



Work Plan Submission

WP-126701-RH-BALA-001-001

Rev. 1.0

Status Submitted

Work Plan Name : Borehole stakeout and locates

2026-02-23 16:28

Table of Contents

Section No.	Section Name	Description
Section 1	Document Control & Record	Overarching Project Information.
Section 2	Scope Description	A concise description of the scope, outlining preparation, risk assessment, control measures, initiation, execution, and completion of tasks, with clear criteria for task completion.
Section 3	Construction Task Schedule	In this section, Contractor shall submit a task schedule outlining the planned completion of the Works.
Section 4	Rail Corridor Access Information	This section shall be pre-populated based on the initial Rail Corridor Access Information provided with the Scope Plan submission.
Section 5	Operational Interface	This section should include sufficient details of any operational restrictions that may require separate review, coordination, and approval by the relevant Metrolinx Business Unit.
Section 6	Asset Owner Requirements	This section identifies required Asset Owner permits and documentation, including GDPs, testing and inspection procedures, and handover requirements in accordance with the Rail Corridor Asset Handover Protocol.
Section 7	Environmental Programs and Assessment (EPA)	This section provides details and feedback mechanisms from the Management Plans to initiate necessary engagement with the Metrolinx EPA group based on site- and scope-specific factors.
Section 8	Indigenous Relations Office (IRO) Requirements	If applicable, outline requirements and arrangements, including necessary inspections and checkpoints, in consultation with the Metrolinx IRO and relevant stakeholders.
Section 9	Community Engagement	The Contractor may reference their Communications and Stakeholder Relations Management Plans in accordance with the Communications and Public Engagement protocols outlined in the Contract.
Section 10	Site Information and Communications	In this section, identify all parties, communication methods, and exchange frequency, including primary and backup systems, conditions for work stoppage during communication failures, and any Third Parties accessing the site.
Section 11	Supplemental Documents	This section includes Risk Assessments and other supporting appendices detailing hazards, mitigations, and approvals, to be reviewed alongside or referenced with the Work Plan.

Section 1 - Document Control & Record

Section 1.1 - Project Information

MX SP No.			
Scope Plan (SP) Name		Metrolinx Contract Number	
Project Name		Contractor	
Corridor		Subdivision	
MX PM Contact Email		MX CM Contact Email	
MX PM Contact Phone No.		MX CM Contact Phone No.	

Section 1.2 - Work Plan (WP) Document Control Information

Work Plan Name	
Submission Date	
MX WP Revision No.	

Work Plan No.	
Review Completion Date	

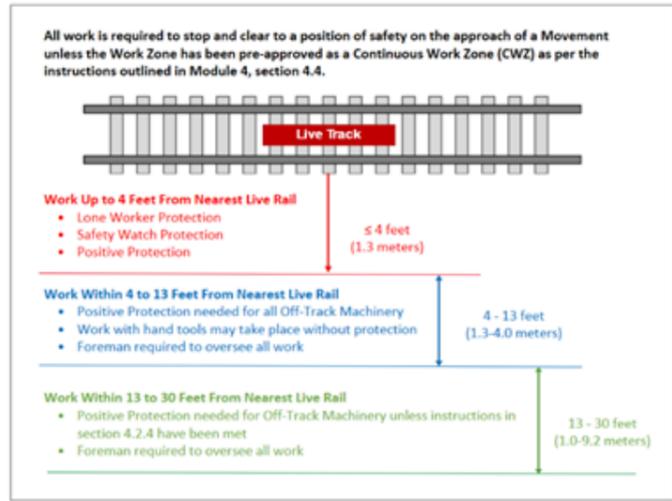


Figure 1: Diagram Showing Protection Requirements for Non-CWZ Work Zones

Section 2 - Scope Description

Section 2.1- Working Arrangements

(Provide details like temporary work, shoring, lighting, way finding and any other considerations of interaction with station operators or neighboring business/residents.)

Section 2.2 - Site Logistics

(Describe what arrangements the Contractor put in place regarding site logistics, such as Construction Access Gates and the method of accessing the Work Site (i.e. hi-rail, access roads), including outlining the material delivery procedures, staging and transfers to the site, and details relevant to a logistics plan.)

