


Safety Topic	Site Safety – Bullying, Harassment & Discrimination
BLU by Adcorp Consultant	
Client Name	
Assignee/Employee Name	
Date	
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>

Explain

	<p>Bullying, harassment, and discrimination are serious workplace hazards that can negatively impact a worker’s mental and physical health, safety, and overall wellbeing. These behaviours are not acceptable in any work environment and can occur between peers, supervisors, or even clients.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Bullying: Repeated unreasonable behaviour, such as verbal abuse, intimidation, or exclusion. • Harassment: Unwanted behaviour that offends, humiliates, or intimidates someone, including sexual harassment. • Discrimination: Treating someone unfairly based on age, gender, race, religion, disability, or other protected characteristics. <p>Impact of Bullying, Harassment, and Discrimination:</p> <ul style="list-style-type: none"> • Reduced morale and productivity • Stress, anxiety, or depression • Absenteeism or high turnover • Increased risk of incidents due to distraction or low engagement <p>Control measures to prevent these hazards:</p> <ul style="list-style-type: none"> • Understand and follow workplace policies regarding respectful behaviour and equal opportunity • Treat all colleagues with respect and fairness • Encourage reporting of any unacceptable behaviour immediately • Management must investigate complaints promptly and confidentially • Workers have the right to a safe workplace free from bullying, harassment, and discrimination <p>Worker Responsibilities:</p> <ul style="list-style-type: none"> • Speak up if experiencing or witnessing bullying, harassment, or discrimination • Support colleagues who may be experiencing these behaviours
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	<ul style="list-style-type: none"> Follow company policies and attend training on respectful workplace behaviour <p>Management / Supervisor Responsibilities:</p> <ul style="list-style-type: none"> Promote a culture of respect and inclusion Provide training on workplace behaviour, policies, and reporting processes Respond to complaints promptly and confidentially Monitor the work environment and address risks proactively <p>Emergency & Incident Procedures:</p> <ul style="list-style-type: none"> Report incidents immediately to your supervisor, HR, or BLU by Adcorp representative Ensure the affected worker is safe and supported Document all complaints and actions taken for follow-up and audit purposes
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Discuss



Understanding the Risks

Bullying, harassment, and discrimination may not always be visible but can cause serious harm over time. Workers should be aware of their own behaviour and the impact it may have on colleagues.

Signs a Colleague May Be Affected

- Withdrawal or avoidance of work or colleagues
- Reduced productivity or engagement
- Visible distress, irritability, or changes in behaviour

How to Respond

- Speak up if you witness inappropriate behaviour
- Support colleagues by listening and encouraging them to report incidents
- Follow internal procedures for reporting, ensuring confidentiality and respect

Promoting a Respectful Workplace Culture

- Treat everyone fairly and with respect, regardless of role, background, or experience
- Encourage teamwork, collaboration, and open communication
- Attend all workplace training and initiatives on respectful behaviour and inclusion

Record of Understanding



1. What constitutes bullying in the workplace?
 - a) Repeated unreasonable behaviour
 - b) Verbal abuse, intimidation, or exclusion
 - c) One-off disagreement
 - d) None of the above

2. Harassment may include:
 - a) Sexual harassment
 - b) Offensive jokes or comments
 - c) Threats or intimidation
 - d) All the above

3. Discrimination occurs when:
 - a) Someone is treated unfairly based on age, gender, race, religion, or disability
 - b) Workload is shared fairly
 - c) Everyone is treated equally
 - d) None of the above

4. What should you do if you witness or experience bullying, harassment, or discrimination?
 - a) Ignore it
 - b) Report it to a supervisor, HR, or BLU representative
 - c) Try to deal with it yourself
 - d) Spread it to colleagues

5. Reporting incidents will:
 - a) Compromise your job
 - b) Help create a safe and respectful workplace
 - c) Be ignored
 - d) Lead to punishment for reporting

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X

Assignee/Employee Signature

Safety Topic	Site Safety – Fatigue & Mental Health
BLU by Adcorp Consultant	[] []
Client Name	[] []
Assignee/Employee Name	[] []
Date	[] []
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>

Explain



Fatigue and mental health are key factors that can affect a worker’s safety, productivity, and overall wellbeing. Fatigue is a state of physical or mental exhaustion that reduces a person’s ability to perform work safely. Mental health issues can include stress, anxiety, depression, or other conditions that impact mood, thinking, or behaviour.

