

Briefing date: dd / mm / 20yy

Protection Officer Details:

name	signature	contact no.
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Work location:

Scope of work:

Worksite protection (<i>cross out not applicable</i>)	LPA	TOA	Route Blocking	Refer to Worksite Protection Plan for details.
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[illegible]

name		contact no.	
Emergency Assembly Point:		SWMS/SWI Ref #:	
First aid kit location:		First Aider:	

All incidents and injuries must be reported to the Site Supervisor and the OCC ISC on (02) 9854 4844 or (02) 98544508	
Note: Recipients of the briefing are to question the Briefer if they don't understand any part of this briefing. Mark each check box with a tick <input checked="" type="checkbox"/> if the item applies or a cross <input checked="" type="checkbox"/> if the item does not apply. All persons listed below acknowledge that they:	
<input type="checkbox"/> have been inducted to the site	<input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS / SWIs
<input type="checkbox"/> are free from the effects of alcohol/ drugs/ fatigue	<input type="checkbox"/> have been made aware of any hazardous materials/ substances on site
<input type="checkbox"/> hold the applicable and current Rail Safety Worker Authorisation, trade licence and/ or induction record e.g. Construction Industry Induction	<input type="checkbox"/> have been briefed on Material Safety Data Sheets (MSDS)
<input type="checkbox"/> wear appropriate Personal Protective Equipment (PPE)	<input type="checkbox"/> have been briefed on the site specific safety management plan
<input type="checkbox"/> have been briefed on the Worksite Protection Plan	<input type="checkbox"/> have been briefed on the hazards of adjoining worksites/ processes
<input type="checkbox"/> have been informed of the requirements of the Electrical Permit (if required)	<input type="checkbox"/> have been briefed about any new hazards and controls identified during the final site inspection (<i>final site inspection must be conducted immediately before commencing work</i>)
<input type="checkbox"/> have been briefed on the SWMS/ SWIs/ documented safe work practice for the job.	

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