S2B – JHLORJV
POSSESSION MANAGEMENT PLAN

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Business

This manual supports all SMLPA work as described in the Sydney Metro Rail Operating Procedure (SM-18-00058353)- Sydney Metro Rail Operating Conditions Standard (SM-18-00058177)

Contents

1. Definitions/References

Definitions	
ARTC	Australian Rail Track Corporation
Construction Site	A site under construction without potential for any rail traffic movements.
CJCT	Customer Journey Coordinator - Trains
CPO	Combined Worksite Protection Officer
DTT	Dynamic Train Testing
JHLORJV	John Holland Laing O'Rourke Joint Venture
MTR	Mass Transit Railway
MTS	Metro Trains Sydney is Rolling Stock Operator (RSO) for the Metropolis Trains during Dynamic Train Testing.
ONRSR	Office of the National Rail Safety Regulator
Another RTO rail site	A rail site managed and controlled by another accredited RTO where the Safety Management System of the other RTO applies. E.g. ARTC
PC	Principal Contractor
PCM	Possession Coordination Meeting
UTO	Unattended Train Operation
PPM	Pre-Possession Meeting
PO	Protection Officer
PPO	Possession Protection Officer
PPO Assist	Possession Protection Officer Assist
SM	Sydney Metro- Rail Infrastructure Manager SWC
Safe Notice	A SM Authorised notice is distributed to provide additional guidance and information beyond what is outlined in the SM Network Rules and Network Procedures. A Safe Notice serves as an important supplement, offering specific advice, updates, or clarifications to ensure the continued safety and Safety and efficiency of Train operations within the TTZ. It is distributed to all relevant personnel to enhance understanding and compliance with established safety protocols.
IBA	Infrastructure Booking Authority
Rail Site	A construction site that includes rail infrastructure, associated railway track structures or where work that involves carrying out railway operations is being conducted.
RIM	Rail Infrastructure Manager
RSO	Rolling Stock Operator
WCR	Works coordination Register

WAR	Worksite Access Request
S2B	**S2B - Sydenham to Bankstown.** (Also referred to the John Holland and Laing O'Rourke joint venture for Southwest Metro Network
Train Testing Zone (TTZ)	A portion of the network that has been approved by SM specifically for the dynamic testing of passenger trains. All work activities not associated with train testing are prohibited in the Train Testing Zone.
TO	Traffic Officer
SMLPA	Sydney Metro Local Possession Authority
Procedures	- Sydney Metro Minimum Rolling Stock Requirements (SM-24-00230239) - Sydney Metro Rolling Stock Acceptance Procedure (SM-20-00046300) - Sydney Metro Rail Operating Conditions Standard (SM-18-00058177) - Sydney Metro Rail Operating Procedure (SM-18-00058353) - SM, Rail Safeworking Procedure, introducing a Train Testing Zone (TTZ) Southwest Corridor for Train Testing and Commissioning Activities Sydenham including SMTF-S to Bankstown) - SM, Rail Safeworking Procedure, Transfer of Test Trains (Sydenham SMTF-S to SW SMLPA Corridor - Marrickville)
Appendices	S2B-JHLORJV -Worksite Access Request Form S2B-JHLORJV- Worksite Coordination Register S2B-JHLORJV-Infrastructure Handover and Certification form S2B-JHLORJV-Worksite Protection Plan

2. Purpose and Application

The commencement of track works necessitates the development of project-specific rail safe working arrangements to manage the risks to safety which arise during railway infrastructure construction and testing. This manual outlines the application process to access a SMLPA rail site where Sydney Metro are the Rail Infrastructure Manager (RIM) for the infrastructure and S2B-JHLORJV are the Principal Contractor (PC).

3. Definition of a Rail Corridor

. From fence-line to fence-line, or if there are no fences, everywhere within 15 metres of the outer rails.

4. SMLPA Rail Corridor Locations

SMLPA Rail Corridor locations include:

- Both tracks from the Sydenham Stop Blocks stops on the up & down Metro Lines countryside of Sydenham 5+443km (Approx) to Bankstown buffer stops at 18+632km.
- All other roads where S2B-JHLORJV are the appointed Principal Contractor (PC), and Sydney Metro are the accredited RIM for the rail infrastructure.
- All work to be carried out in these locations must be planned and delivered in accordance with the requirements of this manual and the Sydney Metro Rail Operating Procedure (SM-18-00058353) and Sydney Metro Rail Operating Conditions Standard (SM-18-00058177).
- Train Testing within the SMLPA must be carried out in accordance with the SM, Rail Safeworking Procedure, introducing a Train Testing Zone (TTZ) Southwest Corridor for Train Testing and Commissioning Activities Sydenham including SMTF-S to Bankstown)

- SM, Rail Safeworking Procedure, Transfer of Test Trains (Sydenham SMTF-S to SW Corridor - Marrickville)

5. Key Roles and Accountabilities

- Sydney Metro Authority (SMA) - Rail Infrastructure Manager (RIM) for the Southwest Corridor
- Sydney Metro Authority (SMA)- PC and delegated RSOs (JHLORJV, Martinus, UGL,etc)
- Metro Trains Sydney (MTS) – Rail Infrastructure Manager (RIM) for Sydney Metro Northwest and city (M1 line). Rolling Stock Operator (RSO) for the Metropolis Trains during Dynamic Train Testing within the TTZ.
- S2B-JHLORJV Possession Protection Officer (PPO) – Overall manager of rail safety for a SMLPA/Rail Corridor.

- Protection Officer (PO) – manages the rail safety at an individual worksite.
- Combined Worksite PO (CPO) – A PO maybe designated a Combined Worksite Protection Officer where a large, congested worksite exists. The congested worksite will be split into several separate worksites with an individual PO allocated to each worksite forming a Combined Worksite. The Combined Worksite PO will be responsible for the protection of the combined worksite and individual POs will be responsible for their own worksite within the combined worksite.

- Possession Manager/Planner – receives all requests for work, puts into Possession Scope and Resource Sheet, identifies conflicts, reviews Safeworking arrangements with PPO or suitably qualified Safeworking delegate, assigns Job Number

- Project/Area Manager/s – manages the delivery of the work in accordance with rail safety processes.

- S2B-JHLORJV Rail Safety Manager – Verifies implementation of this manual through inspections and audits.

- MTR Rail Operations Manager – The Rail Operations Manager plans Train Testing Zones (TTZ), Draft Safe Notices, identifies, and addresses any issues that may arise during the train testing and commissioning process.

- MTR Train Coordinator - The Train Coordinator seeks implementation of a Trains Testing Zone (TTZ) from the S2B Possession Protection Officer.

- MTR Rail safety Manager - The MTR Rail Safety Manager is responsible for ensuring that all work for TTZ is carried out safely and in compliance with relevant regulations and guidelines. They must identify potential hazards, implement appropriate safety measures, and ensure that all staff are trained and competent to carry out the work safely.

6. Possession Details

S2B SMLPA possession weeks will have a unique number which will include the week number and the year, e.g. week no. **S2B162024** will refer to the S2B Sydney Metro Possession, week number in the financial year and current year.

Example:

S2B162024

Business

S2B	16	2024
S2B = JHLORJV	Financial Year Week Number	Year

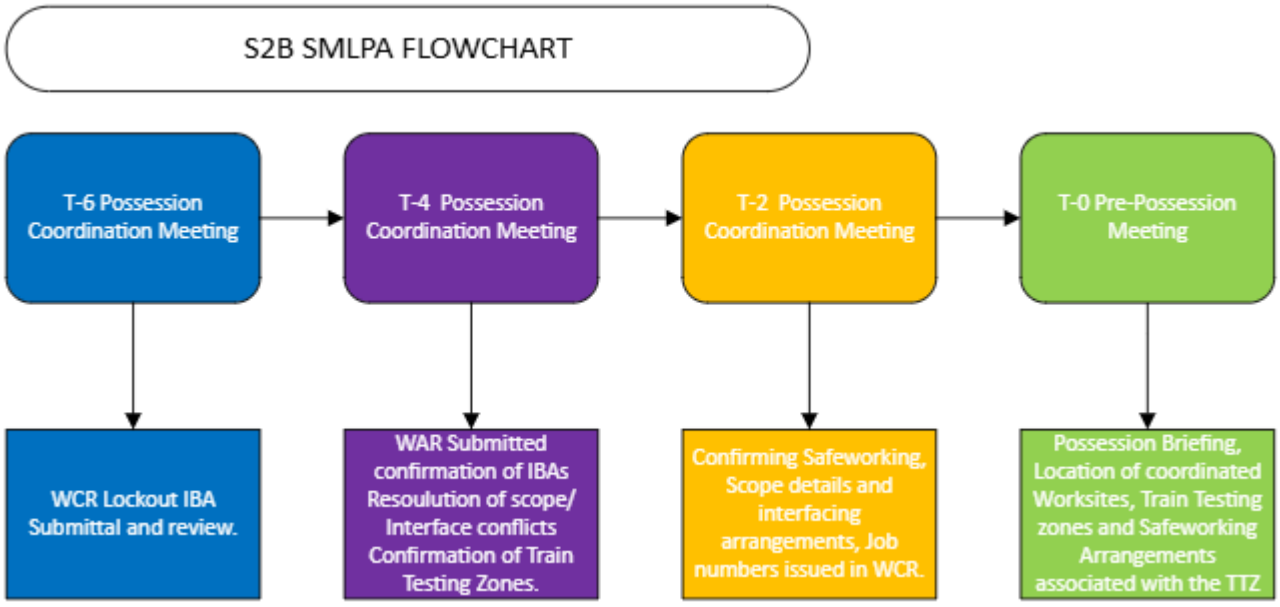
7. Application to Access a Worksite within a SMLPA

A S2B Worksite Access Request Form must be completed and forwarded to the Possessions Logistics email possessionlogistics@jhlorjv.com.au no later than 4 -weeks prior to planned works.