Common risks associated with fatigue and poor mental health include:

- Reduced concentration, slower reaction times, and impaired decision-making
- Increased likelihood of workplace incidents, slips, trips, falls, or manual handling injuries
- Increased absenteeism or presenteeism
- Decreased productivity and engagement
- Negative effects on interpersonal relationships and team collaboration

Control measures to manage these risks include:

- Ensuring adequate rest breaks and sufficient sleep between shifts
- Monitoring work hours to avoid excessive fatigue
- Rotating tasks to prevent mental and physical strain
- Accessing support services, such as Employee Assistance Programs (EAPs)
- Reporting any fatigue or mental health concerns to supervisors
- Following workplace policies regarding overtime, shift work, and workload management

Worker Responsibilities:

- Take regular breaks and maintain healthy sleep habits
- Speak up if feeling fatigued, stressed, or mentally unwell
- Seek help early through supervisors, HR, or support services
- Support colleagues and encourage a positive work environment

Management / Supervisor Responsibilities:

- Monitor staff workloads and shift patterns to reduce fatigue



	<ul style="list-style-type: none"> • Promote awareness of mental health support and resources • Respond promptly to concerns regarding fatigue or mental health • Ensure training and initiatives are in place to manage fatigue risks <p>Emergency & Incident Procedures:</p> <ul style="list-style-type: none"> • If fatigue or mental health issues lead to unsafe work, stop the task and seek support • Report incidents or near misses to supervisors for review and follow-up • Document any actions taken and provide support for affected workers
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Discuss



Fatigue may result from long work hours, night shifts, or high workloads. Mental health challenges can arise from personal, social, or workplace stressors. Both can compromise safety and wellbeing.

Signs a Worker May Be Affected:

- Difficulty concentrating or completing tasks
- Mood changes, irritability, or withdrawal from colleagues
- Frequent errors or near misses
- Physical signs such as yawning, drowsiness, or slow reactions

How to Respond:

- Encourage open communication about fatigue and mental health
- Take breaks, rest, or rotate tasks when necessary
- Use available support services like EAP or counselling
- Foster a supportive team environment that values wellbeing

Promoting a Healthy Work Environment:

- Ensure workload is manageable and breaks are taken
- Encourage healthy lifestyle habits, such as exercise and balanced nutrition
- Reduce stigma around mental health by promoting awareness and training
- Maintain positive workplace relationships and clear communication

Record of Understanding

1. Fatigue can affect safety by:
 - a) Reducing concentration and reaction times
 - b) Increasing the risk of workplace incidents
 - c) Making decision-making less reliable
 - d) All the above

2. Workers should:
 - a) Take breaks and rest when fatigued
 - b) Ignore tiredness and push through
 - c) Report fatigue or mental health concerns
 - d) a and c

3. Management responsibilities include:
 - a) Monitoring workloads and shifts to prevent fatigue
 - b) Providing mental health resources and support
 - c) Ignoring reports of fatigue or stress
 - d) a and b

4. Signs of mental health issues may include:
 - a) Mood changes and irritability
 - b) Withdrawal from colleagues
 - c) Increased errors or near misses
 - d) All the above

5. Reporting fatigue or mental health concerns will:
 - a) Compromise your employment
 - b) Help maintain a safe and healthy workplace
 - c) Be ignored
 - d) Lead to punishment

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X

Assignee/Employee Signature

Safety Topic	Site Safety - Lifting, pushing and pulling (manual handling)		
BLU by Adcorp Consultant			
Client Name			
Assignee/Employee Name		Signature	
Date	/ /		
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>		

Explain



Workplace Health & Safety Responsibilities

Under Workplace Health and Safety laws, both employers and workers have responsibilities to prevent injuries from hazardous manual tasks. BLU by Adcorp, host employers and workers must take reasonable steps to eliminate or minimise risks associated with lifting, pushing and pulling. Workers must follow safe work procedures, use provided equipment, and report hazards or discomfort early.

