PRE-START – SAFETY AND RISK ANALYSIS TOOLBOX

The Pre-Start - Safety and Risk Analysis - Toolbox is to be completed via discussion with **ALL** workers including subcontractors prior to commencing work / activity each day, after relocating to a new site and / or new activity.

DATE		**TIME**	
JOB NUMBER		**JOB NAME**	
SIGNATURE			

SCOPE OF WORK / ACTIVITY
Any items marked with an * require you to have signed onto the PCS SOP.

☐ Demolition ☐ *Concrete drilling ☐ *Concrete cutting ☐ *General Labouring
☑ *Asbestos removal ☐ Concrete breaking ☐ *Pile Trimming ☐ *Core Drilling
☐ Excavation ☐ *Demolition of structures ☐ *Pile Capping
☐ Civil Works ☐ *Excavator Operation ☐ Other (Details):

APPLICABLE SWMS – If "Yes", stop work and obtain relevant SWMS.

Question	Yes?
Can a person fall more than 2 metres?	☐
	☐
Are you working on a telecommunication tower?	☐
Are you demolishing an element of a structure that is load-bearing or structurally integral?	☐
Is there (or likely to be) asbestos and will it be disturbed?	☐
Are there structural alterations/repairs that require temporary supports preventing collapse?	☐
Is the work in or near a confined space?	☐
Are you in or near a shaft/trench (deeper than 1.5 metres) or a tunnel?	☐
Are you using explosives?	☐
Will you be working on or near pressurised gas mains or piping?	☐
Will you be working on or near chemical, fuel or refrigerant lines?	☐
Will you be working on energised electrical installations or services?	☐
May the area have a contaminated or flammable atmosphere?	☐
Are you using tilt-up or precast concrete?	☐
Are you on or adjacent to a road?	☐
Are you on or adjacent to a railway?	☐
Are you in or adjacent to a shipping lane?	☐
Are you exposed to traffic other than pedestrians?	☐
Is there powered mobile plant (e.g. excavators)?	☐
Are there artificial temperature extremes (e.g. freezers, furnaces) that are operating?	☐
Are you in or near a liquid (inc water) where you may fall in and drown?	☐
Are you diving?	☐

DAILY TOOLBOX DISCUSSION TOPICS

Toolbox Talk to be conducted once per day – indicate topics below

Safety / PPE	☐	Plant and Equipment	☐	Other:	
Environment	☐	Hazardous Chemical	☐	Other:	
SWMS / Risk Analysis	☐	Emergency Response	☐	Other:	

SITE PRE-START CHECKLIST

***Any highlighted items below are mandatory checks for all jobs. Remaining items are to be considered when working under an Integrated Project Management Plan.**

		Yes?	N/A
GENERAL SAFETY	All operators / work crew have been inducted	☐	☐
	Integrated Project Management Plan (IPMP) available	☐	☐
	Applicable SWMS available on site	☐	☐
PPE	☐ Safety Footwear ☐ Eye Protection ☐ Hi Vis Clothing ☐ Hearing Protection ☐ Safety Helmets ☐ Gloves ☐ Other – Detail:	☐	☐
PLANT AND EQUIPMENT	Pre-Start inspection completed for all plant	☐	☐
	Plant safe and fit for purpose	☐	☐
	Operators ticketed for the prescribed plant	☐	☐
	Plant maintenance records current	☐	☐
	Electrical equipment tested and tagged	☐	☐
	Lifting equipment tested and tagged	☐	☐
	Overhead services clear of plant operating zone	☐	☐
HAZARDOUS SUBSTANCES	Safety Data Sheets (MSDS) available	☐	☐
	Storage and handling as per MSDS	☐	☐
PERMITS	Applicable permits in place for scope of works	☐	☐
TRAFFIC MANAGEMENT PLAN (TMP)	Work site signposted as per Traffic Management Plan	☐	☐
	Demarcation of work site and hazards to traffic	☐	☐
	Licensed traffic controllers engaged	☐	☐
HEAT STRESS / SUNBURN	Adequate supply of drinking water	☐	☐
	Use of sunglasses, hats and sun screen	☐	☐
	Shaded areas for rest breaks	☐	☐
AMENITIES	Toilet facilities available	☐	☐
	Suitable lunch facilities	☐	☐
EMERGENCY PROCEDURES	First aid kits available on site	☐	☐
	Emergency Response Plan in place for site	☐	☐
	Communications available to all operators / crew	☐	☐
	Suitable fire extinguishers available and in date	☐	☐
ENVIRONMENTAL	Controls in place for identified environmental impacts	☐	☐
	Waste management plans in place	☐	☐
	Water tucks utilised to limit dust	☐	☐
QUALITY	Review Project Control Plan	☐	☐
	Review Integrated Project Management Plan	☐	☐

JOB SAFETY ANALYSIS

Sequence of job steps (What to do in the right order)	**Potential hazards to people or the environment for each step** (eg. Manual Handling)	**Risk Level** (each hazard)	**Control Measures** (How to do it) **Elimination ➔ Substitution ➔ Engineering ➔ Administration ➔ PPE**	**Risk Level after Control**	**Person Responsible**
	rsgts				
	gtd				

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RISK MATRIX					
LIKELIHOOD **How likely could it happen?**	**CONSEQUENCES: How severely could it affect health and safety?**				
	Insignificant *No medical treatment required*	**Minor** *Minor lost time injury or illness*	**Moderate** *Moderate lost time injury or illness*	**Major** Serious lost time injury or illness	**Catastrophic** *Death or permanent disablement*
Almost Certain *Is expected to occur in most circumstances*	**Medium (8)**	**High (16)**	**Very High (21)**	**Very High (23)**	**Very High (25)**
Likely *Will probably occur in most circumstances*	**Medium (7)**	**Medium (12)**	**High (19)**	**Very High (20)**	**Very High (24)**
Possible *Might occur at some time*	**Low (3)**	**Medium (11)**	**High (15)**	**High (18)**	**Very High (22)**
Unlikely *Could occur but doubtful*	**Low (2)**	**Low (5)**	**Medium (10)**	**Medium (13)**	**High (17)**
Rare *May occur but only in exceptional circumstances*	**Low (1)**	**Low (4)**	**Low (6)**	**Medium (9)**	**Medium (14)**

Clear Form

WORK CREW SIGN OFF	
Print Name	**Signature**
Each job requires photographic evidence of the below items to be sent to: ******	
☐Daily Prestart ☐Relevant SWMS ☐Job Checklist ☐Toolbox talk record (where required)	Additional items: