

Pre-work Briefing



Work Location:		Briefing Date: dd:mm:yy
Scope of work:	Site Supervisor:	Phone:
Emergency assembly point:	Briefer:	Briefer's signature:
First aid kit location:	First Aider:	SWMS/SWI Ref #:

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)	Responsible for Control (either Sydney Trains or name of Contractor)

Pre-work Briefing *cont.*



Participant Acknowledgement

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

Briefer to tick each item below that is applicable and rule a line through those that are not.

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

All persons listed below acknowledge that they:

- | | |
|--|--|
| <input type="checkbox"/> have been inducted to the site | <input type="checkbox"/> are free from the effects of alcohol/drugs/fatigue |
| <input type="checkbox"/> hold the applicable and current certificates of competency, trade licence and/or induction record eg. Construction Industry Induction | <input type="checkbox"/> have been made aware of any hazardous materials/substances on site |
| <input type="checkbox"/> wear the appropriate Personal Protective Equipment (PPE) | <input type="checkbox"/> have been briefed on Safety Data Sheets (SDS) |
| <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 SWMS/SWIs/documentated safe work practice for the job | <input type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes |
| <input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs | <input type="checkbox"/> have been briefed on the results of today's site walk inspection and any new hazards identified and their controls as a result of this inspection |

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