Most jobs involve carrying out some type of manual task using the body to move or hold objects, people or animals. Manual tasks cover a wide range of activities including stacking shelves, working on a conveyor line and entering data into a computer.

If poorly designed or done incorrectly, manual tasks can become hazardous.

If the risks associated with hazardous manual tasks are not eliminated or minimised, they can cause significant and even irreversible injuries or disorders.

Musculoskeletal disorder (MSD) are the most common work-related condition in Australia despite the fact there are known methods to eliminate or minimise them.

A hazardous manual task is where you must lift, lower, push, pull, carry, hold or restrain something. It can include:

- repetitive movement
- repetitive or sustained force
- high or sudden force
- sustained or awkward postures
- exposure to vibration.

These factors stress the body and can lead to a wide range of MSD.

Managing Manual Handling Risks

Hazardous manual handling risks must be managed using the hierarchy of controls:

- Eliminate the task where possible
- Substitute with safer methods
- Use mechanical aids such as trolleys, hoists or conveyors
- Redesign the work area or task

	<ul style="list-style-type: none"> • Use administrative controls such as job rotation and rest breaks • Use personal protective equipment (where required)
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Discuss



Early Reporting and Stop Work

Pain, discomfort or strain is not “part of the job”.

Early reporting of soreness, fatigue or discomfort helps prevent serious injuries.

Workers must stop the task and report to their supervisor, Account Manager or PCC if a task feels unsafe or causes pain.

A well-designed work area, work procedures, ergonomically designed tools and equipment will help eliminate or reduce risk factors associated with hazardous manual tasks.

Safe Lifting, Pushing and Pulling Principles

When performing manual tasks:

- Plan the lift before starting
- Keep loads close to the body
- Bend at the knees, not the back
- Avoid twisting while lifting or carrying
- Push rather than pull where possible
- Ask for help or use mechanical aids for heavy or awkward loads

Prolonged sitting is associated with a range of health problems including:

- musculoskeletal disorders
- cardiovascular disease
- diabetes
- obesity
- poor mental health
- some cancers
- premature death

The negative health effects from prolonged sitting are due to:

- insufficient movement and muscle activity
- low energy expenditure
- not moving enough
- not changing posture enough.

Manual Handling injuries can include:

- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression, for example carpal tunnel syndrome



- muscular and vascular disorders as a result of hand–arm vibration
- soft tissue injuries including hernias, and
- MSD - chronic pain (pain that lasts longer than three months)
- MSD - acute pain (pain that lasts less than three months)

Fatigue and Repetitive Work

Fatigue increases the risk of manual handling injuries, especially during repetitive tasks, long shifts or overtime.

Job rotation, adequate rest breaks and task variation must be used to reduce fatigue and overuse injuries.

Workers should advise supervisors if fatigue is affecting their ability to work safely.

In the meat industry, manual handling covers a wide range of activities such as slaughtering, boning, smallgoods manufacturing, rendering, retail butchering, wrapping and packing. Undertaking these tasks incorrectly can result in musculoskeletal disorders and other types of injuries. However, not all manual handling is hazardous.

PALM Scheme Workers – Additional Support

PALM scheme workers must receive clear instructions and training on manual handling tasks.

If language barriers, unfamiliar tasks or cultural differences affect understanding, workers must ask for clarification before starting the task.

Interpreters or visual demonstrations should be used where required.

Hazardous manual handling refers to actions with any of the following characteristics:

- Repetitive or sustained application of force
- Repetitive or sustained awkward posture
- Repetitive or sustained movement
- Application of high force
- Exposure to sustained vibration
- Manual handling of live persons or animals:
- Unstable or unbalanced loads or loads which are difficult to grasp or hold.

