

Work Activity Advice

SM-18-00090009

Metro Body of Knowledge (MBoK)

Version: 4

Status: Final

Document owner: Director, Technical Health and Safety

System: Health and Safety

Applicable to: Sydney Metro

Issue date: 16/10/2025

Next review date: 16/10/2028

Document Approval:

Name	Position	Date	Signature
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1. Introduction

Work in the rail corridor is conducted by Sydney Metro employees, delivery partners, their contractors and third-party stakeholders. All such persons, in one form or another, are involved in planning and executing works associated with constructing, reconfiguring, testing, inspecting and maintaining Sydney Metro rail infrastructure.

As the Sydney Metro network is delivered, work activities have the potential to impact rail operations, the safety of workers and the public. As such, planning, consultation and coordination is essential to achieving safe outcomes, and although planning work isn't a single defence against human error, the importance of early and accurate planning along with good system design should not be underestimated.

2. Purpose

This purpose of this procedure is to detail and describe processes that ensure work on or near the Sydney Metro network is systematically planned, assessed, and authorised to prevent asset damage, injuries, and fatalities to personnel, including members of the public.

3. Scope

This Procedure applies in circumstances where:

- (a) persons are working in the Sydney Metro rail corridor.
- (b) work on or near the Sydney Metro network and has the potential to impact:
 - i. Electrical infrastructure.
 - ii. Rail infrastructure
 - iii. Adjacent operators (e.g. ARTC network)
- (c) Rolling stock will be operated on the Sydney Metro network.

This Procedure does not apply:

- To representatives from the Office of the National Rail Safety Regulator, Safe Work and the National Heavy Vehicle Regulator when undertaking official work duties.
- In emergency circumstances where emergency response personnel require urgent and immediate access to project site(s).

In such circumstances, regulatory and emergency personnel must be accompanied by a project site representative with Protection Officer Level 2 (minimum) competency.

The term *Sydney Metro Site* used herein shall mean any physical location where work is conducted by a Sydney Metro contractor, including all offices and sites controlled by Metro Operations and Project Delivery Partners (Principal Contractors (PC's)).

3.1 Safe working Rules

The following safe working rules must underpin all activities conducted in the Sydney Metro rail corridor:

Rule 1: All work is planned and risk assessed.

Rule 2: All persons are competent to undertake their work.

Rule 3: All persons are fit for the work they are undertaking.

Rule 4: All plant and equipment are certified and fit for use.

Rule 5: All work on or near rail infrastructure is authorised.

Rule 6: Rolling stock is separated from people and other rolling stock.

Scan the below QR code to directly access all documents referenced in this procedure.



4. Definitions

All terminology in this Procedure is considered the generally accepted or dictionary definition. Other terms and jargon specific to this Procedure are defined within the [Sydney Metro Glossary](#). Acronyms specific to this Procedure are listed below.

	Definitions
ARTC	Australian Rail Track Corporation
Danger Zone	The space surrounding the tracks where workers and equipment are at risk of being struck by rolling stock, including: <ul style="list-style-type: none"> everywhere within 3 metres horizontally of the nearest rail; and any distance above or below these 3 metres unless a safe place exists or has been created.
Rail Corridor	From fence-line to fence-line, or if there are no fences, everywhere within 15 metres of the outer rails.
Safe Approach Distance	The minimum separation, in air, from an exposed conductor or exposed electrical equipment that shall be maintained by a person, or any object held by or in contact with that person (other than insulated objects designed for contact with live conductors), or any mobile plant operated or controlled by that person.
SWMS	Safe Work Method Statement.
Sydney Metro Local Possession Authority (SMLPA)	A written authority from Sydney Metro that: <ul style="list-style-type: none"> Authorises the closure of a defined portion of track for a specified period. Provides exclusive occupancy for that defined portion of track. Is issued exclusively to a nominated Possession Protection Officer (PPO). <p>The term 'SMLPA' can be used interchangeably to mean either a written authority or the area to be occupied under the authority (i.e. a Sydney Metro Local Possession Area), as apparent from the context in this Procedure</p>
Sydney Metro Site	Any physical location where work is conducted by a Sydney Metro contractor, including all offices and sites controlled by Metro Operations and Project Delivery Partners (Principal Contractors (PC's)).
WAA	Work Activity Advice.
Worksite	A clearly defined physical location where work is carried out, and which, when within the rail corridor is protected from rolling stock by specific worksite protection arrangements.