Section 2.3 - Planning Assumptions

(Describe what the contractor is expecting in their planning of the Works from Metrolinx groups, or any third party directly involved in the scope.)

Section 2.4 - Restrictions

(NOTE: The considerations listed below are commonly encountered but are NOT limited to:)

Consideration	Description	Applicable
Overhead Clearance	Ensure there is adequate vertical and horizontal clearance from overhead wires and infrastructure for all materials and machinery involved—such as dump trucks or trailers used for delivering, operating, or demobilizing materials (e.g., ballast)	No
Neighboring Communities (Business/Residents)	Potential impacts to nearby businesses or residential areas, including noise, dust, traffic disruptions, or restricted access that must be mitigated.	No
Utility Providers	Coordination requirements and possible service interruptions due to the presence of utility lines or infrastructure within or near the work area.	No
Others		No

(Describe how the known restrictions provided above will affect the execution of work and how the Contractor will perform the work)

Section 3 - Construction Task Schedule

Section 3.1 - Step by Step Sequence of Activities/Tasks

(Describe chronological sequence of how the Contractor is performing each of the tasks planned.
If the step-by-step task sequence is provided as an attachment, include it as an Appendix G under Section 11.3.
If no appendix is included, describe the sequence directly in the table below.)

Is sequence of activities/tasks attached as an appendix?	No
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Task No.	Description	Duration

Section 3.2 – Hour By Hour Schedule

(The Contractor shall provide a construction schedule extract that outlines the sequencing of construction activities.
The schedule shall clearly identify activity breakdowns and be submitted in a PDF format for review.)

Is Hour-by-Hour schedule added?	
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If Applicable, the Contractor requires to follow an Hour-by-Hour Template Guideline and submit an Hour-by-Hour schedule attached to this workplan as an Appendix H under section 11.3.

Section 4 - Rail Corridor Access Information

(Highlight required sections for Work Plan, including machinery and workgroups, even if Rail Access is not needed.)

Section 4.0 - General Information

Access Category		Shift	
Work Start Date		Work End Date	
Start Time		End Time	
Distance from Track		ON/OFF Corridor	
Corridor		Subdivision	
Protection Limits (From)		Protection Limits (To)	
Exact Work Location Mileages		Affected Tracks	
Protection Type		TOP Information	
Is ATWS (Automatic Train Warning System) proposed?		Is ATO (Adjacent Track Open) proposed?	
Mile Start		Mile End	
Signal Start		Signal End	

Section 4.1 - Access/Egress Points

List of Gates and Mileages		Hi Rail Access Location	
Gate	Mileage	Gate	Mileage

Section 4.2 - Work Groups Involved

Identify the work groups (Contractor and subcontractors) from the list below that are to be coordinated with for this work

Work Group	Trade	Contractor/Subcontractor Company	Identify Competent Supervisor	No. of Workers

Section 4.3 - List of Machinery

Task No.	Machinery Type	Quantity	GC or Sub?	Standby?	Hi-Rail?

Section 4.4 - Materials

Task No.	Material Type	Quantity	Inspected by Consultant?	Backup Material?

Section 5 - Operational Interface

Section 5.1 - Temporary Or Permanent Slow Orders (TSO/PSO)

Is there a TSO required?		Is there a PSO Required?	
What is the reason(s) for a TSO?		What is the reason(s) for a PSO?	
Which are the asset classes impacted by the TSO?		Which are the asset classes impacted by the PSO?	
Does the TSO have an end date which can be removed in the near future by fulfilling certain conditions?		Does the PSO have an end date which can be removed in the near future by fulfilling certain conditions?	
If the TSO has an end date, when and what are the conditions?		If the PSO has an end date, when and what are the conditions?	
Has Metrolinx Service Design reviewed the proposed TSO from an operational impact perspective, and have they signed off on the TSO?		Has Metrolinx Service Design reviewed the proposed PSO from an operational impact perspective, and have they signed off on the PSO?	
TSO Limits and Mileage:	TSO Zone Speed		
	TSO Speed		
	TSO Start Mileage		
	TSO End Mileage		
	TSO Tracks		
PSO Limits and Mileage:	PSO Zone Speed		
	PSO Speed		
	PSO Start Mileage		
	PSO End Mileage		
	PSO Tracks		
What activities are required to lift TSO? (Explain the activities that are required for lifting TSO?)		What activities are required to lift PSO? (Explain the activities that are required for lifting PSO?)	
Are there plans to update the TSO signage in the field?		Are there plans to update the PSO signage in the field?	

