

Safety Alert

ARTC No. 122
Issued 25/03/2020

Amendment to Procedure Pre-Work Brief RLS-PR-005

ARTC will introduce changes to the Procedure Pre-Work Brief RLS-PR-005 as detailed in this Safety Alert.

Due to the risk of workers being exposed to Coronavirus (COVID 19) through close contact, workers will no longer be required physically sign the Pre-Work Brief document.

The person delivering the Pre-Work Brief must;

- confirm with all workers that they are:
 - free from drugs and alcohol,
 - free from the effects of fatigue or illness and fit for work,
 - the task hazards have been identified and controls implemented, and they had the opportunity to identify new hazards and question the controls, and the workers understand their responsibilities and obligations to implement the nominated controls,
 - they have been provided with the appropriate work task descriptions and worksite protection arrangements established for the site,
 - They have been trained in and understand the relevant work method statements,
- sight all workers current RIW cards (both physical or virtual card),
- record the names (first name initial and last name) of workers and their RIW number beside each name of each worker attending the pre-work briefing.

Where persons are exempt from holding a RIW card as per Protocol for Entering the ARTC Rail Corridor RLS-PR-003, these persons must present a photo identification (i.e. Drivers Licence) to the person delivering the Pre-Work Brief who will record their name (first initial and last name) and identification number.

A reminder for teams to ensure briefings are undertaken in a location where team members can maintain 4m² distance from each other and still hear the brief. Briefings must be limited to 10 people maximum, which may require multiple briefings on larger sites.

For your action

1. Place Safety Alert on display and make copies of this alert available to people who report to you (without regular email access) and ensure that the contents of the safety alert are discussed/explained to your staff.
2. If engaging contractors, ensure they are made aware of current ARTC Safety Alerts.
3. Ensure a method of sign-off is obtained (eg via tool-box/safety meetings/morning briefings etc) to verify that the Safety Alert has been distributed and discussed.
4. If you have any safety concerns with this Safety Alert please speak directly to your supervisor.

Further information

- All Safety Alerts issued can be [found here](#).
- For further information contact:
 - Mark Blackmore Acting General Manager, Safety and Environment
 - Cath Bowlzer Principal Advisor Safety and Environment Interstate
 - Brett Teasdale Principal Advisor Safety Hunter Valley
 - Hinea Clark Head of Health and Safety Inland Rail