



Project Site Card Access Requirements Procedure

SM-24-00066434

Metro Body of Knowledge (MBoK)

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1. Context

Sydney Metro (SM) has engaged Principal Contractors (PC's) as applied under the *Work Health and Safety Regulation (2017)* to deliver four mega projects. One project, Metro North West Line is completed and operational. Three other projects remain in construction (Sydney Metro City & Southwest, Sydney Metro West and Sydney Metro-Western Sydney Airport). SM as a Person Conducting and Undertaking Business (PCBU) shares a duty for health and safety matters with the PC's, however the operational site management (including site access) is under the control of the Principal Contractors.

SM is a Rail Infrastructure Manager and must ensure compliance with the *Rail Safety National Law (2012)*. Through contract arrangements SM requires PCs to ensure compliance with RSNL obligations where relevant.

SM Principal Contractors utilise cards for access to the project sites, the main type used are the Pegasus or Rail Industry Worker (RIW) cards. SM employees in undertaking their role, may require access to a SM project site and/or entry into the rail corridor and will therefore require a site access card. The site card meets the requirement for a rail industry worker to carry a form of identification, however at SM having either card does not mean that the employee is a Rail Safety Worker (RSW).

The process on how SM identifies RSW's is detailed in [SM-22-00456703 Rail Safety Worker Identification and Competency Assessment Procedure](#).

1.1 Purpose and Scope

The purpose of this Procedure is to provide guidance on the requirements needed for access to a SM Project site and/or entry into the rail corridor. The Procedure applies to all SM directly engaged employees including Professional Service contractors and labour hire contractors and includes guidance for management of infrequent visitors requiring access.

This Procedure does not apply to Principal Contractors (PCs) or their sub-contractors. Requirements for PCs are provided in contractual documentation and, more specifically, in the relevant Principal Contractor Health & Safety Standard.

2. Definitions

All terminology in this Procedure is taken to mean the 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 SM Glossary](#).

Table 1: Terms/acronyms and definitions

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

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Rail Safety Worker	An individual (whether employee or contractor) who has carried out, who is carrying out, or who is about to perform rail safety work related to the safety of the rail network and are subject to the requirements of the Rail Safety national Law (NSW)
Rail Safety Work	As defined by Part 1, Section 8 of the Rail Safety National Law (NSW) No 82a.2012 Act.

3. Accountabilities

The Executive Director Health and Safety is accountable for this document including approving the document, 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.

3.1.1 Responsibilities

Managers

- identify employees under their supervision that require project site card access
- ensure their workers and any visitor required to access a project site, meets the applicable requirements as noted in this procedure.
- ensure their workers/visitors are provided appropriate personal protective equipment for access into the project site and for entry into the rail corridor.

SM Workers/visitors

- comply with site access requirements
- provide relevant information to obtain site access cards
- ensure they are fit for work, not under the influence of drugs or alcohol.

Project Support Officers

- coordinate site access requirements for their project team members and for any project related visitors.

Health & Safety Capability Team

- manage the process and maintain confidential records for obtaining Rail Industry Worker (Cards) and Pegasus Cards
- oversight of the coordination, allocation and return of loan PPE from 680 George Street office location.

4. Site Access Cards

SM has engaged Principal Contractors (PC's) to manage the operational control of project sites, including entry into the rail corridor (where applicable). The PC determines the site access requirements in line with relevant Legislated and Contractual obligations. Requirements may vary between project sites as detailed in Appendix B.

SM employees and contractors that require site access (more than two times per year) will be required to

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obtain the relevant project site access card and must comply with the PC site access requirements. The PC may restrict access into the rail corridor if the exposure to the Danger Zone is considered too high.

Table 1 identifies the type of project site cards required for access at a SM project. There are currently two main cards used for site access on SM projects these include:

- The Rail Industry Worker (RIW) card and/or
- A Pegasus Card.

From time-to-time, different access cards may be required for specific work activities and/or project areas as determined by the Rail Transport Operator/Principal Contractor. A summary of the protocols for accessing a PC project site, indicating role responsibilities is found in Appendix C. If a site card required is not identified in Appendix C, contact your Project Support Officer for assistance.

