
Purpose

This procedure outlines the requirements for preparing, delivering and recording pre-work briefings.

Scope

This procedure is applicable to pre-work briefings conducted by Sydney Trains workers including contractors working within the Sydney Trains Network or at Sydney Trains workplaces.

Process flow

Process

6.20 Pre-work Briefings

- 6.20.1 Conduct workplace walk inspection prior to pre-work briefing
- 6.20.2 Prepare the briefing
- 6.20.3 Document the briefing
- 6.20.4 Deliver the briefing
- 6.20.5 Review the briefing
- 6.20.6 Manage safety briefing records

Figure 1 Process flow for pre-work briefings

Procedure

6.20: Pre-work briefings

Pre-work briefings are required in work environments:

- that are high risk or
- where changes in conditions can occur, which may not, or cannot, be fully taken into account during pre-work planning.

Pre-work briefings communicate the:

- safety hazards, risks and controls; and
- work activities to be performed at a location, based on hazard identification and risk assessment.

Pre-work briefings do not replace, but are used in conjunction with:

- workplace induction;
- WHS management plans;
- safe work method statements;
- work plans, such as excavation work plans; and
- other relevant processes.

6.20.1: Conduct workplace walk inspection prior to pre-work briefing

A workplace walk inspection must be conducted:

- prior to the start of work and prior to completing the pre-work briefing;
- when there is a change in workplace conditions; or
- when there is a reported incident that may have introduced a new hazard.



Note

It is necessary to conduct a workplace walk inspection to fully assess the hazards and risks associated with them. The results of the workplace walk inspection must be discussed at the pre-work briefing.

6.20.2: Prepare the briefing

Pre-work briefings should be developed by the responsible workplace Supervisors.

	<p>Procedure</p> <ol style="list-style-type: none">1. Gather together the content about the work activities for the briefing, including:<ul style="list-style-type: none">• controls in place;• environmental conditions;• communication methods to be used;• possibilities of human error to create risk;• any special instructions or controls relating to the work; and• results from the workplace walk inspection.
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Note

Risk controls for high-risk construction work activities are to be addressed in Safe Work Method Statements and/or work plans, together with a pre-work brief.

- 6.20.2: (continued)
2. Determine the content about the work methods to be used, the workplace -specific hazards and controls applicable to the work being carried out, in consultation with the person responsible for supervising the work and the workers at workplace. Examples include:
 - environmental conditions (layout of work area, weather conditions);
 - site ground conditions;
 - underground services;
 - plant and equipment;
 - access and egress issues;
 - requirements for work around overhead power lines and electrical equipment;
 - increased fire danger;
 - hazards presented by nearby activities or workgroups; and
 - possibilities for human error to create risk.
 3. Determine if other people are required to contribute to the preparation and/or delivery of the briefing, such as persons who have issued or will hold work permits.

6.20.3: Document
the briefing

Procedure

1. Use [SMS-06-FM-4163 Pre-work Briefing](#) and complete the following:
 - tick each item from the Participant Acknowledgement section that is applicable. Rule a line through those that are not; and
 - add to the form, before obtaining acknowledgement from participants, any additional hazards and controls identified and discussed during the briefing, or required by the business unit to be included in pre-work briefings.



Note:

Use [SMS-06-FM-4163 Pre-work Briefing](#) for every workplace except for detailing worksite protection for work on track.

In situations where the Protection Officer is also the Site Supervisor, the Protection Officer can deliver both the Worksite Protection Pre-work Briefing and the pre-work briefing on the construction / maintenance work to be performed provided that person is competent to do so. In these situations the Protection Officer must use [NRF 014 Worksite Protection Pre-work Briefing](#).

6.20.4: Deliver the briefing

Pre-work Briefings must only be given by Site Supervisors or workers who are competent to do so (i.e. workers who understand the proposed maintenance / construction work about to be performed as well as the hazards and their controls).

Pre-work briefings must be delivered in a way which engages the team. The briefings must be:

- understood;
- comprehensive, and
- treated by everyone as a serious matter.

The person delivering the briefing must provide guidance and direction to the team as described below.

Procedure

1. Use clear and concise language;
2. Use standard phraseology and terms;
3. Make eye contact with participants during the delivery;
4. Encourage participants to ask questions by using 'open' questions (e.g. Why? How? What?) rather than 'closed' questions (seeking 'yes' or 'no' responses);
5. Actively listen to questions and summarise the main points of the question when responding;
6. Use discussion to gain and maintain attention and test the understanding of key aspects;
7. Be assertive when communicating risk controls to the work team;
8. Encourage members of the work team to be vigilant as work progresses and to tell the person who delivered the briefing about any:
 - changes in work conditions which increase risks;
 - additional hazards;
 - safer ways of doing a tasks; and
 - part of the briefing that is unclear or they do not understand.

The workplace Supervisor is responsible for the following procedures.

Procedure

1. Make sure work method content is delivered to the team;
2. If nominating a team member to conduct a briefing:
 - involve the nominated team member in the preparation of the briefing; and

- determine the level of assistance and supervision to be provided, based on the nominated person's experience, knowledge of the work activity and their ability to communicate with the team using the requirements of this procedure.

