

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: rr

Date: 2025-04-10

Time: 15:03

What task is being performed today?

f

I hereby declare that Safety Document No. 1.2 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. ☒	

Last Minute Risk Assessment and Workers Register (TOOLBOX TALK)



	Pollution ...Air observed. ☒ ...Water observed. ☒ ...Ground observed. ☒	
	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. ☒	

PPE required as per PPE Matrix

Overall acid or normal ☒	Pants ☒	Top ☒	Dust coat ☒	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 ☒			
					

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-21	Emp-21		Employee-21	Emp-21	

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 2025-04-10 Time 15:05