Section 5.2 - Local Control

Is Local Control Required? (If Yes, Please Provide Brief Explanation)		
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Are RTC Resources required to support? (If Yes, Please Provide Brief Explanation)		
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Section 5.3 - Station Impacts

Are there any impacts such as, but not limited to, Platforms, doors, station, etc.? (If Yes, Please Provide Brief Explanation)		
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Section 5.4 - General Bulletin Order (GBO) and Timetable Changes
(If the proposed work involves any changes to track operations, signal systems, or requires updates to existing train timetables, indicate "Yes" and provide specific details.)

Are GBO changes required? (If Yes, Please Provide Brief Explanation)		
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Section 5.5 - Test Train Details
(Include as an Appendix I under Section 11.3)

Is Test Train required?		Is Test Train Movement appendix attached/accepted?	
		Is Revenue service observations required?	

Section 6 - Asset Owner Requirements

Section 6.1 - Required Asset Owner Permits

Permit Name	Permit No.	Description	Status	Required By Date

Section 6.1.1 - Lists Of Assets Being Impacted
(If the Workplan involves putting in service a new Asset, decommissioning a specific Asset, or introducing asset upgrades or modifications, identify asset type below.)

Type Of Asset	Location	Mileage

Section 6.1.2 - Asset Handover Documents

Are asset handover documents required? (If YES, list the related asset handover documents as an Appendix J under section 11.3- Appendices)	
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Section 6.1.3 - Inspection and Test Plans (ITPs)

Is ITP required?	
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ITP Name	ITP No.	Revision No.	Status	Date of Submission

Section 6.2 - Signal Testing Documents

Is Signal testing required?
(If YES, complete sections 6.2.1, 6.2.2 and 6.2.3)

Section 6.2.1 - Signals & Communications Code of Practice (SCP Forms)
Include all documents as an Appendix L under section 11.3-Appendices

Section 6.2.2 - GIs Forms
Include all documents as an Appendix M under section 11.3-Appendices

SCP Form Name	Mileage	GI Form Name	Mileage

Section 6.2.3 - Signals Supplemental Documentation

Signals Standard Documents (Testing and Commissioning documents to be submitted to the Work Plan as an Appendix N under section 11.3-Appendices) - Must submit all that are applicable

Signals Standard Documents

Section 7 - Environmental Programs and Assessment (EPA)

Section 7.1 - General Overview

(This section provides an overview of the key Environmental Programs and Assessment (EPA) requirements that must be considered and addressed as part of the Work Plan. Include all documents as an Appendix O under section 11.3-Appendices Below are common EPA requirements, but NOT limited to:)

Consideration	Description	Applicable
Dewatering/Unwatering	Details of required procedures and equipment required for dewatering and groundwater management, as well as quantity in volume, as well as requirement for PTTW	
Erosion and Sediment Control (ESC)	ESC plan details for each stage, including type of ESC measures and their respective standards	
Noise Vibration and Light Management	Specific noise and vibration mitigation measures need to be put in place. Please include equipment to be used, procedures, schedule for operations, as well as a map showing locations for temporary and permanent equipment	
Spill Prevention	Outline spill prevention and spill response measures	
Excess Soil Destination	Including but not limited to excess soil quantities, temporary storage area, method of transport, reuse site information and contingency measures. If applicable, please also provide a map showing locations for air quality monitors	
Tree/Vegetation Removals	Provide a detailed methodology plan for removals. Include number of removals, injuries and protections using a map indicating TPZ where required and tree end use.	
Other EPA Consideration		
EPA Overview	Testing for email notifications	

Section 7.2 - Environmental Permits Requirements

(Please list all applicable environmental permits, including permits required to complete the works, permits applicable to newly installed infrastructure, and any requirements outlined by Regulatory Agencies)

Permit Type	Permit Name	Permit No.	Status

Section 7.3 - Waste Management & Site Cleaning Procedures

(If applicable, provide a detailed methodology to waste management, which includes material disposals, debris, demolition, contamination, hazardous wastes. Methodology should include any testing and hauling requirements. Handling of Contaminated Soils should also be outlined in this section if required.)

