessible to the general public/passengers
Rail Corridor	Is from fence line to fence line, or where there are no fences or defined boundary, 15 metres from the nearest rail. This includes a station platform, where the task to be performed has the potential to, or will intrude into the Danger Zone
Rail Safety Work	As defined in Section 8 Rail Safety National Law (Vic) (RSNL)
Rail Safety Worker	Any individual who has carried out, is carrying out, or is about to carry out rail safety work

RIW	Rail Industry Worker
RSNL	Rail Safety National Law
RSWHA	Rail Safety Worksite Hazard Assessment
TFPC	Track Force Protection Coordinator - A TFPC's primary duty and responsibility is to keep Rail Safety Workers and the work site safe from rail traffic. Any work within the Danger Zone must have a TFPC present for the duration of the work.
Third party	Any person/entity other than MTM employees/passengers/contractors
TPI Card	Third Party Induction Card
Visitor	Any person other than MTM employees/passengers/contractors who enters an MTM workplace to conduct visual inspections/observations and does not conduct any physical work, use tools/equipment, or directly interact with MTM passengers/the public
WGS	Work Group Supervisor - is the individual ultimately responsible for supervision of the programmed activities. When conducting Rail Safety Work the WGS has specific responsibilities as defined in L1-SQE-PRO-054 PLANNING WORKSITE PROTECTION IN THE RAIL CORRIDOR
Work	Any undertaking activities other than visual inspections/observations including: Physical work/the use of tools and equipment Direct interaction with MTM passengers/the public e.g. promotional/not for profit undertakings
Workplace	A place, whether or not in a building/structure, where employees/self-employed persons work (as defined in the Occupational Health and Safety Act 2004 (Vic))

4 Third Party application and approval

4.1 Third Party Access for building and construction/maintenance of essential services/maintenance of telecommunication assets

Third Parties must have site access approval from MTM before undertaking in an MTM workplace the following activities in/adjacent to the Rail Corridor:

- a) Maintenance and renewal of essential service and telecommunication assets
- b) Community and Government Projects
- c) Building/construction, including inspections, surveys and investigations (exemptions may apply for low risk activities not in the Rail Corridor/defined as Rail Safety Work)
- d) Rail Safety Work.

Third Parties must submit applications via the online portal www.metrotrains.com.au/metrositeaccess/ and cannot begin work until a Site Access Approval Notice (SAAN) has been issued. A current (in date) copy of the SAAN must be available on site with the relevant work group/s for the duration of the work.

For any enquiries related to third party access or to contact the Metro Site Access team, email: MetroSiteAccess@metrotrains.com.au

4.2 Third Party Access for photography and filming

Apply via the online portal www.metrotrains.com.au/filming-and-photography

4.3 Third Party Access for Community Activities

Third Parties undertaking any of the following/similar activities on MTM workplaces must submit an application along with any relevant supporting information and receive written approval from MTM before commencing:

- a) Charity fundraising
- b) Station arts activations - e.g. music, dance, pop-up libraries
- c) Station gardens (via Keep Victoria Beautiful)
- d) Community Murals.

For enquiries and applications related to community access of our stations email community@metrotrains.com.au

5 MTM Access requirements

Depending on the location and purpose, specific requirements must be adhered to before accessing MTM workplaces. To visit or work at MTM workplaces, the following applies:

5.1 Contractors and Third Parties

	A Rail Safety Worksite Hazard Assessment (RSWHA) must be completed by a Track Force Protection Coordinator (TFPC)	Rail Industry Worker (RIW)//Third Party Induction (TPI) Card	Briefing/sign on	General Work Access Permit (GWAP)/Track Access Authority; Rail Corridor Number (RCN)/Track Access Number (TAN)
Work on MTM workplaces but not within the defined Rail Corridor	Not required (unless work has potential to impact on the Danger Zone)	TPI/RIW	As per local requirements	GWAP/Community Access Permit
Work inside the Rail Corridor with no impact to the Danger Zone	Yes	RIW only	General Pre-Work Briefing incl. RSWHA	RCN issued by the Track Access Desk (TAD) to the Work Group Supervisor (WGS) or TFPC
Work in the Danger Zone	Yes	RIW only	General Pre-Work Briefing incl. RSWHA	TAN issued by the TAD to the TFPC

5.2 Visitors

	A RSWHA must be completed by a TFPC	RIW//TPI Card	Briefing/ sign on	Supervision	General Work Access Permit/Track Access Authority
Visitor access in public areas	n/a	n/a	As per local requirements	As per local requirements	n/a
Visitor access inside the Rail Corridor	Yes	n/a	General Pre-Work Briefing incl. RSWHA	Only under direct supervision of TFPC	RCN issued by the TAD to the WGS or TFPC
Visitor access inside the Danger Zone	Yes	n/a	General Pre-Work Briefing incl. RSWHA	Only under direct supervision of TFPC (max 3 visitors per TFPC)	TAN issued by the TAD to the TFPC

5.3 Third Party Induction (TPI) card

The MTM TPI is required for:


- a) Work on MTM workplaces including concourses, and operational/public areas within/around stations, e.g. cleaning, maintenance tasks, servicing vending machines, medic/first aid providers
- b) Work on station platforms that has no ability to obstruct the Danger Zone/breach the authorised approach limits to the overhead electrical conductors, i.e. tasks conducted behind the yellow line including:
 - i) Visual inspections
 - ii) Work involving light powered and non-powered hand tools
 - iii) Light manual handling activities performed by one person

To obtain a TPI card email competencies@metrotrains.com.au

5.4 Rail Industry Worker (RIW) card

The RIW card is required for all Rail Safety Work inclusive of but not limited to:

- a) Work within the Rail Corridor
- b) Work in any location where there is reasonable potential for plant, equipment, material, spoil/vegetation to obstruct the Danger Zone, e.g. dropped objects
- c) Work on station platforms which impacts on the Danger Zone, i.e. crosses the yellow line
- d) Work requiring the operation of self-propelled mobile plant such as Elevated Work Platforms (EWP)s, or floor cleaners on station platforms
- e) Site deliveries in the Rail Corridor requiring the operation of cranes, slewing/boom operated plant, e.g. mobile cranes, vehicle loading cranes/concrete placing booms.

	SAFETY AND ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS AND THIRD PARTIES	
L0-SQE-PRO-014	Version: 6	Effective from: 12 th September 2019

For further information about how to obtain a RIW card visit <https://www.riw.net.au/training/faqs/>

5.5 RIW/TPI Exemption

L2-SQE-PRO-261 RAIL INDUSTRY WORKER EXTENSION AND EXEMPTION REQUESTS

MTM may approve RIW/TPI exemptions in some circumstances, e.g. when engaging specialist resources from overseas. To apply for an exemption email competencies@metrotrains.com.au with the following information:

- a) MTM representative for the work
- b) Name/s of persons requiring exemption
- c) Name and address of the company responsible for the work
- d) Scope Of Works and location
- e) Work commencement and completion dates
- f) Reason for exemption
- g) MTM stakeholders involved in the work
- h) Work Site Protection arrangements and other risk controls for the work.

5.5.1 Delivery drivers

Delivery drivers attending construction sites are not required to have an RIW/TPI card provided they:

- a) Wear the required PPE or do not get out of their vehicle
- b) Remain under the direct supervision of a WGS/TFPC
- c) Do not operate a mobile crane, slewing/boom operated plant.

