



Approvals

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Amendment record

- Minor updates: (6.7) Fatigue Risk Management - reference to Divisional FRM Plans. (A6.11) Environmental requirements– Reference to MTM web GIS Environmental Planning Map. (Appendix D) RIW/TPI Card guidance reformatted. (6.4) - Procedure for Approach to Electrical Apparatus by Plant and Vehicles added. MTP replaces RPVP throughout.

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1. Purpose

The purpose of the procedure is to set out MTM's health, safety, environmental and access requirements for third parties, visitors and contractors undertaking work or activities on the MTM network and premises.

Use of this procedure will ensure:

- MTM and third parties comply with all legislative, certification and accreditation requirements
- The safety of MTM personnel, third parties and members of the public
- The safety and integrity of MTM's rail network and operations and minimise disruptions
- The protection of all persons and the environment from potential negative impacts, damage or harm.

2. Scope

This document is applicable to contractors visitors and third parties (as well as MTM staff on some projects) who are working on or near to MTM network and premises. The applicability of each requirement should be verified against the legal and contractual framework under which the works or activity is being carried out.

2.1. Use of this document

The general safety health and environmental requirements for contractors, visitors and third parties are set out in the core of the document. Additional requirements are then provided in the relevant appendix for the type of activity or work taking place.

3. Roles and responsibilities

The MTM Responsible Person shall;

- Liaise with the third party in order to understand the scope and location of the works or activity.
- Use the processes set out in the core text and appendices of this document to determine the applicable MTM requirements
- Communicate the requirements to the Third Party.

The Third Party is responsible for compliance to MTM requirements and relevant legislation.

4. On boarding and Setting Up Third Party, Contractors and Visitors

4.1. Process

The below diagram outlines the high level process for on boarding and setting contractors, visitors and third parties to work or to their activity.

This 7 step process should be fully considered before works are allowed to commence.

The applicability and requirements of each step will vary according to the business area undertaking the work and the legal and contractual framework within which the work or activity is taking place.

The steps within the flowchart are further explained in 4.2 below and in the relevant appendices.

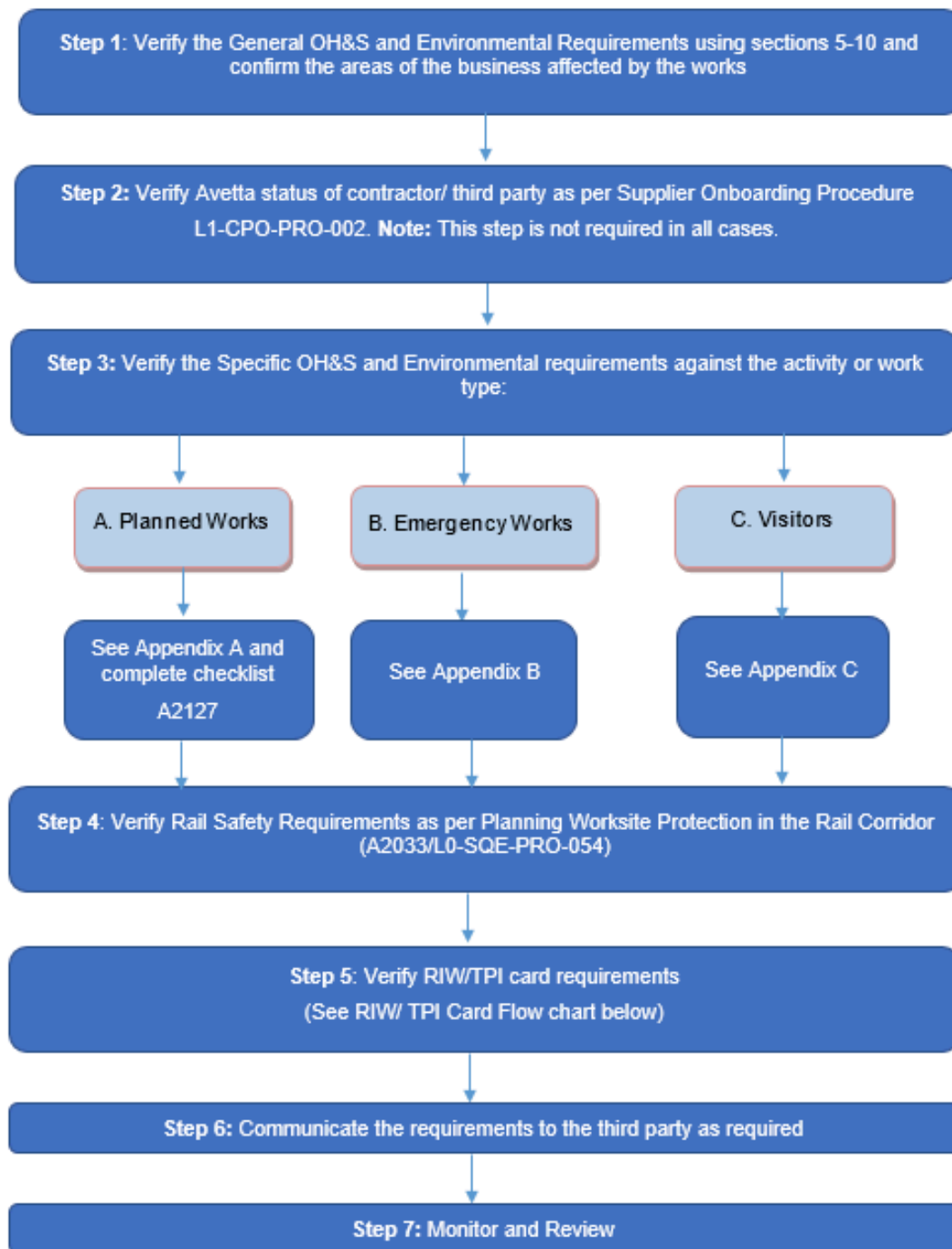


Figure 1: Process for on boarding and setting third parties, contractors and visitors to work/ their activity

4.2. Fig.1 Explanatory Notes

As a minimum, the requirements of Safety Management System Manual (A965/L0-SQE-MAN-002) and Safety and Environmental Risk Management Standard (A1046/ L0-SQE-STD-017) must be met.

Step 1: Carry out a risk assessment and verify the General OH&S and Environmental Requirements and areas of the business affected by the works

Using sections 5-10 of this document establish the general safety health and environmental requirements to complete a risk assessment which captures all relevant health, safety and environmental general requirements. Consider the location of the works and whether any other areas of the business may be affected by the works or activity.

For example; Project works may affect Infrastructure and Operations. Liaise with the relevant managers and SQE staff in the areas of the business affected by the activity or works ensuring that the risk assessment process includes these additional persons and areas.

Note: This step shall be undertaken in all cases where the legal framework for the works or activity requires MTM's active participation in the risk assessment process.

Step 2: Where the contractual arrangements require it, verify status of third party in Avetta in accordance with the Supplier Onboarding Procedure (L1-CPO-PRO-002).

