

Sydney Metro Work Activity Advice (WAA)

Application

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

Applicant Details

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

Review and Endorsement by Delivery Partner (where applicable)

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

Sydney Metro 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?	<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?	<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):
Work Outside and not affecting the Danger Zone	<input type="checkbox"/> RISI-Exempt Area established
	<input type="checkbox"/> Demarcation fencing installed
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"/> 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

Risks Associated with Working in the Rail Corridor	Yes	No	N/A	Comments
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"/>	
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"/>	<ul style="list-style-type: none"> appropriate numbers of Qualified Workers are available to protect the work. the requirement for an easily reached safe place for workers can be met. it is possible to close the affected line during the work. there will be rail traffic on adjacent lines. there will be rail traffic between and/or within worksites. controlled signals or automatic signals are available to protect worksites. other work on track will affect the worksites. there is safe passage to and from worksites. the work will intrude on level crossings. the line is electrified. the line is track circuited. the formation of the line and the location will affect the work. effective communication is available equipment used in the work will intrude into the Danger Zone. other groups need to be told about or involved in the work. the level of noise from equipment and rail traffic will be excessive.
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"/>	

Risks Associated with Working in the Rail Corridor	Yes	No	N/A	Comments
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 the Network Owner been consulted?	<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"/>	