

## Worksite protection pre-work briefing

### Introduction

Network Rules for work on track require the Protection Officer to tell the workers about the kinds and limits of protection measures in place before work begins. This is done by delivering a worksite protection pre-work briefing.

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

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### Worksite protection pre-work briefing requirements

A Protection Officer's primary duty is to keep the worksite and the workers safe. A Protection Officer must be satisfied that other work will not interfere with protection duties.

The Workplace Supervisor must make sure that all identified WHS and rail safety hazards associated with the work have appropriate controls in place to manage and/or eliminate the hazards.

On any worksite, all workers are required to be briefed on both the protection measures in place (by the Protection Officer) and the work to be performed (by the Workplace Supervisor).

The Protection Officer and Workplace Supervisor must make sure that before allowing access to a worksite all workers have been briefed about:

- worksite protection
- the work to be performed.

forms

**Worksite protection pre-work briefing**

The Protection Officer must tell the workers about the kinds and limits of worksite protection in place before work begins and if the protection arrangements change.

The Workplace Supervisor is responsible for:

- supervising the work being performed
- conducting a pre-work briefing.

Pre-work briefings for the work being performed must be completed in accordance with the Workplace Supervisor’s applicable *Safety Management System*.

The Protection Officer must deliver the worksite protection pre-work briefing in conjunction with the Workplace Supervisor.

In situations where the Protection Officer is also the Workplace Supervisor, the Protection Officer can deliver both the worksite protection pre-work briefing and the briefing on the work to be performed. In these situations the Protection Officer must use *NRF 014 Worksite Protection Pre-work Briefing* form.

**Completing a Worksite Protection Pre-work Briefing form**

The Protection Officer must make sure that all workers who attend the worksite protection pre-work briefing sign the *NRF 014 Worksite Protection Pre-work Briefing form*.

The Workplace Supervisor must complete the Workplace Supervisor acknowledgement. Where the Protection Officer is also the Workplace Supervisor, the Protection Officer must complete the Workplace Supervisor acknowledgement.



## **Worksite protection pre-work briefing**

### **Effective date**

29 September 2019



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## Worksite protection pre-work briefing

**RailSafe Worksite Protection Pre-work Briefing – NRF 014**

Briefing date:  /  /

**Protection Officer Details**

name  signature  contact No.

Work location:

Scope of work:

Worksite protection:  Refer to Worksite Protection Plan for details

Hazards (e.g. Site specific hazards identified, including physical environment, human errors, plant and equipment)	Controls (to be implemented to eliminate or reduce the risk to the lowest practicable level)	Person responsible for Control
<b>Struck by rail traffic</b>		

# Worksite protection pre-work briefing

## **RailSafe Worksite Protection Pre-work Briefing – NRF 014**

**Workplace Supervisor Details**

Emergency assembly point:  SWMS/SWI Ref #:   
 First aid kit location:  First Aider:

**Workplace Supervisor Acknowledgement**

The Workplace Supervisor acknowledges that all identified WHS and rail safety hazards have the appropriate controls in place to manage and/or eliminate the hazards.

Yes

**Participant Acknowledgement**

**NOTE:** Recipients of the briefing are to question the Briefer if they don't understand any part of this briefing.

All workers listed below acknowledge that they:

- |   |   |
|---|---|
| 1. have been inducted to the site   | 5. have been briefed on the contents of the Worksite Protection Plan  |
| 2. are free from the effects of alcohol/drugs/fatigue   | 6. have been shown the Worksite Protection Plan diagram   |
| 3. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction | 7. understand the kinds and limits of worksite protection in place  |
| 4. wear the appropriate Personal Protective Equipment (PPE)   | 8. have been briefed about any new hazards and controls identified during the final site inspection <i>(final site inspection must be conducted immediately before commencing work)</i> |

Mark each check box below with a tick  if the item applies or a cross  if the item does not apply

- |  |   |
|--|---|
| <input type="checkbox"/> have been informed of the requirements of the electrical permit (if required) | <input type="checkbox"/> have been made aware of any hazardous materials/substances on site           |
| <input type="checkbox"/> have been briefed on the SWMS/SWIs/document safe work practice for the job    | <input type="checkbox"/> have been briefed on Safety Data Sheets (SDS)                                |
| <input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs  | <input type="checkbox"/> have been briefed on the WHS Management Plan                                 |
|  | <input checked="" type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes |

Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm & initial