SM employees and contractors that require access to multiple PC sites may be required to obtain more than one of site access card. SM workers requiring an RIW or Pegasus Card must send a completed and approved [Project Site Card Application Form](#) to: sydneymetro.safety@transport.nsw.gov.au

Further information on which card is required for a project site is found on the [Safety Training HUB](#).

Table 1. Site access cards required for SM employees and contractors

Option	Access	Card Type
1	SM employee requires project site access only (>1 x p/a)	PC nominated site access card - RIW (MTA) - Pegasus
2	SM employee/visitor requires Entry into the Rail Corridor required (≤ 1 x per year)	<u>No card required</u> Site Escort SARC Waiver (Refer Appendix A)
3	Emergency Response Services	<u>No card required</u> Site Escort and accompanied by a Protection Officer Level 2 (min)

4.1 To obtain a project site access

SM employees that require a site access card must provide the information summarised in Table 2 and full details in appendix B. Principal Contractors using the RIW system for site access, may have additional requirements that are to be met prior to access. All information must be provided to the H&S Team Coordinator via the SydneyMetroSafety@transport.nsw.gov.au

Professional Service Contractors and Labour Hire Contractors must have a RIW/Pegasus card prior to commencing work at Sydney Metro, obtained through their employer/recruitment agency. When site access is required, the Health & Safety Team Coordinator checks the PSC/LHC information on their RIW profile and assigns job roles and on line induction course relevant to the Principal Contractor site –which will enable site access.

Table 2 Project Site Access Card Requirements (Minimum) (Comprehensive list in Appendix B)

	SM (SM) Employee or a (SM) subcontractor (Site access > 1x p/a)	SM Visitor and/or SM (Non) Rail Safety Worker (Infrequent site attendance <1x p/a)
White card (General construction induction card)	✓	N/A
PC induction	✓	✓
Entry into the Rail Corridor (Additional requirements)		
SARC training is required for Rail Corridor access	✓	N/A
SARC Waiver (required for entry into the rail corridor)	X	✓
Principal Contractor escort Protection Officer (Level 2 min) required	✓	✓
Medical Health assessment – required for persons undertaking work.	✓	NA

4.1.1 SM employees/contractors (infrequent visits) and Visitors

SM employees/contractors and visitors that infrequently access the project site (less than one occasion annually) are not required to have an RIW or Pegasus Card. They must be escorted by a project site representative and if entry is required into the rail corridor the site representative must be a Protection Officer Level 2 minimum, have undertaken the relevant PC site induction and wear appropriate PPE.

If entry into the rail corridor is required, or if the project site is within the rail corridor, then a SARC waiver will be required, this is arranged via the Project Team.

5. The Rail Corridor

The rail corridor has potential significant risk exposure to persons within the rail corridor and persons within the rail corridor could potentially impact the rail network. Entry is therefore restricted and monitored. The entry requirements into the rail corridor remain the same as noted in Table 1. Visitors will always be escorted by a Protection Officer (Level 2 minimum) and require a SARC Waiver.

5.1 Training - Safely Access the Rail Corridor (SARC)

All RSW entering the rail corridor must undertake the Safely Access the Rail Corridor (SARC) TLIF0020, this is a nationally recognised unit of competency for work within the rail corridor. This course was formerly known as RISI (Rail Industry Safety Induction) which is now called SARC. Some TfNSW documents may still reference RISI. SARC is one of the minimum competencies needed by a SM employee/contractor that requires entry into the rail corridor.

Where SM (employees) and visitors infrequently i.e. <2 times per annum, enter the rail corridor a SARC waiver may be provided, and a site escort must be provided. Emergency Services responding to an emergency call do not require a SARC waiver to access the project site or to enter the rail corridor. They will however require a project site escort.

SARC Training must be provided by a TfNSW Approved Training Provider and can be booked by the worker or their manager via equip and identifying the unit of competency TLIF0020.

5.2 Work conducted in the Rail Corridor

Work that occurs within the rail corridor must be conducted under the control of the accredited Rail Transport Operator who has effective management and control of the works and the worksite. SM as a Rail Infrastructure Manager may share the responsibilities with the Principal Contractor engaged to manage the project site and the access/entry for the rail corridor.

