Site Access Guide

HOW THIS GUIDE WORKS

No interference with Scheduled Train Services	**Any works that disrupt scheduled train service (passenger or freight) requires a minimum of 90 days advance notice. The applicant shall submit details of the proposed service disruption via completing a Works Notification Form. Submission of the Works Notification Form is NOT an approval of your proposed service disruption. V/line may reject your proposed service disruption request, change the proposed dates of your service disruption to align with operational requirements or advise alternatives as directed by the Executive General Manager Asset Management**
Notifying V/Line when you want to get access	**For all works that do NOT require a disruption to scheduled train services, V/Line requires a minimum of 28 business days * notice prior to your proposed date of access. Once your permit is issued you will be notified who you should contact at V/Line when you want to arrange for your access to take place.**

Entry to property controlled by V/Line is prohibited without a Site Access Permit.

All access must be in accordance with the terms and conditions of a Site Access Permit issued after you have submitted an application and had it approved by V/Line

Obligatory approvals to be obtained from VicTrack being the land owner before applying for access to V/Line leased land.

This guide contains 2 parts

Part A Tells you what you need to know about ***how our application procedure works for you to obtain access*** to property controlled by us

Part B Gives you important information to ***assist you in completing your application***

Note: *Pre-work inspections e.g. (surveys, cable searches, geotechnical investigations etc) all require an application to be made and approved before entering V/Line controlled property.*

**** When an access application is reviewed there may be insufficient information provided which will extend the review period before V/Line will grant access***

Site Access Guide

PART A – HOW OUR PROCEDURE WORKS FOR YOU TO OBTAIN ACCESS

1. How do you get permission to access V/Line controlled land?

Before a Site Access Permit can be issued, we must receive:

a. Completed Application Form:

Applications for access to the V/Line Network for Third Party or works can be submitted online via:

tpa.vline.com.au

b. In some instances we may also require that you enter an Access Agreement. (Upon receipt of your application you will be advised if this is required).

c. In some instances we are not able to grant you Access without there also being agreement provided by VicTrack or Public Transport Victoria. We will advise you on receipt of your application if this is required and will provide assistance with this process.

A checklist to assist preparation of your access application is contained in Appendix 3 – ACCESS CHECKLIST

AFTER A SITE ACCESS PERMIT IS ISSUED YOU MAY UNDERTAKE YOUR WORKS.

You will be required to submit a Certificate of Completion to indicate to V/Line that the works site is safe. (Appendix 2)

You may also be required to submit Certificate of Infrastructure Monitoring (Appendix 4). V/Line will advise if this is the case.

2. What do you have to do after you have been issued your Site Access Permit?

Daily Notification	You must notify ALL V/Line staff detailed in the Site Access Permit (SAP) ***each day*** at the start and completion of your access quoting the Site Access Permit number. The Track Force Protection Coordinator (TFPC) must also advise V/Line Centrol of their contact details. When the works are advertised via an issued V/Line Circular (TON or SWO Circulars) and the works will not be undertaken on any of the advertised dates then the TFPC must advise Centrol.

Protection of V/Line Property & Reporting Requirements	While accessing V/Line property you must ensure that all reasonable measures are taken to protect any property. All underground services/obstacles must be located and proved using NDD before commencing any excavation/drilling work on the site. Please note V/Line is not listed on Dial Before You Dig (DBYD) Any damage to property or services must be reported to the V/Line contact as soon as practicable after the damage has occurred. Any damage to V/Line property identified by you whilst accessing the site that has been caused as a result of acts of vandalism or other act of criminal behaviour to V/Line property or infrastructure must be immediately reported to Control on the numbers noted on the SAP.
Underground Services and Obstacles	All underground services/obstacles must be located using ground penetrating radar or the like and physically proven using NDD techniques before commencing any ground penetration works such as excavation/drilling work on the site. Please note V/Line is not listed on Dial Before You Dig (DBYD) Locating marker tapes or other service marker items is NOT sufficient and the actual service is to be located. The details of your methodology is to be included in your work method statements.
Markers	Markers are to be installed as per AS4799
Installing New Underground Services	All new or temporary underground services must be installed outside of existing access tracks. It is V/line's preference that new or temporary underground services be installed at the rail lease boundary.
Reporting of Incidents	You must report any incident (including environmental) or near miss relating to railway safety or safe-working procedures to the Train Controller nominated on the Site Access Permit (SAP) and the V/Line contact nominated on the Site Access Permit (SAP) as soon as practicable after the incident. You must provide any written reports required by V/Line in relation to such incidents and quote the relevant site access permit (SAP) number and must facilitate and assist any incident investigation carried out by V/Line or other investigating authority.
Emergency Response & Control in the event of an incident	All incidents must be immediately reported to the V/Line Senior Train Controller (Centrol) on 1800 023 668. In the event of any incident, V/Line may exercise control over any V/Line property by giving directions for the management, continuity, safe working and security of the site and all operational matters related to that control. You must immediately comply with V/Line's directions, including directions concerning operational restrictions, security procedures, safe working standards, safe working practices, emergency response, maintenance of the

