

# Electrical Safety Toolbox Talk

## What information you must be briefed before accepting a Form C

A Form C is required by anyone who is required to work within 2.75 meters of 25 kV OLE.

As a minimum you must be briefed by the Nominated Person (NP) on the following:

- Safe Working Limits.
- Lines isolated.
- Lines remaining live.
- Any Residual Electrical Hazards.
- Any RoLE devices and their locations.
- The issue of the Form C does NOT mean that train movements have stopped.



Remember: If you are the NP, you are responsible for briefing all persons and confirming that they fully understand the extent of the isolation, the safe working limits, any live equipment, and any residual electrical hazards. You are also responsible for giving a similar brief to any relief.

### Do

- ✓ confirm you are fully briefed on the Permit before signing to say you accept and understand the briefing.
- ✓ brief all other staff on the contents of the Form C before putting anyone to work. Give others the opportunity to check their understanding.
- ✓ if you are relieved, make sure that your relief is given a full and proper brief (ideally by the NP) before signing over the Form C.
- ✓ remind your relief that it is their responsibility to confirm that all staff working under the Form C are fully briefed before putting them to work.
- ✓ adhere to any Test Before Touch requirement

### Don't

- ✗ start work until you have been fully briefed and issued with a Form C.
- ✗ start work until you check the details recorded on the Form C relate to your site of work (Nature of Work, Lines required, Limits of work) are correct.
- ✗ start work until all staff have been briefed and given a chance to ask questions or challenge the safe system of work.

### Sample Questions

You can use these to check understanding, feel free to ask your own questions

- Who is responsible for ensuring that the details on the Form C are correct?
- Who in the group is qualified to accept the Form C?
- What level of competency do you need to challenge the safe system of work?
- How can you check that your worksite is inside the working limits quoted on the Form C.?
- Will the Issue of the Form C protect the group from the movement of trains?
- What is meant by the term "Residual Electrical Hazards" (REH)?