Use of Mechanical Aids and Unsafe Tasks

Mechanical aids must be used where provided and must not be bypassed.

Workers must not attempt lifts beyond their capability or perform unsafe manual handling tasks.

If appropriate equipment is not available, the task must be reported and not performed until controls are in place.

Reporting Hazards and Injuries

All manual handling hazards, near misses, discomfort or injuries must be reported immediately to the supervisor, Account Manager or PCC.

Early reporting helps prevent long-term injuries and ensures appropriate support and treatment.



1. **Bending the back forwards more than 20 degrees, twisting the back more than 20 degrees, exerting force while in an awkward posture is considered a high-risk action:**
 - a) TRUE
 - b) FALSE
2. **Frequent lifting of weights between 10 and 30 kilos, at up to 9 items a minute consider?**
 - a) using a mechanical hoist to lift
 - b) initiate job rotation between jobs that involve different muscle groups
 - c) reducing awkward movements
 - d) height adjustable tables to suit the height of the worker and the task being done
 - e) All the above
3. **Height of the packing tables are often too high, so workers are reaching over the sides of the cartons and working with their arms raised?**
 - a) TRUE
 - b) FALSE
4. **Repetitive bending to floor level and reaching up above head height to load and unload items?**
 - a) use a mechanical stacker
 - b) take frequent breaks
 - c) rotate between job tasks
 - d) All the above
5. **If a manual task causes pain or feels unsafe, you should stop and report it.**
 - (a) TRUE
 - (b) FALSE

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X

Assignee/Employee Signature

Safety Topic	Site Safety - Manual Handling
BLU by Adcorp Consultant	
Client Name	
Assignee/Employee Name	
Date	
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i> <input type="checkbox"/>

Explain



Workplace Health & Safety Responsibilities

Under Workplace Health and Safety laws, hazardous manual handling must be eliminated or minimised so far as reasonably practicable.

BLU by Adcorp, host employers and workers all have a duty to manage manual handling risks. Workers must follow safe work procedures, use mechanical aids where provided, and report hazards, discomfort or injuries immediately.



For many of us lifting, carrying and moving heavy objects is a daily routine which we don't pay much attention to until it's too late.

The problem with manual handling is that the side effects of performing incorrect manual handling techniques can often go undetected for months or even years until your body can't take it anymore.

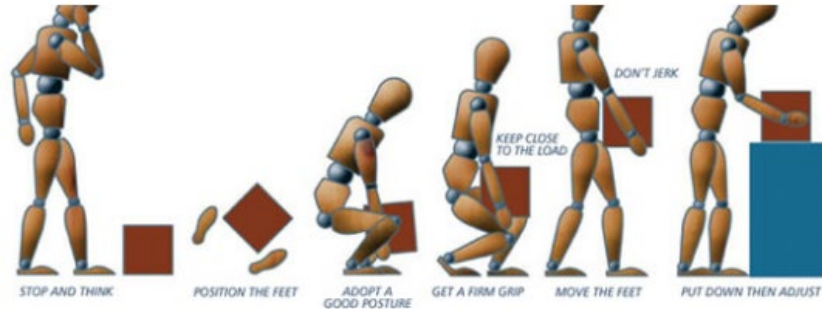
Before attempting to lift a load there are several factors you should consider, some of these include:

1. How heavy is the load?
2. Can you manage the load on your own?
3. Can the object be moved mechanically instead?
4. Does the object have handles?
5. Will your path be visible while you carry the object?
6. Is the path you're about to travel clear and hazard free?
7. Will you need to stop and rest?
8. Do you need to travel up or down stairs?
9. Does the object need to be placed above head height?