	V/Line site, evacuation and any further measures required to comply with all laws including the Terrorism (Community Protection) Act 2003. V/Line has obligations as a declared essential service, under Part 6 of the Terrorism (Community Protection) Act 2003 and other Accreditation Acts. By being granted access you are acknowledging that V/Line must comply with its legal obligations in the management of emergency and incident response procedures and you will do all things necessary to assist V/Line in meeting its obligations.
Safety of Site	You must determine requirements for, and must provide, appropriate signage, temporary fencing and/or lighting, to ensure that there is no danger to V/Line staff, customers or other parties needing to work on or around or pass through the access location.
Signage and Lighting	No signage or lighting is to be coloured red or green, or configured in a manner or located where it could obscure or be mistaken for a railway signal or operational sign.
Personal Protective Equipment	All persons must wear high visibility clothing (vest, shirt, overalls or rainwear) while on V/Line property. Clothing must be "special purpose orange", as defined in "*AS/NZS 1906.4 – Retroflective Materials and Devices for Road Traffic Control Purposes – High Visibility Materials for Safety Garments*." At night, the high visibility clothing must incorporate reflective strips as defined in "*AS/NZS 4602 – High Visibility Safety Garments."* All persons within the Danger Zone (see Appendix 1) must wear safety footwear (steel capped shoes) and, if required, eye protection (safety glasses). All of your activities must be in accordance with statutory OH&S regulations.
Inspection and Audit	Audits must be carried out by you to ensure only suitably qualified persons are allowed on site. You must ensure that you retain records on site to show that you are complying with our requirements for access including copies of: rail safe working qualifications, Site Access Permit, this Guide and any other documents which provide evidence of any necessary qualifications or permits that may be required for your access. V/Line reserves the right to carry out audits of the site to ensure compliance with this requirement. If a failure to comply is discovered your site access permit may be revoked. You must assist in facilitating V/Line or its representative's inspection of your activities and records at any time.
Clean up, re-instatement and completion	Before you have finished your access you must: • Remove any rubbish and waste. • Remove any temporary fencing or delineation barriers. • Restore any access roadways affected. • Generally reinstate the site to a condition equivalent to that which existed prior to the works or activities commencing. • Provide any other rail certificates as required by V/Line

Works that involve the direct contact of any V/Line asset such as **- Track & Civil Items;** **- Signalling Items;** **- Buildings, platforms etc.**	A V/Line representative must be present on site to certify the completion of the works. There will be a fee for V/Line attendance which is in addition to any access fee applicable.
Works that DO NOT involve the direct contact of any V/Line asset such as **- Track & Civil Items;** **- Signalling Items;** **- Buildings, platforms etc.**	Works such as under track bores, overhead rail crossings, works at station etc.; a Certificate of Completion will be required as well as one or more of the following: Certificate of Infrastructure Monitoring (provided by V/Line if deemed necessary), signed by a Competent Contractor employee and/or Certificate of Signalling; V/Line will advise the requirements in these cases

3. What happens after you have completed your access?

1 Notification to V/Line

Once you have finished your access you must notify V/Line by contacting the number/s detailed on the Site Access Permit.

2 Providing any information requested by V/Line

Where requested you must provide to us copies and details of works as completed. Details required may include but not be limited to:

- "As built" drawings;
- Any relevant reports or survey results;
- Cable locations;
- Maintenance schedules
- ALL V/Line required QA documents

~~3~~ Certificate of Completion

You are required to complete and return a Certificate of Completion (see Appendix 2) confirming that you have complied with:

- All relevant legislation and codes,
- The details submitted in your application, and
- This Guide.

4 Inspection by us

We may also request that you attend the location of the intended access to undertake an inspection prior to works commencing.

This inspection will be with a V/Line representative for the purpose of assessing the nature and impact of any works.

You must facilitate any inspection, carry out any work required by V/Line and we may require that safe-working protection is not removed until directed by us.

A V/Line representative must be present on site to certify the completion of the works when you will have a direct impact on V/Line infrastructure.

There will be a fee for V/Line attendance which is in addition to any access fee applicable.

PART B – IMPORTANT INFORMATION TO ASSIST IN COMPLETING YOUR APPLICATION

1. WORKING DOCUMENTS

We require that you provide, in all circumstances, **Rail Site Specific Work Methodology (i.e. work pack, WMS, SWMS, JSEA, etc.)** with your application. These documents must comprise:

1. *Details of your access to the site, your works methodology, your evaluation of local conditions and risk mitigation strategies; environmental assessment.*
2. *A site sketch and specific risk assessment for the works*
3. *Safe Work Method Statements (SWMS) including risks related to the rail environment*
4. *Communications Plan if required*

Please refer to the following table for specific information required.

GENERIC DOCUMENTS WILL BE REJECTED

YOU MUST DEMONSTRATE TO US THAT YOU WILL BE ABLE TO WORK SAFELY IN A RAIL ENVIRONMENT.

Issues to address in your Site specific SWMS/JSEA	Matters to be considered	Have you dealt with these issues in your plan?
Rail Safety Risk Assessment and Environmental Risk Assessment	In undertaking a risk assessment for any works to be undertaken you should as part of your risk assessment • Consider all local rail safety issues; • Detail relevant actions for rail safety • Detail mitigation strategies for rail safety • Detail assessment of the works impact on all native Flora & Fauna as well as Cultural and Heritage implications. • Consider all means of access to and from the reserve • Detail strategy for obtaining all relevant permits and approvals	❒

Your site sketch – things that you should detail	When preparing your site sketch detailing the following will be relevant:
	• Location of all railway infrastructure;
	• Estimate the distance to the closest rail
	• Where you will be undertaking your works or access in relations to Rail Infrastructure;
	• Detail your access points
	• Where there is plant or equipment;
	  ○ Where will it be in relation to Rail Infrastructure ;
	  ○ What will be the access path you use to get the equipment to where it will be set up in rail infrastructure;
	• Location of any necessary delineation barriers within the rail reserve;
	• Requirement to protect any public or private vehicle roads or pedestrian paths nearby;(i.e. Traffic Management Plan/ Pedestrian Management Plan)
		❒

