



## JANUARY


**Return to Work**

Emergency Response Review  
Review and Update First Aid Kit  
Staff Induction/Reinduction  
SWMS

Emergency Plan

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Toolbox Talk topic: Pre-start Checklist refresher




## FEBRUARY

**Risk Management**

Review current Risk Management Plan  
Identify Hazards  
Risk Assessment and Control Measures

RISK

Toolbox Talk topic: How to report a hazard in workplace



## MARCH

**Musculoskeletal Injuries**

Review Manual Handling Procedures  
Training on Manual Handling for Staff

Toolbox Talk topic: Getting ready for a lift



## APRIL

**Slips, Trips and Falls**

Review Working at Heights

- Ladder Safety
- Fall Prevention
- Falling Objects

Refresh Employee Training for Specific Equipment

Toolbox Talk topic: Tips for working safely at heights



## MAY

**Storing and Transporting Glass and Other Materials**

Review Glass Storage  
Review Loading and Unloading of Glass  
Review Forklift and Crane Safety

Toolbox Talk topic: Refresher on good lifting techniques



## JUNE

**Cuts and Lacerations**

Review Risks for Cuts and Lacerations

- PPE
- Appropriate tools for the task
- Guarding on machines to prevent accidental cuts

Toolbox Talk topic: Arm and hand safety and PPE



## JULY

**Incident Management**

Notifiable Incidents  
Reporting an Injury  
Reporting Near Misses  
Return to Work Program

Toolbox Talk topic: How to report an injury



## AUGUST

**Other Hazards and Tradies National Health Month**

Review your Policies and Procedures on:

- Chemical Safety
- Electrical Safety
- Traffic Management
- Noise

Toolbox Talk topic: Dealing with the risks of silica and asbestos



## SEPTEMBER

**Psychosocial Hazards**

Review your Policies and Procedures on:

- Bullying
- Stress Management
- Sexual Harassment

Training on Acceptable Workplace Behaviour

Toolbox Talk topic: Reporting incidents in the workplaces



## OCTOBER

**National Safe Work Month and Mental Health Month**

Get involved in the National Safe Work Month Activities  
Review Mental Health Management Plan

Toolbox Talk topic: Refresher on good lifting techniques




## NOVEMBER

**Environmental Risks**

Sun Fatigue  
Heat Management  
Fatigue

Toolbox Talk topic: Working in hot and humid weather



## DECEMBER

**Annual Maintenance**

Schedule Machine Maintenance  
Schedule Review of Fire Prevention Equipment

Toolbox Talk topic: Leaving the workplace clean

