

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 Barricade /Barriers effective and in place. ☐ Condition of Apparatus changed. ☒ Isolate,LOTO, Test & Earthas per PTW. ☐
	Mechanical Draining/ Bleeding/ Venting confirmed. ☐ 1 Isolation /LOTO / Try & Test effective as per PTW. ☐
	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	☒	10
	Noise impact on safe operation.	☒	
	Lighting impact on safe operation.	☒	
	Ventilation impact on safe operation.	☒	
	Hazardous chemical dust impact.	☒	
	Lifting machines	☒	11
	Lifting Equipment condition checked.	☒	
	Lifting of material controls available.	☒	
	Rigging, Slings planned.	☒	
	Vehicle & Drivers safety	☒	12
	Terrain abnormalities observed.	☒	
	Physical / mental state of drivers checked.	☒	
	Abnormalities with vehicles / machines observed.	☒	
	Roadside work	☒	13
	Barricading in place.	☒	
	Excavations demarcated.	☒	
	Traffic control implemented.	☒	
	Notices & Signs in place.	☒	
	Behavior Safety	☒	14
	Members of public intervention or exposed to work site hazards.	☒	
	Mental / physical state of members.	☒	
	Supervision	☒	15
	Level of supervision required for safe execution.	☒	

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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 ☒			
					

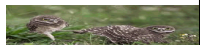
AUTHORISED PERSON / COMPETENT PERSON

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.: 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-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