



Installation / Location:
Work Order / Permit Number:
Date:

PREPARATION LIST ✓	
Necessary documentation ready	<input type="checkbox"/>
TBT location selected	<input type="checkbox"/>
Key TBT steps prepared	<input type="checkbox"/>
Worksite visited	<input type="checkbox"/>

WHY	Reasons for task, any previous lessons learned?
<input type="checkbox"/>	
WHAT	Explain the task, hazards and review controls (Personal and Major Accident Hazards)
<input type="checkbox"/>	
WHO	Who else is giving support to the task? Any resource requirements?
<input type="checkbox"/>	
WHERE	Worksite overview, including SIMOPs and weather
<input type="checkbox"/>	
HOW	Break into steps, who is responsible for what? What to do in an emergency
<input type="checkbox"/>	
WHEN	Time of task, stop task triggers
<input type="checkbox"/>	



PREPARATION TIPS:

Review the necessary documentation (permit, risk assessment, task instruction)

Select somewhere to deliver the TBT that assists with listening and understanding

Our brains typically remember a few things best so consider 'chunking' the job into activities such as: pre task checks, rig up scaffold, lift load, rig down.

DELIVERY OF TALK TIPS:

Be confident in your delivery

Keep it interactive and ensure you engage with the team – look them in the eye

Keep it relevant to the task and do not get distracted

Identify & clarify responsibilities

Use clear & concise language – avoid acronyms and technical language

HAZARD IDENTIFICATION

LIFESAVING RULES



Bypassing Safety Controls



Confined Space



Driving



Energy Isolation



Hot Work



Line of Fire



Safe Mechanical Lifting



Work Authorisation



Working at Height

Other:

WORKPLACE HAZARDS



Major Accident



Pressure



Temperature



Mechanical



Electrical



Gravity



Motion



Sound



Chemical



Biological



Radiation



Environment



Safety Systems



Human Factors

Other:

CHECK UNDERSTANDING

Opportunity given to ask questions

Everyone is comfortable to proceed

TIPS:

Ask relevant and open questions to confirm understanding with team. Is there anything you do not understand.

TOOL BOX TALK ATTENDEES

Name	Name
TBT Lead	6
1	7
2	8
3	9
4	10
5	11