Request Form to include the following details:

- Requestors name, company working for and contact details.
- Details of intended works (including date/s and time/s)
- If any other Network is affected
- If works are to be undertaken during TTZ periods
- If any works are within the TTZ or have the potential to impact DTT
- If any infrastructure booking/recertification is required
- If works are to be undertaken under LIVE OHW
- Access point(s)
- Approximate crew size
- And expected Rolling stock/Plant to be used.
- If any specific exclusion zones that may be required which may block track access
- If any electrical isolations are required
- Site Supervisor/s name and contact number

All requests will be collated and reviewed to identify any obvious conflicts to be discussed at a Weekly Possession Coordination Meeting (PCM) ***Below Attached is S2B SMLPA T- Flow chart***



All approved applications will obtain a job no. which will need to be provided to the Worksite Protection Officer before accessing the track.

7.1 Complete a Worksite Access Request (WAR)

Accountability: Scope Owner

When access is required to work in S2B/SMLPA Possession Worksite Access Request (WAR) form must be completed 4 weeks prior to planned access to possession.
WCR will be locked out 6 weeks prior to access. The Scope Owner is to submit the completed WAR form to the S2B Team at: Possessionlogistics@jhlorjv.com.au

7.2 Assess a Worksite Access Request (WAR)

Accountability:S2B Possession Manager,S2B Senior Rail Safety Advisor and S2B Rail Safety Manager

When a completed WAR form has been submitted it will be reviewed by the Possessions manager/Delegate.

If the WAR is incomplete or not correctly completed it will be sent back to the WAR requestor for clarification. If the WAR is rejected, the WAR must be returned to the Works Owner with the reason for the rejection.

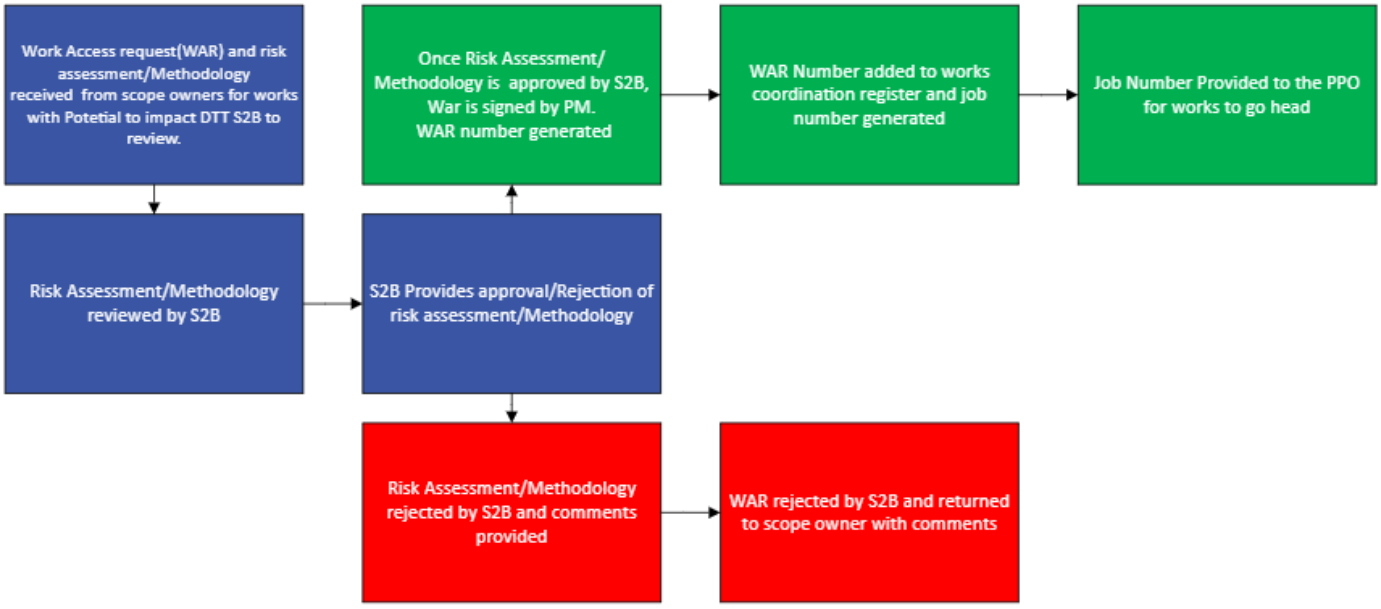
If the WAR is approved, the WAR must be signed, and a job number allocated as per the numbering system detailed in the S2B Possession Planning Manual.

The Possession Manager/ Coordinator is to return the approved WAR with allocated job number to the Works Owner and/or the person requesting access.

7.3 Assess a worksite Access Request – For works that may have the potential to impact Dynamic Train Testing or Rail Corridor.

Accountability: S2B Possession Manager,S2B Rail Safety Manager/Delegate

Please Refer to the below Flowchart.



7.4 IBA Requirements

Accountability: Scope Owner, Protection Officer, Possession Protection Officer.

All IBA forms should be completed and submitted as per S2B Infrastructure booking authority procedure (SMCSWSSJ-JHL-WSS-PC-PRO-000001)

All Infrastructure Affected should be added to IBA form and submitted with the Worksite Access Request (WAR) 6-weeks prior to planned scope for assessment and sent to Possessionlogistics@jhlorjv.com.au

On the completion of scope, the completed IBA should be signed off and certified by authorised persons and sent to possessions@jhlorjv.com.au

7.5 Certification Forms

Accountability: Infrastructure and Track Certifiers, Protection Officer, Possession Protection Officer

On completion of scope Certification paperwork (SMCSWSSJ-JHL-WSS-PC-COR-000001) should be completed by qualified workers and submitted by the protection officer to the PPO on a day-to-day basis.

Forms must be completed for every job number in the possession scope and given to the Possession Protection Officer as soon as possible after completion of work and before leaving the possession area.

For larger projects requiring certification by different disciplines, it is the responsibility of the Project owner to identify these requirements in advance (civil, track, electrical, signal etc.) and documents this to the final shift supervisor.

Certification Paperwork should be sent to Possessions@jhlorjv.com.au for the PPO to confirm track is Fit for use with no new restrictions.

Example of Certification forms Appendix C.

7.6 Worksite Protection Plan

All Safeworking correspondence must be documented on S2B Worksite Protection plan (SMCSWSSJ-JHL-WSS-PC-PLN-000126) Failure to do so will result in a breach of the Sydney Metro Rail Operating Conditions Procedure (SM-18-00058353).

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Example of Worksite Protection Plan Form Appendix D.

8. Weekly Possession Coordination Meeting (PCM/PPM)

The Weekly Possession Coordination Meeting (PCM) is to be held weekly and will be chaired by the S2B Possession Manager or delegate. Pre-Possession Meetings (PPM) will be held every Wednesday the week of access also chaired by Possession Manger or delegate.

The PCM is used to confirm request details, analyse, and coordinate all proposed works in the possession, to resolve conflicting requirements where possible, and to identify risks and controls for the safe delivery of works. All worksite locations and expected rolling stock activities (including train testing) are to be documented.

The meeting agenda will cover works 6 weeks out up to and including works to commence the week following the PCM. The PCM is primarily focused on all safe working requirements of the Possession.

Once the PCM is undertaken and all parties involved have coordinated the planning process and have confirmed all arrangements with the works and rolling stock movements the S2B Possessions Manager will collate the details into the S2B SMLPA WCR Sheet and distribute this with a marked-up track diagram by email on the Wednesday prior to the start of possession at the scheduled PPM.

All Scope and Safeworking delegates/Job Owners, PPO, CPO and POs are required to attend the weekly PPM, Attendance is Mandatory. In the event of absence from an allocated PO they are to be briefed by the PPO at the PPO office or a Delegate (Authorised Person) that has been briefed into the possession may brief safe working staff on the weekly arrangements.

