

## S25 – Toolbox Talk Risk Assessment

Risk assessments that lead onto the development of safe systems of work are the basis of good health and safety management. Risk assessments must be completed for tasks that have a significant risk. You will be included in the preparation of the risk assessment and safe system of work, so before starting any task you must stop and think:

- What are you about to do?
- What are the potential hazards associated with the task, or what can potentially hurt me?
- How may the risk from these hazards be controlled?
- Have you been given any rules or instructions which relate to the job?
- What is the safe way of doing the job?
- Are you entirely happy that you can do the job in a safe manner?

If you have any doubts or concerns after asking the questions, stop and consult your manager or supervisor.

Undertake an employee risk assessment for all activities. Where significant hazards are present, your manager or supervisor will help prepare a safe system of work for the job.

The safe system of work is a written list of operations, to be carried out in a specified sequence, in order to complete a task safely. It will also include:

- Who is in charge
- What PPE is required
- Where and how you isolate the plant and equipment, and
- Emergency contact numbers.

**Remember to consider PETE and ERIC when undertaking risk assessments.**

The individual workplace and activity

- P Person
- E Equipment
- T Task
- E Environment

The hierarchy of controls

- E Eliminate
- R Reduce/replace
- I Isolate
- C Control



## Training register

Date .....

Name of attendee

Signature

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

