

TOOL BOX TALK FORM



Installation / Location:		PREPARATION LIST /			
Work Order / Permit Number:		Necessary documentation ready			
Work order / Territe Warriser.		TBT location selected			
Date:		Key TBT steps prepared			
		Worksite visited			
WHY	Reasons for task, any previous lessons learned?				
WHAT	Explain the task, hazards and review controls				
WHO	Who else is giving support to the activity? Any reso	ource requirements?			
WHERE	Worksite overview, including SIMOPs and weather				
HOW	Break into steps, who is responsible for what? What to do in an emergency				
WHEN	Time of job, stop job triggers				
ANTIEM					



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

Protect yourself

against a fall when

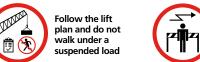
working at height



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



Prevent dropped objects





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



Work with a valid Work Permit when reauired



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



Obtain authorisation before starting excavation activities



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	