Information captured in the S2B SMLPA WCR sheet will include:

- Possession Number and dates
- Job Number for worksite
- Worksite location, including track (Up or Down)
- Details of planned scopes of works
- List of Worksite Supervisors and POs names and phone numbers
- List of expected rolling stock movements planned and details of access to track locations.
- Any other special arrangements, such as electrical isolations.

Refer to Appendix B

Work request clashes will be identified and resolved wherever possible at the PCM. Where a clash is unable to be resolved between the scope representatives at the PCM it must be escalated immediately to the Senior Project Managers (both IG and PC) from the projects in conflict.

A resolution must be communicated by the Senior Project Manager or delegate, back to the Possession Manager a minimum 14 days prior to the expected date works commencing.

If a resolution is not forthcoming, the affected work scopes will not be permitted to proceed.

8.1 Urgent Work Request

“Urgent Work” is defined as any work that is not submitted within the 6-week planning timeframe, and if not included in the Possession will result in significant safety, time, or cost outcomes. All “Urgent Work” must be endorsed by the relevant SM Delivery Director.

A work request made after the PCM will not be considered unless it is designated ‘Urgent Work’.

The request to carry out urgent work is assessed by the Possession Manager/Planner to assess the potential impact to other approved scopes of work. This may be significant and may require the affected Area/Project Managers to agree priorities between the conflicting scopes.

Urgent work must still be submitted via the S2B Worksite Access Request Form with the agreed changes reflected in the S2B SMLPA WCR which will redistributed to all affected personnel.

8.2 Late Scope Request Process

If a New Scope is requested after the T- 6 PCM has been held, the Project Owner/Manager must contact the Possession Manager/Planner. The Possession Manager/Planner will review the late scope request and assess:

a) If any risk mitigation controls are required for the late scope work to proceed.

b) Discuss and agree the additional risk mitigating controls with the person sending the request

c) The impact of the late scope work on all other planned work.

d) The impact of facilitating the inclusion of the late scope into the possession

Note:

If the Possession Manager/Planners assessment concludes that the Late Scope cannot be included into the possession and is rejected, The Possession Manager/Planner will forward an email with the impact and reasons for the exclusion to the Requestor and return the Worksite Access Request Form with a rejection and details for the rejection. If the Requestor requires this work to proceed as Urgent Works, the request must be endorsed by the respective Area/Project Manager/s. (refer to Urgent Work Request).

NOTE: Dynamic train testing worksites, known as a Train Testing Zones (TTZ), will be a total exclusion zone for other workers. (See section 12 Train Testing Zones).

8.3 Unsafe Event Work Access

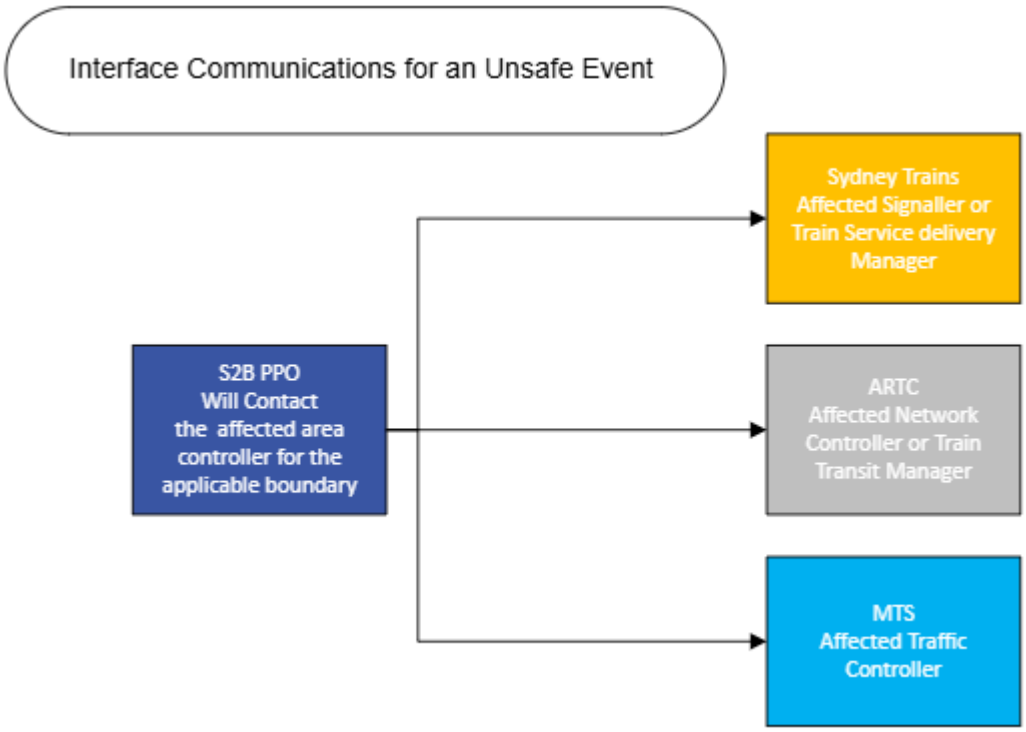
Work Access that arises from an unsafe event into the S2B SMLPA access will be granted and Managed by the PPO or delegate.

All unsafe event works are to adhere to SMLPA Network rules and procedures as stated in Sydney Metro Rail Operating Procedure (SM-18-00058353) - Sydney Metro Rail Operating Conditions Standard (SM-18-00058177)

Workers should have clearly defined roles and responsibilities for staff required to access the rail corridor. Unsafe event working procedures should also address the availability of staff, paying particular attention to fatigue, and a person's suitability for deployment to an unsafe work situation. And for those in charge of overall site safety, and ensure the correct personal protective equipment is used. All the necessary lines of communication should be open and working. Everyone involved must be aware of the working environment and any changes that may take place.

If an unsafe event occurs/ or has the potential to occur where Sydney Trains, MTS, or ARTC assets, infrastructure, or pedestrians create a potential hazard by encroaching into the SMLPA within the SM RIM boundary, immediate action must be taken. The Possession Protection Officer (PPO) must be contacted as soon as the situation is identified to assess the risk and determine the appropriate response. If necessary, the PPO may direct all works, including train movements during DTT, to stop to prevent further hazards. Access to the affected area must not be attempted without authorisation from the PPO.

Roles Reversed if any assets, plant or any infrastructure have fouled Sydney Trains or ARTC RIM boundary Communications should be as per chart below.



In the case of an unsafe event that may have the potential impact DTT the PPO will coordinate with the Train coordinator to apply the relevant actions as per the TTZ procedure (SMCSW-RS-PR-60022) and all required actions and closeouts are to be recorded in the PPO diary. Any Unsafe events that would require recertification of infrastructure, the PPO and Train Coordinator will ensure the relevant certification is signed off and IBA re-issued prior to TTZ re-commencing.

Before access is granted all workers and Safeworking staff associated with the works must be briefed by the PPO on all Safeworking Arrangements and Train Testing zones. All Safeworking documentation must be completed in full. On completion of emergency works Safeworking staff must confirm with the PPO that all workers and equipment are clear of the danger zone.

All Certification forms/IBAs associated with the works must be submitted to the PPO in person or to possessions@jhlorjv.com.au to confirm track is certified fit for use with no restrictions.

Furthermore, once Emergency scope is completed the PPO must advise the Possession Manger or Delegate on competition of scope.

9. SMLPA Possession

A construction site that includes rail infrastructure, associated railway track structures within the Black UTO fence within the Southwest corridor, where work that involves carrying out railway operations is being conducted, From Sydenham Stop Blocks to Bankstown buffer stops.

9.1 Possession Interfaces

Possession interfaces occur when a Sydney Trains, ARTC and/or an MTS LPA occur concurrently with the Sydney Metro LPA.

Areas of the alignment where this will occur are:

Business

- SM Sydenham Junction – Metro Trains Sydney (MTS)
- Bankstown to Sefton – Sydney Trains
- ARTC Config 10 Possessions

If access is required to a Sydney Trains, MTS or ARTC LPA, the scope owner must notify the Possession Planner 12 weeks out from the planned date of the LPA.
In the Event that Sydney Trains, MTS or ARTC needs to access assets within the S2B SMLPA or SM RIM boundary a WAR form must be submitted to the Possessions Manager or Delegate for review see T - minus flow chart.

9.2 Allocation of Protection Officers within an SMLPA

The primary responsibility and duty of a Protection Officer is to keep the worksite and workers safe.

The Possession Manager/Planner in collaboration with the Possession Protection Officer (PPO) will allocate an adequate number of Protection Officer based on a few factors including, but not limited to:

- the number of workers,
- scope of work,
- locations of worksites,
- size of worksite,
- types and numbers of rolling stock expected to operate within the worksite,
- potential encroachment on an operational live adjacent line.
- Number of access points into a worksite

The name and contact details of the allocated Protection Officer will be detailed on the S2B SMLPA WCR. Any changes to worksite limits will need to be communicated to the PPO and will require a risk assessment by the PO and PPO before being approved. (Refer to Appendix B – S2B SMLPA Worksite coordination register (WCR).