Avetta prequalification status is to be checked to ensure compliance with minimum standards for MTM which are confirmed at on boarding stage.

If the company is Green Flagged for the scope of works they've been asked to do or provide, proceed to the next stage. If they are not, further work is required to provide evidence and compliance through Avetta. The MTM Responsible Person must contact avetta@metrotrains.com.au to request 'Force Flag' or request Director sign off with additional controls.

Note (1) This step is not required in all cases. Where MTM manages Third Party Access to the Metropolitan Rail Infrastructure Lease under MTM's Rail Transport Operator Accreditation via a **Site Access Deed/Rail Interface Deed. Third Parties must be issued with a SAAN before commencing work**

Note (2) All Not for Profit businesses/ authorities are exempt from the requirements of Avetta registration. This step is not applicable for Third Parties working on MTM premises who are not engaged by MTM, i.e. Local Authority Councils, Utility providers or contractors engaged by VicTrack etc. Note. If the scope of work impacts MTM's rail safety accreditation, the MTM Responsible Person must comply with the Management of Change (MoC) Procedure (A2030/ L1-SQE-PRO-001).

Step 3: Verify the Specific OHS and Environmental requirements according to the category of activity or work type

Using the definitions provided in Section 12 and the relevant appendices, establish the type of work or activity from the three categories below. Refer to the applicable Appendix for a list of requirements applicable:

This step is supported by Contractor and Third Parties Planned Work Checklist A2127/ L4-SQE-FOR-169) which is to be used by MTM Responsible Persons when on boarding and setting up safe systems and arrangements for site access:

- Appendix A – Planned Works
- Appendix B – Emergency Works
- Appendix C - Visitor Access

Step 4: Verify the Specific Rail Safety and Worksite Protection Requirements using RSWHA form as completed by the TFPC and protection requirements of Planning Worksite Protection in the Rail Corridor procedure (A2033/L0-SQE-PRO-054)

Using section 6.2 of this document and the RSWHA form, the TFPC shall assess the risk to rail safety and the safety of the rail corridor in accordance with the requirements of Planning Worksite Protection in the Rail Corridor procedure (A2033/L0-SQE-PRO-054).

Note (1): Where the works are obviously no risk to the rail corridor, this step will not be required.

Step 5: Verify the location of the works and RIW/TPI requirements

Using Section 5 and Appendix D of this document confirm the RIW and TPI compliance requirements. Requirements vary depending on whether the works are deemed Rail Safety Work under Section 8. RSNL and other local arrangements. TPI requirements vary according to the type of works and the location of the works. If there are any queries on RIW/TPI requirements, please contact your local SQE Manager.

Step 6: Communicate the requirements to the contractor / third party or visitor

The MTM responsible person will inform the Third Party of their obligations and relevant MTM requirements.

Where no contractual arrangement exists between MTM and the Third Party, these requirements will be communicated through the company engaging the Third Party in accordance with this procedure.

Step 7: Monitor and Review

The MTM responsible person shall monitor the works/ activity to ensure that all relevant risk assessment and controls are adequate and work with the third parties/ contractors or visitors to ensure that the controls remain effective. Auditing and inspections may be required. Please see section 9 for further information.

5. RIW/TPI Requirements

5.1. RIW/TPI Process Flow Chart

The flowchart below shows the process for identifying RIW/TPI requirements.

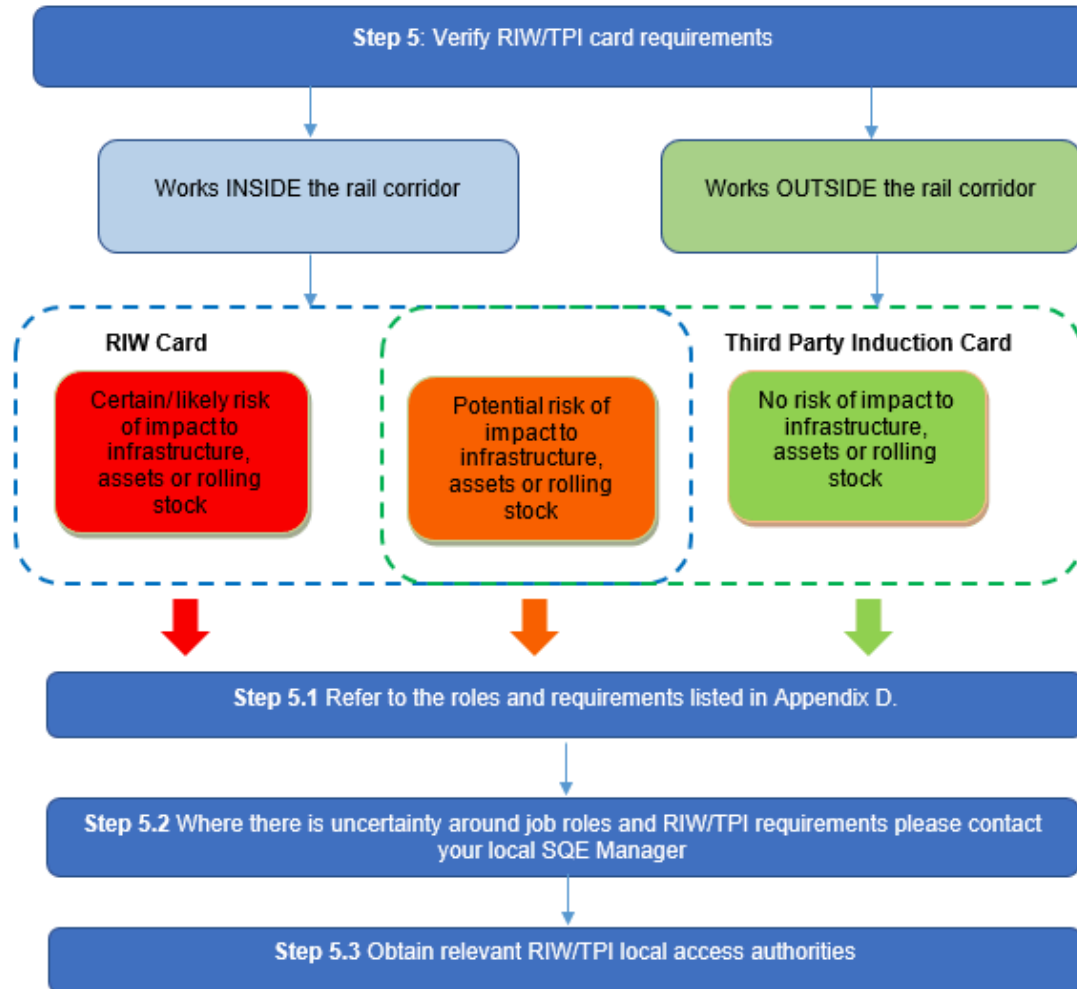


Figure 2: RIW/TPI Requirements Flowchart

5.2. RIW/TPI Requirements – Contractors and Third Parties

The below table sets out the typical requirements against typical scenarios for Contractors and Third parties.

