

Document No.:	TDBL-HS-B-S-007
Addendum:	J
Type:	Form
Page:	Page 1 of 1

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.

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. ☐		chk
	Mechanical Isolation /LOTO / Try & Test effective as per PTW. ☐ Draining/ Bleeding/ Venting confirmed. ☐		1
	Workingfromheights Scaffold and Structure stability verified. ☒ Aerial device / Ladders condition verified. ☒		3
	Slip,trips &falls Slippery / Uneven surfaces observed. ☒ Trench covers in place. ☒ Walkways, excavation identified. ☒		4
	Weatherconditions Rain / Wind / Hot / Cold concerns. ☒ Sandstorm High humidity observed. ☒		5
	Animals Insects Dogs, Wild animals in vicinity. ☒ Insects (bees / snakes / spiders) observed. ☒		6
	Fire Hazards Combustible material removed. ☒ Flammable substances present. ☒ Gases, fumes, smoke present. ☒		7
	Pollution ...Ground observed. ☒ ...Water observed. ☒ ...Air observed. ☒		8
	Vegetation Tree felling / cutting controlled. ☒ Trees or vegetation posing risk to operations. ☒		9

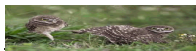
	Occupational Hygiene Noise impact on safe operation. ☒ Lighting impact on safe operation. ☒ Ventilation impact on safe operation. ☒ Hazardous chemical dust impact. ☒	10
	Lifting machines Lifting of material controls available. ☒ Lifting Equipment condition checked. ☒ Rigging, Slings planned. ☒	11
	Vehicle & Drivers safety Abnormalities with vehicles / machines observed. ☒ Physical / mental state of drivers checked. ☒ Terrain abnormalities observed. ☒	12
	Roadside work Excavations demarcated. ☒ Barricading in place. ☒ Notices & Signs in place. ☒ Traffic control implemented. ☒	13
	Behavior Safety Mental / physical state of members. ☒ Members of public intervention or exposed to work site hazards. ☒	14
	Supervision Level of supervision required for safe execution. ☒	15

PPE required as per PPE Matrix

Top ☒	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 ☒
					
Overallacid or normal ☒	Pants ☐	Dust coat ☒			
					

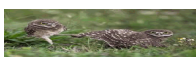
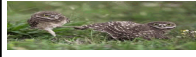
AUTHORISED PERSON / COMPETENT PERSON

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: 

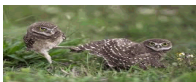
WORK TEAM MEMBERS ACKNOWLEDGEMENT

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	

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