9.3 Protecting Worksites Within SMLPA

All rail sites must be protected to prevent the unauthorised movement of rolling stock into, out of or within the work site.

The limits of the SMLPA must be protected, and individual worksite limits must be protected to prevent rolling stock from entering areas where workers may be on track. The limits of new track construction must also be protected to prevent rolling stock from derailing.

Suitable protection methods may include Railway Track Signals, Stop blocks, temporary buffer stops, rail clamps, portable derailers, jersey kerb and water-filled barriers etc.

Individual worksites must be protected as per Sydney Metro Rail Operating Conditions Standard (SM-18-00058177) - Sydney Metro Rail Operating Procedure (SM-18-00058353)

Railway Track Signals (RTS) warn rail traffic crews at the limits of a SMLPA. 3 RTS must be placed with a red flag or red light at the entry and exit points.

Stop Blocks may be used at the limit of track construction or any other location requiring a physical barrier to prevent the movement of rolling stock. Stop blocks consist of a timber sleeper painted white and fitted with a red flag and a red light fixed to the track to prevent its movement.

NOTE: Where a physical barrier (such as a Stop Block, jersey kerb barrier or temporary buffer stop) is required at the limits of track construction, these must be installed at least 50 metres from the rail end.

When it is necessary for a track vehicle or rail-mounted plant to proceed past the barrier, it will be permissible to remove the barrier to allow movement after gaining approval from the PPO. Immediately after the track

vehicle or rail-mounted plant has proceeded past the protected location, the barrier must be re-secured to the line.

9.4 Protection Officers

Each S2B SMLPA rail site must be coordinated and managed by a Protection Officer (PO) Level 2, 3 or 4. The PO is responsible for the rail safety requirements at the work site, including managing rolling stock movements to and from and within their rail site.

A PO's primary responsibility and duty are to keep the rail site and workers safe, where the PO must:

• Complete a risk assessment in conjunction with the job Supervisor and agree on the protection arrangements to be applied.

• Ensure protection is in place before people access the danger zone.

• Make sure that the rail safety component of the work is done safely.

• Keep records about protection arrangements.

• Brief all workers about the protection arrangements before they enter the worksite.

• Check that worker's cards are current and contain the required competencies.

• Ensure that they do not undertake any other activities that interfere with their primary role to protect the worksite.

• Monitor conditions for any change, ensuring work continues to be carried out safely.

• Contact the PPO before establishing a worksite and again on completion.

• Advise the PPO of any incidents or changes to agreed arrangements.

When making a rail safety assessment, a PO, in conjunction with the Supervisor, must consider, amongst other factors, if:

• The appropriate number of qualified workers are available to protect the work.

• The requirement for an easily reached safe place for workers can be met.

• There will be rail traffic on adjacent lines.

• There will be rail traffic between or within rail sites.

• Other work on track will affect the rail sites.

• There is a safe route to and from rail sites.

• The work will intrude on level crossings.

• The line is electrified.

• Effective communication is available.

• Equipment used in work will intrude into the Danger Zone.

9.5 Safeworking Communication

Must be:

• Clear, brief and unambiguous.

• Relevant to the task at hand.

• Agreed to its meaning before being acted upon.

Safe working communication must use the following:

• 24-hour clock to give the time of day.

• Phonetic alphabet and spoken numbers to identify rail vehicles, points, signals, points position indicators and other safety-critical information.

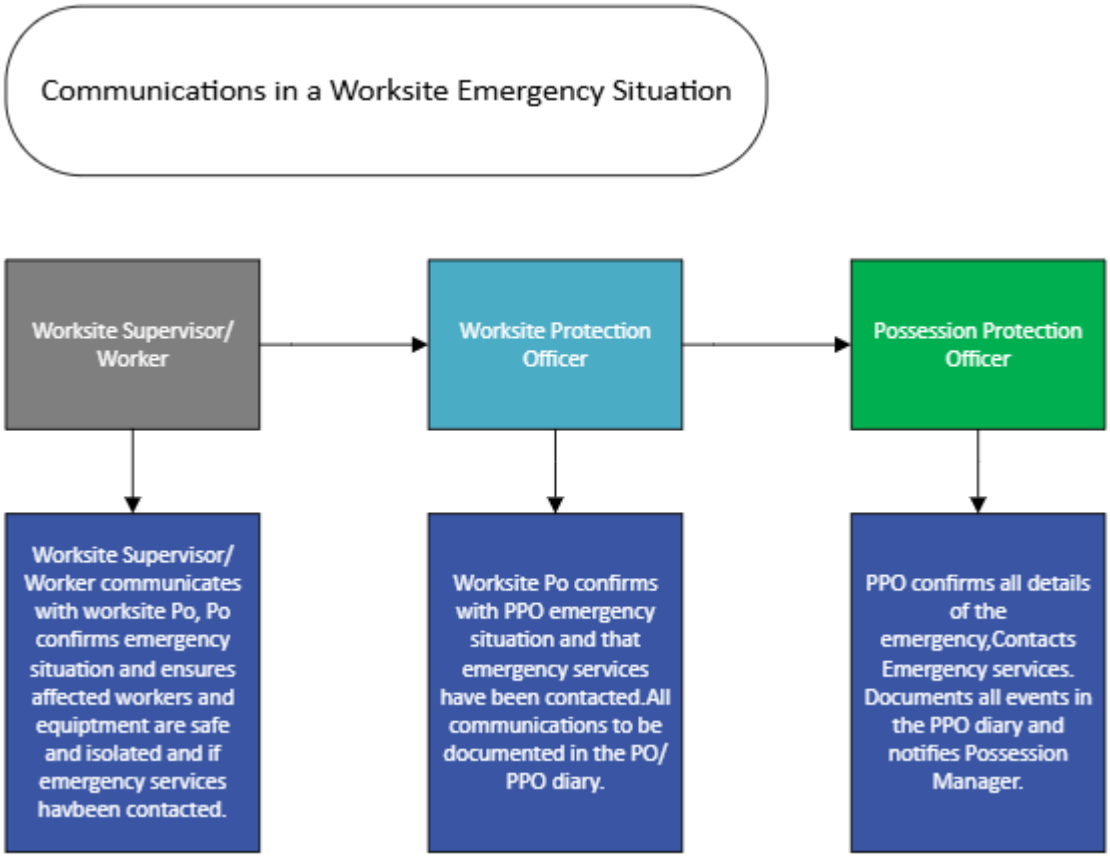
Communication equipment used for rail traffic operation or work on track must be tested and checked for its intended operation at the start of each shift.

The receiver must confirm the content of a message by repeating the message back to the sender at all times. All Communications to PPO will be via recorded phone line.

In a Worksite emergency other channel users must stop transmission immediately if an emergency message is on an open-channel radio. Emergency communications must:

- Start with the words “emergency, emergency, emergency
- Be given priority.
- Be answered immediately.
- Confirm Location

PPO must be contacted immediately once effected workers and area are secured and safe as per S2B procedure documents. Below is a worksite Emergency communications flowchart.



9.6 Construction Fencing on Station Platforms

At stations being constructed under Sydney Metro’s RIM accreditation, once the track has been laid through the platform areas, a barrier must be erected to separate the station construction site from the rail site. The barrier must prevent the potential for workers, plant and materials to enter the Danger Zone.

The minimum requirements for barriers on platforms are:

• All materials used must be non-combustible.

• Proximity to electrical infrastructure must be considered, and there must be no encroachment within the Safe Approach Distances.

• Access points must be incorporated into the rail/non-rail separation barrier to allow the controlled movement of workers from one side to the other, preferably including a swipe card reader for RIW cards.

• All barriers/fences must consider the interface with Platform Screen Door installation works.

• Height of fence to be at least 1 metre for light works and 2 metres for higher risk activities.

• Fully enclosed with mesh from the top rail to the platform (i.e. steel or scaffold mesh).

A barrier to effectively manage the falling from height risk at the platform edge may also be required. If required, this shall also comply with the above requirements.

9.7 Managing Rail traffic within the SMLPA

All construction rolling stock operating within SMLPA must comply with the requirements detailed in the below documents:

- Sydney Metro Minimum Rolling Stock Requirements (SM-24-00230239)
- Sydney Metro Rolling Stock Acceptance Procedure (SM-20-00046300)
- Sydney Metro Rail Operating Conditions Standard (SM-18-00058177)
- Sydney Metro Rail Operating Procedure (SM-18-00058353)

Supervisors, Contractors and interfaces associated with the LPA will conduct the appropriate checks on Rolling stock to comply with the above rolling stock requirements and procedures. Safe working staff will be allocated to Manage rolling stock movements associated with the SMLPA. All Movements are to be confirmed and authorised by the PPO or Delegate. All Movements are to be conducted by Qualified workers and all points are to be clipped and locked for rolling stock movements.

