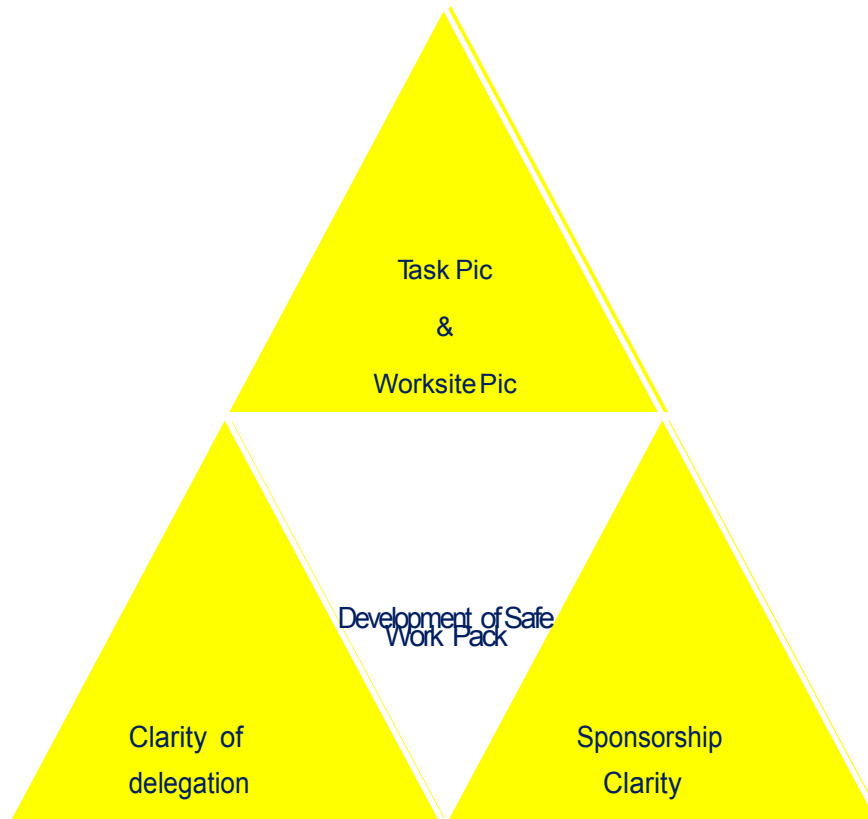




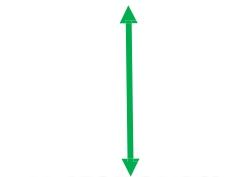
**The Level 3 IP Work instruction adds clarity by introducing “The Golden Triangle”  
A Person in Charge who is involved in planning, understanding the task and operational  
risk producing a Safe Work Pack. The rules around sponsorship, employment and  
delegation has also been made clearer**



# The person in charge (PIC)



Worksite PIC



Task PIC



Gang



Task PIC



Gang



## Worksite PIC:

- Accountable and responsible for deconfliction and integration within the engineering worksite in which they are leading.
- Must be SWM or SWL 2
- Must be primary sponsored and employed by lead organization

Task PIC: Accountable for leading a task in a work area within a worksite in a possession.

- Key Contact in the planning process
- Will arrange the collation and provision of the relevant safe work pack for their task and work area.

Must be COSS or SWL1



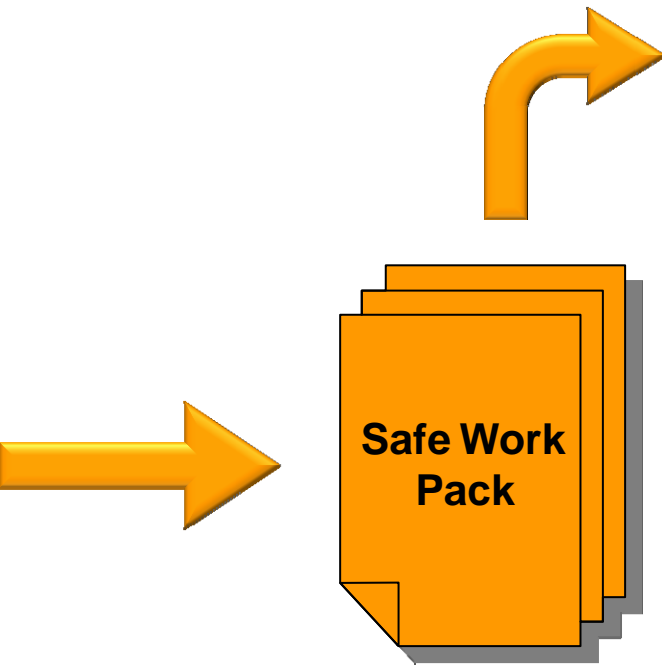
**The Worksite PIC** holds a SWP for their worksite limits and the risks surrounding this task, in addition to this, they will have seen and be aware of all of the tasks and risks associated with them signing into that worksite. They will have been deconflicted for not only operational but site and location risks well in advance of the shift. Worksite PIC's will wear a SWL2 or SWM armband and will brief all Task PICs.