Managing Manual Handling Risks

Manual handling risks must be managed using the hierarchy of controls:

- Eliminate the task where possible
- Substitute with a safer process
- Use mechanical aids (trolleys, hoists, conveyors, pallet jacks)
- Redesign the task or work area
- Use administrative controls such as job rotation and rest breaks
- Use personal protective equipment where required



Discuss



Early Reporting and Stop Work

Pain, soreness, tingling or discomfort is not “normal” and must be reported early. Workers must stop the task and report to their supervisor, Account Manager or PCC if a manual handling task feels unsafe or causes pain. Early reporting helps prevent long-term injuries and permanent damage.

By following some basic safety principles for example planning the task, using equipment to reduce the effort required, or asking for help from work colleagues the occurrence of manual handling injuries can be dramatically reduced.



Mechanical Aids and Assistance

Mechanical aids must be used where available and must not be bypassed. If a load is heavy, awkward, unstable or outside your capability, do not lift it manually. Ask for assistance, use lifting equipment or organise a team lift.

General Lifting Guidelines:

When you are required to lift in the workplace it is important to risk assess each lifting situation to ensure your safety. Safe lifting limits will vary with each task depending on the weight of the object to be lifted, the gender and weight of yourself and the distance or height to which the lift will take place.

Lifting an object away from the body, at arm’s length for example, places more strain on the back and the joints.

HOW TO LIFT SAFELY



Think and plan:

When attempting to move a heavy load, it's important to first take a step back and consider the task ahead of you. Does the object have sharp edges or awkward handholds? What's the best grip or position to use in order to avoid slipping? Where are you moving the load to? Examine the object and area for hazards like wraps or trip hazards and consider assigning an area partway as a resting point if the move crosses a large distance.



Get the start right:

Make sure that you're wearing stable footwear and your legs are shoulder-width to ensure firm footing. If possible, hug the load to your body tightly, or establish stable handholds. Setting up a strong, stable starting position will help you to gain control over the load and prevent problems further down the line.

Watch your back:

The most common type of injury sustained via manual handling is damage to the back and/or spine. Whilst the spine is remarkably strong, it is constantly undergoing shifting loads, and any damage may take a long time to heal, if it ever does. Back injuries can put you out of work for months, years or permanently if you're not careful.

Try to lift the load with your arms and legs as much as possible and avoid flexing your back or pulling from the back as much as possible. Keeping the load tight to your waist keeps it around your centre of gravity and below your spine, preventing excess load. Avoid twisting your back; uncontrolled twisting can permanently damage the spine.

Maintain control:

Sudden movements during manual handling commonly result in injury. Keep your head up and facing in the direction you are travelling, to avoid tripping or miss-

stepping. Move smoothly, trying to avoid jerking or stilted movement. Smooth movement keeps the load on your bones and muscles consistent, rather than causing sudden forces which could cause injury. Put the object down before adjusting you grip and don't carry more than you must.

Fatigue and Repetitive Tasks

Fatigue significantly increases the risk of manual handling injuries.

Repetitive tasks, long shifts or overtime can place additional strain on muscles and joints.

Job rotation, regular rest breaks and task variation must be used to reduce fatigue and overuse injuries.

Personal Injuries can be caused by:

• Lifting	• Falls
• Carrying	• Slips, Trips
• Twisting	• Crushing
• Pulling	• Tripping
• Striking	• Repetitive actions
• Pushing	• Unstable loads

Modify work methods:

PALM Scheme Workers – Additional Support

PALM scheme workers must receive clear instructions and training before performing manual handling tasks.

If language barriers, unfamiliar tasks or cultural differences affect understanding, workers must ask for clarification before starting.

Interpreters, demonstrations or visual aids must be used where required.

- Re arrange work area to reduce carry distances
- Clear work area of any unwanted items to avoid trips and falls
- Change work sequences to minimise bending twisting stretching etc.
- If the weight, shape, or size of an object makes the job too much for one person, ask for help. Do not handle it on your own, communication is essential
- Lifting equipment and/or Team lifts must be used for all heavy or awkward items.

