TOOL BOX TALK
OWN IT CARD

JOB PREPARATION
READ CARD & CONDUCT 2-WAY TALK WITH CREW TO UPDATE JSA

- What is your primary language? Do we need a translator?
- What are the job steps required to complete the task?
- Have you performed this task before and what did you learn?
- How will we manage or guide any Short Service Employees?
- Are you qualified and trained for this task?
- Are there SIMOPS activities that can affect you or others?
- Do you have the right tools for the job, and have they been inspected?
- Do we have the required permits, procedures, and work authorizations for this task?

WORKSITE HAZARDS AND CONTROLS
"HOW WILL YOU OWN IT?"

- Have you walked the site to identify site hazards, and what did you find?
- What are the anticipated weather conditions? How are we going to manage them?
- Are there any biological hazards present? (snakes, insects, poisonous plants)
- What will you do in case of emergency?
- How will we establish and maintain site control?

CRITICAL TASK HAZARDS AND CONTROLS
"HOW WILL YOU OWN IT?"

Cross Check LSR's on back of card that apply to your task

- Which of your tasks can place you in the line of fire? (exposed to moving equipment, overhead lifts, pressurized systems, stored energy, potential drops, proximity to powerlines).
- What are the underground hazards that can impact your work?
- What are the overhead hazards that can impact your work?
- Where do we need exclusion zones and how will we manage them? (hard barriers, spotters for mobile equipment, ect.)
- Does the task require Energy Isolation? How/where will you release stored energy and verify zero energy before starting work? (LOTO)
- How will you be protected when working at heights over 4 feet? (fall protection equipment, training, proper tie off points, drop zones, tools secured)
- Where could hazardous/flammable gases be released? (H2S, LEL, CO, or Nitrogen)
- What are the known/potential ignition sources?

WHEN JOB STEPS, HAZARDS, OR CONTROLS CHANGE, STOP THE JOB, REVIEW THE CARD, AND REVISE THE JSA.

WHICH LIFE SAVING RULES
APPLY TO YOUR JOB



Obtain authorization before overriding or disabling safety-controls

• I understand and use safety-critical equipment and procedures which apply to my task • I obtain authorization before: - disabling or overriding safety equipment - deviating from procedures - crossing a barrier



Obtain authorization before entering a confined space

• I confirm energy sources are isolated • I confirm the atmosphere has been tested and is monitored • I check and use my breathing apparatus when required • I confirm there is an attendant standing by • I confirm a rescue plan is in place • I obtain authorization to enter



Follow safe driving rules

• I always wear a seatbelt • I do not exceed the speed limit, and reduce my speed for road conditions • I do not use phones or operate devices while driving • I am fit, rested and fully alert while driving • I follow journey management requirements



Verify isolation and zero energy before work begins

• I have identified all energy sources • I confirm that hazardous energy sources have been isolated, locked, and tagged • I have checked there is zero energy and tested for residual or stored energy



Control flammables and ignition sources

• I identify and control ignition sources •Before starting any hot work: - I confirm flammable material has been removed or isolated - I obtain authorization • Before starting hot work in a hazardous area I confirm: - a gas test has been completed - gas will be monitored continually



Keep yourself and others out of the line of fire

• I position myself to avoid: - moving objects - vehicles - pressure releases - dropped objects • I establish and obey barriers and exclusion zones • I take action to secure loose objects and report potential dropped objects



Plan lifting operations and control the area

• I confirm that the equipment and load have been inspected and are fit for purpose • I only operate equipment that I am qualified to use • I establish and obey barriers and exclusion zones • I never walk under a suspended load



Work with a valid permit when required

• I have confirmed if a permit is required • I am authorised to perform the work • I understand the permit • I have confirmed that hazards are controlled and it is safe to start • I stop and reassess if conditions change



Protect yourself against a fall when working at height

• I inspect my fall protection equipment before use • I secure tools and work materials to prevent dropped objects • I tie off 100% to approved anchor points while outside a protected area