STEP CHANGE IN SAFETY

DRA

SAFE WORKING ESSENTIALS

OBS **TBT**

QUICK START GUIDE

1. PREPARE THE TBT
TBT

- Review the control of work paperwork relevant for the task; Permit to work, Task risk assessment, Job step plan.

- Identify those items required to be communicated via the TBT; Why, What, Who, Where, How, When.

- Complete the TBT form that has been developed allowing a structured approach to the preparation.

2. DELIVER TBT
TBT

- The delivery of the TBT should be completed in a manner that generates the following actions; Engagement, Listening, Questioning, Confirmation.

- and ensures that the team contribute with; Energy, Concentration, Commitment and Understanding of the task.

- Key to the TBT is confirmation of understanding of all team members in their role and the requirement to stop the job if the situation changes at any time.

3. COMMENCE WORK

The team should commence work in line with the plan and ensure that the control measures outlined in the TBT are followed.

4. ASSESS THE SITUATION FOR CHANGES

- Constantly monitor for changes and recognise when they occur, e.g.

  weather, equipment not working as planned, fatigue of the team, a mistake made by a team member.

- When a change has been recognised then **Stop, Think, Act, Review (STAR).**

  Assess the risks with a **Dynamic Risk Assessment** and determine whether the task should have further control measures. **DRA**

  Communicate the control measures to the team as required prior to the task commencing.

5. COMPLETE THE TASK

- Once the task has been completed then the worksite should be left in accordance with the organisation's procedures.

- The team should also be made aware that an **After Action Review** will be undertaken.

6. AFTER ACTION REVIEW

- The AAR allows the team the opportunity to review the task recently completed to identify any good practices and learnings that the team would recommend to the organisation.

- The AAR learnings should be communicated by using the Observation card to allow for the correct action. **OBS**

PROCESS FLOW

Introduction

The elements for control of work are outlined below and outlined in detail at the relevant sections in this guidance document. Fundamental to the use of Safe Working Essentials in the control of work process is preparation to ensure that from the outset all of the hazards, controls & mitigations have been identified.

Team

Hazard Identification

Notes
- Personal and Major Accident Hazard

Organisation

Risk Assessment

Organisation

Task Instruction prepared

Organisation

TBT prepared
- Permit to Work
- Task Risk Assessment
- Task Instruction
- Dynamic Risk Assessment at the worksite
- Previous Learnings

TBT
Tool Box Talk

Team

TBT delivered
- Where
- Why
- What
- How
- Who

Team

Commence work

Individual

DRA
Dynamic Risk Assessment

CONTINUOUSLY ASSESS THE SITUATION FOR CHANGES

Recognise change
- Identified during preparation
- Used when transferring to a different activity
- Used to identify high risk steps

STOP THINK ACT REVIEW
- Stop / Pause the Task
- DRA
- TBT
- Observation Card

OBS
Observation Card

Organisation

Task Assurance delivered

Team

Complete the task

Organisation

After action review

OBS
Observation Card