

Pre-Work Brief

RLS-PR-005

Applicability

ARTC Network Wide SMS

Publication Requirement

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Amendment Record

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1.0	10 November 2015		Full review undertaken. Rebranded and assigned document number as per COR-PR-001.
1.1	23 November 2016	1.7	Update acronym to TFPC

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1 Introduction

1.1 Purpose

The purpose of this instruction is to:

- Assist the person conducting pre-work briefings for ARTC work sites.
- Ensure that workers are briefed on site specific safety matters to identify, eliminate or control hazards specific to a particular worksite activity prior to commencing work.
- To explain when pre-work briefs are required and describe how the forms are to be completed.

1.2 Scope

This document is applicable to all worksites within the ARTC rail corridor when work is being conducted. This document applies to all ARTC workers who are responsible for managing worksites.

1.3 Procedure Owner

The General Manager Risk and Safety is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

Managers are responsible for:

- Ensuring appropriate inductions have been undertaken prior to work commencing;
- Nominating a worker to deliver the pre-work brief;
- Ensuring that pre-work briefings are held at least daily, as detailed in this instruction and keeping a record of the pre-work briefings held;
- Reviewing the quality of pre-work briefs;
- Ensuring there is access to Work Method Statements;
- Ensure pre-work briefs are conducted, as detailed in this instruction; and
- Ensure that workers are instructed in RLS-PR-005, and any other relevant safety and operational guidelines, WMS etc identified for work areas or activities.

Nominated workers are responsible for:

- Leading pre-work briefings for worksites on which they are to work;
- Questioning worksite protection arrangements that are not fully understood or to which the workers think may not be adequate in managing the site risks;
- Signing the pre-work briefing form to acknowledge their understanding of health and safety issues and protection arrangements;
- Identifying and alerting the worksite of any hazards;
- complying with controls as agreed and as set out in the Pre-Work Brief;

- Where not also acting in the role of the CRSW, ensuring that the CRSW has implemented protection arrangements in accordance with the WPP prior to allowing workers to access the rail corridor; and
- Ensuring that the control measures have been implemented for hazards identified during the PWB.

All workers are responsible for:

- Questioning pre-work brief arrangements that are not fully understood or to which the workers think may not be adequate in managing the site risks;
- Questioning worksite protection arrangements that are not fully understood or to which the workers think may not be adequate in managing the site risks;
- Signing the pre-work briefing form to acknowledge their understanding of health and safety issues and protection arrangements;
- Identifying and alerting the worksite of any hazards;
- complying with controls as agreed and as set out in the Pre-Work Brief;
- Where not also acting in the role of the CRSW, ensuring that the CRSW has implemented protection arrangements in accordance with the WPP prior to allowing workers to access the rail corridor; and
- Ensuring that the control measures have been implemented for hazards identified during the PWB.
- It is the responsibility of all workers to ensure that all safety and operational guidelines, WMS etc. are followed and the relevant controls implemented prior to commencement of work; and
- Workers must notify their Manager/Supervisor/Work Group Leader of any deviation from safety and operational guidelines, WMS etc., or if they don't understand the safety and operational guidelines, WMS etc. prior to commencement of work.

1.5 Subordinate Documents

The following documents are subordinate to this procedure:

- RLS-FM-005 Pre-Work Brief Template
- RLS-FM-009 Individual Worker Pre Work Assessment Template

1.6 Reference Documents

The following documents support this procedure:

- ARTC Network Rules and Procedures
- NCOP Code of Practice for the Defined Interstate Rail Network
- TA20 – ARTC Code of Practice for the Victorian Main Line Operations
- RM-01, Risk Management Procedure
- WHS-WI-311 Work Method Statements
- PPP-03, Records Management Policy

1.7 Definitions

The following terms and acronyms are used within this document or subordinate documents:

Term or acronym	Description
ARTC	Australian Rail Track Corporation
CRSW	Competent Rail Safety Worker. Worker responsible to keep the worksite and workers safe. Known as: <ul style="list-style-type: none"> • Protection Officer in NSW and Queensland • Track Force Protection Coordinator in Victoria • Track Worker in Charge of Protection in South Australia and Western Australia
Manager	A Line Manager responsible for workers, which can include but is not limited to an Area Manager, Project Manager, Project Engineer or Team Leader
Nominated Worker	A worker selected by a Manager to lead a Pre Work Brief
PPE	Personal Protective Equipment
REF	Review of Environmental Factors
TBEIA	Task Based Environmental Impact Assessment
Worker	Worker includes employees, contractors, subcontractors and labour hire employees
WMS	Work Method Statement
WPP	Worksite Protection Plan
Rail Corridor	Everywhere within 15metres of the outermost rails or <ul style="list-style-type: none"> • The boundary fence where boundary fences are provided and are closer than 15metres, or • If the property boundary is less than 15metres, the property boundary, or • A permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land.
<i>New South Wales Only</i>	
PO	Protection Officer levels 1, 2, 3 and 4
PPO	Possession Protection Officer
LPA	Local Possession Authority
TOA	Track Occupancy Authority
TWA	Track Work Authority
CSB	Controlled Signal Blocking
LOW	Lookout Working