5.6 MTM Depots and Sidings

Third Parties and contractors working in MTM Depots and Sidings must:

- a) Have a valid TPI card/RIW card if working in the Rail Corridor/performing Rail Safety Work
- b) Be inducted to:
 - i) L3-ROS-WOI-066 – FLEET WORK INSTRUCTION PROTECTION OF PERSONNEL PERFORMING MAINTENANCE & COMMISSIONING IN SIDINGS (MFWI 440001)
 - ii) L3-ROS-WOI-017 – FLEET WORK INSTRUCTION PROTECTION OF PERSONNEL WITHIN MAINTENANCE BUILDINGS (MFWI 440002).

5.7 Visitors in the Melbourne Underground Rail Loop (MURL)

Access to the MURL for survey and inspection, e.g. by engineers, Metropolitan Fire and emergency Services Brigade (MFB) etc. must comply with visitor access requirements outlined in Section 5.2, however the MTM representative coordinating the visit may seek written approval from the MTM Head of Network Safety to exceed the TFPC visitor ratio of 1:3 for visitors in the Danger Zone.

5.8 Restricted areas

MTM has many restricted access areas including but not limited to METROL/ELECTROL, Electrical Substations and Tie stations, Communication Equipment Rooms, Signalling Equipment Rooms etc. Visitors, Contractors and Third Parties must liaise with the relevant MTM representative for those areas to ensure the applicable access requirements are confirmed and complied with. Visitors, Contractors and Third Parties must not enter restricted areas without authorisation, must wear any required PPE, be given a site induction, and at all times remain under authorised MTM supervision as directed.

5.9 Emergency operations

This section details access provisions for critical emergency operations/immediate work to rail infrastructure/rolling stock which is necessary for the safety of personnel/assets.

5.9.1 Civil authorities

When emergency service organisations/civil authorities advise that access to the Rail Corridor is required, the MTM Senior Network Controller/Officer In Charge at METROL will manage and facilitate urgent access by:

- a) Applying L2-SWS-PRO-009 DEALING WITH AN INCIDENT OR CONDITION AFFECTING THE SAFETY OF THE NETWORK (CAN notice) to provide access to the Rail Corridor, outside of the Danger Zone
- b) When access to the Danger Zone is required stopping rail movements in the affected area including MTM and other rail operator services to allow safe access.

MTM will also dispatch an MTM Train Services Officer to the affected area to assist the urgent access operation.

5.9.2 Local Government Rangers and Wildlife Rescue Personnel

Emergency access for wildlife recovery must be managed according to the L3-SER-PRO-024 WILDLIFE CONTROL PROCEDURE

5.10 Regulatory authorities

Regulators have broad powers to enter workplaces and are generally required to produce their identity card to the occupier of that workplace on exercising those powers, or on request. The below clauses outline the MTM person responsible for verifying the regulator's identity. However, if that person is not available, regulators may still enter provided they have produced their identity cards

5.10.1 Office of National Rail Safety Regulator (ONRSR)

Rail Safety Officers (RSO)s have powers of entry under the Rail Safety National Law (Vic). Where possible, RSOs should have their identification verified by:

- a) The Incident Coordinator, when responding to incidents
- b) The TFPC/WGS when entering the Rail Corridor
- c) The MTM Area Manager/Officer in Charge when entering Stations and Depots etc.

5.10.2 WorkSafe Victoria

WorkSafe Inspectors have powers of entry under Occupational Health and Safety Act 2004 (VIC). Where possible, Inspectors should have their identification verified by:

- a) The Incident Coordinator when responding to incidents
- b) The TFPC/WGS when entering the Rail Corridor
- c) The MTM Corporate Safety, Environment and Risk Manager/the Divisional Safety Manager/their nominated representative when responding to an alleged breach of the Act.

5.10.3 Energy Safe Victoria (ESV)

ESV Enforcement Officers may enforce powers of entry under Section 122 of the *Electricity Safety Act 1998* (VIC). Where possible, ESV Enforcement Officers should have their identification verified by:

- a) The Incident Coordinator, when responding when responding to incidents
- b) The TFPC/WGS when entering the Rail Corridor
- c) The MTM Electrical Delivery Networks Manager/its nominated representative when responding to an alleged breach of the Act.

5.10.4 Environment Protection Authority (EPA)

Authorised Officers are representatives of the EPA who have powers in accordance with the *Environment Protection Act 2017* (VIC) include:

- Entering any site/premises to assess EPA compliance
- Issuing a notice to require an environmental impact/risk to be remedied, including a requirement to stop works, install controls or change a process/activity.

Where possible, Authorised Officers should have their identification verified by:

- a) The Incident Coordinator, when responding to incidents
- b) The TFPC/WGS when entering the Rail Corridor
- c) The MTM Corporate Safety, Environment and Risk Manager/the Divisional Safety Manager/their nominated representative when responding to an alleged breach of the Act.

6 General safety requirements

All persons must:

- a) Present fit for work - free from the effects of: alcohol and other drugs, and from fatigue
- b) Take reasonable care for their own health and safety and that of others
- c) Cooperate with instructions given by MTM
- d) Not undertake work without the required qualification/competency/licence/induction
- e) Not interfere with/alter any MTM equipment/assets/infrastructure without MTM authorisation
- f) Not enter any restricted area without MTM authorisation

- g) Not enter/commence work until all applicable approvals and access requirements have been obtained/confirmed
- h) Report all incidents, near misses or hazardous conditions – refer to Incident Reporting and Investigation section for further detail
- i) Treat all electrical infrastructure as live unless MTM has issued an isolation permit.

6.1 Drugs and alcohol

MTM DRUG AND ALCOHOL POLICY

L0-SQE-PRO-055 – DRUG AND ALCOHOL TESTING PROCEDURE

MTM's Drug and Alcohol testing procedure applies to all Individuals entering and/or carrying out work on a Rail Workplace in relation to MTM's railway operations. Third parties and contractors on MTM workplaces are required to have a zero blood alcohol level and be free from any drugs that affects their ability to effectively and safely perform their duties.

Third parties and contractors may be subject to random, and targeted/post incident, drug and alcohol testing. A non-negative/confirmed positive test will be recorded if:

- a) Drug levels are at/above the cut-off level stipulated by the *Australian Standard AS/NZS4308 AS 4760* (saliva) and *AS/NZS 4308* (urine)
- b) Alcohol levels are above zero grams of alcohol in 210 litres of breath or 100 millilitres of blood
- c) An individual refuses to take a test/attempts to evade testing.

A person who tests non-negative/confirmed positive to alcohol/drugs or who refuses a drug/alcohol test must be removed from the workplace immediately. A confirmed positive test will result in a permanent forfeiting of permission to work/conduct activities on MTM workplaces.

6.2 Working in the vicinity of live MTM Electrical Infrastructure

All electrical infrastructure must be treated as live and work in the vicinity of electrical equipment must be managed to ensure electrical hazards are identified and safe approach distances are maintained at all times:

- a) Personnel must not allow any part of their body or any item they are carrying to come within two metres of the overhead wires and structures
- b) Plant must not encroach 6.4metres of the exposed overhead wires and structures.

Note (i): Contractors and Third Parties must not make contact with, work on/attach items to overheads structures.