Manual Handling:

- Size up the load and check over-all conditions
- If the weight, shape, or size of an object makes the job too much for one person, ask for help
- Do not handle it on your own

- Wear non-slip soled footwear to provide sure footing. Make sure there is enough space for movement and that the footing is good
- Be sure there are no obstructions in the planned path of movement for the load to prevent tripping
- Keep an eye on where you place your feet while in transit.

Reduce loads being handled:

- Use barrows, trolleys, straps and dolly's and any other mechanical aids
- Keep individual loads to a reasonable weight
- Heavy items requiring more than 2 people to move must be assessed for possible load lightening e.g. emptying / removal of drawers etc.
- Lifting equipment and/or Team lifts must be used for all items that are awkward moves and heavy items.

Unsafe Manual Handling

Workers must not perform manual handling tasks that are unsafe or beyond their physical capability. If appropriate equipment, assistance or controls are not available, the task must not proceed until risks are addressed.

Manual Handling Techniques:

- Rotate repetitive manual handling tasks where possible
- Take frequent rest periods
- Use correct lifting techniques as per Manual Handling Training:
 - o Stand close to the load with feet apart for good balance
 - o Place one foot beside the object and one behind
 - o Bend your knees
 - o Keep your back straight as possible
 - o Ensure a comfortable grip of the object
 - o Lift gradually, straighten your knees and stand
 - o Use your leg muscles
 - o Avoid quick jerky movements
 - o Ensure the object does not obscure your vision or interfere with normal walking.

Team Lifts:

Lifting equipment and/or Team lifts must be used for all heavy or awkward items.

If the weight, shape, or size of an object makes the job too much for one person, ask for help. Do not handle it on your own.

Follow these steps when team lifting:

- Take a balanced stance with your feet about shoulder-width apart. (It is okay to put one foot behind the object and the other next to it.) Communicate that you are ready
- Squat down but keep your heels off the floor (on the balls of your feet). Get as close as you can to the object

- Use your palms and not just your fingers to get a secure grip on the object. Make sure that this grip will hold, and you will not have to switch your grip later
- Lift slowly (without jerking) using your leg, abdominal and buttock muscles while keeping the load as close as possible to you. Continue communicating with helper
- Once you are standing “do not twist” when you change directions. Point your feet in the direction you want to go and then turn your whole body. Do not twist with the object while you are walking
- To lower the load or place the object, use these same guidelines in reverse. Communicate until lift is over.

Reporting Hazards and Injuries

All manual handling hazards, near misses, discomfort or injuries must be reported immediately to the supervisor, Account Manager or PCC.

Early reporting ensures injuries are managed promptly and reduces long-term harm.

**1. What is a good stance for lifting?**

- a) Feet together
- b) Kneeling on the ground
- c) Feet hip/shoulder-width apart
- d) Stand close to the load with feet apart for good balance
- e) One foot in the air
- f) All the above

2. When lifting, the back should be kept?

- a) Curved
- b) Twisted
- c) Straight
- d) Under the load
- e) None of the above

3. To lift safely you should.

- a) Get a good grip
- b) Bend your knees to reach or pick up lower objects
- c) Pull the load towards your stomach
- d) Do not twist or side bend
- e) Keep your back straight as possible
- f) Use your leg muscles
- g) None of the above

4. Personal Injuries can be caused by:

- a) Lifting
- b) Bending
- c) Stretching
- d) Twisting
- e) Pulling
- f) Pushing
- g) Slipping
- h) Repetitive actions

5. If a manual handling task feels unsafe or causes pain, you should stop and report it.

- a) TRUE
- b) FALSE

6. Mechanical aids must be used where provided for manual handling tasks.

- a) TRUE
- b) FALSE


I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X


Assignee/Employee Signature

Safety Topic	Site Safety - Site/Workplace Induction (new or refresher)		
BLU by Adcorp Consultant			
Client Name			
Assignee/Employee Name		Signature	
Date	/ /		
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>		