<i>Victoria Only</i>	
TFPC	Track Force Protection Coordinator
AO	Absolute Occupation
ASB	Absolute Signal Blocking
TWW	Track Warrant Working
TFP	Track Force Protection
<i>South Australia Only</i>	
TSA	Track Safety Awareness
TW	Track Worker
STW	Senior Track Worker
LP	Local Possession
TOA	Track Occupancy Authority
TWA	Track Work Authority
TRI	Train Running Information
NAR	No Authority Required

Site Details – Identifies the following information:

- scope, date and location of works,
- weather condition,
- name and signature of person conducting the briefing,
- location and time of briefing,
- whether the CSRW has provided a briefing or not,
- first aider's name and location of the kit,
- emergency assembly point, what form the warning alarm will take and
- the Network Controllers emergency contact number.

[If a grey box is selected appropriate control measures must be written in the site specific hazard control section below.]

Hazard Identification – Identifies the following information:

- Hazards that may need to be controlled – If it is identified that a hazard from this list has not been controlled (selected a grey square), workers must not commence work until the appropriate control measures are in place.
- Work Method Statements relevant to the work being undertaken.

Site Specific Hazards & Controls – Identifies site specific hazards and safety controls that may be present on site but have not been managed by the hazards or the high risk work sections of the Pre-Work Brief. The person conducting the Pre-Work Brief must work with all workers on site to identify any additional site specific hazards and write these hazards on the Pre-Work Brief. Once site specific hazards have been identified for this work, controls that are to be adopted will be written on the Pre-Work Brief and explained to all workers on site. It is the responsibility of all workers on site to identify hazards that they consider are a risk.

Applicable Work Method Statements – Records the Work Method Statements applicable to the work being undertaken.

Sign Off & Verification – Is required to be signed by all workers operating under the control of the Pre-Work Brief. This section verifies that all workers:

- have been involved with the identification of hazards and safety controls;
- understand their responsibilities that they are fit for work, free of fatigue and the effects of drugs and alcohol;
- have been trained or understand controls for high risk work; and
- have been provided appropriate protection arrangements.

The person conducting the Pre-Work Brief is to ensure all sections of the Pre-Work Brief are completed fully and a Worksite Protection Plan is prepared and explained by a CRSW. All persons working on this site must receive this briefing and sign the verification section prior to commencing work.

Subsequent Site Details – When a working group move location and it has been identified that the type and scope of work is not changing this section is to be completed which records the changed conditions only.

2.4 The Use of a Shared TOA (NSW Only)

If a second workgroup shares a TOA, the CRSW must talk with Network Control and agree arrangements with the first workgroup where the Protection Officer is holding the TOA. The Pre-Work Brief must be updated to reflect agreed arrangements.

2.5 Worksite Supervisor (Interstate Business Unit Only)

The 'Worksite Supervisor' is the worker nominated by the Area/Project Manager who is for managing the work activity taking place. The Worksite Supervisor is responsible for:

- Ensuring the Pre-Work Brief is completed and all workers understand the work activity being undertaken, their roles and responsibilities and the hazards and controls in place.
- Ensuring all environmental hazards have identified and control measures have been implemented.
- All Work Health and Safety on site including implementation and adherence to Work Method Statements and PPE requirements.
- Ensuring worksite protection is in place and is suitable for the activity being undertaken
- Monitoring work activities to ensure that work is performed is completed to ARTC Engineering Standards.
- If contractors are present that the contractor is competent to complete the task.
- When works are complete, ensuring the track is handed back fit for use and/or any restrictions are notified to Network Control.
- In the event of an incident, initiating the TARP Plan and notifying the relevant personnel.
- Facilitating the drug and alcohol testing where applicable.

3 Record Keeping

The person conducting the Pre-Work Brief must keep a record of the Pre-Work Brief in the format of the approved Pre-Work Brief Template and in accordance with ARTC's Records Management.

The Business Unit Safety & Environment team maintain details of the completion of briefings provided to workers who undertake pre-work briefs.