Note (ii): Refer to the mobile plant section of this document for controls which must be implemented for planned work that has potential to exceed the safe approach distances above.

Note (iii) ESV and WorkSafe No Go Zones requirements apply for work near overhead powerlines not operated by MTM.

6.3 Hot Work

L1-SQE-PRO-012 HOT WORKS PROCEDURE

L4-SQE-FOR-049 HOT WORKS PERMIT

MTM's Hot Works Permit must be co-signed by the relevant MTM area manager prior to undertaking hot work within an MTM operating facility, such as stations, depots and maintenance facilities. Construction projects in other locations are not required to follow the above process, if the Contractor/Third Party has an equivalent Hot Work permit system to manage hot work.

Contractors and Third Parties must:

- a) Comply with Country Fire Authority (CFA) MFB restrictions/obtain permits as required during the declared Fire Danger Period and on days of Total Fire Ban. Refer to Fire Prevention and Preparedness section for further detailed requirements
- b) Ensure portable firefighting equipment is accessible in the vicinity of Hot Works
- c) Ensure flash screens are positioned adjacent to any welding activities to protect workers/bystanders in the area

6.4 Mains powered tools and equipment

- a) Mains powered tools and flexible leads must be tested and tagged every three months
- b) Fixed and portable Residual Current Device (RCD)s must be tested and tagged monthly
- c) Damaged/faulty items must be removed from service.

6.5 Hazardous chemicals

L1-SQE-PRO-010 DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Any Contractor/Third Party who introduces Hazardous Substances/Dangerous Goods on site shall ensure:

- a) All substances are correctly labelled, used and stored according to the SDS, *Occupational Health and Safety Regulations 2017* and *Dangerous Goods (Storage and Handling) Regulations 2012*
- b) A register of hazardous substances and dangerous goods is maintained and current Safety Data Sheets (SDS) are readily available to workers and upon request by MTM
- c) All persons using hazardous chemicals are appropriately instructed
- d) Containment systems are used to mitigate the risk of spill
- e) All hazardous chemicals are removed from MTM operating facilities, such as stations, depots and maintenance facilities at the end of each shift unless otherwise authorised by MTM
- f) Necessary emergency and safety equipment is provided, e.g. spill kits, fire protection equipment

7 Incident reporting and investigation

In the event of any rail safety/occupational health and safety/environmental incident, near misses, damage to rail infrastructure or non-compliance, Contractors/Third Parties must:

- a) Report immediately to the appropriate person/s, e.g. TFPC, WGS, MTM Representative
- b) Provide an incident report in writing within 24hours
- c) Cooperate with any investigation process as determined by L1-SQE-PRO-005 INCIDENT REPORTING AND INVESTIGATION

Contractors and Third Parties must take all necessary precautions to prevent damage to infrastructure and interruption to rail operations/train services. If damage occurs it must be reported to the MTM Representative and the MTM Fault Centre (Ph.: 9619 2998).

Contractors and Third Parties must not attempt to rectify damage unless directed by MTM.

Following an incident MTM may:

- d) Order the removal of persons from site
- e) Suspend RIW Roles/TPI cards
- f) Direct the order or timing of work including the suspension/cessation of work
- g) Conduct an investigation/direct the Contractor/Third party to undertake any investigation
- h) Order site contamination remediation or revegetation activities

8 Pre-qualification of MTM Contractors

L1-CPO-STD-002 PROCUREMENT STANDARD: FOR USE BY SUPPLIERS AND CONTRACTORS WHEN DOING BUSINESS WITH METRO

MTM engages contractors under a range of instruments including major/minor work contracts, tactical sourcing agreements, and purchase orders. MTM contractors must be pre-qualified by Avetta and maintain Green Flag Status.

9 Rail Safety Work

9.1 Rail Safety Worker (RSW) responsibilities

Before commencing work RSWs must:

- a) Confirm that the RSWHA and General Pre-work Briefing is understood and
- b) Declare to be fit for work; free from the effects of drugs, alcohol, and fatigue
- c) Sign the General Pre-Work Briefing
- d) Sign relevant SWMS.

When carrying out Rail Safety Work, RSWs must:

- e) Take reasonable care for their safety and ensure their acts/omissions do not adversely affect the safety of others, i.e. workers, MTM passengers, members of the public

- f) Work in accordance with RSWHA and SWMS
- g) Stop work and notify WGS/TFPC of any changes to planned activity
- h) Have their RIW card at all times.

RSWs must also:

Comply, so far as they are reasonably able, with any reasonable instruction given by MTM, the Rail Transport Operator (RTO) to allow them to comply with the Rail Safety National Law (RSNL).

Note: Any RSWs unable to produce their RIW card when requested by MTM will be removed from site. RSWs may also incur a penalty of up to \$2500 if they are unable to produce their RIW card when requested by a Rail Safety Officer.

9.2 Rail Safety Worker drug and alcohol management

L0-SQE-STD-020 MANAGEMENT STANDARD FITNESS FOR DUTY

L1-SQE-PRO-057 COMPETENCY MANAGEMENT FOLLOWING A SAFEWORKING BREACH

Under RSNL Legislation, 128 a RSW must not undertake any rail safety work:

- a) With any alcohol in their blood
- b) With a prescribed drug (e.g. cannabis, methamphetamine, MDMA etc.) present in their oral fluid/blood
- c) While under the influence of any drug that affects their ability to effectively perform their duties. This may include Over-The-Counter (OTC)/prescription medications that can result in side effects, e.g. drowsiness.

Note: Any RSW who breaches this duty will have their RIW card blocked and may be subject to prosecution.

MTM requires Rail Safety Workers to:

- d) Seek medical advice about their ability to work safely while taking prescribed/OTC medication and whether it may be detected by a drug test
- e) Provide written notification to their supervisor/manager if their medical practitioner or pharmacist advises that medication they are taking may impair their ability to work safely. MTM L4-SQE-FOR-140 CONTRACTORS & THIRD PARTIES NOTIFICATION OF MEDICATION FORM may be used for notification purposes where an employer does not have any existing equivalent.

For queries in relation to prescribed or OTC medication contact medicals@metrotrains.com.au

9.3 Fatigue Risk Management (FRM)

Contractors and Third Parties must document and implement an FRM process for RSWs, which includes:

- a) Shift scheduling to ensure RSWs are provided with adequate opportunity for sleep before the commencement of work. Maximum shift durations and consecutive shifts must be compliant with the relevant divisional MTM Fatigue Risk Management Plan, e.g. MTM Projects FRM Plan, MTM Infrastructure FRM Plan, etc.

- b) Processes to monitor actual hours of work and mitigations required to manage risk arising from any variation to scheduled hours
- c) Processes for monitoring workers for signs of fatigue, e.g. errors and changes in behaviour and the required action to be taken when a worker reports fatigue/exhibits the signs of fatigue
- d) Arrangements to replace/relieve workers:
 - i) If unplanned/unavoidable extended hours presents a health/safety risk
 - ii) If an RSW is unable to report fit for work/when a worker reports fatigue/exhibits the signs of fatigue.

RSWs must:

- e) Utilise opportunities provided to rest and recuperate before and between shifts
- f) Report to their supervisor/manager any circumstances in which fatigue and lack of sleep has the potential to impact on their wellbeing or workplace safety, e.g. secondary employment, co-workers exhibiting signs of fatigue etc.

