

## Safety Alert March 2019

<b>TO</b>	All staff
<b>FROM</b>	Kyle Devine
<b>DATE</b>	5 <sup>th</sup> March 2019
<b>SUBJECT</b>	Documentation

Dear Valued Employees,

It has been brought to our attention that onsite Safeworking observations conducted during the course of the February closedown, have revealed a possible emerging pattern. There were instances of the correct forms not being used whilst implementing protection arrangements within the LPA. To ensure there is no confusion on what forms to use, the following list should be utilised within ARTC. Please do not substitute forms from any other source whilst undertaking work for Pure Rail within ARTC territory.

**Worksite Protection Plan:** Either the WPP from the Pure Rail website

<http://www.purerail.com.au/wp-content/uploads/2018/07/WPP-Template-RLS-FM-006.pdf>  
OR the ARTC approved form (RLS-FM-006)

**Pre-work Brief:** Part of the WPP above.

**TOA form:** As per ARTC document ANRF002B <https://www.artc.com.au/uploads/ANRF-002-B-Form.pdf> also available on the Pure Rail website.

**Infrastructure Booking Authority:** As per ARTC document ANRF 003

[https://www.artc.com.au/uploads/ANRF\\_003\\_IBA\\_form\\_V3.0.pdf](https://www.artc.com.au/uploads/ANRF_003_IBA_form_V3.0.pdf) also available on the Pure Rail website.

If there are any questions or comments, please let me know ASAP on 0421 566 531.

Thankyou.