

Document No.:	TDBL-HS-B-S-007
Addendum:	J
Type:	Form
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Last Minute Risk Assessment and Workers Register (TOOLBOX TALK)



Notes: Form must be completed at the worksite by Authorised Person and/or Competent Person responsible for activity and Work team. **This will also serve as revalidation of PTW conditions maintained for extension of PTW.**

Site: string

Date: 2025-02-20

Time: 7:00

What task is being performed today?

Test

I hereby declare that Safety Document No.test.....has been shown to all workers registered below for this work.

RISK ASSESSMENT: Use this Hazard Checklist, and PTW, Method Statements and/or Safe Work Procedures to supplement the hazards and risk identification process.

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	Electrical	Proximity(near System touch/step potential) controlled.	☐	1
		Isolate,LOTO, Test & Earthas per PTW.	☐	
		Condition of Apparatus changed.	☒	
		Barricade /Barriers effective and in place.	☐	
	Mechanical	Isolation /LOTO / Try & Test effective as per PTW.	☐	1
		Draining/ Bleeding/ Venting confirmed.	☐	
	Workingfromheights	Scaffold and Structure stability verified.	☒	3
		Aerial device / Ladders condition verified.	☒	
	Slip,trips & falls	Slippery / Uneven surfaces observed.	☒	4
		Trench covers in place.	☒	
		Walkways, excavation identified.	☒	
	Weatherconditions	Rain / Wind / Hot / Cold concerns.	☒	5
		Sandstorm High humidity observed.	☒	
	Animals Insects	Dogs, Wild animals in vicinity.	☒	6
		Insects (bees / snakes / spiders) observed.	☒	
	Fire Hazards	Combustible material removed.	☒	7
		Flammable substances present.	☒	
		Gases, fumes, smoke present.	☒	
	Pollution	...Ground observed.	☒	8
		...Water observed.	☒	
		...Air observed.	☒	
	Vegetation	Tree felling / cutting controlled.	☒	9
		Trees or vegetation posing risk to operations.	☒	

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	Occupational Hygiene	Noise impact on safe operation. ☒ Lighting impact on safe operation. ☒ Ventilation impact on safe operation. ☒ Hazardous chemical dust impact. ☒	10
	Lifting machines	Lifting of material controls available. ☒ Rigging, Slings planned. ☒ Lifting Equipment condition checked. ☒	11
	Vehicle & Drivers safety	Physical / mental state of drivers checked. ☒ Abnormalities with vehicles / machines observed. ☒ Terrain abnormalities observed. ☒	12
	Roadside work	Excavations demarcated. ☒ Notices & Signs in place. ☒ Barricading in place. ☒ Traffic control implemented. ☒	13
	Behavior Safety	Mental / physical state of members. ☒ Members of public intervention or exposed to work site hazards. ☒	14
	Supervision	Level of supervision required for safe execution. ☒	15

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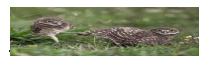
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Apron ☒	Hard hat ☒	Gumboots ☒	Safety shoes ☒	Safety glasses ☒	Face shield ☒
					
Welding helmet ☒	Dust mask ☒	Respirator ☒	Ear protector ☒	Fall Arrest System ☒	Gloves ☒
					
Operating clothing ☒	Reflective Vest ☒	Voltage rated gloves ☒	Arc Flash suits ☒	Arc rated face shield ☒	Overall acid or normal ☒
					
Pants ☐	Top ☒	Dust coat ☒			
					

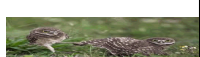
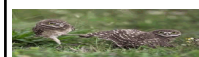
AUTHORISED PERSON / COMPETENT PERSON

I declare that the nature and location of this work/activity, as well as the precautions, special conditions, the hazards involved and the right to refuse have been explained to the workers.

Name: sa Company No.: Ray International Signed: 

WORK TEAM MEMBERS ACKNOWLEDGEMENT

I understand the scope of work and the hazards associated with the task that I am going to perform. I further undertake to work according to the Task Manuals and/or Safe Work Procedures and as per control measures mentioned within this risk assessment that were discussed with me. I will report any unsafe acts and conditions that I discover while I am working and understand the Right to Refuse principle.

Sign On / Working			Sign Off / Working		
Name	U/No./ID No.	Signature	Name	U/No./ID No.	Signature
Employee-8	Emp-8		Employee-8	Emp-8	

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AUTHORISED PERSON / COMPETENT PERSON

WITHDRAWAL: I hereby declare that all workers involved in the above-mentioned work have been withdrawn, informed that it is no longer safe to work and that a debriefing session held. Site normalized and safe.

Name sa

Signature



Date

2025-02-20

Time 12:00