

Toolbox Talk

[PAT/TT001 ~ 01/04/08]



Client		Site		Date	
PAT Job No		Talk No		Client Work Order No	
Nature of Task		Risk Assess Ref No		Permit Ref No	

Can all personnel answer YES to the following questions?

Hazard & Risk Management

Job Plan & Methods

	Yes	No
Have all the significant hazards involved with the work been identified (risk assessment)?		
Have control measures been identified for these hazards?		
Has the method of communication been agreed and tested?		
Is everyone aware of what is being done at the worksite?		
Are we aware of what everyone else is doing at the worksite?		
Does everyone know that any new people joining the work party must be given a full and thorough handover?		

	Yes	No
Have objectives of job been discussed and each step identified and organised?		
Is permit to work reviewed and discussed with all work party members?		
Is permit to work posted at the worksite?		
Have equipment and tools for job been discussed and identified?		
Have equipment and tools for job been identified before use?		
Does everyone know that any changes to the original plan might require re-evaluation of the risk assessment or a new toolbox talk?		

If the answer to any of the above questions is NO then the safety of people could be at risk
Team Leader should confirm understanding of the group

Contents & Safety Information	
Nearest Fire Exit	
First Aid Point	
Evacuation Route	
Emergency Telephone No	
Rescue Method	

Other matters discussed/points raised & addressed/comments

PAT Team Leader		Team Members			
Sign		Sign		Name	
Name		Sign		Name	
Quals		Sign		Name	