9.8 Managing Test Trains within the SMLPA

All test trains operating within the SMLPA must comply with the requirements detailed in the below documents:

- SM Rail Safeworking Procedure, introducing a Train Testing Zone (TTZ) Southwest Corridor for Train Testing and Commissioning Activities Sydenham including SMTF-S to Bankstown)

- SM Rail Safeworking Procedure, Transfer of Test Trains (Sydenham SMTF-S to SW Corridor - Marrickville)

10. Working around electrical infrastructure

Electrical network access requests (ENAR) Must be submitted 2 Weeks prior to planned scope through the Systems Connect Electrical Permit Request Portal in accordance with MTS (SMS) including MTS Electrical safety rules. Requests for access to this portal can be made to: elec.isolations@sclww.com.au Once reviewed and approved the ENAR requester will receive notification, and a permit will be generated for the

date requested. If the ENAR is rejected the requester will receive a notification and reason for rejection. Workers must keep themselves, tools, equipment and materials as far as possible from exposed electrical equipment and wires and never closer than 3 meters to 1500V overhead wiring without authority and any fixed scaffolding must be erected in compliance and with MTS Electrical Safety Rules and approved by HV Operations System Connect. Refer to the Table below

Voltage Nominal phase to phase AC (kV)	Ordinary Person	Instructed Person	Authorised Person
Low Voltage - above 50V AC but not exceeding 1kV	3000	1000	500
Above 1kV up to and including 11kV	3000	1200	700
Above 11kV up to and including 33kV	3000	1500	1000
Above 33kV up to and including 132kV	3000	2000	1500
DC - Nominal Voltage			
Above 120V Up to and including 1500V	3000	1000	500

Table 7 Safe approach distances - persons

Systems Connect HV Operations Office will be in contact with an approval number and a site location to receive permit. An Electrical Permit to Work will be briefed and issued by the Authorised Operator to the MTS qualified Permit Holder. The Permit Holder will sign on to the work crew. Note that the nominated permit holder must hold a valid and current role in accordance with MTS Electrical Safety Rules – Permit Holder on their MTA (RIW) Rail Industry Worker profile.

There are Codes of Practice that require specific measures to be complied with. These include safe approach distances (SADs), earth leakage protection, testing and tagging, electrical equipment elevation, and generators' use and management. These Regulations and Codes of Practice must be referred to and complied with when working in or around electrical installations on Sydney Metro rail sites.

10.1 General

Workers near exposed electrical equipment and wires must remain outside nominated Safe Approach Distances (SADs). Unless written advice is received to the contrary, workers must treat as live:

- Electrical equipment.
- Fallen electrical wires.
- Vehicles, equipment or objects within the SAD of electrical infrastructure.
- Water or fires within the SAD of electrical infrastructure

  Workers must treat objects caught in or touching overhead wiring as live. Only Electrical Representatives may remove these objects.

10.2 Electrical Infrastructure

Electrical infrastructure includes:

- High-voltage and low-voltage wires, and electrical equipment, on poles.
- 1500V DC overhead wiring and associated equipment.
- Electrical conductors carried in above-ground troughs, return bonds, or buried in the ground.
- Low-voltage electrical switch rooms.

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- Substations.

10.3 Underground services

Before the location of buried services and underground cables is known, workers must not dig, break the ground or drive anything into the ground.

Dial before you dig procedures shall be always followed.

The Detailed Site Survey (DSS) process must be followed for work in or adjacent to the Sydney trains network.

10.4 Faults in electrical infrastructure

Workers who see or suspect faults, fallen wires or fires in the electrical infrastructure must immediately tell the PO or PPO in charge of worksite protection. The PPO shall advise the Electrical Controller of the infrastructure and the Senior Project Manager.

10.5 Electrical Isolation Communications

Communications must be had between the Electrical controller and the PPO to confirm the affected infrastructure has been isolated before any works within the SMLPA is to be undertaken. Once Scope is completed and certified, all completed IBAs must be submitted to the PPO as per S2B IBA procedure. Once PPO has confirmed this, they will contact the Electrical controller to authorise Re-energisation.

11 Hot works

Hot Works in the Sydney Metro Rail Corridor

Hot work is defined as working with ignition sources near flammable materials. Welding, soldering, thermal or oxygen cutting, grinding and other related heat or spark producing operations are examples of hot work.

11.1 Hot works during the Bush Fire Danger Period

The period from 1 October to 31 March in the following year, unless extended by the Rural Fire Service Commissioner.

Any hot works during this period may require a permit to be issued from the relevant fire authority. All Contractors must discuss the requirements for a fire permit with authorised issuing Officers at Fire and Rescue NSW (FRNSW) stations or NSW Rural Fire Service (NSW RFS) fire control centers depending on which fire district the works are being conducted.

11.2 Hot works during a Total Fire Ban (TOBAN)

Gazetting of a Total Fire Ban under Section 99 of the Rural Fires Act 1997 (NSW) includes several schedules which give exemptions. Schedule 14 “Building Construction/Demolition – Urgent and Essential” and Schedule 18 “Any Other Fire Approved by NSW Rural Fire Services Commissioner” are relevant to Sydney Metro work.

Schedule 6 Services and utilities—construction, essential repairs, or maintenance

1. Fire lit, maintained, or used by, or on behalf of, a provider of a utility or transport service, in connection with the construction or the essential repair or maintenance of facilities or equipment required for the provision or continuation of the utility or transport service provided that:
    a. the fire is lit, maintained or used in a manner which will prevent the escape of the fire, and
    b. adequate firefighting equipment is provided at the site of the fire to prevent the escape or spread of the fire, and
    c. In the case of construction, the provider of the utility or transport service has:

i. if the land where the construction works is to be undertaken within a rural fire district— notified the NSW Rural Fire Service Fire Control Centre for that district, or

ii. if the land where the construction works is to be undertaken is within a fire district— notified the officer in charge of the nearest Fire and Rescue NSW fire station.

2. The provider of the utility or transport service must comply with any direction or additional condition which may be imposed by the NSW Rural Fire Service or Fire and Rescue NSW, which may include a direction that a fire is not lit.
3. In this clause:

   utility or transport service means a sewerage, drainage, water, gas, electricity, telephone service or the operation of a road or railway.

Sydney Metro Requirements

1. During a total fire ban, no hot work can be done in the open without the written approval of the Fire and Rescue NSW (FRNSW) or NSW Rural Fire Service (NSW RFS).
2. In addition, All Contractors must obtain written approval for the work from the Sydney Metro Delivery Director or delegate in accordance with the following.
   - All Contractors must provide a justification outlining the criticality of the work. On days of Catastrophic Fire Weather all hot works are suspended.
   - All Contractors must provide a risk assessment for the work identifying all relevant hazards related to the hot works, controls to mitigate the risks SFAIRP and specific control owners.
   - Sydney Metro may impose additional conditions for the hot work.
   - All Contractors issued with the written approval shall ensure that all conditions associated with the approval are complied with for the duration of the hot work.
   - A separate exemption is required for each day that a total fire ban is in place.

12. Communication of Details

A weekly email will be sent out to the project and interfacing contractors with the S2B SMLPA WCR and applicable documents attached. This will communicate at minimum the following information:

- Possession Notes,
- Sydney Metro Standards and Procedures,
- location of worksites,
- access locations,
- Safe Notices
- Approved job numbers
- Hi-rail pad access locations.

13. Train Testing Zone (TTZ)

A section within the SMLPA will be designated a 'Train Testing Zone' to conduct Dynamic Train Testing (DTT). The DTT will be conducted as per the SM Rail Safeworking Procedure – Introducing a Train Testing Zone Southwest Corridor for Low-speed Train Testing and Commissioning Activities (SMCSW-RS-PR-60022)

- Sydney Metro Rules and Procedures for SMLPA apply.
- The Train Testing Zone must be introduced prior to a test train movement commencing as per the approved Safe Notice.
- MTS Rail Safety Rules and Procedures apply for movement of Test Trains (rollingstock) within the TTZ.
- Train Testing Zone is introduced by the PPO in accordance with the TTZ Procedure and prior to commencement of train testing (see 12.1 SM Safe Notices)
- Only persons associated with the operation of a test train and workers associated with the DTT activities will be permitted into the Train Testing Zone during DTT.

13.1 SM Safe Notices

Train testing movements will be planned, scheduled, and detailed on a Safe Notices which must be submitted to the S2B Possession Manager.

Safe Notices will include information about the route, the Train Testing Zone, safe stoppage areas, on-track protection arrangements, speed limits, any potential hazards or obstacles, and the specific procedures and protocols that need to be followed during the movement. It also includes details the communications systems that are in place to manage the movement and ensure that the Test Train and potential fixed worksites do not come into conflict with each other.

NOTE: All operation of trains during dynamic train testing will be undertaken according to an SM Safe Notice.

