

Pre-work Briefing – Worksite protection/work method

Work location: Signal Relay Hut - Located adjacent to Down Illawarra Line - Approx. 20.350km		Briefing date: dd/mm/yy 19/11/14	
Scope of work: Inspect Relay Cabinet in the Relay Hut		Site Supervisor: B. Jane	Phone: 0412 234 456
Work on track method (LPA, TOA, TWA, ASB, Lookout Working) Refer to Worksite Protection Plan for details: Work Outside Danger Zone		Protection Officer: J.Smith (ACS)	Phone: 0401 234 456
Emergency assembly point: Access Gate on Cremona Ave - Gate Number xyz		Briefer: J.Smith	Briefer's signature:
First aid kit location: In the Work Vehicle parked next to the access Gate as above	First Aider: J.Smith	SWMS/SWI Ref #: Insert number if available	

Hazards (eg. 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
Adjacent Live Line (Down Illawarra)	Use the specified path to and from Signal Relay Hut.	All staff on site
Access and Egress	Use the closest access gate	All staff on site
Uneven surface, vegetation, hazardous material	Watch your step and stay vigilant. if not sure, don't proceed.	All staff on site
Mobile phone	Only to be used when in a constant safe place. Don't walk around when on the phone.	All staff on site

Pre-work Briefing – Worksite protection/work method *cont.*

All incidents and injuries must be reported to the Site Supervisor (Line Manager) and the Safety Incident and Injury Hotline on 1800 772 779

All persons listed below acknowledge that they:
(Briefer to delete and initial any items that are not applicable)

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> have been inducted to the site | <input checked="" type="checkbox"/> have been briefed on the SWMS/SWIs/documented safe work practice for the job |
| <input checked="" type="checkbox"/> hold the applicable and current certificates of competency, trade licence and/or induction record eg. Construction Industry Induction | <input checked="" type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs |
| <input checked="" type="checkbox"/> wear the appropriate Personal Protective Equipment (PPE) | <input checked="" type="checkbox"/> are free from the effects of alcohol/drugs/fatigue |
| <input checked="" type="checkbox"/> have been briefed on the contents of the Worksite Protection Plan for work within the Rail Corridor | <input checked="" type="checkbox"/> have been made aware of any hazardous materials / substances on site |
| <input type="checkbox"/> have been informed of the requirements of the electrical permit (if required) | <input type="checkbox"/> have been briefed on the site specific safety 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	Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm & Initial
B. Jane		09.20					
K. Well		09.20					

Worksite Protection Plan

Worksite Location: Signal Relay Hut - Located adjacent to Down Illawarra Line - Approx. 20.350km between 20.290 km and 20.400 km

Adjacent Line/s: Down Illawarra Line between km and km

Date of work: 19/11/2014 Start time: 09:30 hours Finish time: 11:00 hours Weather: Fine - Sunny

☒ LA ☒ TA ☒ TW ☒ AB

(cross out if not applicable)

Site Supervisor or Team Manager: B.Jane Work Order/Reference No.: 123456 or NA

Work outside and not affecting the Danger Zone Work within a hunting yard

(cross out if not applicable)

Work description (Scope): Inspect Relay Cabinet in the Relay Hut

Minimum Warning Time Calculation when using Lookouts:

<input type="text" value="sec"/>	+	<input type="text" value="sec"/>	+	<input type="text" value="10 sec"/>	= Minimum Warning Time (MWT)	<input type="text" value="sec"/>	<input type="text" value="km/h"/>	<input type="text" value="metres"/>	* Note – Add additional 5 seconds of See Time if an additional Lookout is being used
<small>See Time (S)</small>		<small>Move Time (M)</small>		<small>Safe Time</small>			<small>Track Speed</small>	<small>Minimum Sighting Distance as calculated</small>	
<input type="text" value="sec"/>	+	<input type="text" value="sec"/>	+	<input type="text" value="10 sec"/>	= Minimum Warning Time (MWT)	<input type="text" value="sec"/>	<input type="text" value="km/h"/>	<input type="text" value="metres"/>	

Notes: Work is outside the danger zone inside the signal relay hut. Given the scope of work and assessment, there is no potential for workers or equipment to encroach the danger zone. See the attached DRKD for more detail.

Provide or attach a diagram of the worksite protection arrangements, including Handsignallers, Lookouts, platforms, bridges, tunnels, safe place, Railway Track Signals, signal numbers, kilometre post, etc.

<Type a brief description here. Click on the area below to insert an image. You can add more diagrams at the end of the document if required>

Network Control Officer Details: Signaller Name Name Wollongong Signal Box 02 9812345 Contact Phone Number

Protection Officer Details: J.Smith Name Signature 0401 234 456 Contact Phone Number

123456 Rail Safety Worker Card No. PO Level: or Other Assess Corridor Safety (ACS)

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