- 6.20.4: (continued)
3. Make sure that workers including contractors, who arrive at a work location at a later time during the shift, receive a pre-work briefing relating to the work activity before commencing work; and
 4. Deliver a pre-work briefing at the initial location when the same tasks are being conducted by a work team at multiple locations during a shift of work. Then review the briefing at each subsequent work location.

Participant acknowledgement

Work team members must actively participate in the pre-work briefing process by:

- raising any concerns about hazards or controls;
- actively participating in discussions; and
- asking questions to clarify any uncertainty.

Workplace Supervisors are responsible for the following procedure.

Procedure

1. Make sure that all workers who attend pre-work briefings sign the pre-work briefing form on completion of the brief to acknowledge:
 - that they have received and understood the pre-work brief; and
 - that they are free from the effects of drugs, alcohol and fatigue.
2. that they hold current, trade licence and/or induction record;
3. Make sure that all workers understand what conditions they are acknowledging before they sign the acknowledgement;
4. If changes are made to hazards and controls during the course of a shift, affected workers must acknowledge, with the time they were briefed, that they have been briefed about the changes and initial the entry; and
5. If the existing form is amended, all affected workers must acknowledge the amended section of the form and initial the entry.

6.20.5: Review the briefing Workplace Supervisors must be vigilant to review the pre-work briefing if any of the following occurs:

- changes in work conditions (e.g. change of Workplace Supervisor, or change of work location) or scope of work which increase risks;
- additional hazards;
- risk controls that are more effective; and
- controls which are not adequate or cannot be applied.

The Workplace Supervisor is responsible for the following procedures relating to change.

Procedure

1. Review the pre-work brief (or safe work procedure, if appropriate) when one of the above situations occur; and
2. Assess the work activity and identify any changes which need to be communicated to the work team.

Daily or shift review

3. Assess the work activity daily or at change of shift when a work activity continues for more than one day or shift to identify any:
 - changes in work conditions;
 - changes in work methods;
 - changes in workers;
 - additional hazards; and
 - more effective controls.

6.20.5: (continued)

Change of Workplace Supervisor

4. Review the existing safe work documentation and pre-work brief when there is a change of Workplace Supervisor and complete the following process:
 - the incoming Workplace Supervisor must review the pre-work brief and safe work documentation to identify any changes to hazards or controls;
 - brief affected workers and document the changes if additional hazards and controls are identified; and
 - note the time of acceptance of the existing pre-work briefing form if no changes are required to the pre-work briefing.

Change in work location

5. Review the initial pre-work brief at each location when a work method is to be repeated at other locations by the same work team, in consultation with the work team, to:
 - confirm that the work method is the same;
 - identify any hazards not previously covered;
 - develop and implement additional controls where new hazards are identified; and
 - brief the work team and document any additional hazards and controls.

End of work review

6. Where practicable, conduct a review in conjunction with the work team at the end of the shift or period of work covered by the pre-work briefing by performing the following steps:
 - identify aspects of risk controls which were well managed and efficient (e.g. what we did well to do again next time);
 - identify aspects of the risk controls which would benefit from improvement (e.g. what we could do better next time);
 - identify any hazards at the work location which require additional risk control measures for future work; and
 - note the results of the above on the pre-work brief form for future reference and report findings or recommendations in accordance with business unit requirements.

6.20.6: Manage safety briefing records

Workplace Supervisors are responsible for the following procedure.

Procedure

1. Retain the pre-work briefing documents with site records when a location is covered by a WHS Management Plan. Retain as workplace records, pre-work briefing documents when a pre-work briefing is conducted at a single location in accordance with [SMS-09-SP-3021 Records Management](#).

References

[NRF 014 Worksite Protection Pre-work Briefing form](#)

[SMS-06-FM-4163 Pre-Work Briefing](#)

[SMS-09-SP-3021 Records Management](#)

Version Control

Version	Change from previous	Date	Comment
1.0	First release of Sydney Trains SMS	01/07/2013	Launch of Sydney Trains SMS documents
1.1	Minor grammatical changes have been made throughout the document.	07/11/2013	Document amended
1.2	Waratah logo replaced by hop logo and approver amended to Group Manager Safety	17/12/2014	
2.0	6.20.1 Conduct site walk inspection prior to pre-work briefing added. Results from site walk inspection added to end of 6.20.3 Prepare the briefing. Group Manager Safety changed to Group Manager Safety and Accreditation.	08/07/2015	Procedure amended as a result of recommendations from a Level 3 Investigation – “Operator stepping through damaged bridge decking” dated 5 July 2014.
3.0	Removal of references to Protection Officers and Worksite Protection Plans. Procedure simplified by removing Table 1, Table 2 and redundant wording.	23/09/2015	Procedure amended to separate work in the Danger Zone which will use the Network Rules documentation from other works which will use this procedure.
3.1	Position titles changed to reflect current organisation structure. The word site changed to workplace	15/08/2017	
3.2	Procedure amended to clarify when NRF 014 Worksite Protection Pre-work Briefing is used as opposed to SMS-06-FM-4163 Pre-work Briefing.	26/04/2018	Procedure revised to improve understanding between this procedure and Network Rule procedure NRF 014.