

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: dff

Date: 2025-07-18

Time: 00:00

What task is being performed today?

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I hereby declare that Safety Document No. 25-07-00002.....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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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 ☐				

Name: ^{abc} _____ Company No.: RayInternational _____ Signed: _____

Sign On / Working			Sign Off / Working		
Name	U/No./ID No.	Signature	Name	U/No./ID No.	Signature
Employee-20	Emp-20		Employee-20	Emp-20	

Name	abc	Signature	Date	2025-07-18	Time	17:01
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