9.4 Supervision of RSW

To ensure adequate supervision of rail safety work a Work Group Supervisor (WGS) must be appointed for each work group.

WGS are required to:

- a) Have sufficient knowledge and experience of hazards and risks associated with the construction activity and potential interaction with rail operations
- b) Be present and readily available to the work group. If required to leave the work group another WGS must be appointed, the work group must be briefed on the change of WGS and changeover details recorded on the Pre-Work Brief
- c) Execute WGS responsibilities as outlined in L1-SQE-PRO-054 PLANNING WORKSITE PROTECTION IN THE RAIL CORRIDOR.

9.5 Management of RIW roles and competency

Contractors and Third Parties must ensure all workers are trained and competent to undertake work safely and have the required training, qualifications licences and inductions.

RSWs on the MTM Network must have a valid RIW card with current MTM Operator role on their RIW profile and at least one other role relevant to work undertaken, e.g. Road Rail Vehicle Operator, Excavator Operator, Around the Track Personnel, etc.

Note: MTM and National Competency Matrices are available at <https://www.metrotrains.com.au/academy/>

To maintain the MTM operator role the RSW must have completed:

- a) Safely Access the Rail Corridor (SARC) (included in initial Train Track Safety Awareness (TTSA) training
- b) Metro Contractor Safety Recertification (MCSR) which must be recertified every two years following initial TTSA training. (Safeworking role renewal certificates that are issued from Metro Academy can be evidenced in lieu of MCSR)

RSWs must also maintain at least one other RIW Role relevant to the work they undertake; this includes the applicable Category Medical; 1, 2 or 3.

Note: WGSs must have read access to the RIW App to check RSWs have the required Roles before commencing work.

9.6 Working on/near track.

The following applies to all persons on/near track:

- a) Look and listen for approaching rail traffic at all times; where possible walk facing towards the direction of approaching rail traffic
- b) Advise others when approaching rail traffic is detected
- c) Mobile phones must not be used in the Danger Zone
- d) Never wear/use anything that makes you less able to see/hear approaching rail traffic. The use of any portable earphone-equipped music device is prohibited in the Rail Corridor
- e) Keep equipment and body parts clear of rail points as they move without warning. Workers must take care when working/walking near points to avoid serious injury from being caught/struck by moving parts
- f) Do not carry tools/equipment that could affect your ability to see/hear approaching rail traffic
- g) Metal objects are prohibited on/near railway tracks, e.g. ladders, surveying staffs, extendable equipment, tape measures etc.
- h) Loose/unsecured items must not be stored near track
- i) Treat all electrical infrastructure as live and maintain safe approach distances. Always carry long objects in a horizontal position and below shoulder height and ensure there is no contact with electrical infrastructure including stanchions
- j) Temporary lighting towers/equipment in the vicinity of tracks must be fitted with white luminaires only and must be placed, secured and inspected to ensure there is no possibility for collapse/fall into the Danger Zone.

9.7 PPE

- a) The following PPE must be worn in the Rail Corridor:
 - i) Long trousers and long sleeved shirts
 - ii) High visibility orange clothing: vest/shirt, and wet weather/winter apparel compliant with of AS 4602 High Visibility Safety Garments must cover the entire torso and be worn closed at the front. The positioning of retro-reflective tape must be in this configuration: two horizontal hoops encircle the waist and strips must cover each shoulder
 - iii) Lace up, ankle height, steel capped safety footwear compliant with AS/NZS 2210 Occupational Protective Footwear;
 - iv) Safety helmet/hard hat compliant with AS/NZS 1801 Occupational Protective Helmets. **Note:** Bump caps may be worn in place of hard hats when working under rolling stock within MTM sidings/depots
 - v) Safety eye wear appropriate to the task, environment and compliant to AS/NZS 1336/1337
 - vi) Cap lamps must be worn at all times in the MURL and in the Rail Corridor outside of daylight hours

- b) A risk assessment must be undertaken if mandatory PPE does not create the most suitable control for the task and incorporate alternative controls into the SWMS, e.g. use of steel capped gumboots during concrete pours
- c) Gloves must be worn as required by SWMS, SDS etc.
- d) Additional PPE may be required depending on the task and environment, e.g. Respiratory Protection Equipment (RPE), hearing protection, sun protection, flame-retardant clothing etc.
- e) WGS are responsible for instruction and compliance monitoring to ensure PPE effectively protects against the risk for which it is provided
- f) Contractors and third parties are responsible for providing PPE for their employees and ensuring maintenance/cleaning, testing and inspection, disposal and replacement are conducted as required
- g) Red, green or yellow PPE/clothing is not permitted to be worn at any time in the Rail Corridor.

10 Construction work

10.1 Risk Management

Before commencing work the Contractor/Third Party must provide MTM with copies of risk assessments concerning any activity with the potential to impact on MTM operations/RSNL Accreditation. All Parties must agree on risk controls identified in the assessment.

The Contractor/Third Party must outline the control measures which will be applied for their activities and maintain a risk register and/or SWMS which includes:

- a) A list of work tasks in logical order
- b) A description of the risk and its likely impacts
- c) The risk level assessed for each risk/hazard
- d) Application of the hierarchy of control to mitigate risk so far as is reasonably practicable
- e) Specific control measures to be implemented to eliminate or mitigate risks
- f) The residual level after controls are implemented
- g) The person/s responsible for monitoring implementation of the control measures

10.2 Management Plans

Contractors and Third Parties undertaking project works valued at \$350,000 or more, undertaking work under MTM's RSNL Accreditation, work on rail infrastructure or work on rolling stock must develop, implement and maintain management plans to address Occupational Health, Safety and Environment (OHSE) and Rail Safety management requirements and submit these plans to MTM for review before work commences.

Management plans must:

- a) Detail the names, positions and responsibilities of all persons with specific responsibilities for health and safety including; Principal Contractor management and supervisory roles, emergency response personnel, OHSE management and coordination

- b) Outline the risk management process including hazard identification, risk assessment, risk control and the development/approval and monitoring of SWMS
- c) Specify the arrangements to monitor the effectiveness of Safe Work Methods and controls including responsibility and frequency of audits and inspections
- d) Outline the arrangements for the co-ordination of the health and safety of persons engaged to perform construction work including:
 - i) Relevant MTM Safety Management System requirements outlined in this and other applicable procedures
 - ii) Site specific safety rules, with the arrangements for ensuring all persons at the workplace are informed of these rules and other safety requirements
 - iii) Processes to ensure workers are consulted in relation to hazards/risks and risk control
 - iv) The method of confirming the competency of workers for the work they undertake
 - v) OHSE incident and emergency response procedures
 - vi) Incident reporting and investigation arrangements and responsibilities
 - vii) Site security provisions.

10.3 Safe Work Method Statements (SWMS)

Contractors and Third Parties must ensure all construction work is planned and conducted in accordance with a site specific SWMS. All personnel involved in the work must read and sign SWMS before commencing work.

10.4 General Pre-Work Briefing

The supervisor/person in charge of the work must conduct and record a General Pre-Work Briefing at the commencement of each shift to provide workers with:

- a) A clear understanding of the work to be undertaken
- b) Key hazards/risks and controls relating to the work activity
- c) Key emergency provisions
- d) Applicable permits
- e) Applicable Rail Safety/RSWHA conditions.

