

Safety Alert

Pre-Start Toolbox Talks Essential in Shared Workspaces

What happened?

There have been a number of events on various work fronts around our sites, some involving multiple contractors, which has highlighted the importance of daily toolbox talks. Misunderstanding of roles and responsibilities between working parties, changing hazards, changes to work scope and changes to Works Control Procedures have all resulted in near misses occurring. Clear and concise communication at the start of the day and when the work site changes greatly improves work site safety.



What did we learn?

Toolbox talks are important. When two or more working parties are working on the same project or in the same area, these talks are even more important so that each party knows what is planned for the day. Adequate communication between the various teams, and a general understanding of the activities needs to be shared so that any impact on the working environment or equipment is known ahead of time.

Bullet point lessons

- Points that can be discussed at a toolbox meeting are:
 - What is the scope of the work is being done today?
 - What are the hazards associate with that work - will those hazards be the same all day or change?
 - Are we introducing any new hazards?
 - Has this information been communicated to all involved?
 - Is there anything specific that anybody is worried about on the day?
- Make sure everyone is present at the pre-start meeting.
- Involve the H&S team early in the planning of projects and general works that involve high risk activities
- Ensure that contractors are aware of our requirements to work safely, and to report incidents as soon as they occur.
- Don't be afraid to stop unsafe work when you see it.
- Ensure that high risk work is supervised adequately.