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Planning and recording worksite protection

This information has been prepared to inform Protection Officers about the requirements for planning worksite protection and for completing Worksite Protection Pre-work Briefings and Worksite Protection Plans.

A Protection Officer is responsible for managing worksite protection, with the responsibility to keep the worksite and workers safe from being struck by rail traffic.

NWT 300 Planning work in the Rail Corridor and *NGE 238 Responsibilities of Protection Officers* stipulates that a Protection Officer must:

- make a safety assessment,
- be the only person to brief workers about worksite protection and safety measures
- make sure that the rail safety component of the work is done safely
- keep records about the methods used for working safely on track and protection arrangements.

NRF 014 Worksite Protection Pre-work Briefing and *NRF 015 Worksite Protection Plan* are the available forms Protection Officers must use to document and communicate the above information.

Worksite Protection Pre-work briefing

NRF 014 Worksite Protection Pre-work Briefing is used by Protection Officers to document the details of what must be delivered in the worksite protection pre-work briefing.

This includes telling workers, before work begins about:

- the protection method and the limits of worksite protection used
- the identified hazards and controls for the worksite

Workers receiving the briefing must acknowledge that the applicable items in the *Participant acknowledgement* fields have been delivered. If an applicable item has not been delivered, workers must challenge the Protection Officer to deliver the missing items.

The Workplace Supervisor must sign the worksite protection pre-work briefing to acknowledge that all proposed controls are adequate for the identified hazards.

Worksite Protection Plan

Protection Officers must complete the relevant *NRF 015 Worksite Protection Plan* form to document the safety assessment made and the details of the planned protection arrangements.

Critical information that must be included:

- the nominated worksite location
- location of safe places
- details of the protection arrangements
- a diagram or map used to formulate the Worksite Protection Plan.

Details and diagrams prepared in the Worksite Protection Plan must be briefed and shown to workers as part of the Worksite protection pre-work briefing.

Safety assessment

Protection Officers must validate that the completed Worksite Protection Plan by making a safety assessment on site.

NWT 300 Planning work in the Rail Corridor outlines the factors a Protection Officer should consider in a safety assessment.

Safety assessments made on site may determine if changes to protection arrangements need to be made. If this is the case, Protection Officers must amend their prepared *NRF 014 Worksite Protection Pre-work Briefing* and *NRF 015 Worksite Protection Plan* forms where required before work begins.

During work, Protection Officers must continually monitor and assess for change of conditions that may affect protection arrangements. Any changes to protection arrangements must be briefed to workers by amending the prepared *NRF 014 Worksite Protection Pre-work Briefing* and *NRF 015 Worksite Protection Plan* forms kept on site.



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