



TOOLBOX TALK



PAPERWORK THAT PROTECTS YOU

On a construction site, paperwork is often seen as forms and filing. In reality, many of these documents exist to protect workers and control risk. Every risk assessment, appointment and inspection record forms part of the site safety system.

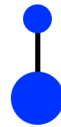


1. Which document on this site helps protect you before you start your work each day?
2. What risks could be missed if risk assessments or inspection registers are not completed properly?
3. Who should you report to if you notice that important safety documentation is missing or incomplete?

DOCUMENTS THAT PROTECT YOU



RISK ASSESSMENTS



Identify hazards before work begins.



METHOD STATEMENTS



Explain how work must be done safely.



MEDICAL CERTIFICATES



Confirm workers are fit for the work they perform.



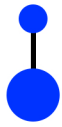
TRAINING RECORDS



Ensure workers are competent for their tasks.



INSPECTION REGISTERS

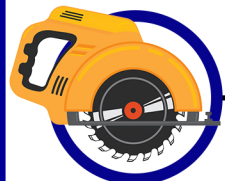


Confirm equipment is safe to use.

MISSING DOCUMENTATION



IMPORTANT RISKS may not be identified.



UNSAFE EQUIPMENT may go unchecked.



RESPONSIBILITIES may be unclear.

WHY INSPECTORS CHECK FILES

Documentation shows whether hazards were **CONSIDERED AND SAFETY CONTROLS** were implemented.



WHEN DO INSPECTIONS HAPPEN?

Labour inspectors often conduct **UNANNOUNCED** site inspections throughout the year.

