

Date:

\_\_\_\_\_

Supervisor:

\_\_\_\_\_

Weather:

\_\_\_\_\_

### 1. Session Overview

#### Tasks Planned Today:

- ☐ Track laying
- ☐ Ballast placement
- ☐ Ground preparation
- ☐ Tool maintenance
- ☐ Other: \_\_\_\_\_

### 3. Pre-Work Safety Checks

- ☐ Tools inspected and safe to use
- ☐ PPE available and being worn
- ☐ Rescue equipment in place (life ring / throw line)
- ☐ Attendance register completed
- ☐ Supervisor assigned and briefed

### 2. Safety Briefing — Topics Covered

- ☐ Site boundaries & exclusion zones
- ☐ Water hazards (leat and open water)
- ☐ Manual handling guidance
- ☐ Use of hand and powered tools
- ☐ Ground conditions & slips / trips
- ☐ Emergency procedures & first aid locations
- ☐ PPE requirements
- ☐ Task-specific instructions
- ☐ Volunteer queries / concerns addressed

#### Additional Notes / Observations:

### 4. During Work Monitoring

#### Hazards Observed / Incidents / Near Misses:

#### Action Taken / Corrective Measures:

### 5. End-of-Session Checks

- ☐ Site cleared of loose tools and materials
- ☐ All volunteers accounted for
- ☐ Equipment returned and stored safely
- ☐ Any incidents reported and documented
- ☐ Next session brief planned

### 6. Notes / Additional Comments

7. Signatures

Supervisor Signature: \_\_\_\_\_ Time: \_\_\_\_\_

Volunteer Signatures:

| Name | Signature | Time In / Out |
|------|-----------|---------------|
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