Rail Transport Operator Network Rules prescribe the procedures for carrying out work in the Rail Corridor. SM workers and contractors must comply with relevant Network Rules and any reasonable direction from the Principal Contractor that ensures their health and safety. All work conducted in the Rail Corridor must be conducted under supervision of a qualified Protection Officer (minimum level PO2).

Key SM Health and Safety reference documents include:

- SM Principal Contractor Health & Safety (Relevant version 4, 5 or 6)
- [SM-18-00058353 Rail Operating Procedure](#)
- [SM-18-00090009 Work Activity Advice \(WAA\) Procedure](#)
- [SM-17-00000043 Fitness for Work Standard](#)

5.3 SARC Waiver

A SARC waiver provides temporary or short-term access to the project site and/or entry into the rail corridor, for persons that do not regularly attend the project site. A SARC waiver may be provided for an individual or for a group of people. The SARC waiver process is approved at the Director, Health & Safety Project Delivery level.

Table 3: Waiver Types

	Waiver Types		Document Reference
1	Individual & Groups	SM Employees and Visitors that attends the project infrequently (less than two times in one year)	Use the SARC Waiver Application Form

N.b. For SARC (RISI) Exempt work areas (Sydney Trains) refer to SM-18-00054654 Establishing a SARC Exempt Area.

5.3.1 Individual/Group Waivers

When issuing a SARC waiver for individuals or for groups of people, the Authorising Director should consider the following criteria:

Table 4: SARC Waiver Considerations

#	Requirements	Check
1	The individual has not been granted more than two waivers in a 12-month period	
2	The waiver will not be issued for a period of greater than 5 days	
3	A safety assessment has been done	
4	All necessary safety arrangements will be in place to protect the person when in the Danger Zone	
5	The person will be supervised at all times by a person holding a valid Protection Officer qualification	
6	The person will wear approved high-visibility clothing and other applicable PPE	
7	The person meets all Fit for Work requirements including zero drugs and alcohol	

A SARC waiver is issued on at SARC Waiver Application Form and a copy of the waiver form must be always carried by the individual when in the Rail Corridor and shown when requested.

5.4 SARC Waiver Not Required

5.4.1 External agencies

When undertaking their official work, representatives from the Office of the National Rail Safety Regulator, Safe Work and Office of the National Heavy Vehicle Regulator may access the project site at any time and are not required to have a SARC waiver, a site access card or a site induction. Officials must be offered a site induction and be accompanied by a project site representative that holds a RSW authorisation with Protection Officer minimum Level 2 competencies.

5.4.2 Emergency Services

When responding to an emergency event, Emergency personnel do not require a SARC waiver, site access card or site induction. A site representative that holds a RSW authorisation with Protection Officer competences must accompany the Emergency Services personnel to provide direction to the emergency scene and to provide protection as required to the Emergency Services Personnel.

Emergency Services Personnel include representatives from:

- Ambulance Service of NSW
- Fire & Rescue NSW
- State Emergency Services
- NSW Police
- NSW Rural Fire Service.

5.5 Maintaining SARC waiver records

Records of SARC waivers that have been issued must be kept by the SM Project Delivery H&S Directors. The following information must be recorded by the Authorised manager at the time of issuing the waiver:

- full name of the individual
- individual's date of birth
- name of organisation employing or contracting the individual
- sponsor's full name and position
- dates for which the waiver will apply
- reason for the request
- authorised managers name.

All SARC waiver requests are added to the Sydney Metro SARC waiver register maintained in iCentral.

6. Related documents and references

Related documents and references

- [SM-17-00000203 SM Glossary](#)
- [SM-22-00456703 Rail Safety Worker Identification and Competency Assessment Procedure](#)
- [ST-526/4.1 TfNSW Rail Industry Worker \(RIW\) Standard.](#)
- [SM- 18-00058353 Rail Operating Procedure](#)
- [SM-17-00000069 WAA \(Form\)](#)
- [SM-17-00000043 Fitness for Work Standard](#)
- [SM Principal Contractor Health & Safety Versions \(4, 5 & 6\)](#)
- [SM-18-00054654 Establishing a SARC Exempt Area \(Procedure\)](#)
- [SM-19-00008953 Project Site Card Application \(Form\)](#)
- [SM-18-00075799 RISI Exempt Area Review and Site Report \(Template\)](#)

7. Superseded documents

Superseded documents

SM-20-00056419 Rail Industry Safety Induction (RISI) Management Standard
 SM-17-00000067 Protocols for Visiting Contractor Controlled Sites
 SM-17-00114216 Site visit access request (West/City & southwest)
 SM-17-00114218 Site visit access request (west City & South-West (Form))

8. Document history

Version	Date of approval	Notes
0.1	27/09/2024	New HSMS document.

