

## 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: knr

Date: 2025-05-13

Time: 12:32

What task is being performed today?

test

I hereby declare that Safety Document No. 001 ..... 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.

| Hazards                                                                             |                                                                                                                                                                                                                                                                                                                        | New Control measures to address hazards/risk |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|    | <b>Electrical</b><br>Condition of Apparatus changed. <input checked="" type="checkbox"/><br>Proximity(near System touch/step potential) controlled. <input type="checkbox"/><br>Barricade /Barriers effective and in place. <input type="checkbox"/><br>Isolate,LOTO, Test & Earthas per PTW. <input type="checkbox"/> |                                              |
|   | <b>Mechanical</b><br>Draining/ Bleeding/ Venting confirmed. <input type="checkbox"/><br>Isolation /LOTO / Try & Test effective as per PTW. <input type="checkbox"/>                                                                                                                                                    |                                              |
|  | <b>Working from heights</b><br>Scaffold and Structure stability verified. <input type="checkbox"/><br>Aerial device / Ladders condition verified. <input type="checkbox"/>                                                                                                                                             |                                              |
|  | <b>Slip, trips &amp; falls</b><br>Trench covers in place. <input type="checkbox"/><br>Walkways, excavation identified. <input type="checkbox"/><br>Slippery / Uneven surfaces observed. <input type="checkbox"/>                                                                                                       |                                              |
|  | <b>Weather conditions</b><br>Rain / Wind / Hot / Cold concerns. <input type="checkbox"/><br>Sandstorm High humidity observed. <input type="checkbox"/>                                                                                                                                                                 |                                              |
|  | <b>Animals Insects</b><br>Insects (bees / snakes / spiders) observed. <input type="checkbox"/><br>Dogs, Wild animals in vicinity. <input type="checkbox"/>                                                                                                                                                             |                                              |
|  | <b>Fire Hazards</b><br>Combustible material removed. <input type="checkbox"/><br>Flammable substances present. <input type="checkbox"/><br>Gases, fumes, smoke present. <input type="checkbox"/>                                                                                                                       |                                              |
|  | <b>Pollution</b><br>...Air observed. <input type="checkbox"/><br>...Water observed. <input type="checkbox"/><br>...Ground observed. <input type="checkbox"/>                                                                                                                                                           |                                              |
|  | <b>Vegetation</b><br>Tree felling / cutting controlled. <input type="checkbox"/><br>Trees or vegetation posing risk to operations. <input type="checkbox"/>                                                                                                                                                            |                                              |

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|                                                                                     |                                                                                                                                                                                                                                                                                      |  |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <b>Occupational Hygiene</b><br>Lighting impact on safe operation. <input type="checkbox"/><br>Noise impact on safe operation. <input type="checkbox"/><br>Ventilation impact on safe operation. <input type="checkbox"/><br>Hazardous chemical dust impact. <input type="checkbox"/> |  |
|    | <b>Lifting machines</b><br>Rigging, Slings planned. <input type="checkbox"/><br>Lifting of material controls available. <input type="checkbox"/><br>Lifting Equipment condition checked. <input type="checkbox"/>                                                                    |  |
|    | <b>Vehicle &amp; Driver safety</b><br>Physical / mental state of drivers checked. <input type="checkbox"/><br>Abnormalities with vehicles / machines observed. <input type="checkbox"/><br>Terrain abnormalities observed. <input type="checkbox"/>                                  |  |
|    | <b>Roadside work</b><br>Notices & Signs in place. <input type="checkbox"/><br>Traffic control implemented. <input type="checkbox"/><br>Excavations demarcated. <input type="checkbox"/><br>Barricading in place. <input type="checkbox"/>                                            |  |
|   | <b>Behavior Safety</b><br>Members of public intervention or exposed to work site hazards. <input type="checkbox"/><br>Mental / physical state of members. <input type="checkbox"/>                                                                                                   |  |
|  | <b>Supervision</b><br>Level of supervision required for safe execution. <input type="checkbox"/>                                                                                                                                                                                     |  |

### PPE required as per PPE Matrix

|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Overallacid or normal <input checked="" type="checkbox"/>                           | Pants <input type="checkbox"/>                                                      | Top <input type="checkbox"/>                                                        | Dust coat <input type="checkbox"/>                                                  | Apron <input type="checkbox"/>                                                       | Hard hat <input type="checkbox"/>                                                     |
|  |  |  |  |  |  |
| Gumboots <input type="checkbox"/>                                                   | Safetyshoes <input type="checkbox"/>                                                | Safety glasses <input type="checkbox"/>                                             | Face shield <input type="checkbox"/>                                                | Welding helmet <input type="checkbox"/>                                              | Dust mask <input type="checkbox"/>                                                    |
|  |  |  |  |  |  |
| Respirator <input type="checkbox"/>                                                 | Ear protector <input type="checkbox"/>                                              | Fall Arrest System <input type="checkbox"/>                                         | Gloves <input type="checkbox"/>                                                     | Operating clothing <input type="checkbox"/>                                          | Reflective vest <input type="checkbox"/>                                              |
|  |  |  |  |  |  |
| Voltage rated gloves <input type="checkbox"/>                                       | Arc Flash suits <input type="checkbox"/>                                            | Arc rated face shield <input type="checkbox"/>                                      |                                                                                     |                                                                                      |                                                                                       |
|  |  |  |                                                                                     |                                                                                      |                                                                                       |

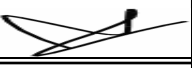
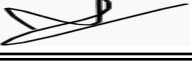
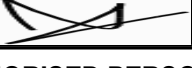
### AUTHORISED PERSON / COMPETENT PERSON

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: VINI11 ..... Company No.: RayInternational ..... 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                                                                             |
| na                | NA           |    | na                 | NA           |    |
| Employee-16       | Emp-16       |    | Employee-16        | Emp-16       |    |
| am                | NA           |   | am                 | NA           |   |
| re                | NA           |  | re                 | NA           |  |
| vi                | NA           |  | vi                 | NA           |  |
| emh               | NA           |  | emh                | NA           |  |

### 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 VINI11

Signature



Date

2025-05-13

Time 12:44