

Target audience**All Sydney Trains' Workers****The Issue**

There are some circumstances that can result in some extended time off work. For example, due to our COVID-19 response some staff have been unable to perform normal duties as often as they normally would. Those returning to their duties may be a little out-of-practice, and we ask you all to pause to think about what you are doing, identify how to work safely and look out for your co-workers.

**What you must do**

It is important that we take a closer look at back to work safety and awareness as we get back into the swing of things **before commencing work** and therefore recommended that you take the following steps to prevent injuries when returning to work:

- Familiarise yourself with relevant safety documents, your work environment and the tasks that you perform.
- Take the time to make sure all necessary safeguards are in place.
- Look out for your co-workers.
- Ensure you can focus on your work and the task at hand.
- Make sure you are fit for work before you start your shift.
- Ensure any tools and equipment are in good condition and fit-for-purpose/appropriate for the task.
- Complete inspections of your work area, ensure you have the right tools and equipment to do your work safely.
- Ensure Personal Protective Equipment (PPE) is worn, in good condition and appropriate for the task.
- Be prepared to stop work if there are hazards that need to be addressed.

If you are not confident of working safely, please reach out for advice and contact your Line Manager or Safety Representative if you have any questions.

Chadi Chalhoub
A/Executive Director SEQR