

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

WORKING NEAR POWERLINES

Version 1.0

Why are we talking about this?

Electrical contact can result in serious injury or death. Before work starts, everyone needs to know where electrical hazards are and what controls apply to today's work.

What can go wrong?

- Plant, cranes, elevated equipment or loads contacting or entering unsafe areas around powerlines.
- Excavation striking underground electrical services.
- Ladders, long materials or tools being moved too close to powerlines.
- Work conditions or plant positions changing during the job.

Before starting work today, discuss:

- Where are the nearest overhead powerlines or underground electrical services?
- What exclusion zones or clearances apply?
- Is any plant, lifting, excavation, ladder or long material likely to come near them?
- Do we need a spotter or other specific controls?
- What do we do if the work cannot be completed while maintaining the required clearance?

4. TODAY'S TOOLBOX TALK - DISCUSSION

CONTROL MEASURES: Identify electrical hazards before starting work. Maintain required exclusion zones and clearances. Use a spotter where required. Stop work if unsure.

Where are the nearest electrical hazards to today's work?

What controls are we using today?

Who can stop the work if something isn't right? Everyone.

KEY MESSAGE

Electricity doesn't give second chances. Always maintain safe clearances.

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: