

Form 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.

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FIGURE 1: NRF 014 Worksite Protection Pre-work Briefing



NRF 014 Worksite Protection Pre-work Briefing

Protection Officer details

name	signature	contact No.
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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
Approaching rail traffic		

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Workplace Supervisor details

name contact No.

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 signature

Participant acknowledgement

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

All workers listed below acknowledge that they:

- | | |
|---|--|
| 1. have been inducted to the site | 6. have been briefed on the contents of the Worksite Protection Plan |
| 2. are free from drugs and alcohol | 7. have been shown the Worksite Protection Plan diagram |
| 3. are free from the effects of fatigue | 8. understand the kinds and limits of worksite protection in place |
| 4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction | 9. have been briefed about any new hazards and controls identified during the final site inspection (final site inspection must be conducted immediately before commencing work) |
| 5. must wear the appropriate Personal Protective Equipment (PPE) | |

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/documed 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 type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes |

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

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Related Documents

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