

TOOLBOX TALK & DAILY TEAM PRE-START RECORD

Business / PCBU:	Site / Project:
Date: ____ / ____ / ____	Start time:
Person conducting talk:	Supervisor / person in charge:

1. DAILY SITE & EMERGENCY REMINDERS

Start here every day - make the important information familiar.

Emergency meeting / assembly point:	First aid officer(s):
First aid kit location(s):	Fire extinguisher / emergency equipment location(s):
Emergency contact / site emergency number:	Site supervisor / person in charge today:
How to raise a safety concern / stop work:	

2. TODAY'S WORK

Work we doing today?
Where are we working?
Plant / equipment being used.
Other crews / contractors affecting our work.

3. WHAT'S DIFFERENT TODAY?

Changes since work was planned
New / changed hazards or conditions
Controls / actions agreed

4. TODAY'S TOOLBOX TALK

HEAT STRESS Version 1.0

Why are we talking about this?

Heat stress can affect anyone working outdoors or in hot environments. It can develop during physical work, particularly when temperatures are high or workers are exposed to direct sunlight.

What can go wrong?

- High temperatures and direct sunlight can increase heat load.
- Heavy physical work can cause the body to heat up quickly.
- Inadequate hydration can make heat-related illness more likely.
- A worker may become unwell without recognising how seriously they are affected.

Control measures

Drink water regularly. Take appropriate rest breaks. Use shade where available. Monitor workmates for signs they may be affected by heat, and speak up early if you or someone else feels unwell.

Practical Safety Advisory

Practical WHS Solutions Without the Complexity



4. TODAY'S TOOLBOX TALK - DISCUSSION

What are the signs of heat stress?

Where is drinking water available today?

What should you do if a workmate appears to be affected by heat?

KEY MESSAGE

Heat stress can become a medical emergency. Hydrate, take breaks, and speak up if you feel unwell.

Questions, issues or concerns raised by workers:

5. BEFORE WE START

■ Does everyone understand today's work and how it will be done safely?

■ Does anyone have a safety concern, question or something we have not considered?

6. WORKER ACKNOWLEDGEMENT & ATTENDANCE

By signing below, I confirm that I participated in today's toolbox / pre-start discussion, understand the work planned for today and the safety matters discussed, and have had the opportunity to raise questions or concerns. I confirm that I am fit for work today and will tell my supervisor if anything changes that could affect my ability to work safely.

Worker name	Fit for work	Signature	Time
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		
	■ Yes		

7. ACTIONS & SUPERVISOR SIGN-OFF

Actions / follow-up required:

Person responsible:

Due date:

Completed / closed:

Talk conducted by:

Signature:

Time completed: