



DESERT SOFTWARE

PRE-COMMENCEMENT TOOLBOX SITE RISK ASSESSMENT FORM

Job No: WA-0000	Crew Leader: PAUL SMITH / TOM MELBOURNE
Location: Flinders St Melbourne VIC 3000	Reinstating Crew: JOHN PETERS / MARY MONROE
Client Contact: JAMES POPPINS	Date: 29 / 08 / 2016

MOBILISATION & SITE ESTABLISHMENT		CHECKED		
		Yes	No	N/A
1	Have all induction been completed	X		
2	Has Dial U Dig been done before work commences?	X		
3	Are personnel and plant operating within a SAFE WORKPLACE providing 1.2 metres clearance from passing vehicles?	X		
4	Has an appropriate vehicle parking area for parking and unloading vehicles, plant & equipment been identified?	X		
5	Is a spotter required to work beneath overhead obstructions?		X	
6	Will personnel be working above 2 meters, and if so are they appropriate safety restraint systems in place?		X	
7	Have Relevant SWMS for this project been reviewed by all crew members?	X		
8	Are controls needed to manage environmental issues?	X		
	• Flora & Fauna	X		
	• Dust	X		
	• Noise e.g. If near urban areas and schools / hospitals etc restrict noisy work hours	X		
	• Waste Disposal	X		
	• Water Run – off e.g. Prevent contaminated water from entering drainage systems	X		
	• Spill kits available	X		
	Are any of the following conditions a problem for employee Health & Safety on this site?		X	
	• Manual Handling			
9	• Heat Stress e.g. All workers drink <u>should try and consume</u> at least 2-3lts of water each day in warm weather			X
	• Fall From Heights (Working at 2meters and above)			X
	• Overhead / Underground Assets			X
	• Will pedestrian traffic be affected by the work?	X		
10	Are chemicals involved in the works and required at the site?	X		
11	Is there safe access to and from the site?	X		
12	Have Plant Daily Pre-Start Check Sheets been provided for plant including all subcontractor plant?	X		
13	Have plant operators been assessed for operational competency?	X		
14	Have all personnel including subcontractors been inducted in site-specific requirements?	X		
15	Are emergency contact numbers available to personnel on site?	X		
16	Are there first aid kits and certified First Aider on site?	X		
17	Has an emergency assembly area been identified for the worksite in case of emergency?	X		
18	Are all personnel including subcontractors provided with the appropriate PPE for tasks being undertaken?	X		
19	Has a traffic Management Plan for the project been completed?	X		
20	Have SWMMS been clearly identified	X		
21	Traffic Management Plan being implemented	TMP001		
22				

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SITE SPECIFIC HAZARDS IDENTIFIED

(Additional to those you have identified in the proceeding standard risk assessment checklist)

Item	Hazards	RISK SCALES			Risk Score	Action By	When
		LIK	CON	EXP			

CONTROLS AND OTHER ISSUES DISCUSSED

Symbolic worker sign replaced with 3in 1 as shown here.



PRE COMMENCEMENT TOOLBOX MEETING ATTENDEES

Name	Signature	Name	Signature
Paul Smith	<i>Paul Smith</i>		
Tom Melbourne	<i>Tom Melbourne</i>		
John Peters	<i>John Peters</i>		
Mary Monroe	<i>Mary Monroe</i>		

RISK ASSESSMENT CALCULATION

LIKELIHOOD	VALUE
• Common/very likely that it could or has happened	15
• Quite likely that it could happen	6
• Not likely but could happen	3
• Unlikely to happen – quite remote	1
• Virtually impossible to happen	0.5

(LIKELIHOOD + EXPOSURE) CONSEQUENCE = FINAL SCORE

⇒ 3 + 3 x 10 = 60

In the boxes above enter a value taken from each of the 3 tables shown on the left side of this page. The final score calculated is entered into the 4th box



CONSEQUENCES	VALUE
• Multiple deaths, or a single fatality	10
• Permanent disability to a person or life threatening injury	10
• Serious injury, illness or plant and property damage	8
• Requires a minor medical Treatment	5
• Requires first Aid treatment	3
	1

EXPOSURE	VALUE
• Continuous – all the time	15
• Daily – consistent	6
• Weekly – frequent	3
• Monthly – periodic	2
• Seldom, few times a year	1
• Yearly or regular periodic basis	0.5

LEVEL OF RISK	SCORE
CRITICAL/VERY HIGH • Work not to proceed contact Senior Management	ABOVE 300
HIGH • Work not to proceed contact Line Manager	200-300
MEDIUM • Review by work crew for improvement opportunities	70-200
LOW • Work can commence	20-70
VERY LOW • Work can commence	BELOW 20