TOOLBOX TALK / PREPARED FOR DELIVERY

CRITICAL RISK UPDATES

Facilitator guide / allow 20-30 minutes plus the site walk-through

PURPOSE AND MATERIALS

Explain the new SCS serious-harm control standards, updated lead controls and worker stop-work process. Bring the worker handout, selected CRS sheets, current job SSSP/JSEA, property reports, SDS and actual equipment. Use the current SCS Lead Rev 2.2 pack for lead tasks.

01 / EXPLAIN THE CHANGE - 3 MIN

Critical risks can kill or cause serious injury/illness. Critical controls must be physically in place and working. Current duties continue; 1 April 2027 changes do not remove today's controls. Keep all relevant hazards in the job JSEA.

02 / WORK THROUGH THE HANDOUT - 8 MIN

Cover height/scaffold/fragile surfaces; lead/asbestos/silica; chemicals/fire; electricity/tools/cuts; conditional spray/MEWP; vehicles/handling; residents; noise, fatigue and wellbeing. Ask which apply to this actual work order.

03 / DEMONSTRATE THE CONTROLS - 5 MIN

At the work face, show approved access, barriers, extraction airflow check, correct RPE seal check, handwashing/decon and emergency information. Use competent instructors; demonstration here does not certify specialist competence.

04 / DISCUSS SCENARIOS - 5 MIN

Use the next page. Invite workers to explain the stop action and suggest improvements. Do not accept only a yes/no answer when understanding is uncertain.

05 / AGREE ACTIONS AND SIGN ON - 5 MIN

Record genuine questions, agreed actions, owners and due dates. Brief the revised job JSEA and retain that sign-on separately. Workers sign this toolbox record only after attending; provide catch-up briefings for absentees.

Before delivery: confirm current task competence and controls. Do not tick training complete or controls verified automatically because this pack exists.

Source: SCS CRS Rev 1.0 / 30 September 2026; SCS RML Prequal Rev 3.2 / 24 September 2026; SCS Lead Rev 2.2 / 26 September 2026. Prepared by Lacey Harkin / H&S.

TOOLBOX TALK / UNDERSTANDING & CONSULTATION

ASK THE CREW. SHOW THE CHECK.

Use genuine answers / revisit any gaps before the task

THE SANDER EXTRACTOR STOPS

Ask: What do you do if extraction stops on presumed lead paint?
Facilitator prompt: Stop disturbance, keep people clear and notify the supervisor. Restore/verify the control, assess spread/exposure, update the method if needed and rebrief. Do not keep sanding with a mask alone.

THE SCAFFOLD RAIL IS IN THE WAY

Ask: Can we remove it just to paint behind it?
Facilitator prompt: No. Stop that work face and ask the Main Contractor/scaffold provider for an authorised solution. Obtain the required inspection/release before using altered scaffold.

A CHILD WALKS INTO THE WORK ZONE

Ask: What changes right now?
Facilitator prompt: Stop the exposed task, protect/redirect the child safely and notify the supervisor. Reassess resident arrangements and restore effective barriers before work resumes.

THE CEILING LAYER IS UNEXPECTED

Ask: Can we sand it if the paint test was negative?
Facilitator prompt: No. Resolve the substrate separately. Suspect asbestos means stop, isolate and obtain competent advice. SCS does not improvise removal/clean-up.

THE JOB CHANGES OR A WORKER FEELS UNFIT

Ask: What must happen before carrying on?
Facilitator prompt: Pause the affected task; tell the supervisor. Reassess scope, conditions and competence; put verified controls in place and rebrief the crew. For immediate danger or a serious crisis call 111.

Practical checks to record: worker identifies today's stop triggers; points out safe access/exclusion; demonstrates the relevant pre-use check; explains who to tell and how restart is authorised.

Ask openly: What makes these controls difficult on our jobs? What should we change? Does anyone need a different explanation, language support, training or supervision?

TOOLBOX TALK / ATTENDANCE EVIDENCE

TOOLBOX DELIVERY & ATTENDANCE

LIVE RECORD / complete only when the talk actually takes place

Actual meeting date / time: _____ Duration: _____

Location / project / work order: _____

Facilitator / role: _____ Supervisor: _____

Documents/revisions used: _____

Job-relevant standards discussed: _____

Worker acknowledgement: I attended this talk, had the opportunity to ask questions and raise concerns, and understand the relevant stop-work/reporting process explained today. I will ask before doing work I am not trained or authorised for. This signature is not a specialist competency certificate or the job JSEA sign-on.

Name / company	Role	Signature	Time

UNDERSTANDING AND FOLLOW-UP

Checks demonstrated / understanding gaps: _____
_____
Language/support/training or supervision needed: _____
Absent workers and catch-up owner / due: _____

Facilitator signature: _____ Date/time: _____

Evidence status: blank record = prepared material. Once genuinely delivered, retain this record, handout revision, worker feedback/actions and relevant site checks/photos together. Do not backdate or prefill worker attendance.

TOOLBOX TALK / CONSULTATION & CLOSEOUT

WORKER FEEDBACK & ACTIONS

LIVE RECORD / capture what workers said and what will change

Meeting reference / actual date: _____

Project / supervisor: _____

GENUINE WORKER FEEDBACK

Concerns, questions and suggested improvements (record who raised them where agreed):
_____
_____
_____

Action / control improvement	Owner	Due	Verified / closed

CHANGES AND UNDERSTANDING

SSSP/JSEA changes required / new revision: _____
Affected work on HOLD until: _____
Workers consulted/rebriefed and record reference: _____
Outstanding training / catch-up completed: _____

SUPERVISOR CLOSEOUT

Physical controls checked by: _____ Date/time: _____
Evidence / photo / inspection reference: _____
Action verified effective by: _____ Date: _____
Remaining restrictions / follow-up: _____

Filing: save the actual meeting record with attendance, feedback, actions and evidence in the Safety Hub/job folder. It can support worker-engagement and implementation evidence for prequalification/SiteWise once delivered and completed. The handout by itself shows prepared communication, not completed consultation or compliance approval.