

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
- Fatique
- 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.

REMEBMER – 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.



Toolbox Attendance

Before having each worker, who attended the toolbox ask them to for any feedback or questions they have in relation to the topic.

Each participant attending the toolbox should enter their name and sign as evidence of their attendance.

Return completed attendance record to safety@servicefm.com.au

Toolbox Topic:			
Date:			
Site:			
Site Manager:			
ATTENDANCE RECORD			
Name		Signature	