


Safety Alert

SA-20-341 COVID 19 Pre-Work Briefs

 Audience All Transport for NSW employees and contractors	Contact Graham Jackson, Director Safety & Engineering Systems Safety, Environment & Regulation Division Email Graham.Jackson@transport.nsw.gov.au
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What happened?

Due to the risk of workers being exposed to Coronavirus (COVID 19) through close contact i.e. whilst signing Protection Officer Pre-Work Brief documentation, Rail Transport Operators have proposed amended procedures to minimise this risk. It has been proposed that workers will no longer be required physically sign the Pre-Work Brief document on some Rail Networks in NSW and TfNSW supports this initiative across the board (not only in the Rail Environment) and provides the following guidance to teams to minimise the risk of exposure to Coronavirus (COVID-19) during interactions on all TfNSW worksites.

Immediate Actions Required

1. Site briefs, break times, shift change overs, and working in site offices:

1. Undertake briefings in a location where team members can maintain 4 square meters distance from each other and still hear the brief. Briefings may need to be limited in numbers able to attend, which may require multiple briefings on larger sites. Consider holding briefings outside with 2x2m squares indicated on the ground.
2. People are not required to sign on to the pre work brief, to limit close contact and sharing of pens. The PO will need to sight identification cards (i.e. RIW or drivers' licence where RIW not required) and record the person's name and ID card number on the brief.
3. People should also not be required to sign acceptance of good onto sites, requesting the use of alternate receipting from vendors or suppliers.
4. Alternate shift breaks to limit the number of people on break to avoid crowding in common areas.
5. Limit handover between shifts to the required people. Start times for shift change over may need to allow for the outgoing team to leave before the incoming team arrives to maintain the social distancing requirements.
6. Avoid working in site sheds and huts if possible. Where required to be inside a site shed or hut, maintain the required 4 square meters social distancing.

2. Hygiene behaviours:

1. Provide access to hand washing stations, soap, hand sanitiser and/or antibacterial wipes. Display “how to wash your hands” and hygiene signs.
2. Consider using disposable cups at water stations or marking cups with names to avoid accidental sharing. Place signage on water stations to remind people to avoid contacting the spout if refilling reusable bottles or cups.
3. Where required utilise appropriate gloves to minimise contact with shared equipment.
4. Regularly wipe down surfaces with suitable cleaning solution/wipes such as door handles, esky lids, water station spouts, shared tools etc.
5. Ensure utensils are accessible for ice machines and other on-site shared services


3. Visitors to site:

1. All non-essential personnel and visitors should be restricted from entering site
2. All visitors should complete appropriate Principal Contractor site induction which should include COVID-19 requirements on site. All visitors are to be briefed in the social distancing and hygiene controls implemented on site.
3. Records of who has been on site and should be kept for contact tracing should the need arise

4. Travelling in vehicles:

1. Where teams are moving to and from worksites, where practical use one vehicle per transit, where this is not possible consider what alternate controls can be used to limit social distancing i.e. ferry one worker at a time, one worker in the back seat, windows open etc.

Issued and authorised by the Director Safety & Engineering Systems

Signature 

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Director Safety & Engineering Systems
Safety, Environment & Regulation Division

Dated: 6 April 2020