# Practical Safety Advisory

Practical WHS Solutions Without the Complexity

## 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

### HAZARD REPORTING **Version 1.0**

**Why are we talking about this?**
Hazard reporting helps prevent injuries before they occur.

**What can go wrong?**
- Damaged equipment
- Trip hazards
- Unsafe behaviours
- Missing guards

**Control measures**
Identify hazards. Make the area safe where possible. Notify supervisors and make sure agreed actions are followed up.

# Practical Safety Advisory

Practical WHS Solutions Without the Complexity

## 4. TODAY'S TOOLBOX TALK - DISCUSSION

**What hazards have been identified recently?**

**Are workers comfortable reporting hazards and safety concerns?**

**What barriers might stop someone from reporting a hazard?**

**KEY MESSAGE**

**Don't walk past a hazard. Report it before someone gets hurt.**

**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:** |