Access Across Rail Tracks for vehicles, plant and self-propelled equipment.	Unless otherwise authorised by V/Line, vehicles, plant and self-propelled equipment operated by you may only cross rail tracks at public road level crossings. This intention must be clearly stated in your work plan.	❒
Stopping of Rail Traffic – Controlled Environment (Impact type 5)	A controlled environment is an area where there are no possible rail movements and is defined by the confines of an area under an absolute occupation or booked out track where there are positive delineation barriers such as a fence etc.	❒
Environmental Management	The environmental management checklist (Appendix 5) must be completed.	❒

Issues to address in your Site specific SWMS/JSEA	Matters to be considered	Have you dealt with these issues in your plan?
	Where you indicate “yes” to any item then you must submit supporting policies/procedures.	
Monitoring of rail	For works under the rail, a rail monitoring plan must be submitted, and Certificate of Infrastructure Monitoring must be submitted (See Appendix 4). The following must be explained: • How you plan on monitoring the rail • Who will be monitoring the rail • How you will comply with V/Line’s track geometry standard NIST – 2706 (Can be supplied by the access co-ordinator on request) • What you will do if any tolerance levels are exceeded	❒
Communication Plan	For minor works in isolated areas (with minimal or no impact to residents) a communication plan is not required. For minor works creating inconvenience to the public, commuters (i.e works at or near train station / carparks/etc) and or residents a specific communication plan must be submitted including advising 7 day in advance of the proposed works and the impacts expected. For major works a Communication Management Strategy and specific Communication Management Plan must be submitted for impacts along the rail corridor. It should contain as a minimum: Provide a stakeholder Communication Strategy / plan for the works. The Strategy /plan should detail at least the following: a) Your method of communication with V/line b) Details of your communication with affected third parties c) Emergency communication arrangements d) Train control communications e) Other Rail operators f) Other Projects in the vicinity	❒ ❒ ❒

2. RAIL SAFEWORKING

We require that you provide, in all circumstances, a **Rail Site Specific Safe-working Plan** with your application. This Plan must comprise:

a. a site sketch,

b. a written explanation (*including references to your site sketch)* that details how you will implement your Rail Site Specific Safe-working Plan.

c. a Protection Diagram - PD showing the work area, (i.e. limits of the occupation / lookout or Full Track Protection, as applicable, Point of Safety - POS, Name and position and qualification level of the person preparing the PD, signature and date prepared.

d. a specific risk assessment for the site and

e. any other information considered relevant

Please refer to the following table for specific information required.

Issues to address in your Rail Site Specific Safe-Working Plan	**Matters to be considered**	**Have you dealt with these issues in your plan?**
Know the **"Danger Zone"**	• ***Non Platform Access*** The Danger Zone is everywhere within 3 metres horizontally from the nearest rail, and any distance above or below this 3 metres. **(see Appendix 1, Figure 1)** (This danger zone distance may be greater if your equipment proposed has the potential to foul the rail line) • ***For Platform Access*** The Danger Zone is everywhere within 900 mm horizontally from track side platform edge (ie. The yellow line) and any distance above or below this 900mm. **(see Appendix 1, Figure 2)**	❒

Issues to address in your Rail Site Specific Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
Safe-working Qualifications	All Safe-working qualifications must be recognised in Victorian rules and regulations. Safe-working certificates must be issued by a Victorian registered training organisation. Regional Fast Rail lines – For work on the Regional Fast rail lines to/from Bendigo, Ballarat, Geelong and Traralgon, the Track Force Protection Coordinator must be qualified in the Regional Fast Rail rules as indicated in Section 36 of the Book of Rules and Operating Procedures.	❒
Type of Access & Safe-working qualifications required.	Where entry into the Danger Zone is required, the necessary safe-working qualifications of individuals will depend on whether the entry is only for walking and/or inspection, or is to carry out any activity requiring plant or equipment within the Danger Zone. **Review Appendix 1 to determine what safe-working qualifications will be required on site.**	❒

Issues to address in your Rail Site Specific Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
Record of Safe-working Qualifications	You must maintain a register of the railway safe-working qualifications of all employees, contractors and visitors who may be on the site, including a certificate number and expiry date. Alternatively, you may submit your work methodology or policy for ensuring your Level 1-Train Track Safety Awareness accreditation is kept current.	❒
Track Force Protection Co-ordinator	Your intended Track Force Protection Coordinator for acceptance by V/Line, based on: • Confirmation of currency of certification as a Level 3 Track Force Protection Coordinator; • Demonstration of satisfactory performance in carrying out safe-working duties; • Competence in the specific Safe-working Rules and Operating Procedures applicable to the way in which safe-working is to be carried out; and Local knowledge of the site area, as necessary for the application of Safe-working Rules and Operating Procedures.	❒
Additional Persons to Implement Safe-working Procedures	Consideration must be given by you as to whether additional qualified persons may be needed to implement the Safe-working Rules and Operating Procedures, as specified by the Track Force Protection Coordinator or by V/Line, or as detailed in the Site Safe-working Plan.	❒