14 Possession Reporting

Possession reporting will happen at 0800 and 1600hrs daily. Protection officers are to update PPO on scope within S2B SMLPA. S2B Possession Manager will update Sydney Metro on a similar basis.

14.2 Incident Reporting

All Incidents are to be reported to the PPO as soon as possible. PPO will Document and review these incidents. All incidents (including all damage / rectified damage) must be immediately reported to the PPO for inclusion in the Possession Report, and confirmation that all incidents have been reported to the applicable parties (Sydney Metro). It is the responsibility of the worksite to report all rail Safeworking, safety and environmental incidents (including near misses and damage caused to or impacting on infrastructure) promptly. Serious safety incidents must be reported to the Possession Manager, Project leads and Sydney Metro who will determine whether to advise the Safety & Environment on call officer based upon the

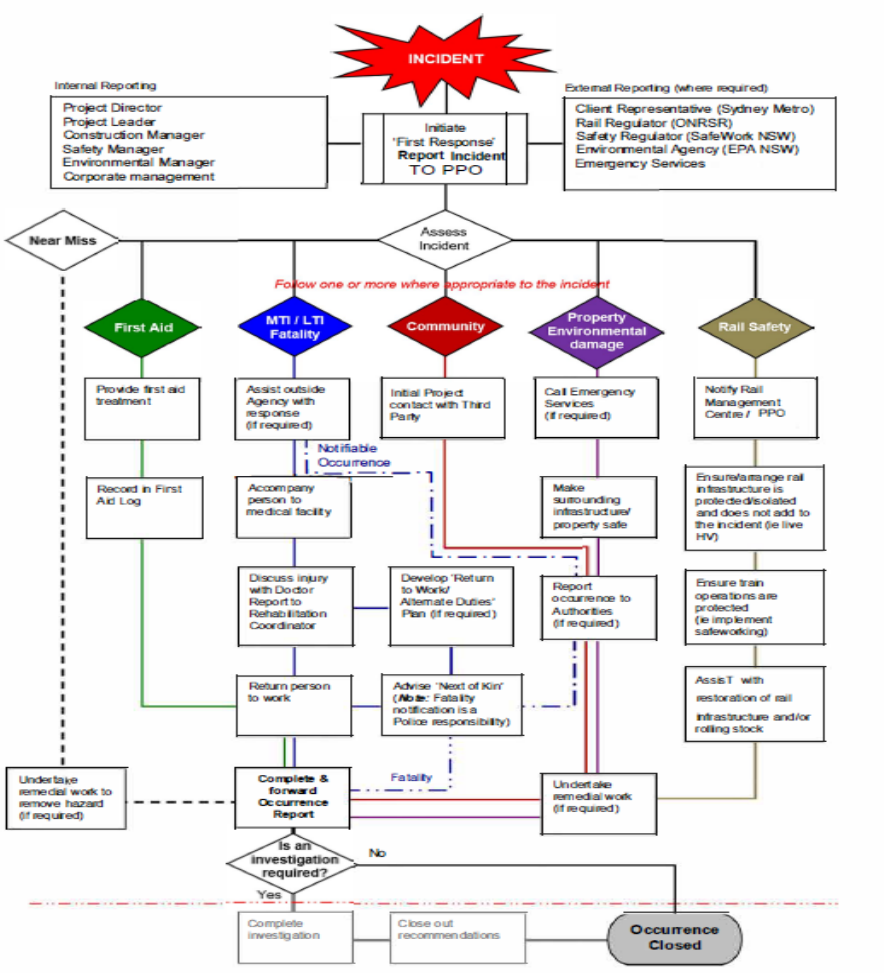
information provided by the site. The On Call officer is responsible for notifying applicable agencies about significant rail safety incidents or events.

14.3 Rail Related Incidents and Emergencies

Rail emergencies are more complex and have more serious consequences than general incidents. They require a multi-agency response and generally a designated Control Agency provides overall coordination at the emergency incident site. In most jurisdictions the emergency services perform this role. All Incidents and Emergencies will be Managed as per JHLORJV Incident Emergency and Crisis plan (SMCSWSW8-JHL-WBK-HS-PLN-000006)

On rail sites the Rail Infrastructure Manager (RIM) or delegate will undertake the role of Site Incident Manager and any responsibilities that relate to the safe management of such railway operations. This includes non-engineering possessions and engineering possessions.

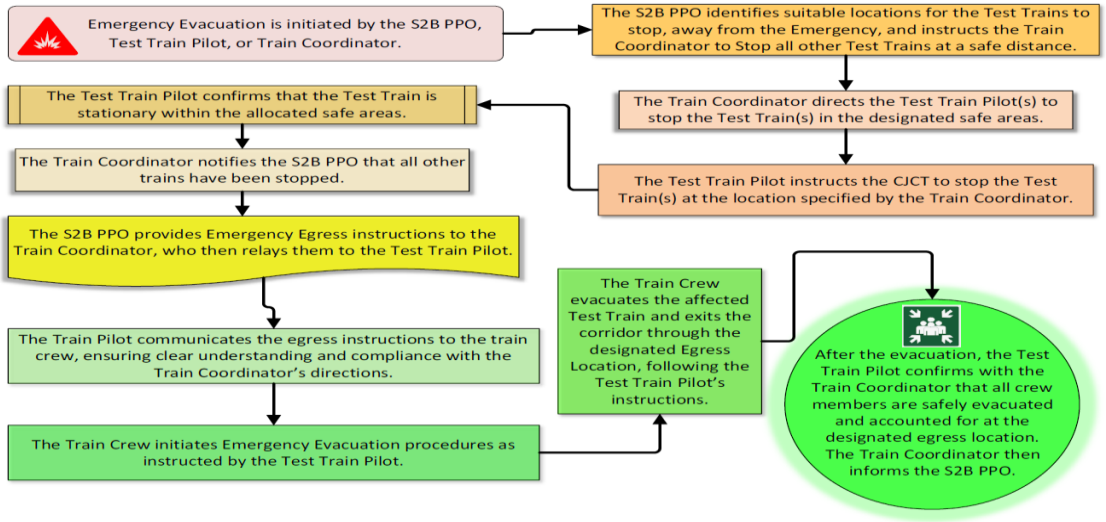
During rail engineering possessions the Possession Protection Officer (PPO) has overall responsibility in coordinating emergency response. JHLORJV will liaise with the PPO to coordinate ERT if so required. The Protection Officer (Po) or the most senior rail safety professional onsite, in conjunction with the Site Manager (ERC) will liaise with the PPO when required to assist in the coordination of ERT. Refer to Below table.



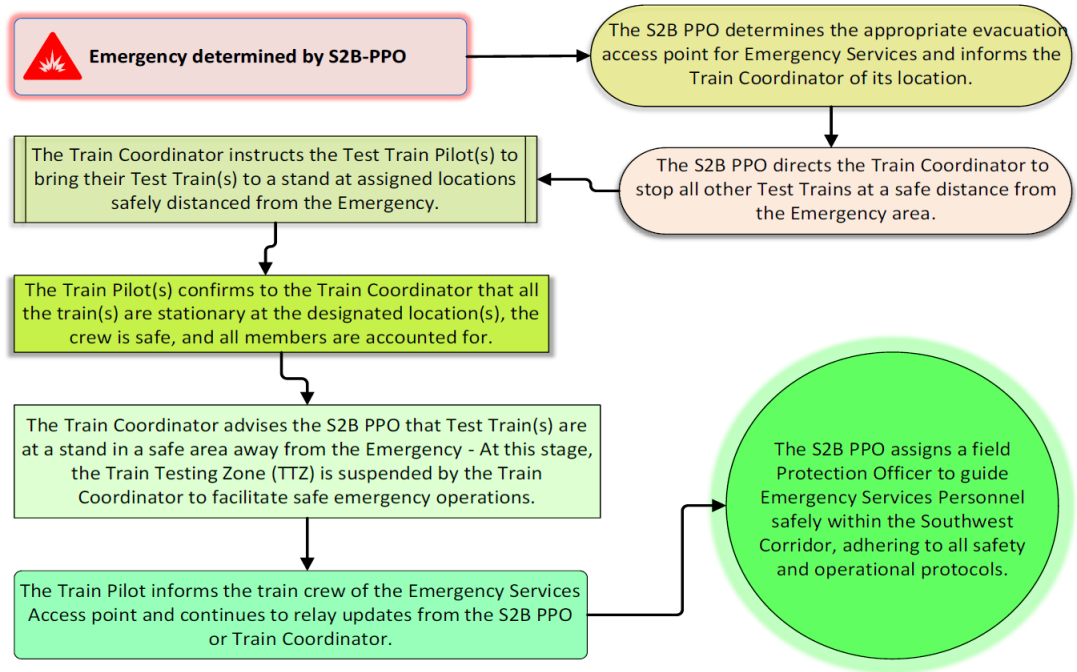
During Dynamic Train Testing the below emergency protocols apply:

Where DTT encounters an emergency situation that requires the evacuation of the workers or Emergency Services attendance, the below Dynamic Train Testing Emergency Access/Egress Protocols Tables apply.
The protocols are to be managed by the coordination of the Traffic Officer or Train Coordinator and escalated as required to the PPO.

