

Revision Details			
Revision No.	Date	Author	Summary

Management of Changes (MOCs)			
List MOCs below, if not applicable, write NA under the "Summary" column			
MOC No.	Date	Author	Summary

Cover Page			
Work Plan Status:	<input type="text" value="Draft"/>	Approved Date:	16-Jul-2025
Work Start Date: (Provided in Section 4)	19-Jul-2025	Work End date: (Provided in Section 4)	16-Jul-2025
Approved By (Name):		Approved By (Signature):	

Superseded

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.

Stakeholders

This section is to be completed by Metrolinx. Please check stakeholders (both internal and external) that are impacted by the work outlined in this WPM. Add any missing stakeholders where required.

Stakeholder	Comments Provided
Delivery Team - Constuction Management	Reviewed With Comments
Commercial Management	Reviewed With Comments
Commercial Management	Reviewed With Comments
Others	Reviewed With No Comments
EPA - Environmental Programs & Assessments	Reviewed With No Comments
Commercial	Reviewed With Comments
EPA - Environmental Programs & Assessments	Reviewed With No Comments
RCA - Rail corridor Access	Reviewed With No Comments
EPA - Environmental Programs & Assessments	Reviewed With Comments
Others	Reviewed With No Comments

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Section 1 - Document Control & Record

Section 1.1 - Project Information

Scope Plan (SP) Name:			
Project Name:		MX Contract No.:	
Corridor:	LSE	Subdivision:	USRC
MX SP No.: (To be filled by MX)		Contractor:	
MX Project Management Contact No.:		Mx Construction Management Contact No.:	

Section 1.2 - Work Plan (WP) Document Control Information

Work Plan Name:			
MX WP No.: (To be filled by MX)		MX WP Revision No.:	
Submission Date:	08-Jul-2025	Review Completion Date:	08-Jul-2025

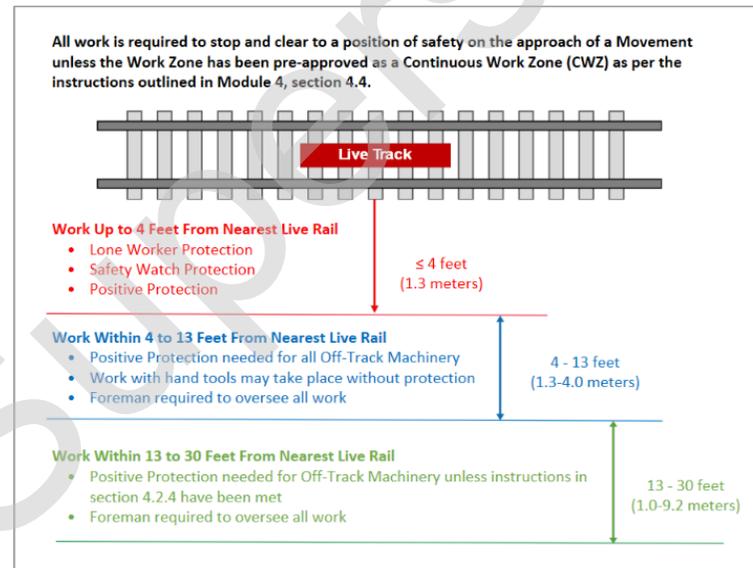


Figure 1: Diagram Showing Protection Requirements for Non-CWZ Work Zones

Section 2–Scope Description

Section 2.1- Working Arrangements

(Provide details like temporary work, shoring, lighting, wayfinding and any other considerations of interaction with station operators or neighbouring businesses/residents.)

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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.)

