



# TOOLBOX TALK

## When am I at risk in the workplace?

When a near miss, incident or injury happens in the workplace there are typically several factors which led it to occur.



### ASK

**What are some factors that may contribute to incidents?**

- Poor housekeeping
- Faulty equipment's
- Lack of training
- Unsafe or no method/procedure
- Poor work conditions (rain, heat etc)

Other factors which can also contribute to incidents include those that are associated with the worker:

- Rushing and taking short-cuts
- Frustration
- Fatigue
- Complacency
- Inattention

In these states, you will often find that your eyes & mind are not focused on the task, you lose balance, control, grip or find yourself in the line of fire and ultimately at risk of getting injured.

**REMEMBER – Safety is a shared responsibility in the workplace!**

By being aware of the risk factors (environment, personal, equipment etc) you can decide to take action and prevent an incident or injury.

Before each task ask yourself "have I assess the risks" and "is this the safest way to perform it"

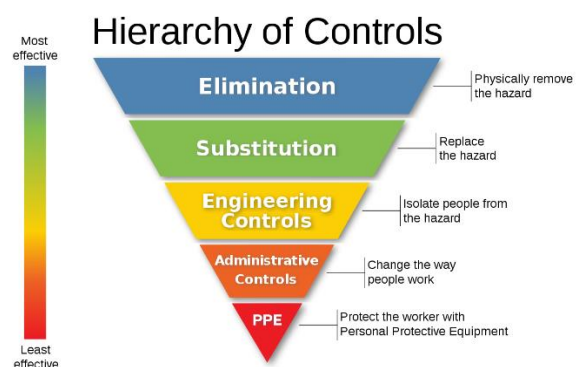
**If you think something doesn't seem right or isn't safe you are usually right!**

If you see something that is not right or is not safe:

**Stop immediately!**

**Assess the risks** – what can go wrong, how likely is it that it happens, what are the consequences

**Take appropriate action** – to eliminate or minimise the risk by using the hierarchy of controls



**REPORT HAZARDS IN RAPID GLOBAL USING THE QR CODE IN YOU CLEANERS' ROOM OR THE HAZARD REPORT FORM**

**TALK TO YOU SITE MANAGER ABOUT ANY SAFETY CONCERNS YOU HAVE BEFORE ITS TOO LATE.**