RIW is required for all Rail Safety Work as defined by Section.8 RSNL, regardless of location.

Scenario	RIW	TPI	RSWHA by TFPC	Local induction**	Briefing/ Sign On	GWAP (General Work Access Permit)	Community Access Permit
Work on MTM Lease/ infrastructure (Outside rail corridor)		X		X	X		
Work on MTM Lease/ infrastructure (inside rail corridor)	X		X	X	X		
Work in the danger zone	X		X	X	X		
Work on platforms (Outside rail corridor/ behind yellow line)	(*)	X		X	X	(?)	(?)
Work on platforms with potential to foul rail corridor/ cross yellow line	X		X	X	X		
Green Field Works		(*)		X	X		
Emergency Works		(?)	(?)	X	X		

Note: (X) indicates mandatory requirement (?) indicates check for site specific circumstances. (*) Dependent on outcome of RSWHA **local induction requirements will be determined and communicated by the MTM Responsible person

Table 1 - RIW/TPI Requirements – Contractors and Third Parties

NOTE: For works at Flinders Street Station and access to the roof and clock tower a specific GWAP is required - L4-OPS-FOR-037.

The requirement to hold an RIW card includes MTM staff in some locations and projects. Check for local arrangements.

5.3. Visitor Access Permit Requirements

The below table sets out the requirements and scenarios for visitors in which other access permits are required

Scenario	RIW	TPI	RSWHA by TFPC	Local induction	Briefing/ Sign On	GWAP (General Work Access Permit)	Community Access Permit
Visitor access in public areas				X	X		
Visitor access inside the Rail Corridor			X	X	X		
Visitor access inside the Danger Zone			X	X	X		

Table 2 - Visitor Access Permit Requirements

See Appendix C for further information on Visitor requirements

5.4. Rail Industry Worker (RIW) Card

RIW requirements will be in accordance with National and MTM Matrices which can be located under “Rail Industry Worker (RIW) Documents” via the MTM Document Portal at <https://documentportal.metrotrains.com.au>.

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.**

Typical RIW/TPI roles are provided as a guide in Appendix D.

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

RSW's on the MTM Network must have a valid RIW card with a minimum of 2 job roles the first being: MTM Operator role and second being the role relevant to work undertaken, e.g. MTM Track Vehicle Operator 1, Around the Track Personnel, etc.

* Unless approved as per the Rail Industry Worker Extension and Exemption Requests procedure (A1678/L2-SQE-PRO-261) and a MTM approved Risk assessment and for MTP and MLXRT refer to Projects RIW/TPI Exemption Request Guidance Document (L2-SQE-GDL-001)

** Delivery drivers attending construction sites are not required to have an RIW/TPI card provided that they follow all of the following:

- a) Do not get out of their vehicle
- b) Remain under the supervision of a WGS/TFPC
- c) Do not operate any mobile plant

5.5. Third Party Induction (TPI) card

The MTM TPI is required for:

- a. Work on MTM premises including concourses, and operational/public areas not limited to within/around stations
- 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, download a copy of the Metro Third Party Induction Card excel spreadsheet and follow all instructions. This can be located at the Metro Document Portal under “Safety Documents”.

5.6. RIW/TPI Exemptions

Where there are any doubts around what type of RIW or TPI For exemption requests please refer to Rail Industry Worker Extension and Exemption Requests procedure (A1678/ L2-SQE-PRO-261). For additional information for MTP and MLXRT please refer to Projects RIW/TPI Exemption Request Guidance Document (A1674/ L2-SQE-GDL-001).

6. General Safety Requirements

All persons must:

1. Present fit for work - free from the effects of: alcohol and other drugs, and from fatigue
2. Take reasonable care for their own health and safety and that of others
3. Cooperate with all instructions given by MTM
4. Not undertake work without the required qualification/competency/licence/induction
5. Not interfere with/alter any MTM equipment/assets/infrastructure without MTM authorisation
6. Not enter any restricted area without MTM authorisation
7. Not enter/commence work until all applicable approvals and access requirements have been obtained/confirmed
8. Report all incidents, near misses or hazardous conditions – refer to Incident Reporting and Investigation section for further detail
9. Treat all electrical infrastructure as live unless MTM has issued an isolation permit.
10. Comply with PPE requirements as per PPE Baseline Requirements For Users A958/ L0-SQE-GDL-002
11. In addition to the requirements of A958, Visitors to the MURL and those working in low light conditions will be required to wear a cap lamp.

6.1. 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:

1. Report immediately to the appropriate person/s, e.g. TFPC, WGS, MTM Representative
2. Provide an incident report in writing within 24hours
3. Cooperate with any investigation process as determined by Incident Management and Reporting Procedure (A2130/ L0-SQE-PRO-005) and Investigation Management Procedure (A2145)
4. Provide a detailed incident investigation upon MTM's request

6.2. Rail Safety Work

Rail Safety Work includes any roles as defined under Section 8 RSNL. Rail Safety Work will be planned and managed in accordance with the Planning Worksite Protection in The Rail Corridor procedure (A2033/L1-SQE-PRO-054). To ensure adequate supervision of rail safety work a Work Group Supervisor (WGS) must be appointed to and present with each work group.

Rail Safety Workers will be contracted in accordance with Business Rules Manual for Contracting Rail Safety Workers (A957/L0-HMR-MAN-001).

6.3. Drugs and Alcohol

Please refer to the following policies and procedures for further information:

- MTM Drug and Alcohol Policy (L0-CEO-POL-010)
- Management Standard Fitness for Duty (A1049 /L0-SQE-STD-020)
- Competency Management Following A Safe Working Breach(A1625/L1-SQE-PRO-057)
- Drug and Alcohol Testing Procedure (A1029/ L0-SQE-PRO-055)

If an MTM Employee or MTM engaged Contractor refuses to participate in a drug and/or alcohol test that they have been requested to undertake, this is considered as a confirmed positive result and is reportable to ONRSR.

An employee, upon refusal of undertaking a drug and/or alcohol test will be stood down without pay immediately and subject to disciplinary action in accordance with Counselling and Disciplinary Procedure (L0-HMR-PRO-048). A MTM engaged contractor, upon refusal of undertaking a drug and/or alcohol test, or who tests non –negative for drugs or positive for alcohol will be removed from site and the principal contractor notified of the breach.

This will also result in a MTM block being placed on the individual's RIW card. If they do not hold an RIW card, they will be removed from site until laboratory results are returned as confirmed positive. A confirmed positive test, will result in an immediate ban from working on MTM premises.

Blocks to RIW cards may be appealed using the RIW Drug and Alcohol Block Removal Procedure (A1636/ L1-SQE-PRO-076).

6.4. Working on or near to live MTM Electrical Infrastructure

All works undertaken on and near to electrical infrastructure will be managed in accordance with Electrical Networks Engineering Manual (A1206/ L1-CHE-MAN-005).

For information relating to safe approach distances for plant and vehicles please refer to the Procedure for Approach to Electrical Apparatus by Plant and Vehicles L2-ELN-PRO-028.

