



Country Network Standard 1419

Protection Officer Pre-Work Plans and Briefings

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Table of contents

1	Purpose	5
2	Principle	5
3	Requirements.....	5
4	Worksite protection.....	5
5	Documentation	6
6	Delivery of briefing.....	6
7	Changes during work.....	7
8	Change of Protection Officer	7
9	Communicating and recording changes	7
10	Participant acknowledgment.....	8

1 Purpose

This standard outlines the requirements for Protection Officer's when preparing, delivering and recording a pre-work plan and briefing.

This standard applies to all pre-work plans and briefings conducted by John Holland Rail employees and contractors undertaking Protection Officer duties within the Country Regional Network (CRN).

2 Principle

Pre-work plans and briefings provide important information to employees, contractors, sub-contractors and others at the work location about protection arrangements, hazards and controls before work starts.

Pre-work plans and briefings communicate the:

- safety hazards, issues, risks and controls
- arrangements for worksite protection based on a Worksite Protection Plan

Pre-work plans and briefings do not replace but are to be used in conjunction with:

- Start cards
- Task Risk Assessment Briefings
- site induction
- site specific safety management plans
- safe work method statements
- work plans such as excavation work plans; and
- other relevant processes.

3 Requirements

Pre-work plans and briefings are required:

- when specified by this standard, or
- when specified by a line manager

Line managers must make sure that Protection Officer's conduct pre-work plans and briefings when required.

4 Worksite protection

The Protection Officer is responsible for including all worksite protection details of the Pre-work plan and Briefing.

The contents of the Pre-work plan and briefing must cover all worksite protection arrangements to be used at a work location.

As a minimum include:

- The locations of safe places
- Location and type of protection
- The date the work is being performed
- Name and contact number of the Protection Officer
- The Protection Officer's competency number

- The name/s of the Network Control Officer
- Network Control Officer emergency number
- Worksite location and the type of work being performed
- Distance limits of the worksite
- State of the weather on the day concerned
- Diagram of the worksite
- Protection arrangements applied at the worksite
- Names and locations of worksite protection staff employed as part of the worksite protection
- Signal post numbers and locations
- Emergency access and egress
- First aid location
- Emergency assembly point

5 Documentation

Pre-work plans and briefings must be documented using CNRF 014 Pre-work Plan and Briefing. Pre-work plans and briefings must be saved electronically and submitted to JHR CRN for auditing. Hard copies of the Pre-work plans and briefings must be kept for 90 days.

6 Delivery of briefing

Pre-work briefings must be delivered in a way which engages the team. The Protection Officer delivering the briefing must provide guidance and direction to the team and ensure the briefing is:

- understood
- comprehensive, and
- treated by everyone as a serious matter.

The Protection Officer must ask each work group to describe:

- the work to be performed
- the protection to be employed
- the work health and safety risks to be managed as part of the work.

The Protection Officer must encourage members of the work team to be vigilant as work progresses and to report any:

- changes in work conditions which increase risks
- additional hazards
- safer ways of doing a task
- part of the briefing that is unclear or they do not understand.



WARNING

Protection Officer's must make sure that employees or contractors who arrive at the worksite after the initial briefing receive a pre-work briefing before commencing work.

7 Changes during work

Protection Officer's must be vigilant to identify any of the following as work progresses:

- changes in work conditions or scope of work which increase risks
- additional hazards
- risk controls that are more effective
- controls which are not adequate or cannot be applied.

If the Protection Officer becomes aware of changes to the work or work environment, they must review the protection plan and pre-work brief (or safe work procedure if appropriate) to record any changes.

When a worksite remains in place for more than one day or shift, Protection Officer's must make sure the worksite is assessed daily or at change of shift to identify any:

- changes in work conditions
- changes in work methods
- changes in personnel
- additional hazards
- more effective controls.

After assessing the worksite and making the required changes to the protection plan and pre-work briefing, the Protection Officer must communicate the changes to the work team or new personnel who require briefing.

8 Change of Protection Officer

When there is a change of Protection Officer, the incoming Protection Officer must check the existing Worksite Protection Plan and pre-work brief to review and identify any changes to hazards or controls. If a new Worksite Protection Plan is required a new pre-work brief must also be prepared and delivered.

If additional hazards and controls are identified which do not warrant a new Worksite Protection Plan, the Protection Officer must brief affected persons and document the changes.

If no changes are required to the Worksite Protection Plan or pre-work briefing, the incoming Protection Officer must note acceptance of the plan and brief in the Protection Officer's Log or Diary.

9 Communicating and recording changes

When changes to a Worksite Protection Plan are required, the Protection Officer must make sure that all affected persons are briefed on the changes by either:

- delivering a new pre-work plan and briefing, or
- amending the existing pre-work plan and briefing form to show the nature and time of the amendment and the personnel briefed on the change.

The decision to either amend an existing pre-work plan and briefing or prepare and deliver a new briefing depends on the level of risk to be controlled and the complexity of the changes to be communicated.

10 Participant acknowledgment

Work team members must actively participate in the pre-work briefing process by:

- raising any concerns about hazards or controls
- joining discussions
- asking questions to clarify any uncertainty.

Protection Officer's must make sure that all personnel who attend pre-work briefings complete a start card.

By completing a start card personnel are acknowledging that they:

- have received and understood the pre-work brief
- are free from the effects of drugs, alcohol and fatigue
- hold current certificates of competence, trade licence and/or induction record.

Persons delivering briefings must emphasise that personnel are acknowledging understanding of the content when they complete their start card and invite participants to ask for clarification if they have any doubts.