



Establishing a SARC Exempt Area Procedure

SM-18-00054654

Metro Body of Knowledge (MBoK)

Applicable to:	Sydney Metro
Document Owner:	Health & Safety
System Owner:	Claire Owens
Status:	Final
Version:	4.0
Date of issue:	5 June 2023
Review date:	5 June 2025
© Sydney Metro 2023	

Name of Approver:	Zoran Sukara
Role / Title:	Acting Executive Director of Health and Safety
Date Approved:	21 April 2023

OFFICIAL

Table of contents

1.	Introduction	3
1.1.	Purpose and scope.....	3
1.2.	Definitions.....	3
1.3.	Accountabilities.....	3
2.	Requirements	5
3.	Related documents and references	10
4.	Superseded documents	10
5.	Document history	10

Figures

No table of figures entries found.

Tables

Table 1: Terms/acronyms and definitions.....	3
--	---

1. Introduction

1.1. Purpose and scope

The purpose of this document is to communicate the process for contractors on the Sydney Metro project seeking approval for a SARC Exempt Area from Sydney Trains.

This document will be read with Sydney Trains Network Rules and Network Procedures Certification Standard NS-0923. This only applies to Sydney Metro Projects, where Sydney Trains is the accredited RIM (Rail Infrastructure Manager)

1.2. Definitions

All terminology in this Procedure is considered the generally accepted or dictionary definition. Acronyms and terms specific to this document are listed below.

Other terms and jargon are defined within the [SM-17-00000203 Sydney Metro Glossary](#).

Table 1: Terms/acronyms and definitions

	Definitions
IMS	Integrated Management System (IMS).
MTS	Metro Trains Sydney (operator of Sydney Metro Northwest).
TfNSW	Transport for New South Wales.
TSE	Tunnel & Station Excavation (civil works).