Other procedures relevant to works across the network are listed in Section 15.2. A video has been created to provide information on MTM electrical systems and can be accessed here:

Go to: YouTube and search: *Metro Trains Electrical Networks – Understanding our traction system* or enter the following into your internet browser address bar: <https://youtu.be/LChvFABTQ1U>

For plant operations under live electrical overheads MTM Contact Wire Network Map and Register.

6.5. Emergency Management / Fire prevention and preparedness

Emergency Management planning seeks to minimise the effect of an incident both inside and out of a facility. The facility-specific emergency plans requires the timely application of defined procedures by people with adequate training and resources. For this to occur, plans and procedures specific to relevant activities at the facility must have been developed, documented and tested prior to the occurrence of an event. An emergency plan may also be aimed at limiting or managing the effects of consequences on property or the environment.

Contractors and third Parties on a Metro site should be familiar with the emergency response procedures, and take direction from the Emergency Control Organisation. MTM teams (off MTM sites) will need to undertake an interim 'Project' assessment/Emergency Management Plan, implementing an emergency control:

- Emergency Requirements Assessment (L4-PRJ-FOR-179)
- Template Emergency Management Plan (Projects) (L4-CHE-FOR-178)

Fire prevention and preparedness will be managed in accordance with:

- Fire Prevention and Preparedness Plan (A2034/ L2-SQE-PLA-004)
- Emergency and Crisis Management Plan (A2016/ L0-SQE-PLA-003)
- SER Management Standard Emergency Management (A1047/ L0-SQE-STD-018)
- Operational Procedure For Declared Code Red Days (L0-OPS-PRO-020)
- Declared Code Red Days(L4-OPS-GDL-010)
- AS -3745 Planning for Emergencies in Facilities.

Where a third party or contractor uses their own business templates, this will be permitted as long as the equivalent documentation covers all the MTM requirements.

6.6. Consultation and Committees

Third parties must have their own consultation process for safety issues under their management and control. Third parties must have their own consultation process for safety issues under their management and control.

Consultation on occupational health and safety will be undertaken in accordance with Consultation and Safety Issue Resolution (A986/ L0-SQE-PRO-007).

6.7. Fatigue Risk Management

Contractors and Third Parties must document and implement an FRM process for Rail Safety Workers, in accordance with the requirements of the Divisional MTM Fatigue Risk Management Plan relevant to their contract of works (e.g. MTM Projects, MTM Infrastructure, etc.)

Where this is not possible, such as in the case that a Divisional plan is not available, Contractors and Third Parties must document a FRM process in line with MTM's Fatigue Risk Management Procedure (A1024/L0-SQE-PRO-049).

7. General Occupational Health Requirements

Health preservation requirements will be fulfilled in accordance with the following procedures:

- Noise Control (A990/ L0-SQE-PRO-011)
- First Aid Workplace Requirements (A991/ L0-SQE-PRO-013)
- Diesel Emissions in the MURL (A1587/ L1-SQE-GDL-010)
- Dangerous Goods and Hazardous Substances (A1604/L1-SQE-PRO-010)
- Biological Hazards (A1622/ L1-SQE-PRO-053)
- Epidemic and Pandemic Procedure (L0-HMR-PRO-068)

8. Environmental Management

The Contractor/Third Party shall ensure all works are planned and executed to prevent environmental harm and that environmental risks are identified, controls are in place and handover requirements are followed. Please refer to MTM Environment and Sustainability Plan L0-SQE-PLA-005 for further information.

PAF element 6 supports projects with environmental requirements; refer PAF Element 6 – Environmental Assurance Guideline for Environmental Assurance Requirements for Projects (L2-PRJ-GDL-806).

8.1. General Environmental Management Requirements

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

- Preventing nuisance dust, noise, stray light from adversely affecting the community
- There is no unauthorised disposal or transport of waste including contaminated soil
- There is no unauthorised disposal or spill of contaminants or sediments to land or waterways (including via the storm water system)
- Preventing track out of soil/debris particularly on walkways/roads
- Ensuring the protection of native flora and fauna
- Ensuring compliance with any heritage (Aboriginal and non- Aboriginal) requirements
- Remediation of any site contamination resulting from an incident
- Ensuring the site is restored to pre-works condition prior to completion and handover
- Vehicles/plant and foot traffic shall operate on existing access tracks/cleared areas wherever possible
- 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
- Works plant, equipment and spoil or materials stockpiling areas shall be located away from areas of vegetation and the dripline of any trees
- All reasonable steps must be taken to prevent the spread of weeds and soil pathogens
- Where >5 m3 of soil is to be reused, VIC Track approval must be sought via a soil reuse application in accordance with VIC Track Soil Reuse Guidelines 2016 PR-GL-004
- 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.

9. Monitoring and Review

9.1. Inspections and Auditing

Inspections and audits may be conducted by MTM at any time. All inspections and audits will be undertaken in accordance with the legal and contractual framework in which the works or activities are taking place.

10. Operational handover

Testing/ commissioning and operational handover will be undertaken in accordance with:

- Testing and Commissioning Of Safety Related Railway Signalling Systems standard (A1560/ L1-CHE-STD-073)
- Project Completions procedure (L1-PRJ-PRO-008)

11. Abbreviations

FRM	Fatigue Risk Management
GWAP	General Work Access Permit
ITP	Inspection and Test Plan
MLXRT	Metro Level Crossings Removal Team
MoC	Management of Change
MTP	Metro Tunnel Project
RIW	Rail Industry Worker
RSNL	Rail Safety National Law
RSW	Rail Safety Worker
RSWHA	Rail Safety Worksite Hazard Assessment which is delivered by the TFPC
SSEP	Site Safety and Environmental Plan
TFPC	Track Force Protection Coordinator level 3.1, 3.2 or 3.3
TPI Card	Third Party Induction Card
WGS	Work Group Supervisor is the person responsible for the supervision of programmed activities within a worksite in accordance with Planning Worksite Protection in the Rail Corridor procedure (A2033/L1-SQE-PRO-054)

12. Definitions

Brown Field	A Brownfield site generally means there is existing rail infrastructure on that site. In general, a greenfield site transitions to brownfield once the process of track formation commences.
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 premises temporarily to make deliveries

Emergency Work	Critical recovery or immediate work to rail infrastructure or rolling stock where operationally necessary for the safety of personnel or assets
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)
Green Field	A site that has not yet been developed, or does not contain any rail infrastructure for a period of time.
High Risk Construction Work	As defined in regulation 322, Occupational Health and Safety Regulations 2017 (Vic)
MTM Responsible Person	The person engaging with the third party and coordinating access on behalf of MTM.
Planned Work	Formerly low risk, major and minor works. Includes all project related works.
Premises	The land and buildings occupied by the business
Principal Contractor	As defined in regulation 333, Occupational Health and Safety Regulations 2017 (Vic)
Public area	Any MTM premises 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 see RSNL Section 8
Third party	Any person/entity other than MTM employees/passengers
VicTrack	The trading name of Victorian Rail Track Corporation, is a Victorian Government state-owned enterprise which owns all railway and tram lines, associated rail lands and other rail-related infrastructure in the state of Victoria, Australia, with the exception of the heritage Puffing Billy Railway that is owned by the Emerald Tourist Railway Board.
Visitor	Any person other than MTM employees/passengers/contractors who enters an MTM premises to conduct visual inspections/observations and does not conduct any physical work, use tools/equipment, or directly interact with MTM passengers/the public