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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)	Yes <input type="button" value="v"/>
Neighbouring Communities (Business/Residents)	Potential impacts to nearby businesses or residential areas, including noise, dust, traffic disruptions, or restricted access, must be mitigated.	Yes <input type="button" value="v"/>
Utility Providers	Coordination requirements and possible service interruptions due to the presence of utility lines or infrastructure within or near the work area.	Yes <input type="button" value="v"/>
Others		Yes <input type="button" value="v"/>

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

Section 4 - Rail Corridor Access Information (Highlight required sections for Work Plan, including machinery and workgroups, even if Rail Access is not needed.)					
Access Category:		Disruptive		Shift:	
		Day			
Access Start:	Work Start Date:	05-Jul-2025		Access End:	Work End Date:
	Time(24hr):				Time(24hr):
Corridor:		LSE		Distance from Track:	
Subdivision:		USRC		ON/OFF Corridor:	
				ON Corridor	
Working Limits (Start Mileage):			Working Limits (End Mileage):		
Exact Work Location Mileages:			Affected Tracks:		
Protection Type(s):	Green Zone <input type="checkbox"/> MTC - Major Track Closure <input type="checkbox"/> CWZ - Continuous Work Zone <input type="checkbox"/> TOP - Track Occupancy Permit <input type="checkbox"/> CROR 842 WITH Prescriptive Routing Arrangements <input type="checkbox"/> Separated Working with Visual Temporary Delineation Barrier		Red Zone <input type="checkbox"/> Safety Watch <input type="checkbox"/> R842 Without Routing		Other <input type="checkbox"/> Foreman Oversight <input type="checkbox"/> R841
					Protection Limits:
Is ATWS (Automatic Train Warning System) proposed?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Is ATO (Adjacent Track Open) proposed?	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
TOP Information:		Travelling		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
Structural Support ▼				
Track Support ▼				
Civil Works Excavation ▼				
Others ▼				

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Section 4.3 - List Of Machinery					
Task No.	Machinery Type	Quantity	GC or Sub?	Standby?	Hi-Rail?
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			GC	Yes	Yes
			Sub	Yes	Yes
			GC	Yes	No

Section 4.4 - Materials				
Task No.	Material Type	Quantity	Inspected by Consultant?	Backup Material?
			Yes	Yes

Section 5 - Operational Interface			
Section 5.1 - Temporary Or Permanent Slow Orders (TSO/PSO)			
Is a TSO required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a PSO Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the PSO have an end date which can be removed in the near future by fulfilling certain conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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		PSO Zone Speed
	TSO Speed		PSO Speed
	TSO Start Mileage		PSO Start Mileage
	TSO End Mileage		PSO End Mileage
	TSO Tracks		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)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are RTC Resources required to support? (If Yes, Please Provide Brief Explanation)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 5.3 - Station Impacts		
Are there any impacts, such as, but not limited to, Platforms, Doors, Stations, etc.? (If Yes, Please Provide Brief Explanation)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 5.5 - Test Train Details					
Is Test train required?	Yes <input type="checkbox"/>	Is Test Train Movement appendix accepted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Appendix Letter:	<input type="text" value="G"/>
	No <input checked="" type="checkbox"/>	Is Revenue Service observations required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Appendix Letter:	<input type="text" value="G"/>

Section 6 - Asset Owner Requirements

Section 6.1 - Required Asset Owner Permits

Permit Name	Permit No.	Status	Required by date
Permission to Entry (PTE)		Pending	03-Jul-2025
Building Permit		Pending	03-Jul-2025
Building Permit		Pending	03-Jul-2025
GDP		Pending	03-Jul-2025
GDP		Pending	24-Jul-2025
GDP		Pending	03-Jul-2025
Others		Pending	03-Jul-2025

Section 6.1.1 - List 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
Others		
STS-Stations		
Track		

Section 6.1.2 - Asset Handover Documents

<p>Are asset handover documents required?</p> <p>(If YES, list the related asset handover documents under section 11.3- Appendices)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Appendix Letter:</p> <p>G</p>
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Section 6.1.3 - Inspection and Test Plans (ITPs)				
Is ITP required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
ITP Name	ITP No.	Revision No.	Status	Date of Submission
			Accepted	03-Jul-2025
			Pending	03-Jul-2025
			Pending	03-Jul-2025
			Accepted	03-Jul-2025

