



## Work on Track Application V.2 Usage

This bulletin is to remind Track Force Protection Coordinators (TFPCs) of the requirement to use the Work on Track Application (WOTA) Version 2.

### Work on Track Application V.2

TFPCs were advised to start using the WOTA V.2 to complete Rail Safety Worksite Hazard Assessments (RSWHAs) from Monday, 9 May 2022. Please refer to previous MTM Safety Bulletins [INF-BUL-11-2022](#) and [INF-BUL-17-2022](#).

It has been great to see that majority of TFPCs are now using the new version of the App to complete RSWHAs. For TFPCs who have not transitioned from WOTA V.1 to V.2, please ensure you do so as soon as possible.

**From 23:59, 16 June 2022, TFPCs using the WOTA V.1 to complete RSWHAs will be denied track access.**

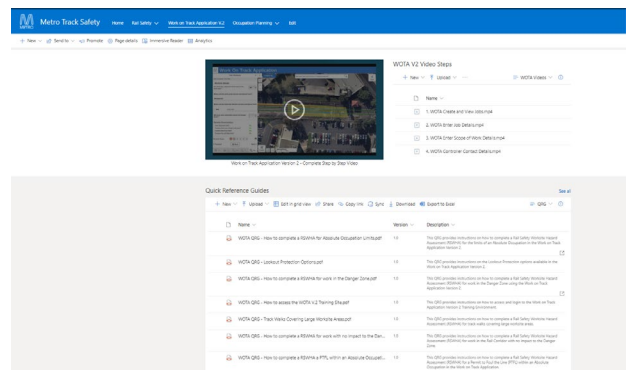
The WOTA V.1 site will only remain available to access and retrieve previously completed RSWHAs information over the next few months.

### Support

Guidance material including Step-by-step instructional videos and a range of Quick Reference Guide (QRG) documents have been available for TFPCs to access via the [Metro Track Safety SharePoint Site](#).

Contractor TFPCs who do not have access to the Metro Track Safety SharePoint site can access this guidance material via this link: [MTM Shared Track Protection Content – Work on Track Application V.2](#).

Instructions on how to access the WOTA V.2 Training site and Live Site are also available via both platforms.



### Action Required

1. Display this bulletin on noticeboards.
2. TFPCs who have not transitioned from WOTA V.1 to V.2 must do so prior to 17 June 2022. Track access will be denied to TFPCs using WOTA V.1 from this date.

If you have any questions or require any support and assistance, please contact the [Track.Safety@metrotrains.com.au](mailto:Track.Safety@metrotrains.com.au).

**Lisa Young**  
Track Safety Manager | Infrastructure

**Kevin Morrison**  
Head of Infrastructure Safety



# SAFETY BULLETIN



The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input type="checkbox"/>	CHE	Engineering / Office of Chief Engineer
<input type="checkbox"/>	HMR	People
<input checked="" type="checkbox"/>	INF	Infrastructure
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Passenger Experience
<input type="checkbox"/>	STO	Stations
<input type="checkbox"/>	AOS	Authorised Officers
<input checked="" type="checkbox"/>	PRJ	Projects
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input checked="" type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed): Shoaib Ahmed, Rail Safety Training Manager

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
<input type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
<input checked="" type="checkbox"/>	Issued via email
<input checked="" type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input checked="" type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
<input type="checkbox"/>	Communications Register (the Depot)
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):