

COURSE INFORMATION – TASK BRIEF

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SUPPLY

Electronic copies of the course documentation are accessible exclusively to approved trainers/training providers. Individuals who have been authorized may request controlled copies by reaching out to info@inrail.ca

OVERVIEW

This course overview outlines that the training pack has received approval from Metrolinx for both delivery and assessment purposes. The pack is designed to facilitate efficient delivery with minimal preparation time, but to fully maximize its benefits, trainers are advised to familiarize themselves with the contents before use.

Trainers have the flexibility to customize the presentation to align with their preferred delivery style and can incorporate other visual aids as needed, any changes to course documentation require approval from the relevant organization(s). It is important to note that the complete technical content must be delivered as part of the training.

COURSE SUMMARY

The Task Brief Course is designed to provide participants with the essential knowledge, skills, and practical experience required to complete accurate task briefing sheets based on information contained in the Safe Work Pack.

COURSE AIMS

The aim of the Task Brief Course is to

- To provide participants with a comprehensive understanding of the purpose, importance, and benefits of task briefs in railway operations.
- To equip participants with the knowledge and skills required to create effective task briefs that ensure clarity, safety, and efficiency in task execution.
- To enhance participants' ability to deliver task briefings, ensuring effective communication and engagement with team members.

COURSE OBJECTIVES

At the end of the training the delegate will be able to:

- Understand the concept of task briefs and their significance in promoting safe and efficient railway operations.
- Identify the key components and elements that should be included in a task brief.
- Learn how to gather relevant information and define clear objectives for a task brief.
- Recognize the importance of safety considerations and risk assessments in task briefs.
- Develop the ability to create concise, clear, and consistent task briefs that address the scope, boundaries, and requirements of a specific task.
- Understand the role of communication protocols and the importance of effective communication in task briefings.
- Acquire knowledge on how to deliver task briefings effectively, engaging the audience and addressing their questions and concerns.
- Learn best practices and industry standards for creating and delivering task briefs in railway operations.
- Develop the skills to assess and update task briefs to reflect changing circumstances and requirements.
- Understand the role of continuous improvement in task briefing processes and the importance of documenting lessons learned.

COURSE DAYS

Initial Course –

3 Days

Recertification -

1 Day

COURSE DELEGATES

Maximum delegates - 20

COURSE PRE-REQUISITES

DELEGATES:

For delegates, the following prerequisites apply:

1. Possess a PTS competency.
2. Meet the fit for duty requirements specified by Metrolinx.
3. Have a satisfactory level of literacy to fulfil Entry Qualifications.

TRAINERS:

To be eligible to deliver the task brief course, the trainer must meet the following prerequisites:

- i. Hold a relevant training/assessment qualification at a minimum of level 3 standard.
- ii. Demonstrate adequate occupational competence in the subject matter.
- iii. Possess a minimum of 12 months of experience in the skill being trained or have a track record of successfully delivering similar training within the last two years.
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- v. Be approved by InRail Canada

These prerequisites ensure that the trainer has the necessary qualifications, expertise, and recent experience to effectively deliver the task brief course.

REFERENCE DOCUMENTS

- Canadian Rail Operating Rules (CROR)
- Construction Safety Management Program
- General Engineering Instruction