

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	SCOPE OF WORK / ACTIVITY	Demolition	*Concrete drilling	*Concrete cutting	*General Labouring		
JOB NUMBER	JOB NAME	Any items marked with an * require you to have signed onto the PCS SOP.	*Asbestos removal	Concrete breaking	*Pile Trimming	*Core Drilling		
SIGNATURE			Excavation	*Demolition of structures	*Pile Capping			
			Civil Works	*Excavator Operation	Other (Details):			
APPLICABLE SWMS – If “Yes”, stop work and obtain relevant SWMS.			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
Question	Yes?	GENERAL SAFETY	All operators / work crew have been inducted					
Can a person fall more than 2 metres?			Integrated Project Management Plan (IPMP) available					
Are you working on a telecommunication tower?			Applicable SWMS available on site					
Are you demolishing an element of a structure that is load-bearing or structurally integral?		PPE	Safety Footwear	Eye Protection	Hi Vis Clothing			
Is there (or likely to be) asbestos and will it be disturbed?			Hearing Protection	Safety Helmets	Gloves			
Are there structural alterations/repairs that require temporary supports preventing collapse?		PLANT AND EQUIPMENT	Pre-Start inspection completed for all plant					
Is the work in or near a confined space?			Plant safe and fit for purpose					
Are you in or near a shaft/trench (deeper than 1.5 metres) or a tunnel?			Operators ticketed for the prescribed plant					
Are you using explosives?			Plant maintenance records current					
Will you be working on or near pressurised gas mains or piping?			Electrical equipment tested and tagged					
Will you be working on or near chemical, fuel or refrigerant lines?			Lifting equipment tested and tagged					
Will you be working on energised electrical installations or services?			Overhead services clear of plant operating zone					
May the area have a contaminated or flammable atmosphere?		HAZARDOUS SUBSTANCES	Safety Data Sheets (MSDS) available					
Are you using tilt-up or precast concrete?			Storage and handling as per MSDS					
Are you on or adjacent to a road?		PERMITS	Applicable permits in place for scope of works					
Are you on or adjacent to a railway?		TRAFFIC MANAGEMENT PLAN (TMP)	Work site signposted as per Traffic Management Plan					
Are you in or adjacent to a shipping lane?			Demarcation of work site and hazards to traffic					
Are you exposed to traffic other than pedestrians?			Licensed traffic controllers engaged					
Is there powered mobile plant (e.g. excavators)?		HEAT STRESS / SUNBURN	Adequate supply of drinking water					
Are there artificial temperature extremes (e.g. freezers, furnaces) that are operating?			Use of sunglasses, hats and sun screen					
Are you in or near a liquid (inc water) where you may fall in and drown?			Shaded areas for rest breaks					
Are you diving?		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					
		ENVIRONMENTAL	Suitable fire extinguishers available and in date					
			Controls in place for identified environmental impacts					
			Waste management plans in place					
DAILY TOOLBOX DISCUSSION TOPICS								
Toolbox Talk to be conducted once per day – indicate topics below			QUALITY	Water tucks utilised to limit dust				
Safety / PPE	Plant and Equipment	Other:		Review Project Control Plan				
Environment	Hazardous Chemical	Other:		Review Integrated Project Management Plan				
SWMS / Risk Analysis	Emergency Response	Other:						
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	