13. Records management

All records pertaining to the procedures and requirements of this document will be retained in accordance with the MTM Records Management Procedure (A985/L0-SQE-PRO-006)

14. Document hierarchy

14.1. Parent document

Drugs and Alcohol Policy (L0-CEO-POL-010)

Environment and Sustainability Policy (L0-CEO-POL-005)

MTM Safety Policy (L0-CEO-POL-003)

MTM Wellbeing Policy (L0-CEO-POL-053)

Quality Policy (L0-CEO-POL-004)

Just Culture Policy (L0-CEO-POL-045)

14.2. Subordinate documents

Contractor and Third Parties Planned Work Checklist (A2127/L4-SQE-FOR-169)

Third Party Management Plan Evaluation Form (A2040/ L4-SQE-FOR-047)

15. References

15.1. Legislation

Aboriginal Heritage Act 2006 (Vic)

Catchment and Land Protection Act 1994 (Vic)

Country Fire Authority Act 1958 (Vic)

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

Electricity Safety Act 1998 (Vic)

Emergency Management Act 2013 (Vic) principle

Environment Protection Act 1970 (Vic)

Environment Protection Act 2017 (Vic) (from 1 July 2021)

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

Fire Rescue Victoria Act 1958 (Vic)

Flora and Fauna Guarantee Act 1988 (Vic)

Heritage Act 2017 (Vic)

Labour Hire Licensing Act 2018 (Vic)

Modern Slavery Act 2018

National Standard for Health Assessments of Rail Safety Workers – 2017

Occupational Health & Safety Act 2004(Vic)

Occupational Health & Safety Regulations 2017(Vic)

Planning and Environment Act 1987 (Vic)

Rail Safety National Law (South Australia) Act 2012

Rail Safety National Law National Regulations 2012

Rail Safety National Law Application Act 2013

15.2. MTM Documents

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

Note: MTM Document management system is in the process of moving from The Depot to CMS. Where no CMS number is shown, the number was not available at the time of issue. The L numbers can be used in CMS to search for documents under their former code.

Document Title	CMS A Number	Depot Number
Approach to Electrical Apparatus by Plant and Vehicles	-	L2-ELN-PRO-028
Approved Plant Fitted With Height Restrictors	-	L1-INF-WOI-003
AS -3745 Planning for Emergencies in Facilities.	EXTERNAL DOC	EXTERNAL DOC
Biological Hazards	A1622	L1-SQE-PRO-053
Business Rules Manual for Contracting Rail Safety Workers	A957	L0-HMR-MAN-001
Chief Engineer's Guideline Engineering Standards Listing	A2025	L1-CHE-GDL-005
Competency Management Following A Safe Working Breach	A1625	L1-SQE-PRO-057
Consultation and Safety Issue Resolution	A986	L0-SQE-PRO-007
Counselling and Disciplinary Procedure	-	L0-HMR-PRO-048
Dangerous Goods and Hazardous Substances	A1604	L1-SQE-PRO-010
Declared Code Red Days	-	L4-OPS-GDL-010
Drug and Alcohol Policy	-	L0-CEO-POL-010
Drugs and Alcohol Testing Procedure	A1029	L0-SQE-PRO-055
Electrical Networks Engineering Manual.	A1206	L1-CHE-MAN-005
Emergency and Crisis Management Plan	A2016	L0-SQE-PLA-003
Emergency Requirements Assessment	-	L4-PRJ-FOR-179
Environment and Sustainability Plan	-	L0-SQE-PLA-005
Epidemic and Pandemic Procedure	-	L0-HMR-PRO-068
Excavation procedure	-	L2-PRJ-PRO-008
Fatigue Risk Management Procedure	A1024	L0-SQE-PRO-049
Fire Prevention and Preparedness Plan	A2034	L2-SQE-PLA-004
First Aid Workplace Requirements	A991	L0-SQE-PRO-013
Fleet Work Instruction Protection of Personnel Performing Maintenance & Commissioning In Sidings (MFWI 440001)	-	L3-ROS-WOI-066
Fleet Work Instruction Protection of Personnel within Maintenance Buildings (MFWI 440002)	-	L3-ROS-WOI-017
General Works and Access Permit Procedure	-	L1-OPS-PRO-024
Guideline – Diesel Emissions in the MURL	A1587	L1-SQE-GDL-010

Document Title	CMS A Number	Depot Number
Approach to Electrical Apparatus by Plant and Vehicles	-	L2-ELN-PRO-028
GWAP Flinders Street Station Roof and Clock Tower	-	L4-OPS-FOR-037
Hot Works Procedure	A1606	L1-SQE-PRO-012
Incident or Condition Affecting the Safety of the Network (CAN notice)	-	L2-SWS-PRO-009
Incident Management and Reporting Procedure	A2130	L0-SQE-PRO-005
Investigation Management Procedure	A2145	-
Integrated Risk Management Procedure.	A2023	L0-SQE-PRO-031
Management Standard Fitness For Duty	A1049	L0-SQE-STD-020
Noise Control	A990	L0-SQE-PRO-011
Obtaining Approval For Plant To Work Under Live 1500v Dc Electrical Equipment	-	L1-INF-WOI-002
Occupation Management Procedure	-	L1-PRJ-PRO-003
Operational Procedure For Declared Code Red Days	-	L0-OPS-PRO-020
PAF Element 6 – Environmental Assurance Guideline	-	L2-PRJ-GDL-806
Contractor and Third Parties Planned Work Checklist	A2127	L4-SQE-FOR-169
Planning Worksite Protection in the Rail Corridor	A2033	L0-SQE-PRO-054
Plant Safety	A999	L0-SQE-PRO-021
Plant Safety – Workplace Safety Checklist	A1829	L4-SQE-FOR-029
PPE Baseline Requirements For Users	A958	L0-SQE-GDL-002
Procurement Standard: For Use By Suppliers And Contractors When Doing Business With Metro	-	L1-CPO-STD-002
Project Completions Procedure	-	L1-PRJ-PRO-008
Projects RIW/TPI Exemption Request Guidance Document	A1674	L2-SQE-GDL-001
Protection of Underground Assets and Services Procedure	-	L1-INF-PRO-001
Rail Industry Worker Extension and Exemption Requests procedure	A1678	L2-SQE-PRO-261
Restricted And Unrestricted Work On Track Safe Working Competencies	A1632	L1-SQE-PRO-071
RIW Drug and Alcohol Block Removal Procedure	A1636	L1-SQE-PRO-076
Road And Rail Traffic Management At Metropolitan Level Crossings	-	L1-SWS-PRO-009