Issues to address in your Rail Site Specific Safe-Working Plan	Matters to be considered	Have you dealt with these issues in your plan?
Delineation of work area from Danger Zone	The following are the requirements for delineation of work area: • Unless Access is being sought for the purpose of inspection or survey you must erect delineation barriers between the work area and the danger zone. This is to minimise the risk of entering into the Danger Zone. • Delineation barriers must be located outside the Danger Zone, or as otherwise specified by V/Line. • Anyone working between the track or platform edge and the delineation barrier require rail safe-working qualifications Delineation barriers for non-platform access shall comprise of immovable uprights at 3 – 4 metre centres, with web mesh or 3 rows of bunting stretched between, those upright or such forms of barrier providing equivalent delineation as approved by V/Line. (E.g. Jersey Barriers)	❒
Monitoring of rail	You must provide the rail safe working proposed for your monitoring of the rail.	❒

3. WHAT WORKS OR TYPE OF ACCESS DO YOU WANT TO UNDERTAKE?

Remember in your application you need to show us:

- ***WHAT it is that you will be doing.***
- ***WHERE you will be doing it.***
- ***HOW you will be doing it, and***
- ***HOW you are going to access the work site.***

This information may be in your own work documents. Your application should, however direct us clearly to the relevant parts of your documents that cover the matters required to be addressed in our application form.

If you are carrying out works your application should address the matters detailed in the following table.

	Issue to address	Matters to be considered	Have you detailed these issues in your application documents ?
1	***Compliance with Standards***	You must show us how you are complying with all relevant standards and codes including: • Operators Group Standards (where works directly affect Railway Infrastructure) • Vegetation management Guidelines for Rail Corridor • All Statutory Legislative and relevant codes • All Australian and V/Line standards	❒
2	***Plant & Equipment accessing land***	Detail how you and any plant and equipment will access V/Line property, where plant will be placed and methods to prevent plant/booms etc coming into the danger zone, etc. If Hi-Rail equipment is proposed to be used it must be registered with Vline under the Network Service Plan – NSP. Clear identification and evidence must be provided.	❒ ❒
3	***Continued V/Line access during works***	Detail how you will ensure that V/Line can continue to access rail infrastructure while you are on site. Include drawings/sketches showing location of fencing/barricades in relation to rail infrastructure, access roads etc	❒
4	***Rail Infrastructure Impact***	Detail what impact, if any, your activities will have on the rail infrastructure. Please answer these questions: 1. **Are the works disruptive to either scheduled passenger or freight services?** **2. Will there be a configuration change to the rail network?** Will planned works alter operational railway assets or bring into service new operational railway assets? **3. Does the work include commissioning of, or bringing into service, any new railway network asset that integrates with the operating rail system?** If the answer is YES to any of the above questions, your works/ project is subject to	❒ ❒ ❒

	Issue to address	Matters to be considered	Have you detailed these issues in your application documents ?
		the **"Works Readiness and T-Minus Procedure" NIPR-2241** (Please request procedure from the Access Administrator)	
5	***Sequence of Works***	• Detail the sequence of works (i.e. what you will do and when you will do it, what/when plant will be used etc) • Provide a detailed breakdown of significant activities including a supporting works program. • For activities that impact on train operations, a detailed program of the train impacts must be submitted.	❒
6	***Boring & Pit Locations***	If installing underground services, detail: • the location of boring pits in relation to toe or top of embankments (whichever is the further from the outer rail) - note the distance must comply with the AS4799 – 2000 i.e. minimum of 5 metres is required). • the type of boring method e.g. pipe jacking or boring. • the size of pilot hole and bore holes. • if it is intended to bore during train operations, the method of encasing for fully supporting the bore hole(s) and the length of sleeve (typically from boring pit to boring pit). • the method of verification/control of drilling accuracy and direction.	❒
7	***Ground Water Bores***	License from local water authorities for any bores exceeding 3m in depth is required.	❒
8	***Wires / Poles / above ground structures***	If installing poles or other above ground structures detail: • the location and height of the pole/structure in relation to the rail infrastructure. • the methodology to prevent fouling the danger zone during installation and post installation.	❒

	Issue to address	Matters to be considered	Have you detailed these issues in your application documents ?
		• backfilling, noting that for test bores/ jacking points etc. it must result in compaction back to the original condition. • any further specific technical detail that you may believe necessary.	
9	***Filming / Photography***	If Filming / Photographing detail: • A script of the proposed film • A clear description on the purpose of the film / photography • A synopsis / layout of the film / photography All applications involving filming and photography will be initially reviewed by the Communications Manager and the relevant Area Services Manager.	❒

Appendix 1: Summary of Activities, Impact Types and Track Protection

Figure1

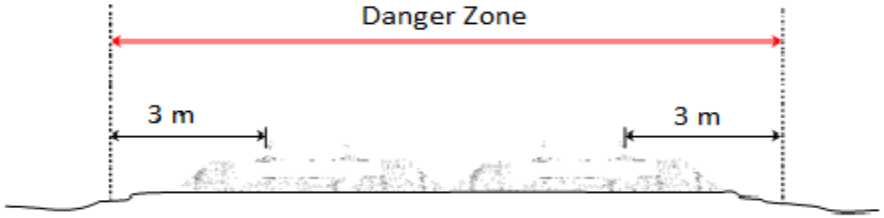
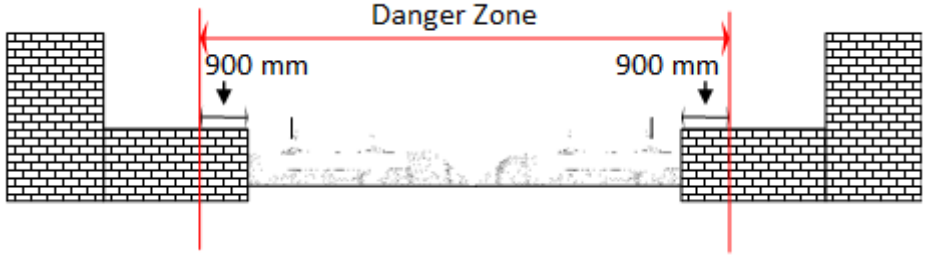


