

## Procedures

# NPR 014 Using a Worksite Protection Pre-work Briefing Form

## Description

This document describes the requirements for Protection Officer to tell the workers about the kinds and limits of protection measures in place before.

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## 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.

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, and
- the work to be performed.

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, and

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- 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*.

## 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*.

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.





Procedures

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### Related Documents

NRF-014-Worksite-Protection-Pre-work-Briefing.pdf