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Worksite Protection Pre-work Briefings

This information has been prepared to inform Protection Officers the requirements when completing Worksite Protection Pre-work Briefings

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* mandates that a Protection Officer must:

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

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.

Worksite protection pre-work briefing requirements

The Protection Officer must deliver a worksite protection pre-work briefing:

- before work begins, and
- if protection measures change, and
- before additional workers join the worksite.

Protection Officers joining an established worksite within a Local Possession Authority (LPA) must make sure that they receive a worksite protection briefing from the Protection Officer of the LPA worksite.

Before allowing access to a worksite the Protection Officer must:

- make sure workers hold the applicable and current Rail Safety Worker Authorisation, and
- tell the workers about:
 - identified hazards and controls, and
 - risks from adjacent lines and/or worksites, and
 - the planned worksite protection, and
 - the limits of the worksite, and
 - contents of the Worksite Protection Plan, and
- show workers the worksite protection diagram or map.

Completing NRF 014 Worksite Protection Pre-work Briefing

The Protection Officer must:

- record in permanent form, identified hazards and controls, and
- make sure that all workers who attend the worksite protection pre-work briefing complete the Participants acknowledgement, and
- make sure the Workplace Supervisor completes the Workplace Supervisor acknowledgement and Participant acknowledgement.

If the Protection Officer is also the Workplace Supervisor

The Protection Officer must complete the Workplace Supervisor acknowledgement.

It is not necessary for the Protection Officer to complete the Participant acknowledgement.

A separate Pre-work briefing must be conducted to communicate the:

- safety hazards, risks and controls, and
- work activities to be performed.

This pre-work briefing must be recorded separately on a recognised Safety Management System pre-work briefing form.



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Safeworking information
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