Section 7.4 - Archeology and Cultural Heritage Procedures

(If applicable, please provide any site-specific details of procedures or considerations for Archeology and cultural heritage and provide reference to the archeology and cultural heritage management plan previously submitted to Metrolinx)

Section 8 - Indigenous Relations Office (IRO)

(If applicable, through consultation with Metrolinx EPA and relevant stakeholders, outline the requirements and arrangements, including any required inspections and checkpoints required for completion of the work.)

Section 9 - Community Engagement

Section 9.1 - General Overview

(Describe any potential impacts the work may have on the surrounding community (e.g., noise, dust, traffic control), and **provide control measures for each**, regardless of whether the impact is expected. Indicate if special signage will be required, including the type, location, and who will provide it. All public communications must be coordinated through Metrolinx PDT.)

Section 9.2 - Potential Risks to Communities/Neighborhoods

<p>Are there any potential risks to Communities/Neighborhoods? (The Contractor shall comply with the "Good Neighbor Checklist" as per Signed Contract.)</p>		<p>If yes, what's the notification issue date?</p>	
<p>Are there any issues/feedback from the community? (If Yes, Please Provide Explanation)</p>		<p>Notification expiration date:</p>	

Section 10 - Site Information and Communication

Section 10.1 - Network Operating Rules (NOC)

(In case of an emergency, contact the NOC at **416-681-5575**.)

<p>Do additional arrangements require for site?</p>	
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(If the nature of the work exceeds the scope permitted under CROR 125—such as requiring track protection, work blocks, or Track Occupancy Permits—then additional procedures must be identified and approved by Metrolinx)

Section 10.2 - Emergency Contacts and Hospital Location

(Please provide emergency contact details, Radio communication procedures (**MX-STC-STD-001-Track Workers Radio Equipment and Communication Standard**), an emergency notification list, the procedure for on-site evacuation including the muster point, and directions to the nearest emergency room or hospital in Emergency Response Plan as **Appendix B** in Section 11.3.)

<p>Do you have sufficient track worker radios for all operators and separate work groups? (If Yes, no further action is required. If No, contact Radio Systems as outlined in Section A of MX-STC-STD-001-Track Worker radio Equipment and Communication Standard)</p>	
<p>Emergency Contact Name:</p>	
<p>Emergency Contact Number:</p>	
<p>Nearest Hospital Name:</p>	

Section 10.3 - Work Plan Contributors
(List of all individuals who were involved in developing the work plan)

Role	Name	Company	Phone No.

Section 10.4 - Project Interface
(To be completed by MX - Details of projects in the vicinity)

Are there any other projects currently taking place in the vicinity?

Project Name	Contractor	DT Contact Person	Location

Section 10.5 - Key Contacts
(Contractor and Subcontractor)
(All personnel on site must hold valid Personal Track Safety (PTS) certification. The contractor is required to provide a list of all staff, subcontractors, and their personnel expected to perform the work, including their contact details and company names. Prior to commencement, the contractor must conduct an on-site briefing covering key elements of this Work Plan Methodology (WPM), including safety and emergency procedures.)

Role	Company	Employee Name	Phone No.	Signature

Section 11 - Supplemental Documents

Section 11.1 - Risk Assessment
(The required information should be provided in tabular form below or attached separately in Section 11.3, under **Appendix A - Risk Assessment**.)

Has the risk assessment been provided as an attachment?

