

Sydney Metro Work Activity Advice (WAA)

WAA Details

Reference number (WAA Register or TeamBinder):	
WAA title:	
Project name:	
Location of Work:	
Network Owner (e.g. Sydney Trains, MTS, ARTC):	
Date:	
PWN date submitted:	

Principal Contractor's Details

Principal Contractor:	
PC's Representative:	
Work phone:	
Mobile:	
Email:	

Review and Endorsement by Principal Contractor

Position:	
Name:	
Date:	
Phone:	
Email:	
Signature:	

Sydney Metro Project Representatives

Position:	Project Engineer
Name:	
Date:	
Position:	Project Manager
Name:	
Date:	
Position:	Safety Manager
Name:	
Date:	

Network Owner Representative

Position:	
Name:	
Date:	

Project Works Details

PWN attached?	☐ Yes ☐ No (fill out below details)
Activity scope and description:	
Location:	
Planned start date and time:	
Planned finish date and time:	
Tracks and kilometres (e.g. Up Main):	
Section(s) (e.g. Sydenham – Tempe):	
Does the work have the Potential to impact the Danger Zone?	
Potential scope of works in the vicinity of electrical equipment	

Works to be carried out under a Local Possession Authority (LPA)

Scope of works be carried out:	
Working within 500m of the Possession track limits?	☐ Yes If yes, what controls are proposed? ☐ No
Has a Safe Notice been approved?	☐ Yes ☐ No
Working within 300m of the Electrical isolation limits?	☐ Yes If yes, what controls are proposed? ☐ No

Works to be carried out outside an LPA

Scope of works be carried out:	
Worksite Protection method for work impacting the Danger Zone:	☐ Track Occupancy Authority (TOA)
	☐ Track Work Authority (TWA)
	☐ Other method (e.g. Zone Isolating Key Switch):
Work Outside and not affecting the Danger Zone	☐ RISI-Exempt Area established
	☐ Demarcation fencing installed
Is work in the vicinity of Electrical assets?	☐ Work will not encroach the Safe Approach Distances
	☐ Electrical Isolation required
	☐ Level 5 Approval required

Safe Work Method Statements (SWMS)

SWMS name	TeamBinder Ref #	Revision version

Checklist of Safety Risks Associated with Working in the Rail Corridor

Safety Risks Associated with Working in the Rail Corridor	Yes	No	N/A	Comments
Is work being conducted within Danger Zone?	☐	☐	☐	
Is there potential for work to impact on the Danger Zone?	☐	☐	☐	
For work outside the Danger Zone, is there a demarcation barrier in place?	☐	☐	☐	
Will RRVs or other rolling stock be placed on track?	☐	☐	☐	
If there are RRVs or other rolling stock being placed on track has an accredited rolling stock operator been nominated?	☐	☐	☐	If yes. Please specify the Rolling Stock Operator:
Is there a suitable place for placing RRVs on/off track?	☐	☐	☐	
Is work being conducted within electrical Safe Approach Distances?	☐	☐	☐	
Is an Electrical Isolation required?	☐	☐	☐	
Is a Level 5 approval required for work encroaching electrical Safe Approach Distances?	☐	☐	☐	
Are metal ladders, scaffolding and tape measures being used?	☐	☐	☐	
Will work affect earthing or bonding of electrical assets (e.g. traction return induction potentials, etc)?	☐	☐	☐	
Will work occur near signalling equipment?	☐	☐	☐	
Is access required to signalling systems?	☐	☐	☐	
Does work overlap or interfere with other planned work/working groups?	☐	☐	☐	
Do critical safety critical systems need to be isolated (e.g. fire alarms)? If yes, application to Network Owner to switch off safety critical systems is required.	☐	☐	☐	
Is there safe access to and from the worksite?	☐	☐	☐	
Will work occur on stations?	☐	☐	☐	
Has the Network Owner been consulted?	☐	☐	☐	
Has PC handover/handback been arranged?	☐	☐	☐	
Have vulnerable rail assets been identified?	☐	☐	☐	
Are there adequate controls planned to prevent damage to rail assets? If yes, please provide supporting documentation which describe these controls and their implementation.	☐	☐	☐	
Has a qualified Infrastructure Certifier been arranged?	☐	☐	☐	
Other rail safety risks?	☐	☐	☐	