



Installation / Location:
Work Order / Permit Number:
Date:

**PREPARATION LIST** ✓

Necessary documentation ready	<input type="checkbox"/>
TBT location selected	<input type="checkbox"/>
Key TBT steps prepared	<input type="checkbox"/>
Worksite visited	<input type="checkbox"/>

<b>WHY</b>	<b>Reasons for task, any previous lessons learned?</b>
<b>WHAT</b>	<b>Explain the task, hazards and review controls</b>
<b>WHO</b>	<b>Who else is giving support to the activity? Any resource requirements?</b>
<b>WHERE</b>	<b>Worksite overview, including SIMOPs and weather</b>
<b>HOW</b>	<b>Break into steps, who is responsible for what? What to do in an emergency</b>
<b>WHEN</b>	<b>Time of job, stop job triggers</b>



### PREPARATION TIPS:

Review the necessary documentation (permit, risk assessment, task instruction)

Select somewhere to deliver the TBT that assists with listening and understanding

Our brains typically remember a few things best so consider 'chunking' the job

### DELIVERY OF TALK TIPS:

Be confident in your delivery

Keep it interactive and ensure you engage with the team – look them in the eye

Keep it relevant to the task and do not get distracted

Identify & clarify responsibilities

Use clear & concise language – avoid acronyms and technical language

## HAZARD IDENTIFICATION



### ACT/BEHAVIOUR



Obtain authorisation before entering a confined space



Verify isolation before work begins and use the specified life protecting equipment



Protect yourself against a fall when working at height



Prevent dropped objects



Follow the lift plan and do not walk under a suspended load



Position yourself out of line of fire in relation to moving and energised equipment



Operate vehicles safely (don't use mobile, wear seat belt, follow journey management plan)



Obtain authorisation before starting excavation activities



Work with a valid Work Permit when required



Obtain authorisation before overriding or disabling safety critical equipment

### CONDITION/CONSEQUENCE



Gravity



Temperature



Motion



Sound



Mechanical



Chemical



Electrical



Radiation



Pressure



Biological

### CHECK UNDERSTANDING

Opportunity given to ask questions  
Everyone is comfortable to proceed

### TIPS:

Ask relevant and open questions to confirm understanding with team. Is there anything you do not understand.

### TOOL BOX TALK ATTENDEES

Name	Name
TBT Lead	6
1	7
2	8
3	9
4	10
5	11