Figure 2



Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Outside Danger Zone – **On Platform, Station Building or in Carpark**	Any activity where there is <u>NO</u> risk of entry into the danger zone and no machinery is to be used.	1	Nil	Not required	• Rail Safe-working not applicable • Traffic Management and Pedestrian Management shall apply • Site sketch • Access and egress to the site of works must also be considered and specified.
Outside Danger Zone – ***Other than on*** **Platform, Station Building or in Car Park**	Any activity where there is a minimal risk of entry by people into the Danger Zone and no machinery is to be used.	1	Level 1 – Train Track Safety Awareness **<u>Or</u>** Nil - where Positive Delineation	Not required	• All parties are to be Level 1 – Train Track Safety Awareness, qualified • Access and egress to the site of works must also be considered and specified. • Site sketch • Not applicable

During the activity of erecting a Positive Delineation Barrier all personnel involved in erecting the delineation barrier must be Level 1 – Train Track Safety Awareness qualified and a Track Force Protection Co-Ordinator Level 3.2 or above shall be required.

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
		(1&2)	barriers that prevent inadvertent access ***have already been*** erected and approved by V/Line (see page 9)		
Within Danger Zone	• Walking; and • no work being performed so that person/s is/are at all times able to maintain continual vigilance	2	Look-Out Look-Out	Track Force Protection Co-ordinator – Level 3.2 or above (Track Force Protection Co-ordinator – Level 3.2 or above – accompanying up to 5 unqualified visitor)	• All parties are to be **Level 1** Train Track Safety Awareness, qualified and with a Track Force Protection Co-ordinator – Level 3.2 or above in attendance. • Access and egress to the site of works must also be considered and specified. • For every five **unqualified** person(s) within the Danger Zone there must be at least one person qualified as a Track Force Protection Co-ordinator (TFPC) – Level 3.2 or above. A rail safety protection diagram highlighting the line speed, sighting distances, worksite location, position of safety etc. must be signed by a TFPC – Level 3.2 or above and provided to V/Line. • Access and egress to the site of works must also be considered and specified.
Within Danger Zone	• Crossing of railway tracks at public crossing	1	Nil	Nil	• obey road rules and all signage

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Within Danger Zone	• Activity within the Danger Zone involving light battery operated or non-powered hand tools and equipment; and • There is good (train sighting distance) visibility, so that the Danger Zone can readily be cleared when a train approaches	2	Look-Out	Track Force Protection Co-ordinator – Level 3.2 or above	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 or above also in attendance. A rail safety protection diagram highlighting the line speed, sighting distances, worksite location, position of safety etc. must be signed by a TFPC – Level 3.2 or above and provided to V/Line. • Access and egress to the site of works must also be considered and specified.
	• Activity within the Danger Zone involving light battery operated or non-powered hand tools and equipment; and • There is poor (train sighting distance) visibility, so that the Danger Zone cannot be readily cleared when a train approaches	4	Full Track Force Protection **OR** Absolute Occupation (Refer to page 17 and 18)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing full track force protection. • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and Works Notification Form (WNF) must be submitted a **minimum of 10 working** days prior. (Please contact V/Line representative to get a copy of the WNF) • Access and egress to the site of works must also be considered and specified.

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Outside Danger Zone	• Activity where the use of machinery is outside the danger-zone and has no potential to foul. *(refer to Figure 3)*	2	Track Force Protection Co-ordinator – Level 3.2 or above supervision	Track Force Protection Co-ordinator – Level 3.2 or above	•All parties are to be Level 1 Train Track Safety Awareness, qualified and be under the **supervision** of a Track Force Protection Co-ordinator – Level 3.2 or above. •A site sketch must be provided showing the location of machinery in relation to the danger-zone and demonstrate that there is no potential to foul. •Access and egress to the site of works must also be considered and specified.
	• Activity where the use of machinery is outside the danger-zone but has the potential to foul. *(refer to Figure 4)*	4	Full Track Force Protection **OR** Absolute Occupation (Refer to page 17 and 18)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing full track force protection. • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and Works Notification Form (WNF) must be submitted a **minimum of 10 working** days prior. (Please contact V/Line representative to get a copy of the WNF) • A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • Access and egress to the site of works must also be considered and specified.
	• Does involve heavy machinery and/or there is considered by V/Line or by the Track Force Protection Co-ordinator to be a risk of inadvertent encroachment into the Danger Zone	3	Positive Delineation barriers (approved by V/Line see page 9) that	Track Force Protection Co-ordinator – Level 3.2 or above	• Approved delineation barrier erection as per Impact type 1 • Work method statements to address how inadvertent access to the danger zone will be managed, eg. Slew restrictor etc.

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
			prevents inadvertent access and Track Force Protection Co-ordinator – Level 3.2 or above supervision		• A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • A site sketch must be provided showing the location of the temporary fence, machinery etc. in relation to the danger-zone. • Access and egress to the site of works must also be considered and specified.
Within Danger Zone	• Work involving powered tools or machinery, or presenting an obstruction to rail traffic • Can be carried out between trains and is not expected to disrupt train operations	4	Full Track Force Protection **OR** Absolute Occupation (Refer to page 17 and 18)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing full track force protection. • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and Works Notification Form (WNF) must be submitted a **minimum of 10 working** days prior. (Please contact V/Line representative to get a copy of the WNF) • A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • Access and egress to the site of works must also be considered and specified.