Before commencing work all workers and persons who enter the work area must be briefed and:

- f) Declare fit for work, i.e. free from the effects of drugs, alcohol and fatigue
- g) Confirm they understand the requirements and controls outlined in the brief or raise concerns/questions for clarification
- h) Sign the brief.

10.5 Mobile plant

Contractors and Third Parties must ensure mobile plant:

- a) Is operated according to the manufacturer's instructions/operator manual and the Original Equipment Manufacturer (OEM)/supplier risk assessment is available for reference
- b) Is inspected and maintained by competent persons according to the manufacturer and/or regulatory specification and records of maintenance are inspection are available
- c) Is inspected daily/before each shift and results are recorded
- d) Including site vehicles/trucks operated on site have orange flashing lights and non-tonal beepers
- e) Is controlled to prevent collision with people and infrastructure, e.g. exclusion zones, spotters etc. Where spotters are used ensure there is an effective method of communication with the operator
- f) Operated in the vicinity of electrical infrastructure does not encroach safe approach distances unless the appropriate MTM or ESV/Worksafe Victoria requirements are implemented
- g) Including all lifting/rigging equipment is informally inspected prior to every use by a competent person to ensure its suitability and condition. Formal inspections must be conducted and recorded according to the relevant Australian Standard. Inspection schedules and records must be provided to MTM for review as requested

10.5.1 Piling rigs

All piling rigs operating on the Victorian Rail Lease Land:

- a) Must be 'green flagged' in PlantGUARD
- b) Display the PlantGUARD registration sticker.

10.5.2 Mobile plant working in the vicinity of/near MTM electrical overhead infrastructure

All MTM electrical infrastructure must be treated as live unless MTM has issued an isolation permit, e.g. Permit to Work Near, Electrical Access Permit or Statement of Condition of Apparatus and/or Plant.

10.5.2.1 Working within 6.4 metres and two metres of live equipment


Mobile plant working within 6.4 metres and two metres of live equipment must be supervised by an MTM authorised Overhead Safety Observer (OSO). An OSO can observe for one item of plant at a time only.

10.5.2.2 Working within two metres of live equipment

If mobile plant is required to work within two metres of MTM overhead electrical equipment it must be isolated and work must not commence until a Permit to Work Near (PTWN) has been issued to the PTWN holder on site.

Note: A PTWN does not permit touching/working on the overhead infrastructure.

Refer to for detailed information on obtaining High Voltage (HV) Electrical permits.

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10.5.2.3 Working within 6.4 metres of live 1500V DC with approved height restrictor engaged

Mobile plant may work within 6.4 metres of live 1500V DC with approved height restrictor engaged only in approved locations within the Network where the contact wire is at a height of 4.5 metres or greater above the rail. A current copy of the MTM CONTACT WIRE NETWORK MAP AND REGISTER must be obtained to identify approved locations.

Mobile plant operations must comply with L1-INF-WOI-002 OBTAINING APPROVAL FOR PLANT TO WORK UNDER LIVE 1500V DC ELECTRICAL EQUIPMENT and L1-INF-WOI-003 APPROVED PLANT FITTED WITH HEIGHT RESTRICTORS.

- a) Mobile plant working in the Danger Zone under live 1500V DC must:
 - i) Be MTM certified and display yellow 'certified to work under live 1500V DC' sticker unless the operating envelope of the plant and any load/attachment cannot exceed a height 2.4 metres
 - ii) Be in restricted mode, measured prior to accessing infrastructure and once the machine has been positioned on the infrastructure ensuring a maximum safe working height of 3.9 metres above top of rail (including loads or other attachments)
 - iii) 'Plant Protection' (suppression of auto-reclose) must be confirmed with ELECTROL
 - iv) Work under the supervision of a Plant Controller; the responsibilities of the Plant Controller are described in L1-INF-WOI-003.
- b) Mobile plant working outside of the Danger Zone within 6.4 metres of live 1500V DC must:
 - i) Be MTM certified and display yellow 'certified to work under live 1500V DC' sticker unless the operating envelope of the plant and any load/attachment cannot exceed a height 2.4 metres
 - ii) Be in restricted mode, measured prior to accessing infrastructure and once the machine has been positioned on the infrastructure ensuring a maximum safe working height 3.9 metres above top of rail (including loads or other attachments)
 - iii) Work under the supervision of a Plant Controller; the responsibilities of the Plant Controller are described in L1-INF-WOI-003.

10.6 Road Rail Vehicles and Track Machines

All plant fitted with rail guidance wheels including Road Rail Vehicle (RRV)s operated on the MTM Rail Infrastructure Lease must comply with the L1-CHE-STD-007 TRACK VEHICLE STANDARD and L1-CHE-PRO-033 TRACK VEHICLE REGISTRATION PROCESS.

WGS must use the PlantGUARD online cloud based system/mobile application at the start of each shift to ensure RRVs are 'Green Flagged' (approved for use on the MTM network) and restriction codes confirmed before RRVs are 'on-tracked'.

In the event of a RRV/track machine collision/safety fault, affected RRVs must be taken out of service and red flagged in PlantGUARD until reassessed by an MTM approved track vehicle assessor. The Rolling Stock Mechanical Engineer (Office of the Chief Engineer) should be contacted regarding RRV assessments and recertification for the MTM network.

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10.7 Worksite traffic management

Contractors and Third Parties must ensure the safety of road, rail and pedestrian traffic is not affected by their work and must implement worksite traffic management where the work and access egress to the worksite has the potential to impact on traffic conditions, following relevant legislation and standards. Contractors and Third Parties are responsible for assessing, planning and implementing traffic management, including:

- a) Obtaining approval from relevant interested parties e.g. Local Council, VicRoads, MTM, Australian Rail Track Corporation (ARTC), and V/Line
- b) Engaging qualified traffic controllers
- c) Applying the requirements of L1-SWS-PRO-009 ROAD AND RAIL TRAFFIC MANAGEMENT AT METROPOLITAN LEVEL CROSSINGS in circumstances where road traffic is required to be managed across a level crossing for planned maintenance, construction activities at/near the crossing and disruption of train services affecting safety at the level crossing interface.

10.8 Excavation/ground disturbance

10.8.1 Locating and protecting underground assets

Contractors and Third Parties:

- a) Must not undertake any excavation/ground disturbance within/around the MTM Rail Infrastructure Lease without a Notification and Approval for Excavation (NAE) approved by MTM. Refer to **Appendix A** for detailed information about MTM NAE process
- b) Must not undertake any excavation/ground disturbance within five (5) metres of a VicTrack Telecommunications Asset without a VicTrack approved Permit To Work
- c) Shall comply with L1-INF-PRO-001 PROTECTION OF UNDERGROUND ASSETS

AND SERVICES PROCEDURE

- d) Are responsible for the identification and protection of underground infrastructure including:
 - i) Obtaining and reviewing asset operator drawings and instructions including but not limited to MTM, VicTrack, DMS, and Dial Before You Dig (DBYD)
 - ii) Locating and validating services using approved non-destructive methods
 - iii) Complying with all asset owner and instructions and regulatory limits of approach
- e) Must ensure any damage to MTM/third party assets resulting in disruption/potential disruption to railway operations is immediately reported to MTM's Fault Centre on (03) 9619 2999 and the nominated MTM project representative. Third Parties must not attempt to repair/replace damaged equipment/wiring unless directed to do so by an MTM representative.