**The Task PIC** holds a SWP for their task and associated risks. They will have shared their relevant risks with the Worksite PIC during the planning process to allow for deconfliction. Task PIC's will wear a COSS Armband and will brief their team directly.

**Moving worksites** MUST share their risks with all sites of work they will be signing in with during the planning process.

**If you sign in with Route Business worksites, PIC's will be at Task level only.**

# What as a minimum, should go into a Safe Work Pack?



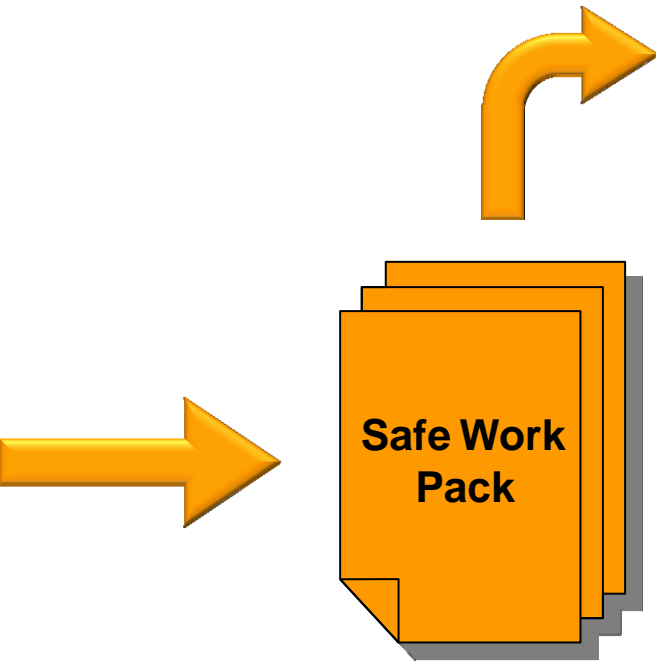
## Contents required:

- SWP validation form
- Site risk information and controls required
- Task risk information and controls required e.g. task risk control sheets, work package plans or task briefing sheets
- Permits, where applicable, such as lifting plans, electrical, isolation, hot works, confined spaces
- Welfare arrangements and their location

The Worksite SWP must be briefed to all task PICS

The Task SWP must be briefed to the team carrying out the work

# Task v's Worksite Safe Work Pack



## Task Safe Work Pack

- Created to the highest level of protection possible
- Concise information/ documentation that is relevant to the task
- Include all of the content to brief out to team completing task

## Worksite Safe Work Pack

- Created to the highest level of protection possible
- Concise information/ documentation that is relevant to the worksite
- Include all of the content to brief out to Task PICs
- Is not a duplication of the Task Safe Work Pack



**The SWP provides information on how work is to be carried out safely and gives details on how to manage and control task, site and operational risks and refers to the documentation provided to the PIC for the work they are to undertake. The information contained in the SWP should be:**

- A) Concise and relevant to the task and location where the work is to be undertaken**
- B) provide clear information to allow the PIC to effectively use it to manage the risks to themselves and those working under their supervision.**

***All SWP's must be returned to the RM for retention as stated in NR/L3/INF/02226 Corporate records retention schedule.***

The Planner creates the Safe System of Work with the highest level of protection possible for either the task or the worksite and will include the following additional documents:

- Safe Work Pack validation form
- Task Briefing sheet
- Work package plan
- Runaway risk mitigation where required
- Permits (permit to dig, hot works for example)
- Welfare arrangements and location