

Site Specific Work Plan Template Guidelines

1. **General Information:**

- **Title:** Include project name and/or work area name.
- **Summary Statement:** Provide a **summary** description of work to be completed, i.e. one to two sentences.
- **From:** Include Contract # or other discrete identifier, Department and Project Name
- **Distribution:** Include all departments to whom the SSWP will be distributed for Review and Approval/Concurrence.

2. **Work Plan:**

Description of Work: Provide a **brief** description of work to be completed, i.e. high level, bullet points.

3. **Location:** Identify the line, track and chainage of the proposed work activity. Include the following:

- Power Outage Requirements as applicable
- Track Rights
- Protected Limits
- Actual Work Zone
- Type of Protection

4. **Project Dates/Support/Equipment:**

- **Start and Finish and Dates:** Identify the beginning and end dates for the project and proposed work activities.
- **Equipment:** Identify all equipment necessary for the work activities.
 - Maintenance/Project Manager Approval of the SSWP indicates that all WMATA and/or contractor equipment will be inspected, calibrated and certified by the responsible party prior to use.
 - Contractor Equipment:
 - Hi-Rail equipment must be run through the Dynamic Outline template to ensure that it will fit within the Dynamic Outline of the railroad.
 - Maintenance records for high rail equipment must be up to date
 - Towbar must be available for high rail equipment and meet specifications of *SPN-0041*.
 - All contractor equipment must comply with *OAP #208-04: Contractor Rail Equipment Inspections*.
- **Staging:** Identify the placement of all personnel and material to allow for schedule adherence. Address securing material before, during and after work as well as clean up.
- **Support Personnel:** Identify the required support departments and staffing levels needed to accomplish scope of work.
 - Indicate whether a test train will be needed. If so, include date, time and location where it is needed and also how the train will be utilized.

5. **Safety Plan:**

✓ **Safety Requirements:**

- Identify the proper personal protective equipment (PPE) and safety requirements.
- Identify the work area, including the protected as well as the actual work zones.
- A schematic of the work site breakdown should be available for review upon request as well as a fan configuration plan when working in tunnels
- A drawing showing configuration of protective devices should also be available for review upon request.

✓ **Tunneling or Digging:** Address whether work will disrupt the track, distance to roadway, shoring requirements, and track support requirements.

✓ **Fire/Smoke:** Address whether work activities will create fire or smoke, whether fans will be required and whether applicable safety and detection systems should be disabled and if so, the earliest they can be re-enabled.

✓ **Schedule Milestones:** Clearly identify point(s) in a project/work activity that summarizes the completion of a related or important set of tasks

✓ **Material:** Identify all materials required for the completion of the work activity. With the exception of TRST and SMNT, material or equipment shall not be stored on a station platform or within eight (8) feet of a track, unless authorized by the DGMO.

✓ **Customer Impacts:** Address whether the work will impact the customer experience accessing a station, in a station and/or in transit and methods to mitigate such impacts while maintaining a clean and safe environment.

✓ **No Clearance Zones:** Identify whether a temporary or permanent No Clearance Zone is created by the work, fouling the track and walkways.

6. **Work Activity Schedule:** Provide a detailed summary of the work activity, including:

- ✓ Description of activity
- ✓ Person/department/agency performing work
- ✓ Time and date of each activity
- ✓ Duration of tasks in hours
- ✓ Critical Milestones (Including Point of No Return)
- ✓ Contingency Plan for specific activity

7. Worksite Contacts:

- ✓ Date/Hours
- ✓ Name Organization
- ✓ Title
- ✓ Phone
- ✓ Work phone/Cell phone
- ✓ E-mail

8. Supporting Documents:

Engineering Modifications Instructions (EMI), Design Documents: All approved EMIs and/or Design Documents shall be **listed** in the SSWP. ***NOTE: copies of such documents shall not be included in or attached to the SSWP.***