Appendix A: SARC Waiver Form

APPLICATION FOR SARC WAIVER FORM

SPONSOR'S DETAILS			
Name:			
Position:			
Phone:			
APPLICANTS DETAILS			
NAME	RIW CARD NUMBER	DRIVER'S LICENCE NUMBER	
COMPANY:			
DETAILS OF ACTIVITY			
Date		Time	
Location			
Activity Description			
Reason RISI Waiver Is Required			
PROTECTION ARRANGEMENTS			
- All activities associated with this application have been assessed by a Protection Officer, confirmed with the Possession Protection Officer, and undertaken within a SM Local Possession Authority. - The applicants will be supervised at all times by a Protection Officer whilst in the Rail Corridor - The applicants will receive an induction and any applicable pre-work briefing prior to entering the Rail Corridor - The applicants will wear high visibility clothing and any other applicable PPE			

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ENDORSED BY SM REPRESENTATIVE	
Name	Date
Signature	
Position	
Comments	

Appendix B Information required for RIW or Pegasus Cards

	SM Principal Contractor Site Access Cards SM Employee or Contractor (Non RSW) site access required >2 x per year	
	RIW Card	Pegasus Card
TfNSW requires	• Appropriate category Rail Safety Worker Health Assessment (most common at SM is Cat 3) • Current and valid photo (Head Shot) • Approved project site card application form	• Current and valid photo (Head Shot) • Approved project site card application form
Additional requirements RIW platform or PC	• SARC certificate (book via Equip) • Workforce development Survey Certificate • Copy of Construction White Card (book via Equip)	• Copy of Construction White Card • Appropriate category Rail Safety Worker Health Assessment (most common at SM is Cat 3) • Workforce development Survey Certificate • Driver's License • Medicare Card

1) SM Visitor (including VIP's and Regulatory Authorities)

No site access cards are required, PC site induction is required, Project Site representative (Escort) required and a SARC waiver is required for entry into the Rail Corridor

2) Emergency Response Services

No cards required, if entry is required into the rail corridor, a site representative escort Protection Officer Level 2 (minimum) is required.

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Appendix C Protocols for visiting a Principal Contractor controlled project site

- Implementation Group (IG) Directors may delegate IG Leads to respond and to assess site visit requests
- IG escorts and/or the Contractor Site representative must have completed all Contractor specific inductions
- Principal Contractor may restrict or limit access into project areas due to proximity to the rail Danger Zone or other high-risk exposures.

Purpose of Access	Personnel Type	Who Coordinates the activity/visit	Primary Contact Person	Prerequisites for visits
Planned activities/meetings Inspections/Audits Witness tests Investigations Inspections Testing and Commissioning	SM Employees SM Professional Services Contractors and Labour Hire Contractors	Project Support Officers (PSO's)	Manager/Supervisor	Either: - RIW Card and/or - Pegasus Card (site specific)
Leadership Observations Safety Tours Progress visits	SM Executive (Non-Rail safety workers – visit site <1 times per year)	Project Support Officers (PSO's)	IG Lead Relevant site PSO's Corresponding Functional managers	SARC Waiver PC Site induction PPE Accompanied by a site representative
Special purpose functions and ceremonies	VIP's, Dignitaries	Program Directors Office	IG Lead Relevant site PSO	SARC Waiver PC Site induction PPE Accompanied by a site representative
General Information visits (bus tour)	SM Visitors and Non RSW employees that visit <1 x per year.	PSO's	IG Lead Relevant PSO	SARC Waiver PC Site induction PPE Accompanied by a site representative
Regulatory visit and/or response to an Emergency Incident	Regulatory Officials & Emergency Services	N/A	Principal Contractor – site representative	Legislated Right of Entry to an Authorised Person. Must have Authorised Identification

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