Document Title	CMS A Number	Depot Number
Approach to Electrical Apparatus by Plant and Vehicles	-	L2-ELN-PRO-028
Safety and Environmental Risk Management	A1046	L0-SQE-STD-017
Safety Management System Manual	A965	L0-SQE-MAN-002
SER Management Standard Emergency Management	A1047	L0-SQE-STD-018
Supplier On boarding Procedure	-	L1-CPO-PRO-002
Template Emergency Management Plan (Projects)	-	L4-PRJ-FOR-178
Testing and Commissioning Of Safety Related Railway Signalling Systems	A1560	L1-CHE-STD-073
Third Party Management Plan Evaluation Form	A2040	L4-SQE-FOR-047
Track Procedure Maintaining Track Integrity	-	L2-TRK-PRO-032
Track Vehicle Operation (Hi-Rail)	A1650	L2-CHE-PRO-005
Track Vehicle Registration Process.	A2027	L1-CHE-PRO-033
Track Vehicle Standard	A2116	L1-CHE-STD-007
Undertaking Piling and Foundation Work Safely within the Rail Corridor in Victoria	EXTERNAL DOC	EXTERNAL DOC
VIC Track Soil Reuse Guidelines 2016 PR-GL-004	EXTERNAL DOC	EXTERNAL DOC
Visitors Control – Metropolitan and Suburban Stations	-	L2-STO-PRO-001
Wildlife Control Procedure	-	L3-SER-PRO-024
Work On Track Safe Working Competency	A1626	L1-SQE-PRO-060
Works Readiness Procedure	-	L1-NPD-PRO-002

16. Appendices

Appendix A - Planned Works

Planned works include:

- Third Party access where an Access or Interface Deed is executed or where no legal relationship or contractual arrangement exists between MTM and the third party.
- Works by contractors with legal frameworks and contracts in place

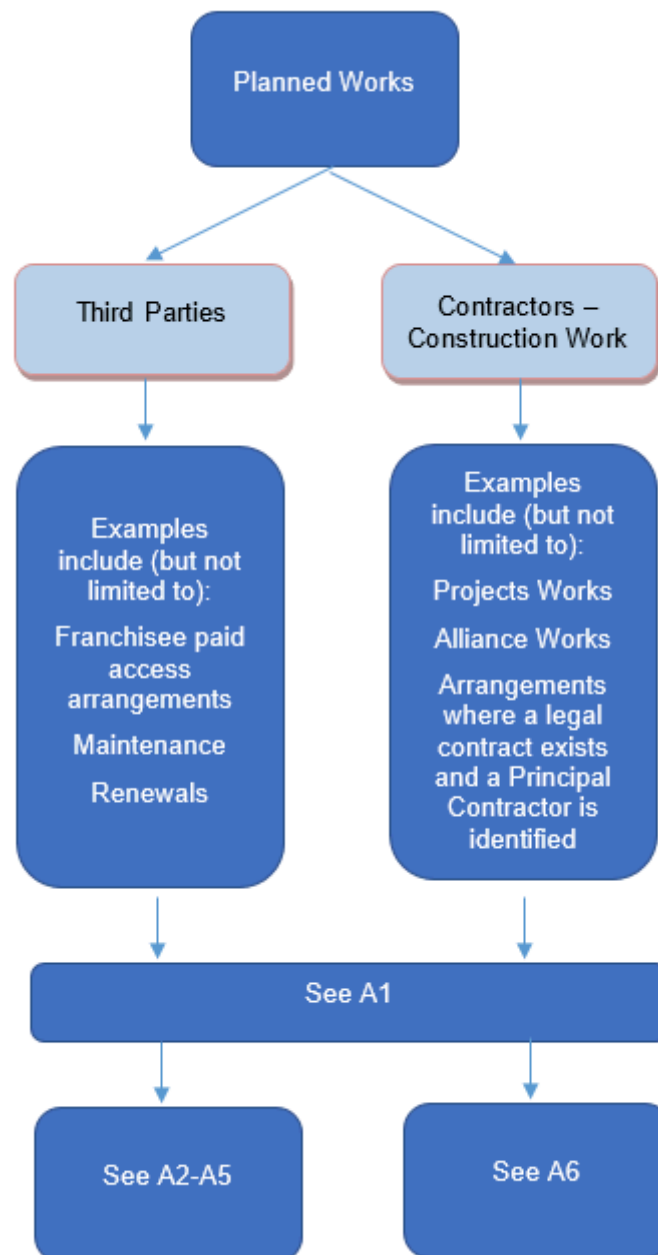


Figure 3 - Planned Works flowchart

A1 General Requirements for Planned Works

All third parties and contractors must comply with all Federal and State legislation, and all relevant industry standards and codes of practice.

Contractor and Third Parties Planned Work Checklist A2127/ L4-SQE-FOR-169) should be used by both the MTM Responsible Person and Third Party to confirm and verify the MTM requirements applicable to the work.

Works Readiness will be assessed in accordance with Works Readiness Procedure (L1-NPD-PRO-002) as applicable.

Third Party is not to commence work without written permission of MTM.

MTM may direct the order or timing of works, and may order the removal from site of personnel who; work unsafely, not suitably qualified, guilty of misconduct, suspected as being impaired by alcohol or drugs, in breach of a safety rule, or unsuitable for work in vicinity of railway tracks or if they do not hold the necessary certification or licence.

Site specific SWMS are to be available for all works and an ITP for all permanent work. Works are not to proceed until a MTM Representative has reviewed the SWMS and approved the ITP.

A1.1 Changes to planned works

In the event of Major Scope Change, Level 1 Incident, Legislation, Codes or standard changes the site safety and environmental management plans must be reviewed and resubmitted to MTM.

A2 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 premises the following activities in/adjacent to the Rail Corridor:

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

A3 Third Party Access for photography and filming

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

Drone operations will be undertaken in accordance with Drone Operations on MTM Premises Procedure (L1-OPS-PRO-035).

A4 Third Party Access for Community Activities

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

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

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

A5 Access to MTM Depots and Sidings

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

- Have a valid RIW card if working in the Rail Corridor/performing Rail Safety Work
- Have a valid TPI (or valid exemption) where not working within rail Corridor or performing rail safety. Examples of this may include contractor work in admin offices and stores with no access to moving Rolling Stock, water fountain servicing etc.

Be inducted to:

- Local depot and/or siding induction
- Local emergency arrangements and procedures
- For work in sidings-Fleet Work Instruction Protection of Personnel Performing Maintenance & Commissioning In Sidings (MFWI 440001/L3-ROS-WOI-066)

- For work in maintenance buildings -Fleet Work Instruction Protection of Personnel within Maintenance Buildings (MFWI 440002/L3-ROS-WOI-017)

A5.1 Site Safety Environmental Plan (SSEP)

Prior to any work being conducted, Contractors must as a minimum; supply the following to MTM:

A Site Safety Plan which includes how the following requirements will be managed:

- Scope of Work
- Contact list of responsible and key personnel
- Site specific induction requirements
- RIW / TPI cards
- Training Matrix for on-site staff
- Requirement for task specific training, competency certificates or licence of operators on the project
- Fatigue Risk Management Plan
- Risk Assessments / JSA (pertaining to the work being performed)
- Relevant Permits
- List of Plant & Equipment (Tested & Tagged)
- Chemicals brought on site (SDS) / storage of chemicals
- First Aid Training requirements for workers
- PPE Requirements
- Emergency Response Plans / Procedures

The Site Safety Plan must be completed and signed by both parties prior to works being conducted

A6 Construction Work

The following section applies to construction related activities and works:

A6.1 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.