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Within Danger Zone	• Work presenting an obstruction to rail traffic • Can be carried out after the passage of the last train and before the passage of the first train.	5	Absolute Occupation (Trains not affected ie. After the passage of the last train and before the passage of the first train)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing the track protection. • A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and Works Notification Form (WNF) must be submitted a **minimum of 10 working** days prior. (Please contact V/Line representative to get a copy of the WNF)
Within Danger Zone	• Work presenting an obstruction to rail traffic, where rail traffic is to be rescheduled and or re-routed around the worksite	5	Absolute Occupation (Trains affected)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing the track protection. • A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and Works Notification Form (WNF) must be submitted**.** • Notifications of works are to be provided via a WNF a **minimum of 90** days prior to allow for appropriate Safeworking documentation to be issued

Location	Nature of Activity	Impact Type	Form of Track Protection Required	REQUIRED RAIL SAFEWORKING QUALIFICATIONS	
				Track Force Protection Co-ordinator	Other Persons in Danger Zone & Other Relevant Requirements
Within Danger Zone	• Work presenting an obstruction to rail traffic, where rail traffic is to be rescheduled and or re-routed around the worksite	5	Absolute Occupation (V/Line planned closure)	Track Force Protection Co-ordinator – Level 3.2	• All parties are to be Level 1 Train Track Safety Awareness, qualified with a Track Force Protection Co-ordinator – Level 3.2 directing the track protection. • A Certificate of Infrastructure Monitoring or Signalling may be required, as determined by V/Line • A rail safety protection diagram signed by a TFPC – Level 3.3 or above and documentation that will be provided by V/Line upon request must be submitted a **minimum 12** weeks prior to the date of the occupation. V/Line will assess if the proposed works have any impact to any V/Line scheduled works and will approve only if it is deemed that the proposed works won't affect or impact any V/Line scheduled work. • If accessing a scheduled V/line occupation, a Work Group Information Table (WGIT) must be submitted a **minimum 12** weeks prior to the date of the occupation. (Please contact V/Line representative to get a copy of the WNF)

Responsibilities of the Track Force Protection Co-ordinator

- Preparation and implementation of the Rail Site Safe-working Plan (Note: The person preparing the Rail Site Safe-working Plan may not necessarily be the person implementing the Safe-working Plan).
- Determining and correctly implementing the applicable Safe-working Rules and Operating Procedures for the duration of the access, taking into account the guidelines detailed in this Site Access Guide.
- Holding the authorised Site Access Permit.

- Keeping safe-working records (e.g. Track Protection Record Book).
- Confirming as necessary that persons within the Danger Zone have the required safe-working qualifications.
- **Notifying Train Control each day upon commencement and completion of site access and ensuring the Train Controller is advised of the Site Access Permit number before commencing any work.**

Potential To Foul

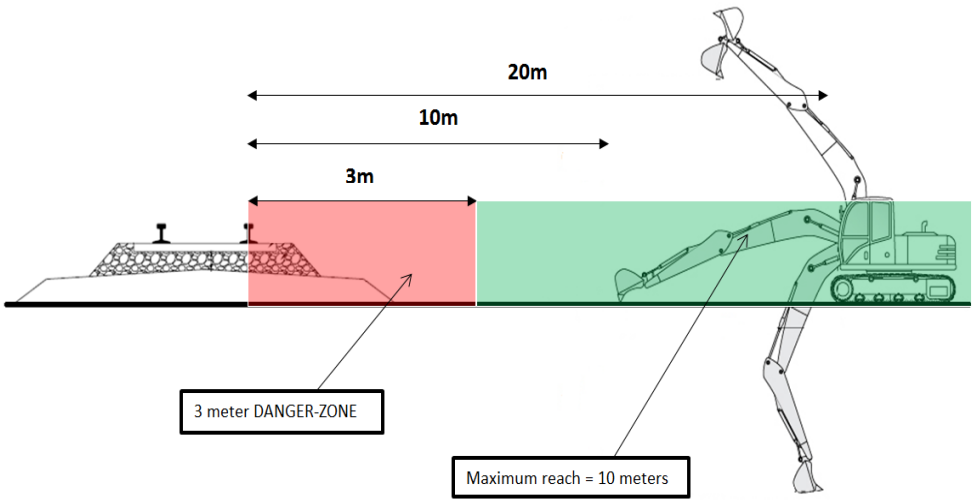


Figure 3:
No potential to enter the Danger Zone
Machinery is located 20 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore there is no potential to foul the 3 meter danger-zone.

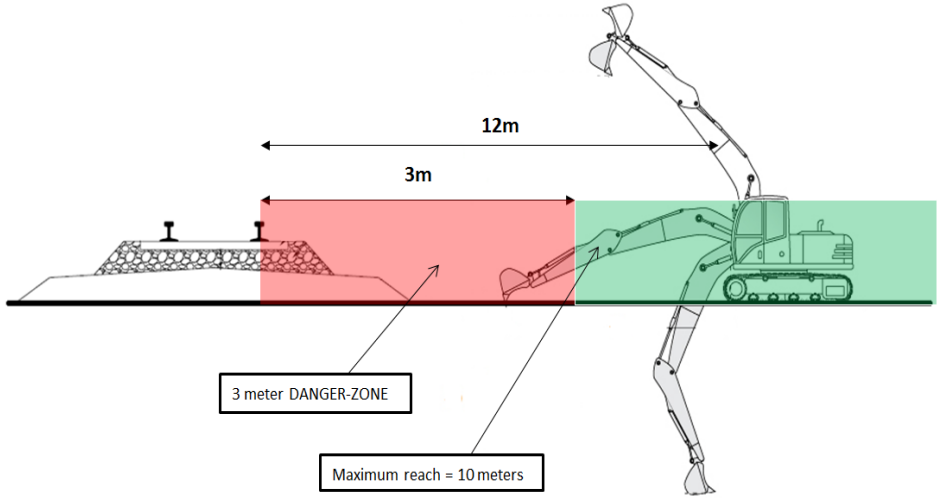


Figure 4:
Potential to enter the Danger Zone
Machinery is located 12 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore it has the potential to foul the 3 meter danger-zone.