Section 6.2 - Signal Testing Documents	
Is Signal testing required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (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)				Section 6.2.2 - GIs Forms			
SCP Form Name	SCP Form No.	Mileage	Status	GI Form Name	GI Form No.	Mileage	Status
SCP-3 Procedures to be followed			Pending	301(a) - Working with Approved			Accepted
SCP-5 Rail Bonding and Track Connections			Pending	301(c) - Recording Circuit Wiring			Pending
Rail Bonding and Track Connections			Accepted	301(c) - Recording Circuit Wiring			Accepted

6.2.3 Signals Supplemental Documentation	
Signals Standard Documents (Testing and Commissioning documents to be submitted to the Work Plan under section 11.3-Appendices) - Must submit all that are applicable	
Signals Standard Documents	Appendix
Location Specific SAT Books	G
Bill Of Materials (BOM)	G
Competent Supervisor Forms	G
Others	G

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. Below are common EPA requirements, **but NOT limited to:**)

Consideration	Description	Applicable	Appendix Letter
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	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
Erosion and Sediment Control (ESC)	ESC plan details for each stage, including type of ESC measures and their respective standards	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
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	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
Spill Prevention	Outline spill prevention and spill response measures	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
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	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G
Other		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	G

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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
			Pending <input type="button" value="v"/>
			Pending <input type="button" value="v"/>
			Accepted <input type="button" value="v"/>
			Accepted <input type="button" value="v"/>
			Pending <input type="button" value="v"/>
			Pending <input type="button" value="v"/>
			Accepted <input type="button" value="v"/>

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)

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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.)

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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.)

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Section 9.2 - Potential Risks to Communities/Neighbourhoods

Are there any potential risks to Communities/Neighbourhoods? (The Contractor shall comply with the "Good Neighbour Checklist" as per Signed Contract.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, what's the anticipated or issued date?	28-Jul-2025
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Notification expiration date:	03-Jul-2025
Are there any issues/feedback from the community? (If Yes, Please Provide Explanation)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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**.)

Do additional arrangements required for site?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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](#).)

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)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Emergency Contact Name:	
Emergency Contact Number:	
Nearest Hospital Name:	

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?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Project Name	Contractor	DT contact person	Location

Section 10.5 - Key Contacts				
(Contractor and Subcontractor)				
(All personnel on site must hold a valid Personal Track Safety (PTS) certification. The contractor must 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?

Yes No

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 names of the individuals who have contributed to the RA shall be listed below.		
Hazard Table developed by (Name / Title):	Signature:	
Hazard Table developed by (Name / Title):	Signature:	
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: <ul style="list-style-type: none"> • 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.	<p style="text-align: center;">Are additional Risk Assessment required?</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Yes ▼ </div> <p style="font-size: small;">If YES, please provide list of additional Risk Assessment in the section 11.3 Appendices</p>

Section 11.3 - Appendices			
Appendix	Name	Description	IF N/A, Please Explain
Appendix A	Risk Assessment	If not included in Section 11.1, provide a task-specific risk assessment outlining key hazards and control measures.	
Appendix B	Emergency Response Plan	Outline procedures and contact information to follow in the event of emergencies (e.g., fire, injury).	
Appendix C	Rescue Plan	Detail rescue procedures and equipment required for confined spaces, heights, or hazardous conditions.	
Appendix D	Contingency Plan	Describe alternative actions or backup procedures to address unexpected events affecting the work.	
Appendix E	Competent Supervisor Declaration	Signed declaration confirming that the assigned supervisor is deemed competent under OHSa and project requirements.	
Appendix F	Site Layout	Provide a visual layout of the work area showing access/egress, hazard zones, emergency equipment, and staging areas.	
Appendix G	SIGNALS - Bill Of Materials (BOM)		
Appendix H	SIGNALS - Factory Acceptance Testing		
Appendix I	SIGNALS - Bill Of Materials (BOM)		
Appendix J	SIGNALS - Bill Of Materials (BOM)		
Appendix K	SIGNALS - Bill Of Materials (BOM)		
Appendix L	SIGNALS - S&C Software Verification a		
Appendix M	Risk Assessment - Red Zone/Green Zo		
Appendix N	Laydown Areas		
Appendix O	Lifting Plan		
Appendix P	SIGNALS - Factory Acceptance Testing		