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| H:\AAA Dianne Guy's Documents\Templates\Infomation.png | Use this form for every workplace except for detailing worksite protection for work on track. In situations where the Protection Officer is also the Site Supervisor, the Protection Officer can deliver both the Worksite Protection Pre-work Briefing and the Pre-work briefing on the construction / maintenance work to be performed provided that person is competent to do so. In these situations the Protection Officer must use [NRF 014 Worksite Protection Pre-work Briefing.](https://railsafe.org.au/__data/assets/pdf_file/0019/55432/NRF-014-Worksite-Protection-Pre-work-Briefing.pdf) |

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

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| **Hazards** *(e.g. Workplace 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)* |
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| Participant Acknowledgement | | | | | | | | |
| **All incidents and injuries must be reported to the workplace 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 applicable.*  ***NOTE:*** *Workers are to question the Briefer if they don’t understand any part of this briefing.*  All workers listed below acknowledge that they: | | | | | | | | |
| have been inducted to the workplace  hold the applicable and current certificates of competency, trade licence and/or induction record e.g. Construction Industry Induction  must wear the appropriate Personal Protective Equipment (PPE)  have been informed of the requirements of the electrical permit (if required)  have been made aware of the Electro Magnetic Field (EMF) hazard(s) to medical implants; pacemaker/implantable cardioverter defibrillator/embedded hearing implant etc. before entering a substation  have been briefed on the SWMS/SWIs/documented safe work practice for the job | | | | | have been instructed in the controls recorded in this document and SWMS/SWIs  are free from drugs and alcohol  are free from the effects of fatigue  have been made aware of any hazardous materials/substances at workplace  have been briefed on Safety Data Sheets (SDS)  have been briefed on the WHS Management Plan  have been briefed on the hazards of adjoining workplaces/processes  have been briefed on the results of today’s workplace walk inspection and any new hazards identified and their controls as a result of this inspection  have been briefed on the planned/desired routes of track maintenance vehicles already discussed with the protection officer placed in charge of the movements | | | |
| **Name** | **Signature** | **Time of briefing:**  **hh:mm** | **Amendment briefing:**  **hh:mm & Initial** | **Name** | | **Signature** | **Time of briefing:**  **hh:mm** | **Amendment briefing:**  **hh:mm & Initial** |
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