

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: 2025-08-18

Time: 10:08

What task is being performed today?

test1234

I hereby declare that Safety Document No. TEST1234 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
	Electrical	
	Condition of Apparatus changed. ☒	
	Proximity(near System touch/step potential) controlled. ☒	
	Barricade /Barriers effective and in place. ☒	
	Isolate,LOTO, Test & Earthas per PTW. ☒	
	Mechanical	
	Draining/ Bleeding/ Venting confirmed. ☒	
	Isolation /LOTO / Try & Test effective as per PTW. ☒	
	Working from heights	
	Scaffold and Structure stability verified. ☒	
	Aerial device / Ladders condition verified. ☒	
	Slip,trips &falls	
	Trench covers in place. ☒	
	Walkways, excavation identified. ☒	
	Slippery / Uneven surfaces observed. ☒	
	Weather conditions	
	Rain / Wind / Hot / Cold concerns. ☒	
	Sandstorm High humidity observed. ☒	
	Animals Insects	
	Insects (bees / snakes / spiders) observed. ☒	
	Dogs, Wild animals in vicinity. ☒	
	Fire Hazards	
	Combustible material removed. ☒	
	Flammable substances present. ☒	
	Gases, fumes, smoke present. ☒	
	Pollution	
	...Air observed. ☒	
	...Water observed. ☒	
	...Ground observed. ☒	

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	Vegetation Tree felling / cutting controlled. ☒ Trees or vegetation posing risk to operations. ☒	
	Occupational Hygiene Lighting impact on safe operation. ☒ Noise impact on safe operation. ☒ Ventilation impact on safe operation. ☒ Hazardous chemical dust impact. ☒	
	Lifting machines Rigging, Slings planned. ☒ Lifting of material controls available. ☒ Lifting Equipment condition checked. ☒	
	Vehicle & Driver safety Physical / mental state of drivers checked. ☒ Abnormalities with vehicles / machines observed. ☒ Terrain abnormalities observed. ☒	
	Roadside work Notices & Signs in place. ☒ Traffic control implemented. ☒ Excavations demarcated. ☒ Barricading in place. ☒	
	Behavior Safety Members of public intervention or exposed to work site hazards. ☒ Mental / physical state of members. ☒	
	Supervision Level of supervision required for safe execution. ☐	

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PPE required as per PPE Matrix

Overallacid or normal ☒	Pants ☒	Top ☒	Dust coat ☒	Apron ☒
Hard hat ☒	Gumboots ☒	Safetyshoes ☒	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 ☐				

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
Employee-16	Emp-16		Employee-16	Emp-16	
Employee-20	Emp-20		Employee-20	Emp-20	
Employee-29	Emp-29		Employee-29	Emp-29	
Employee-41	Emp-41		Employee-41	Emp-41	

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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 VINI11

Signature

A handwritten signature in black ink, appearing to be 'VINI11', written over a light blue rectangular background.

Date

2025-08-18

Time 15:40