Note: Refer to **Appendix A** for detailed information about MTM and VicTrack Permits

10.8.2 Protecting track and structures

Contractors and Third Parties must ensure risks to adjacent building structures/materials/foundations arising from excavation/ground disturbance work are identified, assessed and controls implemented including the requirement to obtain Permission to Disturb Track (PTDT) approved by MTM.

Note: Refer to **Appendix A** for detailed information about obtaining PTDT and when this permission is required.

10.8.3 Managing other risks from excavation


Contractors and Third Parties must ensure:

- a) Excavations are secured to prevent falls/unauthorised entry
- b) All other risks associated with excavation and trenching are identified, and controlled according to regulatory requirements including but not limited to:
 - i) Fall/dislodgement of earth/rock
 - ii) Inappropriate placement of excavated materials, plant/other loads
 - iii) Any previous disturbance of the ground including previous excavation
 - iv) Instability of the excavation due to persons/plant working adjacent to the excavation
 - v) The presence of/possible water sources, inrush of water/other liquid
 - vi) The potential to become a confined space, if poorly ventilated/subject to fumes/gases
 - vii) Hazardous manual tasks
 - viii) Hazardous chemicals that may be present in the soil where excavation work is to be carried out
 - ix) Hazardous atmosphere in an excavation, e.g. using Methyl Ethyl Ketone (MEK) solvent for Polyvinyl chloride (PVC) pipes in poorly ventilated trenches
 - x) Vibration and hazardous noise
 - xi) Static and dynamic loads in proximity to excavation
 - xii) Overhead essential services (power lines) and ground mounted essential services (transformers, gas and water meters)
 - xiii) Design of any excavations, trenches, shafts and tunnels.

10.9 Electrical safety

10.9.1 Electrical Installation

- a) Temporary electrical work must be installed, tested and commissioned according to Electrical installations - Construction and demolition sites AS/NZS 3012
- b) Construction wiring must be clearly marked by attaching iridescent yellow tape spaced at intervals not exceeding five metres and marked with the words "construction wiring"
- c) Certificates of electrical safety are obtained for all electrical work
- d) All electrical circuits, wiring and equipment have Residual Current Device (RCD) protection including where portable generators are used.

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10.10 Temporary works

L1-CHE-GDL-005 CHIEF ENGINEER'S GUIDELINE ENGINEERING STANDARDS LISTING

Contractors and Third Parties must ensure temporary works are:

- a) Designed and certified according to regulatory, MTM engineering and Australian Standard requirements
- b) Erected, altered and dismantled by a competent person according to the design and/or manufacturer instruction
- c) Formally inspected as required by a competent person to ensure the safety of workers and the public.

Note (i): Copies of relevant design certification, proof engineering, handover/completion certificates, records of inspection etc. must be provided to MTM on request.

Note (ii): Majority of Engineering Standards are also available to external stakeholders through the Engineering Document Portal via <https://documentportal.metrotrains.com.au/>. MTM Engineering documents not listed at the Engineering Document Portal can be requested via email to CMExtranet.Portal@metrotrains.com.au.

10.11 Health Hazards

Contractors and Third Parties must identify, evaluate and control health hazards within/emanating from the work environment with the object of protecting the health and well-being of workers and the broader community in which the project operates. Potential health hazards to be considered include, but are not limited to:

- a) Dusts and fibres, e.g. asbestos and silica
- b) Gases and vapours
- c) Fumes
- d) Mercury, lead, cadmium, silver, arsenic, chromium, copper, nickel, zinc, barium, manganese, antimony, beryllium, boron, cobalt and thallium
- e) Noise
- f) Vibration
- g) Light
- h) Radiation
- i) Temperature extremes
- j) Microbiological hazards.

10.12 Site security and signage

The Contractor or Third Party must ensure:

- a) The work site is secured with the necessary temporary fencing/hoardings/barriers/delineation/personnel to prevent unauthorised/inadvertent entry to the worksite
- b) At the end of shift, keys must be removed from mobile plant and operator cabins must be locked

- c) Principal Contractor signage is displayed as required by Regulation 334 the *Occupational Health and Safety Regulations 2017* (Vic)
- d) Temporary fencing/hoarding/barriers complies with the requirements outlined in the temporary works section of this document. Environmental management

L2-PRJ-GDL-806 – PAF ELEMENT 6 – ENVIRONMENTAL ASSURANCE GUIDELINE FOR ENVIRONMENTAL ASSURANCE REQUIREMENTS FOR PROJECTS

The Contractor/Third Party shall ensure all works are planned and executed to prevent environmental harm and that the following environmental assessment, worksite controls and handover requirements are followed.

11.1 Environmental Assessment

Before commencing work on MTM workplaces the Contractor/Third party must ensure environmentally sensitive areas, heritage values and other environmental site characteristics have been investigated and assessed to determine legislative requirements and potential risks.

The following MTM and VicTrack maps and registers contain available environment and heritage information:

- a) MTM webGIS ENVIRONMENTAL PLANNING MAP
- b) MTM ASBESTOS REGISTER
- c) MTM REGISTER OF CONTAMINATED SITES
- d) L4-SQE-INF-010 – NETWORK PROTECTED FLORA
- e) L4-SQE-INF-020 – NETWORK PROTECTED HERITAGE
- f) VICTRACK RAILMAP.

The Contractor/Third Party must ensure the necessary environmental investigations, assessments and other environmental planning documentation is submitted to MTM for review prior to commencing work, including:

- g) Environmental assessments for flora and fauna, heritage and soil contamination
- h) Copies of licences, approvals/permits
- i) Environmental risk assessment
- j) A site specific Environmental Management Plan consistent with ISO 14001.

11.2 General Worksite Management Controls

Contractors/third parties must comply with environmental and heritage laws and implement controls to prevent damage or harm. General minimum controls for MTM sites include:

- a) Preventing nuisance dust, noise/stray light from adversely affecting the community
- b) Ensuring all waste material, including contaminated soil, is managed and disposed of in accordance with EPA waste regulations
- c) Ensuring no contaminants are released to land/waterways (including via the storm water system)
- d) Preventing accumulation of dust/deposits particularly on walkways/roads


- e) Ensuring the protection of native flora and fauna
- f) Ensuring compliance with any heritage requirements
- g) Remediation of any site contamination resulting from an incident
- h) Ensuring the site is restored to pre-works condition prior to completion and handover
- i) Vehicles/plant shall operate on existing access tracks/cleared areas wherever possible
- j) Foot traffic through areas of vegetation shall be minimised and access tracks shall be used wherever possible
- k) Works should be avoided in wet/boggy conditions
- l) No works shall commence in an area where there is existing para-webbing//temporary fencing delineating a no-go zone without prior approval from the MTM corporate Environment team
- m) Works plant, equipment and spoil or materials stockpiling areas shall be located away from areas of vegetation and the dripline of any trees
- n) All reasonable steps must be taken to prevent the spread of weeds and soil pathogens through the employment of appropriate hygiene practices. All vehicles, plant, earthmoving equipment, associated machinery and hand tools shall be made free of soil, seeds and other plant material before being taken to the works site and again before being taken from the works site on completion of the works. Weedy areas within the worksite should be worked on last
- o) Where >2 m3 of soil is to be reused, VicTrack approval must be sought via a soil reuse application
- p) Where tree/branch removal has been approved, trees and branches shall be brought down in such a manner as to avoid damage to other trees, shrubs/ground vegetation. Cut/felled material is not to be left on site unless prior written approval has been given by the MTM Environment Team, and must be removed in a manner so as to limit damage to native ground vegetation.