Dynamic Train Testing Emergency Egress Protocol



Dynamic Train Testing Emergency Access Protocol for Emergency Services

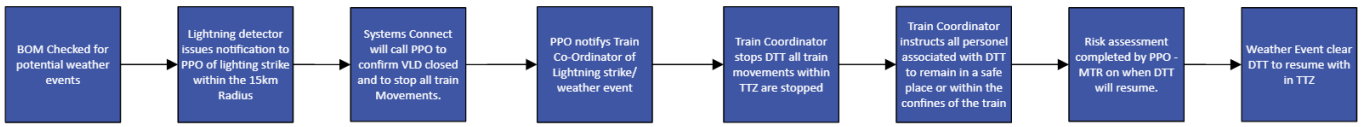


13.3 Key Contacts

Personnel	Role	Phone Number
Gavin Mccauley	S2B SMLPA Possession Manager	0413098715
Possession Protection Officer	S2B SMLPA Possession PPO	0458901670 0482472423
Gavin Castray	S2B Senior Rail Safety Advisor	0461380642
Dave Paton	HSEQ & Rail Safety Manager S2B	0438905293
Vishal Singh	Rail Safety and Systems Manager - MTS	0409840816
Ellie Boughaleb	Senior Safety Advisor SMA	0437355237
Rory Hart	Senior Safety Manager	0436521728
Zoran Sukara	Director Health & Safety SMA	0435658535
Joel Blackett	Senior Rail Safety Manager SMA	0423254593
Manny Manolis	Rail Operations Manager (MTR)	0413846970
Andrew Turner	Testing & Commissioning Manager MTR	0413139672
Sydney Trains ROC	On Call	(02) 9379 4733
Train Transit Manager ARTC	On Call	Train Transit Manager: (02) 6930 5311 Emergency: (02) 6924 9866
HV Network Controller	SCLW Electrical	0472683650
MTS Manager Network Controller (OCC)	On Call	98544888
MTS PPO	On Call	9854 4552

13.3 Weather Notification/Events

In the event of Adverse weather, the below flowchart should be followed.



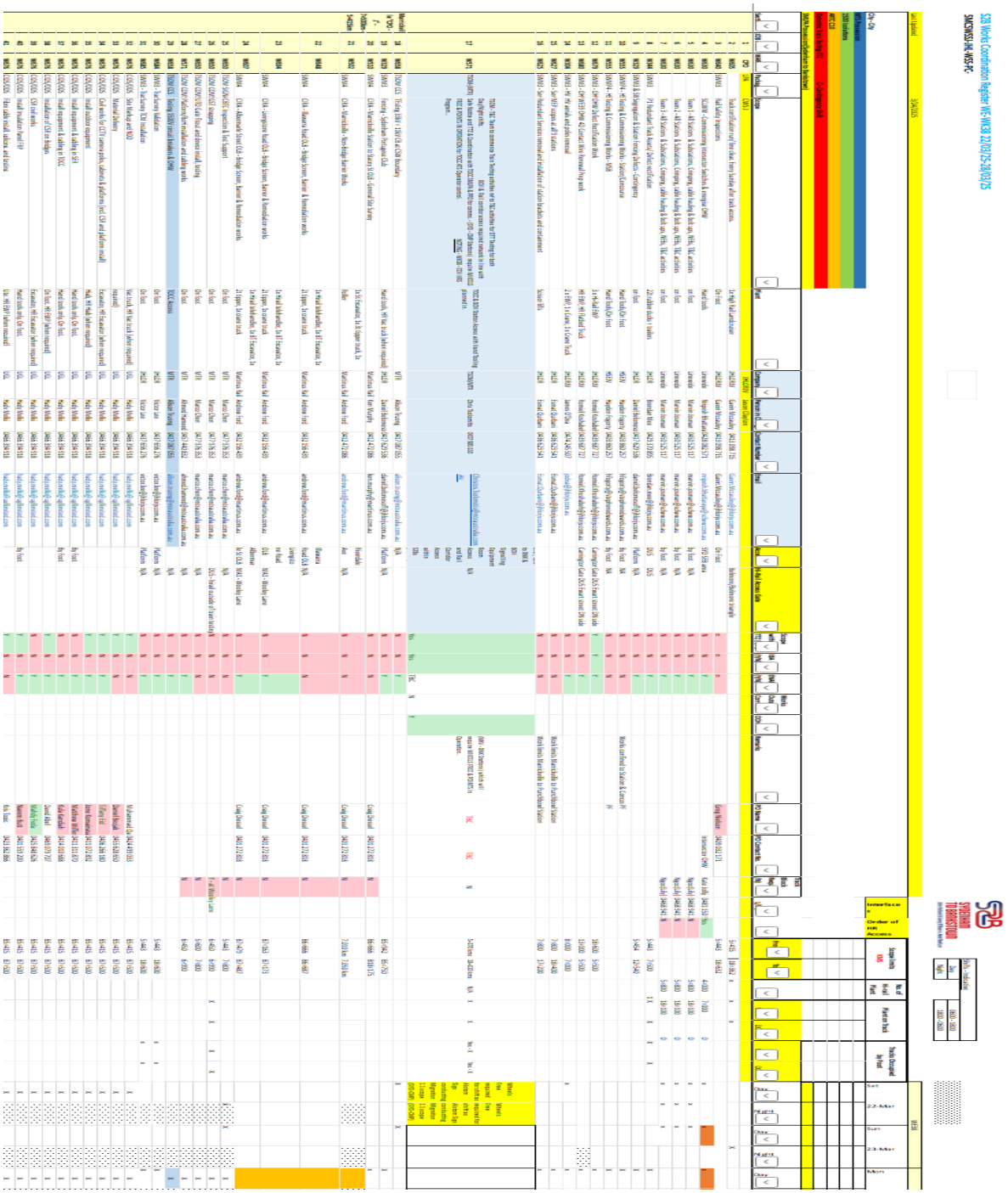
Appendix A S2B Worksite Access Request Form

Worksite Access Request Form

Requests must be submitted to the following email address Possessionlogistics@jhlorjv.com.au			
REQUESTOR DETAILS			
Name of Person Requesting Access		**Company**	
Contact Email		**Contact Number**	
DETAILS OF INTENDED WORKS			
Date of Intended works		**Working Hours**	
Start Date	**End Date**	**Daily Start Time**	**Daily Finish Time**
Shift Type	☐ Day Shift Only	☐ Night Shift Only	☐ Continuous
Other Networks Affected *(if applicable)*			
Is the scope to be undertaken during project TTZ periods?	☐ Yes* ☐ No	**If Yes** – What are the proposed controls?	
Does the scope have the potential to impact the TTZ?	☐ Yes* ☐ No	**If yes –** are Detailed risk assessments, methodologies, ENAR and Approved SWMS attached? Is ENAR Required? If yes it must be submitted with this WAR.	
Any Infrastructure Booking/ Recertification Required *(Track, OHW, HV Systems, Clearance & Temp Works)*	☐ Yes* ☐ No *(If in Doubt – Note Yes)*	**If Yes** – What are the proposed works and What is the handback certification method	
Are works to be undertaken under LIVE OHW?	**☐ Yes* ☐ No *(If in Doubt – Note Yes)***	**If Yes – Project Manager Sign Off is Required in: Section 2 - Approvals**	
LOCATION OF WORKS			
Track/s Affected		**To**	**From**
Approximate Worksite Kilometres			
Proposed Starting / Access Location			
SCOPE OF WORKS			
Brief Description of Works		**Approx. crew size**	**Plant Machinery/Rolling stock to be used.** *(On track and off-track plant)*
Any exclusion zones required? *(Provide details of location, track and expected times of exclusion zone)*			
Any electrical isolations required? *(Provide details of location, track and expected times of isolations)*			
Supervisor Name / Shift 1		**Contact Number**	
Supervisor Name / Shift 2		**Contact Number**	
Supervisor Name / Shift 3		**Contact Number**	

Supervisor Name / Shift 4		**Contact Number**	
Supervisor Name / Shift 5		**Contact Number**	
End of Access Responsible Person *(This person will be responsible to confirm that works are completed, plant and equipment is clear and the conditions of this access request have been met)*		**Contact Number**	
SECTION 2 - APPROVALS			
WORK UNDER LIVE OVERHEAD WIRE APPROVAL			
Approved or rejected		**Date**	
Rejection Comments *(If applicable)*			
Project Manager Name		**Project Manager Signature**	
OFFICE USE ONLY S2B			
Approved or rejected		**Date**	
Rejection Comments *(If applicable)*			
Approved by: *(Print Name and Sign)*		**Allocated Job Number**	
		WAR Number	

Appendix B S2B Worksite Coordination Register



Appendix C S2B Infrastructure Handover and Certification Form

Business

SYDENHAM TO BANKSTOWN

Infrastructure Handover and Certification Form

Job Number

Certification Valid Date: / / Time: : AM /

I certify that the scope of works described below is finished for the day.
All workers, plant and equipment are clear, and infrastructure is fit.