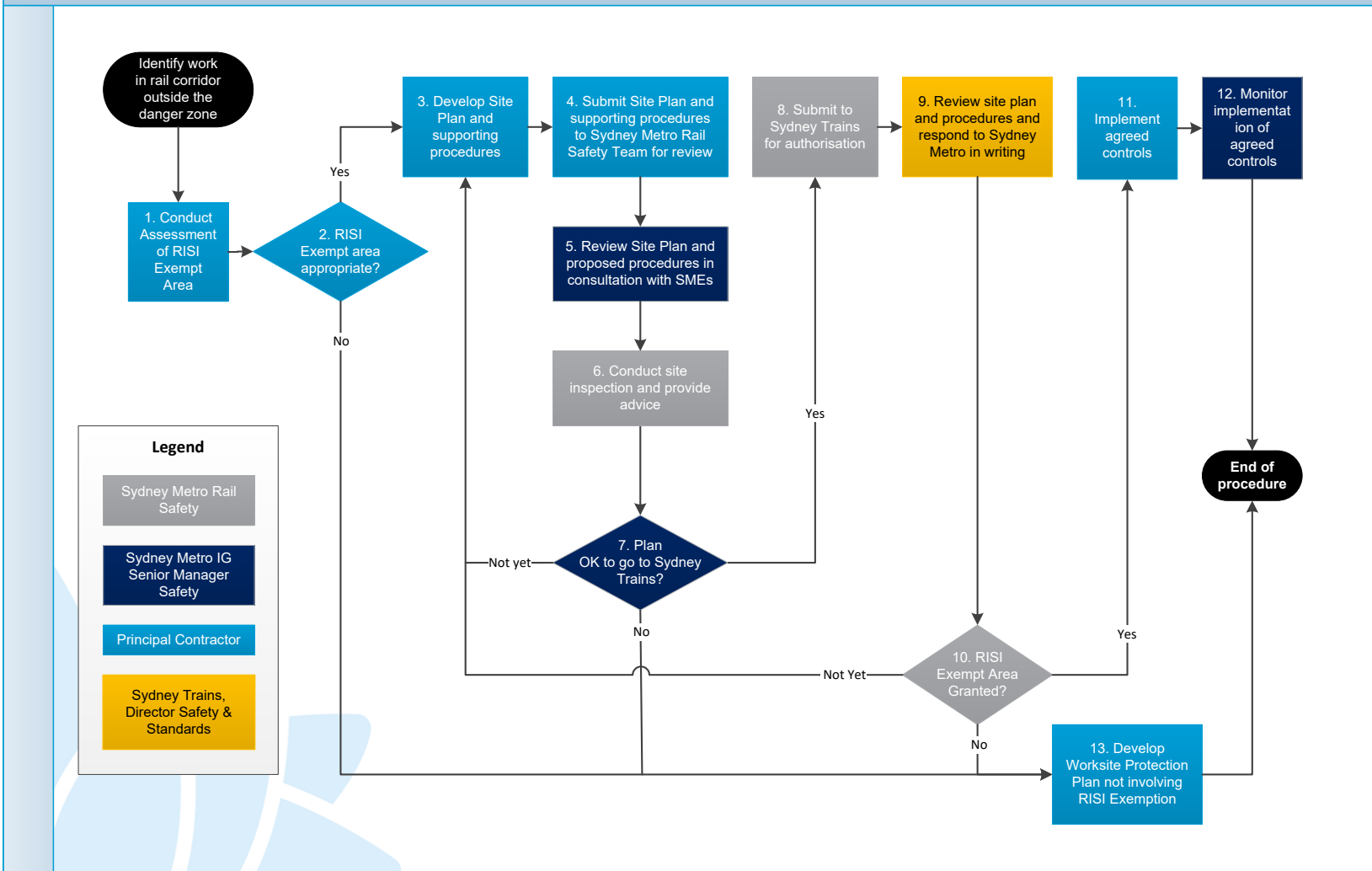
1.3. Accountabilities

The Executive Director of Health and Safety is accountable for this document, including approving it, monitoring its effectiveness, and performing a formal document review.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this document are implemented within their area of responsibility.

Direct Reports to the Chief Executive who are accountable for specific projects/programs are accountable for ensuring associated contractors comply with the requirements of this document.

Establishing a RISI Exempt Area



OFFICIAL

2. Requirements

Shape	Instruction	Reference documents	Record keeping requirement
1. Principal Contractor	Conduct an assessment of the proposed SARC Exempt Area. The SARC requirements may be waived for a work area or location only if a continuous barrier has been erected to prevent people from entering the Danger Zone. The barrier must allow access to and departure from the work area or location without entering the Danger Zone. The Site Safety Plan for the work area or location must identify and manage all hazards, including those created by electrical infrastructure. All safety risk controls that are reasonably practicable must be documented, implemented, and submitted to Sydney Metro as part of supporting documentation to apply for the SARC exempt area. Aspects to consider as part of a risk assessment for the work site include: • Can a continuous physical barrier be constructed to separate the persons in the planned work area from the Danger Zone? • What access to the Danger Zone is required to construct the barrier? • What are the planned work activities, and what type of barrier is most appropriate? • Is protection required from any adjacent electrical infrastructure? • Can access to the proposed SARC Exempt Area be provided without workers having to enter the Danger Zone? • The length of time that waiver will be required • Are resources available for ongoing inspection and repairs to the barrier? • Could other controls (such as identifiable vests for workers within the SARC Exempt Area) be introduced? • Considerations of Sydney Trains requirements for access and maintenance of rail infrastructure at the location Controls are in place for the potential entrapment of workers on the Danger Zone side of the SARC exemption, e.g., a safe place established. Next step is Shape 2	Sydney Trains: Network Rules and Network Procedures Certification Standard NS-0923	The <i>Rail Safety National Law (NSW)</i> requires that the risk assessment is undertaken when planning the worksite is documented, including recording any controls that were considered and not implemented.
2. Principal Contractor	Is a SARC-exempt area appropriate? For YES, go to Shape 3 For NO, go to Shape 12		

Shape	Instruction	Reference documents	Record keeping requirement
3. Principal Contractor	Develop Site Plan and Supporting Procedures Consultation with Sydney Metro Rail Safety Team during this step is recommended to avoid delays during the Sydney Metro review and site inspection stage. If a SARC Exempt Area is determined as a viable option, the Contractor shall develop a Plan or diagram of the worksite in relation to the Rail Corridor and Danger Zone. The Plan shall show details of the proposal, such as: • The proposed SARC Exempt Area • Location of the separation barrier • Relevant track location in kilometres • Access points • Adjacent electrical assets. Supporting documentation should be developed, which includes: • Type of barrier construction (e.g. Jersey Kerb barriers with weld-mesh fence panels on top). The type of barrier must be appropriate for the work to be undertaken. For example, the height of the barrier should prevent any persons from entering the Danger Zone. • Steps were taken to address electrical requirements, including providing insulation panels. • Required duration of the Exemption • Description of the planned work activities, equipment to be used, and the potential for works to affect the danger zone, i.e. cranes, swing arm plant, etc • Photos of the site, barrier type, etc. • Risk assessment identifying all hazards, risks, and controls associated with the planned works. As well as constructing a physical barrier to separate the worksite from the Danger Zone, other controls shall be considered to ensure that workers can continue to work safely. These should include the following: • Regular inspection of the barrier and repair as needed • Constraints associated with the SARC exempt area will be included in the site induction for all workers and visitors. A reminder is included in the pre-start briefing each day. • Signage All additional controls identified should be included in the submission for approval and forwarded to Sydney Trains in conjunction with the site plan. Next step is Shape 4	Refer to relevant Sydney Trains standards and procedures Refer to Sydney Metro Principal Contractor Health & Safety Standard AS/NZ 4687-2007 Temporary fencing and hoardings	In compliance with Sydney Metro Principal Contractor Health & Safety Standard