5. Roles and Responsibilities

[Sydney Metro Executive Director, Health and Safety](#)

The Executive Director, Health and Safety is responsible for:

- This *Work Activity Advice Procedure* (SM-18-00090009), including approving it, monitoring its effectiveness, and formally reviewing it.

[Possession Protection Officer \(PPO\)](#)

The Possession Protection Officer (PPO) is a *Protection Officer 4* qualified worker responsible for coordinating worksite protection and safe working arrangements under a Sydney Metro Local Possession Authority (SMLPA). The responsibilities of the PPO include:

- Placing protection and managing all rail safety aspects associated with a Local Possession Authority.
- Ensuring the limits of the SMLPA are protected against unauthorised rolling stock.
- Authorising rolling stock to enter or exit SMLPA limits.
- Authorising all rolling stock movements within SMLPA limits.
- Approving the establishment of individual or coordinated worksites within the SMLPA.

- Liaising with electrical authorities and ensuring required electrical permits are obtained.
- Maintaining communication with worksite Protection Officer's (PO's).
- Managing worksite interfaces.
- Recording the condition of rail assets (booked in/booked out) within the SMLPA.
- Recording, reporting and managing responses to incidents.
- Coordinating responses to emergencies; and
- Ensuring PPO correct handover processes are followed.

Protection Officer (PO)

The Protection Officer (PO) is a *Protection Officer Level 2 to 4* qualified worker responsible for managing the protection of individual worksites where work is conducted in the Rail Corridor. The responsibilities of the PO include:

- Completing a risk assessment to identify protection arrangements to be implemented.
- Documenting necessary worksite protection in the Worksite Protection Plan.
- Conducting work briefings with all personnel prior to commencing work in the rail corridor.
- Briefing all team members so that they understand the necessary worksite protection documented in the Worksite Protection Plan and sign the pre-work briefing record.
- Ensuring work does not commence until worksite protection are in place and contact with the PPO is made.
- Authorising the entry and exit of rolling stock into or out of the worksite limits.
- Advising the PPO immediately of any incident or change to agreed arrangements; and

Establishing and maintaining written records including the WPP and a PO Diary.

Work Supervisors

Work supervisors are responsible for:

- Managing day-to-day work activities.
- Ensuring compliance with safety, quality, and regulatory standards; and
- Confirming persons working under their direction have the correct, and current competencies.

Work Planners and Co-Ordinators

Work Planners and Co-Ordinators are responsible for:

- Accessing the RIW system verify workers have the correct and current competencies; and
- Including evidence of worker competencies in each supervisor's work pack prior to work commencement.

6. Procedure

All work planned to take place on the Sydney Metro network, or that has the potential to impact the Sydney Metro network shall be planned, assessed, and authorised by Sydney Metro.

6.1 Risk Assessment

A protection officer, or other appropriately qualified worker shall conduct a detailed risk assessment of all planned works, taking into consideration:

- **Location-specific hazards:** including live tracks, electrified overhead lines or third rails, adjacent lines with active rolling stock, level crossings, and any trackside equipment or structures (e.g., bridges, culverts, signal gantries).
- **The scope of work:** including tools and equipment, number of workers, the type of work (e.g., maintenance, construction), and how far the work or equipment might intrude into the danger zone.
- **Worksite protection methods:** including delineation markers, communication methods, authorised movement of track machines or work trains and arrangements for protecting adjoining networks.
- **Network and operational conditions:** including work that has the potential to impact adjacent worksites, or tracks under the control of a different rail transport operator.
- **Worker competency:** verification of required competencies of workers on-site
- **Emergency preparedness:** the suitability and accessibility of a designated, easily accessible safe place for all personnel.
- **Communication:** methods that ensure effective and reliable communication, including safety briefings, provision of separate clear communication channels, and the ability of workers to hear warnings.

The Protection Officer should compare the risk assessment with the railway operations safety risk register.

6.2 Pre-Work Planning

Work to be undertaken on the Sydney Metro network must be formally requested and authorised by Sydney Metro at least four weeks before the planned start of the work.

