|  |  |
| --- | --- |
| 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
 | [ ]  | [ ]  | [ ]  |