



SAFETY BULLETIN



Commissioning of the Metro Tunnel for Service

Effective from: 3 November 2025

This bulletin is to notify that, effective 0400 hours on **3 November 2025**, the Metro Tunnel will be commissioned as part of the end-to-end Sunbury to Dandenong corridor.

With the withdrawal of the Metro Tunnel Project Absolute Occupations, the Metro Trains Melbourne (MTM) Safety Management System (SMS) will apply, including procedures for access, train movements, security and emergency management.

Background

The Metro Tunnel Project (MTP) is entering its final phase as it prepares for passenger services. As the project transitions from Testing and Commissioning to operational service, the systems, processes and responsibilities used during Construction, Testing, Commissioning, and Trial Operations and Maintenance phases will be replaced with MTM's SMS practices.

This includes responsibilities previously performed by the Tunnel Access Coordination Office (TACO) under the Safe Systems of Work (SSOW), which, will be replaced by the Access Coordination Team (ACT) and Tunnel Access and Interface Team (TAIT) within MTM.

From **3 November 2025**, all activities within Metro Tunnel – will be managed under MTM's SMS. This ensures the Metro Tunnel is integrated into MTM's broader network operations, and that consistent rail traffic operation, safety, access and emergency management arrangements are applied across the Metropolitan Rail Network (MRN).

This introduces several important changes for MTM employees, contractors, and third parties. This bulletin provides a high-level summary of those changes and highlights the key differences from construction arrangements.

Key Changes and Impacts

As of **3 November 2025**, all MTM SMS, must be adhered to, including but not limited to the following highlighted procedures:

- [A2020 – SAFETY AND ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS AND THIRD PARTIES](#)
- [A11393 – METRO TUNNEL TRACK ACCESS PROCEDURE](#)
- [A14793 – METRO TUNNEL STATION ACCESS PROCEDURE](#)
- [A14825 – EMI MANAGEMENT PLAN](#)

All Rail Industry Worker (RIW) credentials need to be updated with the added Metro Tunnel Operator role & Metro Tunnel Track Force Protection Coordinator (TFPC) competency as required to work in the Metro Tunnel and Stations.

As outlined in A11393, TFPCs will be required to complete a one-day training course at the Metro Academy and must hold the 'Track Force Protection Coordinator Metro Tunnel Role' in addition to their Level 3.1, 3.2 or 3.3 job role on their RIW card to be able to manage worksite protection in the Metro Tunnel and operate the Staff Protection Zone (SPZ) Panel Switch.



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- TFPC Level 3.1 can manage worksite protection for minor works only in the tunnel.
- TFPC Levels 3.2 and 3.3 can manage worksite protection for either minor or major works (see A11393 for definitions) in the tunnel.

Note. The TFPC Inner Suburban Unrestricted Competency is not required for TFPCs to manage worksite protection in the Metro Tunnel.

Metro Tunnel Hazards

The following general rail safety hazards are present in the Metro Tunnel.

Hazard	Description
No Position of Safety	For the purposes of track access for maintenance use, there is no easily reachable position of safety within the tunnel track section. Existing track protection methods which rely on adequate access to a position of safety cannot be used within the Metro Tunnel. Note. Cross passages cannot be accessed if either of the tunnel lines are live.
No Line of Sight	There is no consistent line of sight in the tunnel due to the curves and changes in grade, therefore track protection controls which rely on adequate sighting distance cannot be used within the Metro Tunnel.
Bi-directional Movement Authorities	Communications Based Train Control (CBTC) allows for bi-directional movement authorities. As such, any track protection methodologies used must prevent trains in both the east and west direction on a single line.

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Other hazards that are present in the Metro Tunnel include:

Hazard	Description
Rigid Overhead Conductor Bar	The Rigid Overhead Conductor Bar (ROCB) and associated electrical assets, has a 1.5 metre Safe Approach Distance (SAD) exclusion zone that RSWs must not breach unless the overhead section is isolated and under access authority or a High Voltage (HV) Authorised Personnel is onsite to direct non-authorised HV personnel.
Radio Frequencies	The Trackside Radio Assembly (TRA) antenna emits radio frequencies that can be harmful to a person. Where Rail Safety Workers (RSW)s are working within 20cm of Trackside Radio Assembly antennas they are required to be isolated. The Distributed Antenna System components may also emit radio frequencies that could be harmful to RSWs working on the system, therefore equipment must be isolated before RSWs work on these components.



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People/Plant Interface

Due to the limited space within the Metro Tunnel, the potential for interactions between people and plant needs to be planned and assessed to minimise the risk.

When Rail Road Vehicles (RRV)s need to travel in the Metro Tunnel, the maximum speed as per the 1994 Book of Rules & Operating Procedure is 10kmh. If a RRV needs to travel past a work group, the RRV must come to a stop, make positive contact with the TFPC/WGS. Only move once the TFPC/WGS confirms all RSWs are clear of the path of the RRV then travel past the work group at a speed of no greater than 5kmh.

Refer to the Metro Tunnel Track Access Procedure for more information.

Access Processes and Track Protection in the Metro Tunnel

From **November 3, 2025**:

- All tunnel and station access is managed under MTM's SMS and approvals are under MTM authority
- Per the criteria set out in A14793, MTM requires Works Owners to obtain a Station Tunnel Access Request (STAR) ticket
- Under MTM's SMS, Works Owners are required to obtain the necessary approvals from relevant MTM departments—such as Engineering Change (EC), Works Authorisation Form (WAF), Fire Isolation, and HV/LV approvals—depending on the nature of the works.
- Works Owners are responsible for arranging any required resources for their specific activities (such as TFPCs, MTM Critical Resources)
- Works Owners must consult with their respective MTM Responsible Person (as defined in A2020).

There are only three types of track protection that can be used within the Metro Tunnel, these are:

- Absolute Occupation
- Book Out of Track
- Staff Protection Zone

Further information on the process for the use of the Staff Protection Zones can be found in Section 8.1 of the [Metro Tunnel Track Access Procedure \(A11393\)](#).

Track Safety SharePoint

The Metro Track Safety SharePoint site will be updated with useful information to assist RSWs accessing and working in the Metro Tunnel. The site can be accessed by clicking the link below.

[Metro Track Safety - Home](#)

Emergency and Security Management:

- All emergency response, alarm management, and security oversight now fall under Metrol.
- Contractors and MTM personnel must follow Metrol instructions during incidents.



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Action Required

- Ensure all MTM personnel and third-party contractors undertaking works within above locations adhere to the requirements and changes per this bulletin.
- Circulate and brief this to relevant staff and stakeholders as per distribution table.

Authorised by

Mike Moyes

Director – Metro Tunnel Transition



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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☒	MTM	Entire MTM Network
☐	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☐	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☐	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☐	PRJ	Projects
☐	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed): Information and Operational Technology (OCMS)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☐	Infrastructure
☐	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☒	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☒	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):