Speed Restriction (if applicable)

Worksite Description	Km's From	Km's To	Track(s)	Nearest Station	Production	Units	Scope Complete (Y / N)
						kph	

2. Worksite Certification - Certification required by final shift supervisor prior to handback at end of possession to confirm required certification was completed by competent staff.

I certify that the scope of work described below and / or infrastructure and / or access route affected by the works has been certified in accordance with the relevant standards, practices and procedures by accredited personnel listed below and is fit for rail traffic. All materials and equipment have been cleared from structure gauge. Outstanding damage / associated rectification required and where applicable any outstanding certification and responsibility is identified below.

Certification Personal to complete

Infrastructure / Safety / Safeworking cert	Required Y / N	Completed Y / N	Certifying Person (Name)	Contact No	Certifying Qualification	Signature	Time/Date	Outstanding Issues including: Responsibility (Name & Contact) for outstanding certification (where applicable)
1-Protection Officer								
2-Track								
3-Electrical								
4-Signals								
5-Civil								
6-Systems								
7-Stations								
8- Train Testing Zone								

Booked Out - Will any Civil, Electrical or Signalling equipment remain Booked Out of use? YES* ____ NO* ____ IBA ____ *Provide Details Below

Equipment remaining booked out:

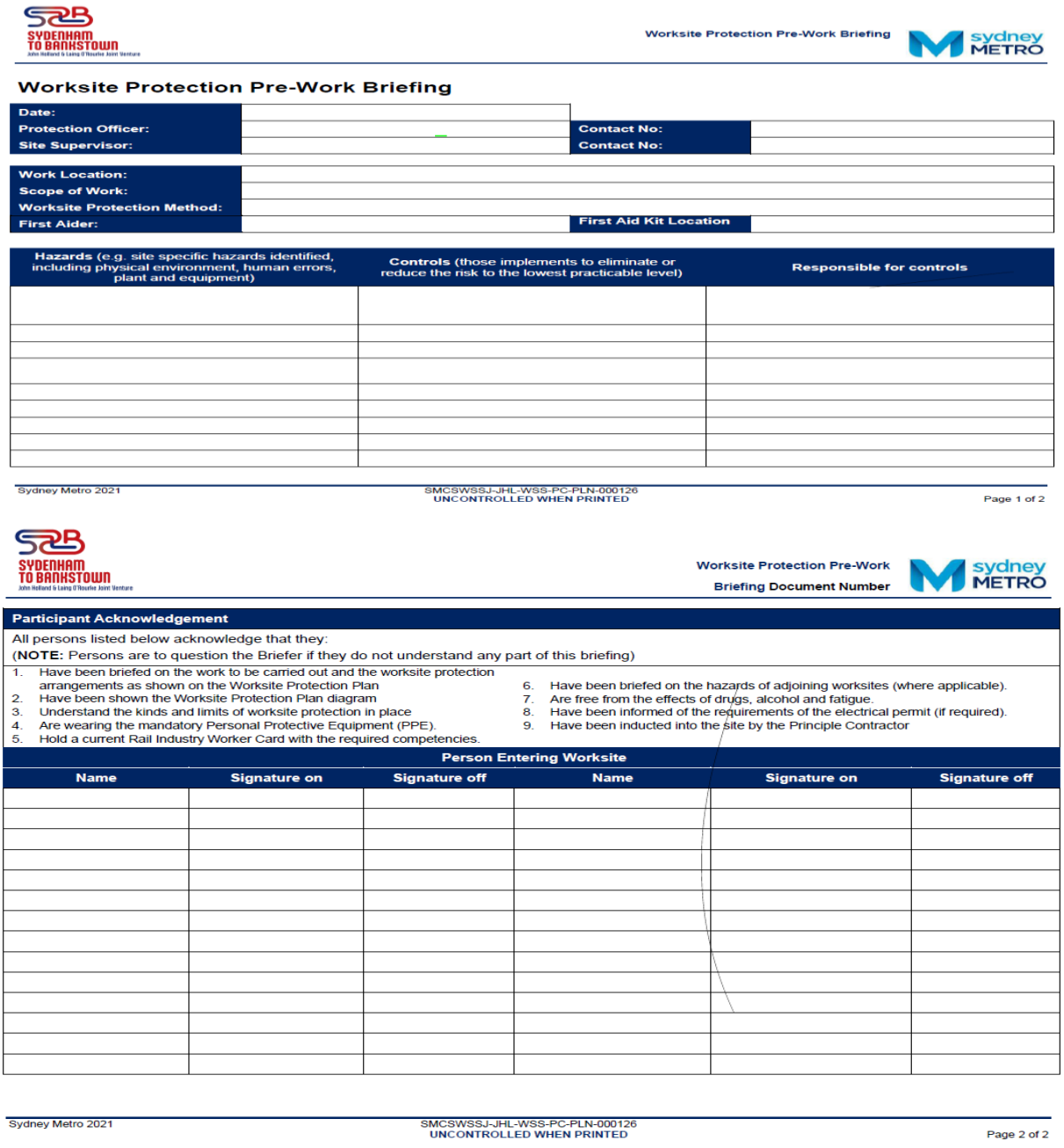
Residual Risk – Does the Maintainer need to be informed of Residual Risk or defects? (eg untested welds) YES* ____ NO* ____ * Provide Details Below

List temporary works installed or conditions that may affect the reliability, safety or operation of the system (eg Speed Restriction, Temporary Bonds):

Worksite Supervisor/Controller	Signed	Contact No	Division / Company	Time	Date	Comments

SMCSWSSJ-JHL-WSS-PC-CQR-000001

Appendix D S2B Worksite Protection Plan



SYDENHAM TO BANKSTOWN
John Holland is Laing O'Rourke Joint Venture

Worksite Protection Pre-Work Briefing

sydney METRO

Worksite Protection Pre-Work Briefing

Date:			
Protection Officer:		**Contact No:**	
Site Supervisor:		**Contact No:**	
Work Location:			
Scope of Work:			
Worksite Protection Method:			
First Aider:		**First Aid Kit Location**	

Hazards (e.g. site specific hazards identified, including physical environment, human errors, plant and equipment)	**Controls** (those implements to eliminate or reduce the risk to the lowest practicable level)	**Responsible for controls**

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SYDENHAM TO BANKSTOWN
John Holland is Laing O'Rourke Joint Venture

Worksite Protection Pre-Work Briefing Document Number

sydney METRO

Participant Acknowledgement

All persons listed below acknowledge that they:

(**NOTE:** Persons are to question the Briefer if they do not understand any part of this briefing)

1. Have been briefed on the work to be carried out and the worksite protection arrangements as shown on the Worksite Protection Plan
2. Have been shown the Worksite Protection Plan diagram
3. Understand the kinds and limits of worksite protection in place
4. Are wearing the mandatory Personal Protective Equipment (PPE).
5. Hold a current Rail Industry Worker Card with the required competencies.
6. Have been briefed on the hazards of adjoining worksites (where applicable).
7. Are free from the effects of drugs, alcohol and fatigue.
8. Have been informed of the requirements of the electrical permit (if required).
9. Have been inducted into the site by the Principle Contractor

Person Entering Worksite

Name	Signature on	Signature off	Name	Signature on	Signature off

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Provide a diagram of the worksite protection arrangements including the worksite boundaries, elements of the rail infrastructure, protection arrangements, types of protection devices, location of Protection Officers and Hand signallers (if applicable), etc.

Site hand back			
Is the Danger Zone clear of all obstructions?	Yes ☐	No ☐	
Has all worksite protection been removed?	Yes ☐	No ☐	
Has rail infrastructure been inspected and certified fit for use?	Yes ☐	No ☐	
Signature:		**Time of hand back:**	

Comments:

SYDENHAM TO BANKSTOWN
John Holland & Laing O'Rourke Joint Venture

Worksite Protection Plan Template
SM-18-00086174
sydney METRO

Worksite Protection Plan

Method of Worksite Protection: LPA

Date of work:		**Worksite location:**	
Protection Officer (PO) name:		**Contact number:**	
PO Level:		**Signature:**	
Network Control Officer:			
Authority Number:		**Contact number:**	
Possession Protection Officer:		**Contact number:**	
Site Supervisor:		**Contact number:**	
STN/Notice number:			
Start time (24-hour format)		**End time:**	
Work activity:			

Business

Protection Officer Diary

Protection Officer Name:	
Protection Officer Signature:	
Date:	
Location:	

Time (24 hour format)	