Work Party Declaration:

Names and signatures of persons involved in this job.											
	I have participated in the Tool Box Talk										
	I know the hazards involved and the controls required to make the job safe										
	I have read and will follow the relevant procedures										
	I will stop the job if the job changes, I feel it is unsafe or if I observe any of our agreed										
	Stop-the-Job Triggers.										
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13	. SignatureName										
14	. Signature										

Toolbox Talk Form

Site Name
PTW / Risk Assessment
Work Location
Date
Talk Leader
Signature

Work Activ	∕ity/Task
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HAZARD CATEGORIES

Discuss with team and tick all boxes that apply.



☐ Dropped Objects



☐ Moving Objects





☐ Unfamiliar Personnel





☐ Lighting/Visibility



☐ Lifting Equipment





Manual Handling



☐ Work at Height





Access/Egress



☐ Hazardous Equip



■ Biological





Slips, Trips & Falls







☐ Hazardous Subs



☐ Flectrical



☐ Vibration



Radiation



Other

Biggest Risks to People:

Talk Leader Prompts:

These questions should be directed at relevant personnel to confirm understanding of the task and hazard.

- 1. What hazards can be foreseen?
- 2. What must you do to make the task safe in an emergency?
- 3. What are your responsibilities for implementing the control measures?
- 4. What might go wrong with this job?
- 5. At which step will we stop and re-assess the job?
- 6. How will you be communicating with the team?
- 7. What do we do if we see changes to work arising?
- 8. Is everyone familiar with and know how to use all tools and equipment safely?
- 9. Are there any additional hazards and control measures required that are not covered in the Risk Assessment?
- 10. Are we ready to start the job?

Simultaneous Operations:						
What other work activities are taking place at the same time? (Think about work-safe, timing, etc).						
List the hazards:						

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Who's Doing What?:

Ensure everyone has a clear understa	nding of what
they are required to do and list below:	