Based on the Detailed Task Description stated in Section 3.3, populate the table below by listing the associated hazards of each task. Then determine the risk rating by evaluating the severity and likelihood of the hazard which poses a risk and/or consequences to policy, process, procedure, finance, security, public confidence, environment, equipment, people, and operation. Please review the MXSD-SSA-MAT-0007-Operational Safety Risk Assessment Worksheet and Matrix for complete details for developing the Hazard Table. Complete Section 6.5 with the sign-off of all contributors to the Hazard Table.

Risk Scenario					Risk Assessment			Manage the Risk	Residual Risk			Comments and Notes
Task No.	Activity/Task	Hazard	Cause	Consequence/Risk	Impact	Likelihood	Risk Index	Mitigating Solutions and Risk Controls	Impact	Likelihood	Risk Index	Existing Controls and Points of Discussion Residual Risk Tolerance Notes

Section 11.1.1 - Risk Assessment Sign-off

The development of this Risk Matrix shall be produced by individuals with knowledge, experience and understanding of the work and associated hazards. This would include but not limited to the General Contractor, H&S Representatives, Sub-contractors etc. The name of the individuals who have contributed to the RA shall be listed below.

Hazard Table developed by (Name / Title):	Signature:

Section 11.2 - Additional Risk Assessments

This section is to be completed if additional risk assessments are required beyond the standard scope. "Additional requirements" refer to task-specific assessments needed for high-risk or complex work that may impact railway safety, third-party stakeholders, or sensitive environmental areas.

These may include, but are NOT limited to:

- **Critical Task Risk Assessments** for high-risk railway activities such as hoisting and rigging, work at heights, ground disturbance, electrical work over 120V, confined space entry, or hot work.

- **Metrolinx or Third-Party Risk Assessments** where work involves significant operational risks or requires coordination with external stakeholders.

- **Environmental Risk Assessments** for work occurring in or near environmentally sensitive zones, where additional evaluation is needed to protect permits, licenses, or regulatory approvals.

If any of the above applies, the Contractor must indicate "Yes" and provide the necessary supporting documentation as part of the Work Plan.

Are additional Risk Assessment required?

If YES, please provide list of additional Risk Assessment in the section

11.3 Appendices

Section 11.3 - Appendices

Appendix	Name	Description	Files	IF N/A, Please Explain
A	Risk Assessment	If not included in Section 11.1, provide a task-specific risk assessment outlining key hazards and control measures.		
B	Emergency Response Plan	Outline procedures and contact information to follow in the event of emergencies (e.g., fire, injury).		
C	Rescue Plan	Detail rescue procedures and equipment required for confined spaces, heights, or hazardous conditions.		
D	Contingency Plan	Describe alternative actions or backup procedures to address unexpected events affecting the work.		
E	Competent Supervisor Declaration	Signed declaration confirming that the assigned supervisor is deemed competent under OHSA and project requirements.		
F	Site Layout	Provide a visual layout of the work area showing access/egress, hazard zones, emergency equipment, and staging areas.		
G	Construction Task Schedule - Step by Step Sequence of Activities/Tasks	If not included in Section 3.1, describe the chronological sequence of how the Contractor is performing each of the tasks planned.		
H	Construction Task Schedule - Hour by Hour Schedule	If not included in Section 3.2, provide the Hour-by-Hour Schedule.		
I	Operational Interface - Test Train Details	If applicable, include Test Train Movement Acceptance or Revenue Service Observations.		
J	Asset Owner Requirements - Required Asset Owner Permits	If applicable, include all the Required Asset Owner Permits listed under Section 6.1.		
K	Asset Owner Requirements - Asset Handover Documents	If applicable, include all the Asset Handover Documents listed under Section 6.1.2.		
L	Signals & Testing Documents - SCP Forms	If applicable, include all the Signals & Communications Code of Practice (SCP) Forms listed under Section 6.2.1.		
M	Signals & Testing Documents - GIs Forms	If applicable, include all the General Instructions (GIs) Forms listed under Section 6.2.2.		
N	Signals & Testing Documents - Supplemental Documentation	If applicable, include all the Supplemental General Instructions (GIs) Forms listed under Section 6.2.3.		
O	Environmental Programs & Assessments (EPA) - Environmental Permits	If applicable, include all the Environmental Permits Requirements listed under Section 7.2.		