

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 is used by the Protection Officer to document the details of what must be delivered in the worksite protection pre-work briefing.

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.

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 Site Supervisor).

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 Site Supervisor is responsible for:

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

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

Worksite Protection Pre-work Briefing

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

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 briefing on the work to be performed. In these situations the Protection Officer must use *NRF 014 Worksite Protection Pre-work Briefing*.

Completing a Worksite Protection Pre-work briefing form

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

Effective date

29 April 2017