For any request to be considered a work activity advice (WAA) (Appendix A) must be prepared for all planned work and must detail the controls that will be implemented to mitigate risks to the health and safety of workers and members of the public.

At minimum, the WAA must detail and describe the planned work activity, including:

- **The scope of the work:** the specific tasks will be performed.
- **Location:** the exact area within the rail corridor where the work will take place.
- **Timeframe:** the planned dates and times for the work to occur.
- **Hazards and risks:** identification of potential hazards associated with the work.
- **Control measures:** the safety procedures that will be put in place to manage the identified risks.
- **Protection arrangements:** the specific rail safety protocols, including a protection officer, to ensure the safety of workers and rail operations.
- **Plant and equipment:** identification of necessary plant and equipment, including operator competency requirements; and
- **Interfaces:** interfaces between RTO's and other parties.

Each WAA must be formally submitted to a respective Sydney Metro representative via TeamBinder.

Where requested, the applicant must revise the WAA to address comments provided by Sydney Metro.

6.2.1 Work Activity Advice Currency

Each WAA must clearly define and articulate the work scope and context, with consideration of:

- schedule, including contingency for breakdowns, weather, resourcing constraints, delayed start and any other reasonably likely event.
- available resources.
- potential variation or change in scope; and
- If any changes to the scope of works, location, program, risk assessments, or additional/revised SWMS are proposed.

A WAA shall only remain current for the duration of the corresponding work package or where the work scope varies significantly, such that the existing WAA is no longer adequate. In such circumstances the applicant must conduct a risk assessment, addressing the criteria in Section 4.1, and submit a new WAA in accordance with this procedure.

6.2.2 Scheduling Works

The identification of WAA's shall be informed by the scope of each work package. Such shall be confirmed at interface meetings, where future works and projected activities are planned between Sydney Metro and respective delivery partners.

The Sydney Metro works program of works shall be sequenced with consideration of:

- overall works program, including timing and resourcing.
- movement and operation of plant and machinery in proximity of workers.
- number of persons working consecutively on the same equipment; and
- worker shift arrangements and management of fatigue.

6.3 Third Parties and Third-Party Works

Planning the work of third parties such as utility owners and road authorities must consider affording a higher level of protection to persons with little to no experience or knowledge of safe work practices within the rail corridor.

Assessment of third-party works must take into consideration hazards that may not be immediately apparent, including, but not limited to:

- high voltage power lines.
- movement of heavy machinery across rail track.
- exposure to rolling stock; and
- other works planned works in the area.

Where necessary, work planning activities may include:

- a preliminary site visit with the third-party works supervisor or equivalent person to identify necessary safe work protocols.
- an education program(s) to ensure the requirements for working within the rail corridor are understood; and
- enhanced worksite protection arrangements such as demarcation fencing or provision of a protection officer (where one would not normally be required) to avoid confusion and risks of exposure to electrical hazards and rolling stock.

6.3.1 Planning Work Around Electrical Infrastructure

An electrical isolation permit must be obtained from the relevant asset owner or electrical distribution authority for any work that has the potential to encroach the safe approach distance of any electrical asset(s).

A copy of all permit application(s) to undertake works must be provided to Sydney Metro for review prior to submission to the asset owner or electrical distribution authority.

6.4 Minimum Safe Working Requirements

6.4.1 Sydney Metro Local Possession Authority

A Sydney Metro Local Possession Authority (SMLPA) must be established in accordance with the Sydney Metro *Rail Operating Procedure* (SM-18-00058353) for all work in the rail corridor. This includes all circumstances where dynamic testing is conducted on passenger rolling stock.

6.4.2 Temporary Fencing

Solid barriers shall be used to isolate persons from live train operations when carrying out work adjacent to and within the rail corridor. Such may include:

- Class A hoarding.
- Interlocked jersey kerbs with steel fencing applied on top.
- Chain link fencing; or
- Other approved physical barrier types compliant with relevant Australian Standards.

The use of barriers and temporary fencing does not preclude the use of other protection arrangements, required to ensure the safety of personnel.

6.4.3 Multiple Worksites Within a Possession

Multiple worksites may be planned within the boundaries of a SMLPA. In such circumstances a Level 4 Possession Protection Officer (PPO) shall coordinate and manage the SMLPA with consideration of:

- how the worksites interact.
- the transfer of plant, machinery, and track vehicles between worksites
- communication arrangements; and
- conditions prescribed in the Sydney Metro *Rail Operating Procedure* (SM-18-00058353).