Shape	Instruction	Reference documents	Record keeping requirement
4. Principal Contractor	Submit Site Plan and supporting procedures to Sydney Metro Rail Safety Team for review Submission to the relevant contract implementation group through the Sydney Metro Senior Safety Manager. The submission should include items such as: • Site plan/aerial photo with the proposed area marked • Description of the work activities to be undertaken • Duration that the approval is required • Description of type of barrier, adjacent track, start and end length in kilometres, and which side of the rail corridor, i.e. Up or Down the line • Confirmation of agreement from Sydney Trains Maintenance personnel of the proposed arrangement, particularly regarding their having continuing access to maintain their assets • Confirmation that there will be no impact on electrical assets • Confirmation that there will be no impact on to train crew (e.g. signal sighting) • Site procedures, including a daily reminder to all workers (at the pre-start briefing) and daily inspection of barrier to ensure the integrity • Site requirements including: ○ Signage on all gates "SARC Required beyond this Point" or "Protection Officer Required beyond this Point." ○ All points of access and egress to have a lockable gate Any other controls proposed to prevent plant and/or persons from entering the Danger Zone Next step is Shape 5		
5. Sydney Metro Senior Health and Safety Manager	Review site plan and supporting procedures The Senior Health and Safety Manager for the relevant contract Implementation Group will consult with relevant subject matter experts to determine the suitability of the site plan, considering project and operational requirements and the need to achieve the highest reasonably practicable level of safety. Sydney Metro will assess the site plan and supporting procedures to confirm the plans: • Compliance with Network Rules and Procedures • Adequacy of risk identification, assessment and control • Adequacy of supporting procedures • Completeness of documentation • The practicability of the Plan concerning project work activities and operational and maintenance needs of relevant Rail Transport Operators. The next step is Shape 6		Request the creation of an iCentral file for the application. Provide a link to the iCentral file to Rail Safety Team. Records of consultation conducted are to be saved in the iCentral file.

Shape	Instruction	Reference documents	Record keeping requirement
6. Sydney Metro Rail Safety Team	Conduct Site Inspection A site inspection is to be conducted by the Sydney Metro Rail Safety Team to provide expert advice to the Senior Safety Manager before the site plan is endorsed. The Senior Health and Safety Manager should accompany the Rail Safety Team member/s on the site inspection where practicable. Sydney Metro will review the proposal and associated risk assessment and controls during a site inspection. Note: Where not reasonably practicable for Sydney Metro Rail, Health and Safety personnel to attend in person, verification of the above is undertaken through alternative methods, such as the submission and review of supporting documents, photos or Sydney Metro Surveillance. Next step is Shape 7	iAuditor Critical Control Inspection – Focused Checklist “SARC Exemption Area”	Provision of advice to Senior Rail Safety officer is to be done via link to iCentral file provided
7. Sydney Metro Senior Safety Manager	Is the Plan OK to go to Sydney Trains? If the proposal (site plan and supporting arrangements) meets requirements, return the Plan to the contractor with feedback if applicable. If YES, go to Shape 8 If NOT YET, go to Shape 3 If NO, go to shape 13		Return the endorsed site plan and cover brief to the PC
8. Sydney Metro Rail Safety Team	Submit to Sydney Trains for authorisation of SARC Exempt area The SARC Exempt Area approval proposal is forwarded to the Director of Safety and Standards, Sydney Trains, for consideration. The next step is Shape 9		
9. Sydney Trains Network Rules Specialist	Review site plan and procedures Where appropriate, grant the SARC Exemption. Send written confirmation of the exemption to Sydney Metro Senior Health and Safety Manager and/or Sydney Metro Rail Safety personnel. In other cases, respond to the request Next Step is Shape 10	Sydney Trains procedures and requirements	
10. Sydney Metro Rail Safety Team	SARC Exempt Area Granted? Forward exemption or action required to the Contractor cc senior safety manager. If YES, go to Shape 11 If NOT YET, go to Shape 3 If NO, go to Shape 13		
11. Principal Contractor	Implement agreed controls A copy of the approved SARC Exemption must be available at the site for the duration of the waiver. The Contractor must ensure that all nominated controls are in place, including any daily inspections, safety briefings, site safety inductions etc. Records of all nominated controls should be maintained and made available to Sydney Metro to verify implementation. End of Procedure		Records of daily inspections, safety briefings, site safety inductions etc., are to be available onsite for review by Sydney Metro.
12. Sydney Metro Senior Safety Manager	Monitor the Implementation of agreed controls Monitoring the implementation of agreed controls is done through the normal processes of readiness reviews and safety surveillance plans with the involvement of Subject Matter Experts where appropriate.		

Shape	Instruction	Reference documents	Record keeping requirement
13. Principal Contractor	Develop Worksite Protection Plan The next step is the End of the Procedure	Refer to Sydney Trains Network Rules and Procedures	
End of Procedure			

3. Related documents and references

Related documents and references

- [Sydney Trains: Network Rules and Network Procedures Certification Standard](#)
- Sydney Metro Principal Contractor Health & Safety Standard
- [Sydney Metro SARC Exempt Area Review and Site Report Template](#)
- [SM-17-00000203 Sydney Metro Glossary](#)

4. Superseded documents

Superseded documents

There are no documents superseded as a result of this document.

5. Document history

Version	Date of approval	Notes
0.x	Day/month/year	New IMS document.
4.0	21 April 2023	Updated and reviewed. No previous version history documented.