11.3 Operational handover

For works that may result in ongoing operational environmental site management obligations, provision for the development of a post-construction, operational environmental management plan shall be included in contract requirements and submitted to MTM at the completion of works.

Other key environmental handover documentation required by MTM at the completion of projects includes post-construction documentation for:

- a) Asbestos register changes
- b) Vegetation clearing approvals/offsets
- c) Details of PCB containing equipment identified or removed
- d) Locations where contaminated soil was identified and removed or remains in-situ within the rail corridor (including details of any reused soil onsite)
- e) Planning or environmental approvals, permits or licences applicable to MTM's lease and any associated management plans
- f) Details of all remaining flora, fauna and heritage values identified on MTM premises, including post-construction Geographic Information System (GIS) data.

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11.4 Fire prevention and preparedness

L2-SQE-PLA-004 – FIRE PREVENTION AND PREPAREDNESS PLAN

L0-SQE-PLA-003 EMERGENCY AND CRISIS MANAGEMENT PLAN

The Contractor/Third Party must ensure all activities on MTM premises during a declared Fire Danger Period comply with MTM's FIRE PREVENTION AND PREPAREDNESS PLAN including:

- a) Compliance to CFA and MFB fire season permits for Hot Works
- b) With controls documented in SWMS and Management Plans
- c) Precautions and restrictions for Total Fire Ban and Code Red Days
- d) Any other instructions from MTM in relation to compliance with the Fire Prevention and Preparedness Plan or Crisis or EMERGENCY AND CRISIS MANAGEMENT PLAN.

11.5 General Fire Prevention Controls, Precautions and Restrictions:

Fire Danger/Prohibited Periods

During fire danger and prohibited periods, the following provisions have effect in all of Victoria, except the MFB district:

- a) No person shall, in the open air, throw/drop any lighted tobacco, cigarette, cigar, match or any other burning thing/material
- b) No person shall knowingly put or place any blow lamp, gas torch, match, phosphorus, substance containing phosphorus, combustible substance or matter whatsoever in such a position where:
 - i) The same 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
 - ii) A fire is likely to be caused
- c) No person shall use any welding/gas cutting equipment/any grinding tool, including a disc rail saw in the open air unless:
 - i) That person has erected a shield/guard of fire resistant material in such a way as to prevent a fire being caused by the emission of sparks, hot metal/slag
 - ii) That person has cleared/sufficiently wetted the immediate area for a radius of not less than 1.5 m to prevent the spread of fire
 - iii) There is immediately available a reticulated water supply/an effective water spray pump of the knapsack type with a tank capacity of not less than nine litres and is full of water
 - iv) Work off-cuts and electrode stubs are placed in a fireproof receptacle.

Days of Total Fire Ban

Victoria is divided into nine Total Fire Ban and Fire Danger Rating districts and a total fire ban may be declared in any/all of the districts for the whole of the state. MTM's network is within the Central district.

On declared days of total fire ban, no fire may be lit in the open air, and no welding, grinding, cutting/any other action which causes sparks/flame may be carried out, except for essential works which must meet all the provisions of the CFA Section 40 permits.

'Essential works' means works to rectify faults that could result in an immediate detrimental effect on the operation of train services or passenger/staff safety. No grass slashing is permitted on days of Total Fire Ban.

Code Red Day

On declared Code Red days, MTM will not conduct/permit project/infrastructure maintenance works in Belgrave, Tecoma and Upwey on unless at the request and under supervision of the emergency services. Further work suspensions may be directed in an emergency situation. On notification that a Code Red Day is likely to be declared Code Red Day closures will be communicated to all MTM Contractors and Third Parties via safety bulletins/alerts.

11 Legislation

Rail Safety National Law (Vic)

Rail Safety National Law National Regulations 2012

National Standard for Health Assessments of Rail Safety Workers – 2017

Occupational Health & Safety Act 2004(Vic)

Occupational Health & Safety Regulations 2017(Vic)

Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)

Environment Protection Act 2017 (Vic)

Flora and Fauna Guarantee Act 1988 (Vic)

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

Aboriginal Heritage Act 2006 (Vic)

Heritage Act 2017 (Vic)

Catchment and Land Protection Act 1994 (Vic)

Planning and Environment Act 1987 (Vic)

Country Fire Authority Act 1958 (Vic)

Metropolitan Fire Brigade Act 1958 (Vic)

Emergency Management Act 2013 (Vic)

Electricity Safety Act 1998 (Vic)

12 References

Refer to the MTM Document Portal via <https://documentportal.metrotrains.com.au> or contact the relevant MTM department for copies of the following:

L1-SQE-PRO-054 PLANNING WORKSITE PROTECTION IN THE RAIL CORRIDOR

L0-SQE-GDL-002 PERSONAL PROTECTIVE EQUIPMENT - BASELINE REQUIREMENTS FOR USERS

L0-SQE-PLA-003 EMERGENCY AND CRISIS MANAGEMENT PLAN

L0-SQE-PLA-010 ASBESTOS MANAGEMENT PLAN

L0-SQE-PRO-049 MTM FATIGUE RISK MANAGEMENT PROCEDURE

L0-SQE-PRO-055 DRUG AND ALCOHOL TESTING PROCEDURE

L0-SQE-STD-020 MANAGEMENT STANDARD FITNESS FOR DUTY

L1-CHE-PRO-033 TRACK VEHICLE REGISTRATION PROCESS.

L1-CHE-STD-007 TRACK VEHICLE STANDARD

L1-CPO-STD-002 PROCUREMENT STANDARD: FOR USE BY SUPPLIERS AND CONTRACTORS WHEN DOING BUSINESS WITH METRO

L1-INF-PLA-002 PCB ENVIRONMENT IMPROVEMENT PLAN

L1-INF-PRO-001 PROTECTION OF UNDERGROUND ASSETS AND SERVICES PROCEDURE

L1-INF-WOI-001 HV ISOLATION (PERMIT TO WORK)

L1-INF-WOI-002 OBTAINING APPROVAL FOR PLANT TO WORK UNDER LIVE 1500V DC ELECTRICAL EQUIPMENT

L1-INF-WOI-003 INFRASTRUCTURE WORK INSTRUCTION APPROVED PLANT FITTED WITH HEIGHT RESTRICTORS

MTM CONTACT WIRE NETWORK MAP AND REGISTER

L1-OPS-PRO-024 GENERAL WORK AND ACCESS PERMIT PROCEDURE

L1-SQE-PLA-005 LEAD MANAGEMENT PLAN

L1-SQE-PRO-005 INCIDENT REPORTING AND INVESTIGATION

L1-SQE-PRO-010 DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

L1-SQE-PRO-057 COMPETENCY MANAGEMENT FOLLOWING A SAFEWORKING BREACH

L1-SWS-PRO-009 ROAD AND RAIL TRAFFIC MANAGEMENT AT METROPOLITAN LEVEL CROSSINGS

L2-PRJ-GDL-806 PAF ELEMENT 6 – ENVIRONMENTAL ASSURANCE GUIDELINE FOR ENVIRONMENTAL ASSURANCE REQUIREMENTS FOR PROJECTS

L2-SQE-PRO-261 RAIL INDUSTRY WORKER EXTENSION AND EXEMPTION REQUESTS

L2-SWS-PRO-009 DEALING WITH AN INCIDENT OR CONDITION AFFECTING THE SAFETY OF THE NETWORK

L2-TRK-PRO-032 MTPR 020700-01 TRACK PROCEDURE MAINTAINING TRACK INTEGRITY



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L3-ROS-WOI-017 FLEET WORK INSTRUCTION PROTECTION OF PERSONNEL WITHIN MAINTENANCE BUILDINGS (MFWI 440002)