Explain

	<p>Under Australian Work Health and Safety (WHS) legislation, all workers, labour hire providers, and host employers have a legal responsibility to ensure workers are trained and informed about hazards, risks, emergency procedures, and safe work practices.</p> <p>Completing both general and site-specific inductions is mandatory prior to commencing any work.</p> <p>Any person, who carries out work in a workplace/host employer, must complete general induction training.</p> <p>This training provides you with a basic knowledge of work health and safety specific requirements within your work area or at your host employer.</p> <p>Workplace specific inductions will vary depending on the type of workplace/host employer.</p> <p>For example, at a less complex workplace like a single house site a workplace specific induction could include a short pre-start induction video and/or on the job training.</p> <p>For a large and complex civil or commercial workplace, a more detailed induction would be required, for example to explain the emergency response and evacuation processes.</p>
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Discuss

	<p>The presenter/consultant of this Safety Talk should at a minimum discuss the below points, as relevant to the job/role/position.</p> <p>The presenter/consultant should also update people when there are changes to the workplace that may affect health and safety.</p> <p>The induction training should be adapted to address potential cultural or language barriers.</p> <ul style="list-style-type: none"> hazards and risks specific to the workplace e.g. overhead power lines near the workplace
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- control measures for those risks e.g. no-go zones for working near overhead electric lines
- site specific rules that must be complied with e.g. personal protective equipment (PPE) like hard hats that workers must wear and use
- safety documents, policies and plans specific to the workplace e.g. traffic management plans
- who to report incidents and hazards to and how to report them
- incident, emergency and evacuation procedures and associated equipment at the workplace, and
- the layout of the workplace including entries and exits, loading and unloading areas, location of facilities, first aid and security requirements

Supervisors must confirm understanding by asking workers to repeat key points. Where necessary, provide interpreters, translated materials, or visual aids to ensure comprehension.

Workers must report any hazards, near misses, incidents or unsafe acts immediately. Reporting ensures timely corrective action and protects both workers and others in the workplace.

Certain serious incidents must be reported immediately to the relevant state WorkSafe authority. These include:

- Fatalities
- Serious injuries or illnesses, including hospitalization, amputation, serious burns, or loss of an eye
- Dangerous incidents (near misses) that expose workers to serious risk

Prompt reporting is mandatory and ensures corrective action can prevent further harm.

Task Specific Training/Induction

Task specific training/inductions aim to provide information and instruction to people carrying out an activity of the risks and control measures relating to that task.

Task specific training/induction should cover:

- the task to be undertaken
- hazards, risks and control measures involved in carrying out the task
- who will be involved in the task including subcontractors
- where relevant the Safe Work Method Statement (SWMS), job safety analyses or safe work procedures
- who is responsible for what including possible interactions with other activities, and
- relevant legal responsibilities, codes of practice or technical standards that must be followed

Supervisors, host employers, and labour hire providers must ensure that inductions are documented, attendance is recorded, and workers understand their responsibilities.

Workers must not commence work until induction requirements have been completed and comprehension confirmed.

Failure to complete inductions, follow site rules, or report hazards/incidents may result in disciplinary action, including removal from the workplace.

Has the presenter/consultant:



1. shown you what to do in an emergency and identified the location of the:

YES NO

- YES - *assembly point and evacuation route* - NO
- YES - *closest medical facility* - NO
- YES - *contact details of emergency services* - NO
- YES - *provisions for emergency communications* - NO
- YES - *the location of the first aid facilities and kits* - NO
- YES - *who the first aiders are and how to obtain treatment* - NO

2. discussed and clearly stated the procedures for reporting incidents, injuries and hazards, applicable to your workplace:

YES NO

3. do you have the correct PPE, as applicable to your role/host employer:

YES NO N/A

e.g.:

- a) safety glasses
- b) safety boots
- c) hard hat
- d) long sleeve shirt
- e) high visibility vest
- f) All the above

4. do you having adequate training to use specialised equipment/machinery:

YES NO N/A

5. do you feel the presenter/consultant has adequately covered relevant aspects under the "Discuss" section: YES NO

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X

Assignee/Employee Signature