|  |  |  |  |
| --- | --- | --- | --- |
| Project Number |  | | |
| Project Name |  | | |
| Scope of Works |  | | |
| Site / Location |  | | |
| MTM Works Supervisor |  | Mobile |  |
| Third Party Site Supervisor |  | Mobile |  |

| 1. Contract Engagement Phase | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. Name & contact details for Third Party site supervisor |  |  |  |
| 1. All workers fit and healthy for their work |  |  |  |
| 1. All workers trained & up-to-date qualifications/licenses |  |  |  |
| 1. All work planned to minimise disruption to MTM operations |  |  |  |
| 1. MTM permission if works interface rail infrastructure |  |  |  |

| 1. Mobilisation Phase | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. RIW for relevant works |  |  |  |
| 1. All workers completed the MTM safety induction |  |  |  |
| 1. Protected heritage or flora, lead or asbestos |  |  |  |
| 1. Rail Safety Hazard Assessment & General Risk Assessment completed |  |  |  |
| 1. Plant Risk Assessment and supporting evidence |  |  |  |

| 1. Commencement of Work Phase | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. Is it Minor Works? e.g. routine testing, maintenance or repair work < $350,000. If No, use Major Works Checklist. |  |  |  |
| 1. Written permission for works by MTM |  |  |  |
| 1. All workers completed site specific site inductions   ie. MFWI 44001 & MFWI 44002 for Rolling Stock |  |  |  |
| 1. Safe Work Method Statement (SWMS) for all tasks not covered by an approved MTM Procedure or Instruction |  |  |  |
| 1. Temporary lighting near tracks is white & approved |  |  |  |
| 1. Traffic Management Plan   Including; road closures, council & resident notifications > 10 days prior, signage, lighting per VicRoads standards, not interfere with road or tram signals and monitor & maintain road protection e.g. witches hats. |  |  |  |
| 1. Other permit(s) required –   If Yes, list permits required & attach signed-off copies. |  |  |  |
| 1. Hot works |  |  |  |
| 1. Confined spaces |  |  |  |
| 1. Work at heights |  |  |  |
| 1. Proximity O/H power lines |  |  |  |
| 1. Excavation includes WorkSafe notification & check with VicTrack |  |  |  |
| 1. General Works Access Permit for Train Stations |  |  |  |
| 1. Other (list below): |  |  |  |
|  |
| 1. If required, other precautions for site (specify risks & controls) |  |  |  |
|  |

| 1. Monitoring & Review | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. Third Party to conduct regular audits & inspections of site |  |  |  |

| 1. Reporting | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. Notify MTM immediately of any incidents / near misses |  |  |  |
| 1. Provide investigation report within 24 hours |  |  |  |
| 1. Avoid disruption to rail operations / services |  |  |  |
| 1. Report any damage immediately to MTM Fault Centre |  |  |  |
| 1. Not attempt any repair or replacement of any damaged equipment or wiring unless directed by MTM |  |  |  |

| 1. Close Out | | | |
| --- | --- | --- | --- |
| Third Party has provided / confirmed | Third Party Completed | MTM Confirmed | N/A |
| 1. Third Party to notify MTM upon completion of works |  |  |  |
| 1. MTM may inspect the works and issue instructions if required to correct any non-conformances |  |  |  |