L3-ROS-WOI-066 FLEET WORK INSTRUCTION PROTECTION OF PERSONNEL PERFORMING MAINTENANCE & COMMISSIONING IN SIDINGS (MFWI 440001)

L3-SER-PRO-001 VISITOR ACCESS TO METROL

L3-SER-PRO-024 WILDLIFE CONTROL PROCEDURE

L4-OPS-FOR-014 RAIL SAFETY WORK SITE HAZARD ASSESSMENT FORM

L4-OPS-FOR-015 GENERAL WORKS ACCESS PERMIT

L4-SQE-FOR-049 HOT WORKS PERMIT

L4-SQE-FOR-076 SITE ACCESS CHECKLIST – LOW RISK, MINOR & MAJOR WORKS CHECKLIST

L4-SQE-FOR-140 CONTRACTORS & THIRD PARTIES NOTIFICATION OF MEDICATION FORM

L4-SQE-INF-010 NETWORK PROTECTED FLORA

L4-SQE-INF-020 NETWORK PROTECTED HERITAGE

L4-SQE-INF-023 REGISTER OF CONTAMINATED SITES

L4-TRK-FOR-119 MAINTAINING TRACK INTEGRITY – PART A – PERMISSION TO DISTURB TRACK

MTM ASBESTOS REGISTER

MTM DRUG AND ALCOHOL POLICY

MTM ELECTRICAL ACCESS PERMIT

MTM GENERAL WORK ACCESS PERMIT (GWAP)

MTM NOTIFICATION AND APPROVAL FOR EXCAVATION (NAE)

MTM REGISTER OF CONTAMINATED SITES

MTM webGIS ENVIRONMENTAL PLANNING MAP (MTM can provide baseline data as required)

MTMF 020700-01 PART A – PROJECT DESCRIPTION

MTMF 020700-02 PART B – PERMISSION TO DISTURB TRACK

TS-SP049 (VICTRACK) PERMIT TO WORK FORM

L2-SQE-PLA-004 FIRE PREVENTION AND PREPAREDNESS PLAN

Appendix A - Permits

Stakeholder	Requirements	Notification time
MTM NOTIFICATION AND APPROVAL FOR EXCAVATION (NAE)		
MTM Infrastructure; relevant delivery manager	<p>The NAE process identifies the requirements for protection of MTM assets, e.g. electrical permits, the attendance of MTM Safety Observers, approved physical barriers, minimum clearances distances, or any other approved method. The approved NAE must be retained on site during excavation works with strict adherence to approved conditions. Any variance in work practices/scope requires a re-assessment and approval of the NAE.</p> <p>Notification must be submitted to the relevant MTM Infrastructure delivery manager no less than Ten (10) business days in advance of any ground penetration/excavation:</p> <ul style="list-style-type: none"> • Within two (2) metres distance of any railway underground asset • Within ten (10) metres of a railway substation, Tie Station/switching station • Within three (3) metres of track Danger Zone <p>Where plant/material has the potential to be within 6.4 metres of the overhead wire structure</p>	Ten (10) business days in advance
MTM Project Manager/ Project Engineer/ Supervisor	Any excavation/ground disturbance within the Rail Corridor that does not satisfy any of the above conditions	Ten (10) business days in advance
TS-SP049 (VICTRACK) PERMIT TO WORK FORM		
VicTrack	Working within five (5) metres of a VicTrack Telecommunications asset. As per requirements of TS-SP 015 Telecommunications Network Protection	Ten (10) working days in advance (15 working days for planned outage)

Stakeholder	Requirements	Notification time
PERMISSION TO DISTURB TRACK (PTDT)		
MTM Track and Structure Asset Manager	<p>Works proposed to be undertaken by Contractors that require a Permission To Disturb Track (PTDT) form include, but are not limited to:</p> <ul style="list-style-type: none"> • Cutting and de-stressing rail • Boring under track • Under Track Digs • Sleeper Replacement • Alteration to ballast profile • Removal/replacement of Insulated Rail Joints/mechanical joints • Excavation of Track Formation • Excavation cutting through the angle of repose of the embankment/cutting • Piling within three (3) metres of the nearest rail • Installation of structures within five (5) metres of the nearest rail • Platform facing/coping works • Use of explosives on/within reserve • Temporary access roads • Drainage works (along/across the track) <p>See: L2-TRKPRO-032, MTPR 020700-01 TRACK PROCEDURE MAINTAINING TRACK INTEGRITY MTMF 020700-01 PART A – PROJECT DESCRIPTION MTMF 020700-02 PART B – PERMISSION TO DISTURB TRACK</p>	Six (6) weeks in advance
MTM PERMIT TO WORK NEAR (PTWN)		
MTM Infrastructure Dept.	HV Electrical permits and resources requirements must be submitted in <u>Access and Resource Management System</u> (ARMS) by an authorised MTM requester	Application submitted in ARMS by T-8 weeks
MTM ELECTRICAL ACCESS PERMIT (EAP)		
MTM Infrastructure Dept.	HV Electrical permits and resources requirements must be submitted in <u>Access and Resource Management System</u> (ARMS) by an authorised MTM requester	Application submitted in ARMS by T-8 weeks

Stakeholder	Requirements	Notification time
<u>MTM GENERAL WORK ACCESS PERMIT (GWAP)</u>		
MTM Site Manager	Required for work in MTM operational areas not including the Rail Corridor as defined in L1-SQE-PRO-054 PLANNING WORK SITE PROTECTION IN THE RAIL CORRIDOR	No less than seven (7) days prior to the start of works
<u>L4-SQE-FOR-049 HOT WORKS PERMIT</u>		
Relevant MTM area manager	Required for grinding, welding, thermal/oxygen cutting or heating, and other related heat-producing/spark-producing operations within MTM operational areas, such as stations, depots and maintenance facilities	Before work starts

Appendix B – Emergency Telephone Numbers

	Description	Number
METROL	All Metropolitan Train Incidents	9610 7205
CENTROL	All Country Train Incidents	9619 1077
ELECTROL	Train Electrical Control All Electrical Traction Incidents	9610 5222
MTM - Fault Centre	For all Rail Signaling, Track, Structures and Buildings Incidents	9619 2999
Communications Fault Centre	All Rail Communications Incidents	9619 1100
Track Access Desk	MTM Track Access	9619 5647
Yarra Trams Operations Centre	Tram Operations All Tram Infrastructure Incidents	9610 3384
Carlton Control	Tram Electrical Control All Tram Electrical Infrastructure Incidents	9610 3394
VicTrack	Switchboard	9619 1111
Police, Fire Ambulance		000
WorkSafe Victoria		132 360
Environment Protection Authority		9695 2777