

TOOLBOX TALKS

General Health & Safety

Questions to ask prior to starting work

Prior to starting a work task we should be running through checklists- whether it is an actual physical checklist or a mental checklist. No matter if the checklist is a physical one or a mental one, there is often a set of questions that need answered to double check that everything is in line prior to work beginning. Some examples of questions that can be asked:

- Do I understand the work task?
- Do I understand the hazards associated with the work?
- What can injure me?
- Do I have the necessary training needed for the task?
- Is all associated paperwork completed?
- Do I have all the tools needed to do the job?
- Are the right personnel involved in the task?

What other questions can you think of?

DISCUSSION

Questions from staff

Comments by staff

Suggestions from staff

TOOLBOX TALK ATTENDANCE REGISTER

Date		Facilitator Name:	
Site/Department:		Facilitator Signature:	
Topic:			

The information in this document had been explained to me and I understand the content

Emp Name	Emp No	Signature	Emp Name	Emp No	Signature