

## 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

|                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Why are we talking about this?</b><br>Manual handling injuries are among the most common workplace injuries.                                       |
| <b>What can go wrong?</b>                                                                                                                             |
| <b>Control measures</b><br>Assess the load. Use mechanical aids. Keep loads close. Ask for assistance when the load or task cannot be handled safely. |

# Practical Safety Advisory

Practical WHS Solutions Without the Complexity



## 4. TODAY'S TOOLBOX TALK - DISCUSSION

What manual handling hazards exist on this site or in today's work?

What lifting or mechanical aids are available?

When should you ask for help?

**Think before you lift. A few seconds of planning can prevent months of recovery.**

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:     |