

procedures

NPR 014 Using a Worksite Protection Pre-work Briefing form

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

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.

Note

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.

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Completing a Worksite Protection Pre-work Briefing form

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 Participant acknowledgement, and
- make sure the Workplace Supervisor completes the Workplace Supervisor acknowledgement and Participant acknowledgement.

Note

If the Protection Officer is also the Workplace Supervisor:

- the Protection Officer must complete the Workplace Supervisor acknowledgement, and
- it is not necessary for the Protection Officer to complete the Participant acknowledgement.

Related Documents

NRF 014 *Worksite Protection Pre-work Briefing*