Appendix 2: Certificate of Completion

TPA

V/Line Site access Permit Number	
Applicant Name	
Company Name	

The applicant certifies that

- * Any works or activities for which the Site Access Permit was issued by V/Line have been completed in accordance with any plans, information and documentation as provided to V/Line in the application for access.
- Access was completed on _____/_____/_____

  Supporting documents are attached
- ** Any works or activities for which the Site Access Permit was issued by V/Line have been partially completed in accordance with any plans, information and documentation as provided to V/Line in the application for access. The site has been left safe, secure and fit for V/Line staff, passengers and other third parties.
- Access was completed on _____/_____/_____

*/** strike out not applicable

Signed: _____

Position: _____

Date: _____

Completed Certificates must be signed and emailed to

access@vline.com.au

OR

a complete hard copy via mail to:

The Access Administrator
V/Line Pty. Ltd.
GPO Box 5343
Melbourne Vic 3001

Appendix 3: ACCESS CHECKLIST

ACCESS CHECKLIST

Access to the V/Line rail lease will require the submission of an access application which includes the following information. Applicants should adhere to the review times required for applications.

No works are to commence without a valid Site Access Permit

1. Location of Access

a) Provide full details of your geographic location
b) Provide a map or sketch along with a VicRoads or Melways reference and/or a railway kilometre marker location
c) Details of exact location or boundaries (show signal sections or site plans, refer to RailMap or pictorial maps

2. Purpose of Access

Provide a description and site sketch of what you want to do on V/Line land

- Include details of any track works
- Include details of any signal works
- Include details of any civil works
- Include details of all works at stations, car parks or surrounding land

3. Description of your Works

A site specific detailed description of the access or works activities is required including:

a) Details of all equipment to be used
b) Detail how you will physically enter and exit V/Line Property :
    - Details of access to the site, Public Crossing, Access Track; New Pad
c) Detail how the work will be undertaken :
    - A set of site specific work method statements, all relevant Safe Work Method Statements; Activity Method Statements (AMS), etc.
    - Include site specific supporting risk assessments
d) Attach the proposed works program
e) Provide details of any stage works
f) Detail the condition the worksite will be given back to V/Line
g) Provide a stakeholder communication plan

4. Rail Safety

Supply a Rail Safe-working Plan of the area including:

a) Site Specific guidelines for the required safe-working protection procedures
b) Site sketch of safe-working area indicating position of Safe-working Protection Personnel where they are required, Point of Safety – POS.

c) Detail which areas are linked to which impact type for safe working (You may split the works area into different impact types)

d) List of all site contacts and Emergency Plans

5. Disruption to V/line infrastructure & Operations.

When your proposed works on the V/line lease involve the setting of Full Track Force Protection or the issue of an Absolute Occupation; the following requirements will apply:

- Works Readiness Checklist (from NIPR 2241)

Single location - Single Contractor one or more work groups,

List the Documents V/Line will receive at the hand back of the Absolute Occupation or the removal of Full Track Force Protection. Including but not limited to the following:

a) Certificate of completion

b) Certificate of Infrastructure Monitoring;

c) Certificate of Signalling;

d) All V/Line required forms; weld forms; CTC forms; track geometry and inspection forms; Defects list; Bonding plans, etc.to comply with Information Management System (IMS)

6. Communication Plan

Provide a stakeholder Communication plan for the works. The plan should detail at least the following:

g) Your method of communication with V/line

h) Details of your communication with affected third parties

i) Emergency communication arrangements

j) Train control communications

k) Other Rail operators

l) Other Projects in the vicinity

Appendix 4: Certificate of Infrastructure Monitoring.

ASSET MANAGAMENT

Certificate of Infrastructure Monitoring

Section 1: DETAILS			
Corridor		Track – Up / Down / Centre / Other	
Work Starting Point:	(km)	Work Finishing Point:	(km)
		Location (km)	

Section 2: TRACK MONITORING				
The area above has been independently monitored by _____ covering the following components;				
			Signage: Satisfactory	
Track Geometry:	☐ Twist	Un-Satisfactory/Satisfactory	☐ Gauge	Un-Satisfactory/Satisfactory
	☐ Top	Un-Satisfactory/Satisfactory	☐ Cant	Un-Satisfactory/Satisfactory
	☐ Line	Un-Satisfactory/Satisfactory		

ANY UN-SATISFACTORY MEASUREMENTS MUST BE REPORTED IMMEDIATELY TO THE TRACK SUPERVISOR NOMINATED IN THE SITE ACCESS PERMIT

Section 3: CLEARANCES	
All structures are outside the applicable Clearance Diagram as per V/Line standards.	Yes / No
Clearance Gauge was used to confirm clearances up to at least platform level (If Applicable)	Yes / No

