



JOB START MEETING RECORD

Ask everyone before commencing work 'ARE YOU FIT FOR WORK'. yes or no (tick correct)
 If 'no' is registered, the supervisor must not allow the person to commence work. Supervisor to contact the S&T Coordinator immediately to get direction on managing the condition of the person.

LOCATION/S		TIME/DATE	: / /
			: / /
			: / /
WORK DESCRIPTION / MEETING CONDUCTED BY			

ASK THESE QUESTIONS OF EVERYONE ON SITE BEFORE COMMENCING WORK:

RAIL: Has appropriate track protection been taken out? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	ALL: Are all employees and contractors on site competent, appropriately certified and correctly dressed with appropriate PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No
ROAD: Is my traffic management plan adequate and properly implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	ALL: Have the movements of surrounding equipment been controlled to eliminate any risk to our people? (Eg overhead cranes, mobile equipment, etc). <input type="checkbox"/> Yes <input type="checkbox"/> No
ALL: Do all workers understand the Work Task; have had buy-in and have signed the Work Task as being accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	ALL: Is the equipment suitable for the task being carried out? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMERGENCY: Communicate these point to everyone on site: <ul style="list-style-type: none"> Evacuation Assembly Point (supervisors car or as advised) Emergency Procedures communicated to all people on site Emergency contact numbers <input type="checkbox"/> Yes <input type="checkbox"/> No (Includes employees, workers, contractors & visitors)	ALL: Have you considered the potential for Environmental harm i.e. chemical spillage, excessive noise levels, waste removal? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "NO" is answered, complete JSA Form No. SHRI-005-WHSF-02 to eliminate risks.	
DO NOT PROCEED WITHOUT RISKS BEING CONTROLLED	

WORK SITE SAFETY REVIEW – Ask the question of everyone

Did we have an injury yesterday, which was not recorded? Yes or No (tick correct)
 If 'yes' record all details and provide report to S&T Coordinator - Form SHRI-005-WHSF-ST04. Ensure the person/s is fit for work.

Did anyone observe a Hazard / Close Call yesterday that was not recorded? Yes or No (tick correct)
 If 'yes' include the detail in today's process. Coach the person/s who flagged the event that we must identify Hazards immediately!

	Stop, Think & Assess <i>Identify ALL Hazards!</i>	Assess <i>What's the Risk – Impact Factor</i>	Review & Talk <i>All agree on controls</i>
Stop: Observe all hazards			
Think: Through the task and step it out			
Assess: Hazards, risks and preventative actions			
REVIEW KEY LEARNING OUTCOMES – WRITE WHAT WAS COMMUNICATED TO EVERYONE			
Review: Apply HAZARD, PATHWAY & IMPACT (*see below)			
Talk: Communicate the process to everyone *HAZARD: What can go wrong? PATHWAY: How can it occur? IMPACT: What is the likely result?			

