15-Minute Site Toolbox Talk Register

Daily / Weekly Safety Briefing & Signed Attendance Proof | OHS Act 85 of 1993 Sec 8(2)(e)

Company / Contractor:	**Site / Project Name:**
Date & Start Time:	**Facilitator / Supervisor Name:**
Toolbox Talk Topic:	**Work Area / Crew:**

KEY HAZARDS, SAFE WORK CONTROLS & WORKER QUESTIONS DISCUSSED:

No	Employee Full Name	ID / Employee No	Trade / Company	Signature
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Facilitator Signature: _____ **Site Manager Review:** _____

South African Toolbox Talk Topic Outlines (4 Pack)

Read aloud in 10-15 minutes before shift start | Record attendance on Page 1

TOPIC 1: WORKING AT HEIGHTS & FALL PROTECTION (CR 2014 REG 10)

- Inspect full-body harnesses, lanyards, shock absorbers, and snap hooks before every shift tag and remove any frayed webbing immediately.
- Check for a valid GREEN scaffold inspection tag signed by a competent scaffold inspector before climbing.
- Maintain 100% double-lanyard tie-off above 2 metres and anchor only to rated overhead anchor points (never handrails or conduit).
- Never stand on the top two rungs of a step ladder; keep 3 points of contact and secure tool lanyards to prevent dropped objects.

TOPIC 2: ELECTRICAL ISOLATION & LOCK-OUT / TAG-OUT (LOTO)

- Never assume a circuit, distribution board, or motor is dead always isolate, apply your personal lock and danger tag, and test for dead.
- Inspect portable extension leads, grinders, and drills for exposed copper, cracked plugs, or missing earth leakage protection.
- Only qualified electricians may open live panels or reset tripped high-voltage breakers.
- Keep trailing cables off wet floors and out of vehicle pathways to prevent electrocution and trip hazards.

TOPIC 3: EXCAVATIONS, TRENCHES & UNDERGROUND SERVICES (CR 2014 REG 13)

- Verify underground cable, water, and gas drawings before breaking ground; hand-dig carefully near marked services.
- Any excavation deeper than 1.5 metres requires battering, benching, or certified shoring never enter an unsupported trench.
- Keep excavated spoil heaps, tools, and vehicles at least 1 metre back from the trench edge to prevent wall collapse.
- Inspect trench walls daily and immediately after rain before allowing workers to re-enter.

TOPIC 4: HIGHVELD SEVERE WEATHER & LIGHTNING SAFETY (SANS 10313)

- Monitor storm build-up early treat a 30 km lightning advisory as your warning to prepare cranes, scaffolds, and blasting crews.
- When lightning reaches the 15 km Red Alert perimeter, stop open-air work immediately and evacuate to grounded metal vehicles or buildings.
- Never shelter under isolated trees, open steel carports, or near metal fencing and cranes during a thunderstorm.
- Obey the 30-Minute All-Clear Rule: wait a full 30 minutes after the last lightning strike before resuming outdoor work.