Section 4: V/LINE NOTIFICATIONS
Detail all V/Line Contacts notified

Section 5: EXCEPTIONS
The following works are outstanding and are required to be completed:

Section 6: CONTRACTOR'S DECLARATION	
Work on and around this section of V/Line Infrastructure has been completed in accordance with the V/Line Specifications, Standards and Structure Clearances. All material and equipment have been cleared from the structural gauge envelope. Name of Company/Contractor:	
Person Signing:	Title:
Signature:	Date

Appendix 5: Environmental Management Checklist

(TO BE COMPLETED AND RETURNED WITH APPLICATION)

Will the works potentially impact on:	**Y/N**	**If yes, provide confirmation of:**	
Native vegetation or fauna habitat		Native Vegetation removal – Permit or exemption from Local Planning Authority (Planning & Environment Act) FFG (Flora & Fauna Guarantee Act) Listed Species: Permit from DELWP (Department of Environment, Land, Water & Planning & Local Planning Authority. EPBC (Environment Protection and Biodiversity Conservation) – listed species Permit or written advice from DOE (Department of Environment).	
Waterway / Surface Water		Work on Waterway Permit from CMA Details of proposed measures to protect beds and banks and sediment controls	
Water sources (including taking of water)		Permit from relevant water authority	
Land within 200 m of a waterway		Your consideration of Cultural Heritage. A Management Plan acceptable to DELWP, Aboriginal Affairs Victoria may be required	
Cultural Heritage		Your consideration of Cultural Heritage. A Management Plan acceptable to DELWP and Aboriginal Affairs Victoria may be required	
Assets which are subject to Heritage listing or local heritage permit requirements		Heritage Victoria or Local Planning Authority Approval	
Noxious weeds		Measures to avoid weed spread	
Contaminated land (Please note all rail land is deemed to be contaminated)		Contamination management including waste management	
Planning overlays such as Environmentally sensitive Overlays		Local Council Approval	
Landholders property other than V/Line		Other agency approval (council / CMA etc)	
Air quality (dust / fumes)		EPA approval and any OHSE management plans.	

In addition:

Do the works involve:	Y/N	If yes, provide confirmation of:	
Fire (or have potential to cause fire)		CFA, MFESB, DELWP fire permits Your plant being fitted with spark arresters	
On site refuelling		Your management plan for spillage / contamination prevention / and waterways protection.	
Chemical and hazardous substances (incl. asbestos)		Your management measures for identification, storage, handling, and disposal. Provide extracts of your hazardous substances register.	
Waste generation		Your methods for management of waste minimisation and disposal.	
Agricultural Chemical Use		How you will comply with V/Line procedure - VLP NIPR2688, SAPR-80 (a copy of which can be obtained by requesting from the Access Co-ordinator)	
Significant noise and / or vibration		Your community and government stakeholder (local Government/EPA) consultation. Your review of vibration impacts	

Appendix 6: Dilapidation Report

1. All Projects Works must have a completed NIFO 2690.4 Dilapidation Survey completed and form part of the Works Readiness.

(TO BE COMPLETED PRIOR STARTING ANY WORKS)

Sheet to be used for both plain line and turnouts and be accompanied by comprehensive photographs, using a digital camera displaying the correct date and time of the survey

Pre-Works Survey Sheet, Part 1 – Track Start & Finish				
1. Location				
Site Reference Number				
Site Name & Access Point				
Line	ARO Responsible	Start Chainage	Finish Chainage	Key Assets Points & Signal Nos

Sketch of Line and Affected Assets (Include point No's, signals, OHW, chainage limits and direction of travel)

2. Asset Condition From IMM	Tick Box if additional documents provided and attached	
Fence/Gate/Access/Egress		
Known Defects (General) As per V One Print Out		
Known Hazards		
Known Drainage Problems		
Subsidence Records/Bank stability		
Stressing Compliance		
Rail Flaws/Defects		
RCF category & Grinding Programme (Rail General)		
Tamping History		
Rail Creep & Monuments		
Known Environmental Constraints (Fly Tipping)		
New/Old Maintenance Materials on Site		
Agreed Derogations to VRIOGS/Standards		
Weld Compliance		
V One Latest Inspection Report		
Bonding & Signalling Cables/ACM		
Signalling Equipment (Inc Recurrent faults)		
Track Geometry Report (Twist, Long Top and Alignment)		
Structure Clearance (not platforms)		
Existing/Historic ESR/TSR Details		
Latest Platform Gauging Report		

3. Agreement	Storage, Access and Other Agreed Arrangements	
Position of Build-up Areas & Site Establishment		
Access Points & Storage Arrangements		
Arrangements for Removal/Modifications	Rail Lubricators	
	Wheel flat Detectors	
	Level Crossings	
	Other Fixed Track Items	

4. Site Observations	Dilapidation Survey - Comments
Rail Joints/Welds	
Sleepers/Bearers	
Fastenings	
Ballast	
Line Side Fencing	
Access Points/Walkways	
Signage & Datum Plates	
Scrap/Housekeeping	
Vegetation	
Hazards	
Spares	
Other Functional Infrastructure	
Other Issues Observed	

5. Actions to be taken by Maintainer/Alliance prior to project works			
Action No	**Action**	**Who**	**When**

Signed & Agreed T-16 Week Walkout			
Name	**Representing**	**Signature/Role**	**Date**
	Network Maintenance		
	Major Projects		
	Reliability Engineer		

Signed & Agreed T-4 Week Walkout			
Name	**Representing**	**Signature/Role**	**Date**
	Network Maintenance		
	Major Projects		
	Reliability Engineer		