

Company Name:

Performed by:

Date:

Location / Project:

Time:

Introduction:

Notes:

Construction sites present numerous hazards, and it is essential that all visitors and workers follow safety protocols to prevent accidents. This toolbox talk outlines the key safety requirements, including how to identify a construction site, required personal protective equipment (PPE), and safe working procedures.

Hazards & Risks



- **Unauthorised Entry:** Entering a construction site without permission can lead to serious injury.
- **Lack of PPE:** Failure to wear proper PPE increases the risk of head, eye, and foot injuries.
- **Site-Specific Hazards:** Ongoing work may involve falling objects, moving machinery, or hazardous materials.
- **Working at Height:** Falls from height remain one of the leading causes of injury on construction sites.
- **Poor Housekeeping:** Loose materials, trailing cables, and clutter can create trip hazards and increase the risk of slips, trips, and falls.

Preventive Measures



- **Preventive Measures**
- Only enter a construction site if authorised – always check in with the principal contractor.
- Ensure PPE is worn at all times and is in good condition.
- Be aware of site-specific hazards and follow all safety signs and instructions.
- Keep walkways clear and store tools and materials properly to prevent trip hazards.
- Stay alert around moving vehicles and heavy machinery – always make eye contact with the operator before passing.
- Use fall protection when working at height and ensure ladders, scaffolding, and access points are secure.
- Report unsafe conditions or hazards immediately to prevent accidents.
- Never remove or bypass safety barriers or warning signs.



Discussion Points

- Does everyone understand the PPE requirements for this site? If you don't have the correct PPE, speak to your supervisor before starting work.
- Have you noticed any trip hazards or unsafe conditions on-site today? If so, what should be done about them?
- Who is responsible for site safety, and what should you do if you see something unsafe?
- If a fire alarm goes off or an emergency occurs, do you know the evacuation procedure and muster point location?
- Has anyone experienced or witnessed a safety incident on-site before? What happened, and how could it have been prevented?

Toolbox Talk Notes / Actions:



Attendance:



Name	Signature	Name	Signature