Work activities for each worksite must be conducted under:

- The direction of a Level 2 to 4 protection officer; and
- A documented worksite protection plan.

6.5 Qualifications, Competencies, and Currency

Planning activities must take into consideration the use of suitably qualified and competent personnel as early as possible in the planning process to ensure sufficient workers are available, particularly operators of track machines and those tasked with worksite protection

Prior to work being conducted, planners should make provision for protection officers to participate in a site inspection to ensure familiarity of the worksite and local conditions.

6.6 Management of Plant, Equipment and Material

Where necessary, planning activities must take into consideration the supply of materials, plant and equipment, including:

- the use of public roads, haulage activities and suitability of access during material delivery to site.
- security of delivered materials and equipment from theft, damage, or misuse.
- removal and disposal of materials from site; and
- managing vehicle movements within the rail corridor.

The location of laydown and stabling areas should take into consideration:

- suitability of site (flat, easy road access, large enough all materials / vehicles / etc).
- distance to worksite.
- transfer of track machines and other rail plant through established worksites.
- environmental and cultural impacts.
- traffic management; and
- public interaction.

6.7 Records

All records associated with the implementation of this procedure shall be retained in TeamBinder and iCentral under each Project Implementation Group iCentral folder, including, but not limited to:

- WAA submissions.
- Corresponding risk assessments.
- Work planning records; and
- Electrical isolation permits.

7. Related Documents and References

Related documents and references

- Sydney Metro Rail Operating Procedure (SM-18-00058353)

8. Superseded Documents

Superseded documents

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

9. Document History

Version	Date of approval	Notes
1.0	22 June 2018	New IMS document.
2.0	23 June 2020	Reviewed and updated.
3.0	29 March 2023	Reviewed and updated.
4.0	16 October 2025	<p>Reviewed and revised to include:</p> <ul style="list-style-type: none">Expanded responsibilities for Protection Officers, Work Planners and Coordinators.Mandatory planning and risk assessment requirements.Roles and responsibilities for Possession Protection Officers and Possession Officers are clearly defined.Enhanced documentation expectations including revised checklists and record keeping.Refer to Briefing Note #: BN-SM-25-001046 (SM-25-00203044).

Appendix A Work Activity Advice (WAA)

The WAA contains a checklist for safety risks associated with working in the rail corridor. The Principal Contractor is required to identify all items on the checklist that apply to the scope of work.

Application

Reference number (WAA Register or TeamBinder)	
WAA title	
Project name	
Location of Work	
Date	
PWN Date Submitted	

Applicant Details

Company Name:	
Representative Name:	
Work phone:	
Mobile:	
Email:	

Sydney Metro Representative

Position:	Senior Project Manager
Name:	
Date:	

Network Owner Representative

Position:	
Name:	
Date:	

Project Works Details

PWN attached?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes If yes, what controls are proposed? <input type="checkbox"/> No
Has a Safe Notice been approved for the scope?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working within 300m of the Electrical isolation limits?	<input type="checkbox"/> Yes If yes, what controls are proposed? <input type="checkbox"/> No

Works to be carried out outside an LPA

Scope of works be carried out:	
Worksite Protection method for work impacting the Danger Zone:	<input type="checkbox"/> Track Occupancy Authority (TOA)
	<input type="checkbox"/> Track Work Authority (TWA)
	<input type="checkbox"/> Other method (e.g. Zone Isolating Key Switch, zonal working):
	<input type="checkbox"/> Work is outside the rail corridor
Work inside rail corridor and not affecting the Danger Zone	<input type="checkbox"/> RISI-Exempt Area established
	<input type="checkbox"/> Demarcation fencing installed
	<input type="checkbox"/> Other
Is work in the vicinity of Electrical assets?	<input type="checkbox"/> Work will not encroach the Safe Approach Distances
	<input type="checkbox"/> Electrical Isolation required
	<input type="checkbox"/> Other Approval required

Safe Work Method Statements (SWMS) and other supporting documents

SWMS name	TeamBinder Ref #	Revision version

Checklist of Safety Risks Associated with Working in the Rail Corridor

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