

Work on Track Pre-Work Briefing

Purpose:

To remind the Protection Officer of the requirements to complete a worksite protection plan and pre-work briefing.

Action required:

John Holland Rail (**JHR**) Network Rules for work on track require the Protection Officer to inform workers about the kinds and limits of protection measures in place before work begins. In the JHR Network, this is done by delivering a pre-work plan and briefing.

The *Pre-Work Plan and Briefing form* (CNRF 014) is used by the Protection Officer to document the details of what must be delivered in the pre-work briefing.

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 their protection duties.

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 worksite supervisor).

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 worksite supervisor is the person responsible for supervising the work being performed and must tell the workers about the risks and hazards associated with performing the work.

The Protection Officer must develop the plan and deliver the pre-work briefing in conjunction with the worksite supervisor.

In situations where the Protection Officer is also the worksite supervisor, the Protection Officer can develop the plan and deliver both the worksite protection pre-work briefing and the briefing on the work to be performed.

The details of how the Protection Officer and worksite supervisor deliver the pre-work briefing are contained in the CNRF 014 *Pre-work Plan and Briefing form*.

The Protection Officer must complete all the fields on the Pre-Work Briefing form.

The Protection Officer must ensure that all workers who attend the worksite protection pre-work briefing sign the Pre-Work Briefing form.