Risks will be managed in accordance with the Integrated Risk Management Procedure (A2023/ L0-SQE-PRO-031).

A6.2 Management Plans

Contractors and Third Parties undertaking construction works 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 will be assessed by the MTM Responsible Person using Third Party Management Plan Evaluation Form (A2040/ L4-SQE-FOR-047).

Where a third party or contractor uses their own business templates, this will be permitted as long as the equivalent documentation covers all the MTM requirements.

A6.3 Safe Work Method Statements (SWMS) and Pre Work Briefings

Contractors and Third Parties must ensure all construction work is planned and conducted in accordance with a site specific SWMS created in accordance with the Integrated Risk Management Procedure (A2023/ L0-SQE-PRO-031). The supervisor or person in charge of the work must provide a pre work briefing at the start of each shift to communicate the safety health and environmental controls to the workforce.

Where a third party or contractor uses their own business templates, this will be permitted as long as the equivalent documentation covers all the MTM requirements.

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

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

A6.4 Maintaining Track Integrity

Where the works or activities of contractors or third parties is likely to or has the potential to cause issues with track integrity, Track Procedure Maintaining Track Integrity (L2-TRK-PRO-032) and subsequent permits to disturb track will be followed. Where there is any uncertainty as to the likelihood of disturbance to track formation or equipment, the third party and MTM Responsible Person will risk assess the works as per the procedure.

A6.5 Managing Excavations

Excavations will be managed in accordance with the Protection of Underground Assets and Services Procedure (L1-INF-PRO-001) and the Excavation procedure (L2-PRJ-PRO-008). Edge protection will be installed in accordance with the Excavation procedure (L2-PRJ-PRO-008).

Contractors and Third Parties 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.

The following asset databases will be used to identify any buried services; Ellipse, DMS, PASS Assets, Railmaps, Dial before you dig. Third Parties and contractors shall also check for commissioned underground electrical assets not yet entered into Ellipse or DMS by contacting the databases directly.

A6.6 Temporary Works

Temporary Works will be undertaken in accordance with the Chief Engineer's Guideline Engineering Standards Listing (A2025/L1-CHE-GDL-005)

Contractors and Third Parties must ensure temporary works are:

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

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

A6.7 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

A6.8 Hot Works

Hot Works will be undertaken in accordance with the Hot Works Procedure (A1606/ L1-SQE-PRO-012).

A6.9 Mains Powered Hand Tools and Equipment

Mains Powered hand tools and equipment will be managed as follows:

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

A6.10 Mobile Plant and Equipment

All plant will be operated in accordance with the Plant Safety procedure (A999/L0-SWE-PRO-021) and checked using form Plant Safety – Workplace Safety Checklist (A1829/ L4-SQE-FOR-029) to ensure the plant meets MTM requirements and standards. All Plant fitted with rail guidance wheels will be registered on aquipa Plant formerly known as PlantGUARD.

WGS must use the aquipa Plant 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'.

The requirements of aquipa Plant also apply to Piling Rigs. Piling works will be undertaken as per the requirements of Undertaking Piling and Foundation Work Safely within the Rail Corridor in Victoria shared learning bulletin (PRJ-SL-02-2019).

Mobile Plant will be managed in accordance with:

- Approved Plant Fitted With Height Restrictors (L1-INF-WOI-003)
- Obtaining Approval For Plant To Work Under Live 1500v Dc Electrical Equipment (L1-INF-WOI-002)
- Track Vehicle Operation (Hi-Rail) (A1650/ L2-CHE-PRO-005)
- Track Vehicle Standard (A2116/ L1-CHE-STD-007)
- Track Vehicle Registration Process (A2027/ L1-CHE-PRO-033).
- MTM Contact Wire Network Map and Register.

A6.11 Environmental Risk Assessment

Before commencing work on MTM premises, 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 maps and registers contain environment and heritage information that support:

- MTM web GIS Environmental Planning Map
- MTM Asbestos Register

For information on the potential for PCBs in oil filled electrical and signalling assets refer to MTM's PCB Environmental Improvement Plan. For information on common areas across the MTM network where lead is likely to be present, refer to MTM's Lead Management Plan.

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:

- Environmental assessments for flora and fauna, heritage and soil contamination
- Copies of licences, approvals/permits
- Environmental risk assessment
- SWMS Relevant to the scope of works
- Hazardous materials registers (Division 5/6 hazmat assessments)

- A site specific Environmental Management Plan, if required.

A6.12 Environment 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: asbestos register changes, vegetation clearing approvals/offsets, details of PCB containing equipment identified or removed, locations where contaminated soil was identified and removed or remains in-situ within the rail corridor (including details of any reused soil onsite); planning or environmental approvals, permits or licences applicable to MTM's lease and any associated management plans; and details of biodiversity and heritage values identified on MTM premises.

Appendix B – Emergency Works

The following requirements are applicable for Emergency Works:

- Critical recovery or immediate work to rail infrastructure or rolling stock where operationally necessary for the safety of personnel or assets.
- For further information on Exemptions to the RIW/TPI requirement, please refer to MTM procedure (A1678/L2-SQE-PRO-261).
- For MTP and MLXRT Exemptions, please refer to RIW and TPI Exemptions Guidance Document (A1674/L2-SQE-GDL-001)

B1 Site Specific Safety Requirements

Due to the nature of this category of works, site specific safety requirements are managed in accordance with Section 6 General Safety requirements plus any site specific requirements as applicable and as communicated by the MTM responsible person for the area in which the emergency works are taking place.

B2 Emergency Work Parties

Civil Authorities

When advice is received that members from an Emergency Service Organisation or other Civil Authority requires urgent track access or train services stopped at a particular location; for the purpose of carrying out Emergency Works, the following is to apply:

- a. The Senior Network Controller/Officer in Charge at Metrol will take down all particulars and manage the request for urgent track access by:
 - i. Stopping rail services in the affected area including V/Line, ARTC and/or other Accredited Rail Operator services, or
 - ii. Where the Emergency Works will be conducted outside the Danger Zone, but in the Rail Corridor, the procedure: Dealing with an Incident or Condition Affecting the Safety of the Network (CAN notice) (L2-SWS-PRO-009) shall be implemented.
- b. In either case, a Train Services Officer will be dispatched to the site to assist.
- c. The Senior Network Controller/Officer in Charge at Metrol must relay all information to the Train Controller concerned for endorsement on Train Graphs or Docking Sheets for future reference.
- d. When advised that the line is clear, the Senior Network Controller/Officer in Charge at Metrol will advise all relevant parties that normal services can resume.

