

How To Conduct a Toolbox Talk Guidance Note

1.	<p>Toolbox talks should be given in a quiet environment either in the amenities room or on the wharf ensure:</p> <ul style="list-style-type: none"> • Any radios/televisions are turned off • The door is closed • All workers are seated and attentive
2.	A roll call is to be taken at the commencement of all toolbox talks
3.	<p>Content of a Toolbox Talk:</p> <ul style="list-style-type: none"> • Confirmation of daily tasks • What coupe / location • Identify radio channels • What exclusion zones / operational zones • Condition of harvesting zone • Identify any potential hazards • Equipment specific information • Identify the person who is acting as First Aider on the shift • Remind workers to report any damage, injuries and near miss events. • Other information as required
NOTES:	
1.	Any changes made during the shift by the Shift Manager must be fully communicated to all parties – if necessary hold a mini toolbox talk, after smoko/lunch.
2.	If a worker is on site but fails to attend the toolbox talk, the reason for their non-attendance is to be documented on the toolbox talk sheet. They are then to be given a brief toolbox talk before taking their respective positions.



LIFE SAVING COMMITMENTS

ALWAYS speak up if you feel safety is being compromised



ALWAYS keep the required safe distance from hazardous operations



ALWAYS assess the risk before starting work



ALWAYS wear the required personal protective equipment for the job



ALWAYS ensure you are trained and competent to complete the task



NEVER use a hand-held mobile phone while driving a vehicle or operating machinery



ALWAYS wear a seat belt when driving or operating a vehicle or machinery, where fitted



NEVER tamper with or over ride safety features on vehicles, plant or equipment



ALWAYS isolate energy sources before working on vehicles, plant and equipment



NEVER work under the influence of drugs or alcohol



ALWAYS ensure any load is secure throughout the journey



NEVER work near hazardous trees

