


## Pre-work Briefing

Work Location:	Signal Relay Hut – located adjacent to Down Illawarra Line – approx.. 20.350km	Briefing Date: 19/11/14
Scope of work:	Inspect relay cabinet in the relay hut	Site Supervisor: Bob Jane Phone: 0412234456
Emergency assembly point:	Access gate on Cremona Ave – gate number xyz	Briefer: John Smith Briefer's signature: 
First aid kit location:	In the work vehicle parked next to the access gate as above	First Aider: John Smith SWMS/SWI Ref #: D2013/80895

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)
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, do not 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 *cont.*



## Participant Acknowledgement

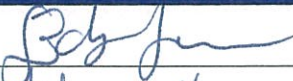
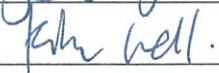
**All incidents and injuries must be reported to the site supervisor (Line Manager) and the Safety Incident and Injury Hotline on 1800 772 779**

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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> have been inducted to the site</li> <li><input checked="" type="checkbox"/> hold the applicable and current certificates of competency, trade licence and/or induction record eg. Construction Industry Induction</li> <li><input checked="" type="checkbox"/> wear the appropriate Personal Protective Equipment (PPE)</li> <li><input type="checkbox"/> <del>have been informed of the requirements of the electrical permit (if required)</del> JS</li> <li><input checked="" type="checkbox"/> have been briefed on the SWMS/SWIs/documentated safe work practice for the job</li> <li><input checked="" type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> are free from the effects of alcohol/drugs/fatigue</li> <li><input checked="" type="checkbox"/> have been made aware of any hazardous materials/substances on site</li> <li><input type="checkbox"/> <del>have been briefed on Safety Data Sheets (SDS)</del> JS</li> <li><input type="checkbox"/> <del>have been briefed on the site specific safety management plan</del> JS</li> <li><input checked="" type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes</li> <li><input checked="" 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</li> </ul> |
|---|--|

Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm & Initial	Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm & Initial
Bob Jane		09:20					
Kim Well		09:20					