Note: This process is used for urgent matters outside the normal track access process.

Local Rangers and Wildlife Recovery

Access to support emergency access for wildlife recovery is covered by the Injured Wildlife Control Procedure (L3-SER-PRO-024).

Regulatory authorities

Regulators have broad powers to enter premises and are generally required to produce their identity card to the occupier of that premises 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.

Office of National Rail Safety Regulator (ONRSR)

Rail Safety Officers (RSO) 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.

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 General Manager - Safety/the Divisional Safety Manager/their nominated representative when responding to an alleged breach of the Act.

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.

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 Head of Environment/the Divisional Safety Manager/their nominated representative when responding to an alleged breach of the Act.

B3 Compliance with Avetta

Standing offers are in place with specific Third Party companies likely to be involved in Emergency Works. Whilst these companies may be 'Green Flagged' in Avetta, there may be times where this may not be the case or a unique Third Party may be required at short notice.

Note. Emergency Service Organisations, Civil Authorities, Local Rangers or personnel engaged specifically for Wildlife recovery are exempt from compliance to Avetta prequalification and RIW/TPI requirements.

Appendix C – Visitors

Visitors to MTM premises and network will be managed in accordance with the below.

Visitors who access MTM premises for observation, including external audits, inspections or investigations or delivery purposes, but not physical work.

For visitors to the Metropolitan and Suburban stations, refer to Visitors control – metropolitan and suburban stations procedure (L2-STO-PRO-001)

C1 Visitors to MTM Offices / Facilities

Visitors to MTM offices shall be in accordance with the normal visitor sign-in and escort procedures. Visitors are not allowed to move around these areas alone, unless relevant site safety inductions have been completed.

C2 Deliveries and Couriers

Deliveries and couriers are allowed to deliver materials to sign-posted reception or receivable areas without induction. However, where delivery personnel are required to go beyond a safe sign-posted reception / goods receivable area, then the workers must receive a site safety induction (as relevant for delivery tasks), or be 100% supervised by a competent MTM employee; this includes the collection of industrial waste bins.

Note. For the delivery or removal of ballast, soil, sleeps, waste products etc. from the rail corridor/danger zone refer paragraph C.3.2

C3 Visitors to the Rail Corridor and Danger Zone

C3.1 Pedestrian Visitors to the Rail Corridor and Danger Zone

Requirements for accessing the Rail Corridor will be identified as per the RSWHA completed by the TFPC. This will be completed as per the requirements of Planning Worksite protection in the Rail Corridor procedure (A2033/L1-SQE-PRO-054).

In addition to the Hazard Assessment, the following rules shall apply:

- In the Danger Zone:
It is recommended that each TFPC escort no more than 3 visitors at any one time. For more than three visitors, a Risk Assessment should be completed.
- Outside the Danger Zone and within the Rail Corridor:
A WGS may escort up to 5 visitors within the rail corridor upon the completion of the RSWHA by a TFPC. The WGS must retain the RSWHA and have a copy on site at all times.
- Outside of the Rail Corridor
The person responsible for the visitors shall comply with Section 6 General Safety Requirements.

C3.2 Trucks/Vehicles Accessing the Rail Corridor and/or Danger Zone

The requirements for vehicles accessing the rail corridor and danger zone will be managed via the RSWHA assessment process in accordance with Planning Worksite protection in the Rail Corridor procedure (A2033/L1-SQE-PRO-054).

In addition to the RSWHA, for trucks/vehicles entering the rail corridor and/or Danger Zone for the delivery or removal of ballast, soil, sleepers, waste products etc., the following rules shall apply:

- A traffic management plan must be completed
- A site induction must be delivered
- Where the driver is required to exit the cab of his vehicle for the purposes of operating the vehicle or attachments, a RIW Card must be held by each driver. If the driver is not required to exit their cab, RIW is not required.

C4 Visitors to the 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. Cap lamps are required for all works and visits to the MURL.

C5 Visitors Requiring Access to Station Environments

Third Party Visitors requiring pedestrian access to station environment, including public and operational areas under the control of MTM activities, must comply with the General Works and Access Permit Procedure (L1-OPS-PRO-024). An example of this includes promotional activities, short term 'pop-up' vending or filming and photographic activities.

Where the requested area is in the rail corridor, i.e. On the Train Station Platform, section 6 must be complied with.

C6 Visitors to Restricted Areas

Visitor access to other Restricted Areas is strictly controlled by separate access procedures. Responsible Persons escorting visitors to these areas must comply with these requirements, i.e. Visitor Access to Metrol. All visitors wishing to gain access to a Restricted Area must do so in writing.

Where a separate procedure does not exist, the Responsible Person is to ensure:

- The Visitor is 100% escorted,
- A Hazard Assessment is completed in accordance with Step 3.
- All PPE provided to the visit has been returned on completion of the visit, and
- Entry and exit details are entered into the access/visitor register maintained by the responsible department.

C7 Special Guests/ VIPs

Access to MTM premises by special guests, such as politicians, dignitaries, visiting executives or other stakeholders and interested parties, shall be controlled using any of the above paragraphs which are based on location and a RSWHA.

Appendix D – RIW Job Role Examples

RIW requirements will be in accordance with Rail Safety Work requirements of RSNL, section.8, National and MTM Matrices which can be located under “Rail Industry Worker (RIW) Documents” via the MTM Document Portal at <https://documentportal.metrotrains.com.au>.

The following is not an exhaustive list nor does it state categorically the requirements for RIW/TPI compliance. A Risk Assessment should be undertaken to understand the nature and location of the works in accordance with the Flow Chart in 4.1. Any queries should be directed to competencies@metrotrains.com.au.

RIW Card required:

- Any task that involves obstructing the Danger Zone
- Mobile Plant use
- All Rail Safety Work
- Traffic Controller
- Surveying
- Bridge inspections

TPI card typically required (location and risk assessment dependent)

- Installation of advertising on station platforms
- Pest control around platforms
- Train cleaners
- Installation of train decals
- Installation of WIFI on platforms
- Repainting station platforms
- Escalator & Lift maintenance
- Installation of advertising in station concourses
- Office based maintenance tasks
- Train Station cleaners
- Repainting station concourses
- Botanists/Ecologists
- Platform medics
- Construction work outside of the Rail Corridor, which is not rail safety work and where the geographical area and limits of the site cannot be physically separated from MTM operational areas.

RIW/TPI Cards not typically required - Application for exemption is not required.

- Deliveries
- Vending machine
- Head counters
- Locksmith
- Myki machine maintenance
- Works on sites returned to Green Field status (MTP and MLXRT)
- Construction work outside of the Rail Corridor, which is not rail safety work and where the geographical area and limits of the site are clearly designated and physically separated from MTM operational areas, e.g. work occurring inside a Principal Contractor’s construction hoarding/fencing.