TOOLBOX TALK AWARENESS PACKAGES

HAZ-ASB · Asbestos Awareness

Product Overview

Audience: Workers in buildings, maintenance, trades and construction · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who could disturb asbestos without knowing it: where it hides, why it matters, and what to do before you drill, cut or break.

Asbestos was used in Australian buildings, plant and vehicles for decades and was banned on 31 December 2003, so most older workplaces still contain it. It is safe left alone and in good condition. The harm comes when it is disturbed and fibres are breathed in, often by a worker who did not know it was there.

This talk teaches workers where asbestos is likely to be, how the asbestos register works, and the rule that matters most: if you suspect it, stop, keep people away and report it. It is awareness for workers who might come across asbestos, not training to remove it.

Learning outcomes

By the end of the session participants will be able to:

- Explain why asbestos is a hazard and how breathing in fibres can cause asbestosis, lung cancer and mesothelioma, often decades later
- Recognise where asbestos-containing material is likely to be found in buildings, plant and vehicles built before 2004
- Tell the difference between bonded (non-friable) and friable asbestos, and why damaged material is the greater risk
- Use the workplace asbestos register before starting work that could disturb a building's fabric
- Describe the duties of the business and of workers under WHS or OHS laws for asbestos
- Explain that asbestos removal is done only by licensed removalists, or within strict limits set by the law
- Respond to suspected asbestos: stop, keep others away, do not clean it up, and report it

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What it covers

Module	Covers
What asbestos is	Why it was used, and the 2003 ban; How fibres cause disease, and the long latency; Bonded and friable asbestos
Where it is found	Common locations: sheeting, eaves, flooring, pipe lagging, gaskets, brake parts; The asbestos register and asbestos management plan; Work that can disturb it: drilling, cutting, sanding, demolition, water blasting
Duties and controls	What the business must do, and what workers must do; Licensed removal, and why you never remove it yourself; Prohibited tools and methods, such as high-pressure water and compressed air
If you suspect asbestos	Stop work and keep people away; Do not sweep, vacuum or move it; Report it and wait for it to be assessed

Activities

- Spot the asbestos: photos of an older workshop, a house renovation and a plant room (or your own photos). Workers identify likely asbestos-containing materials and what they would do before starting work
- Read the register: workers find the entry for an area they work in and say what it allows and what it does not

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this qualify anyone to remove asbestos? No. It is awareness for workers who might come across asbestos. Removal is done by licensed asbestos removalists or within the strict limits in your WHS or OHS laws, with training and equipment this package does not provide.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Asbestos Awareness

Where asbestos hides, and what to do before you drill, cut or break

20–30 minutes · Workers in buildings, maintenance, trades and construction

[Company name] · [Date] · [Facilitator name]

ASB

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why asbestos harms people
- ✓ Where it is likely to be found
- ✓ The asbestos register
- ✓ Your part: stop, keep away, report

This talk is not

- ✕ Asbestos removal training, or a licence
- ✕ Asbestos assessment or air monitoring
- ✕ Respirator or decontamination training
- ✕ Our register: **[Where our asbestos register is kept]**

Awareness only. Removing asbestos is licensed work, or work within strict legal limits. Never remove it yourself.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

Why asbestos matters

Asbestos fibres are too small to see. Breathed in, they lodge in the lungs and can cause disease decades later.

- Asbestosis: scarring of the lungs that makes breathing harder
- Lung cancer
- Mesothelioma: a cancer of the lining of the lungs or abdomen
- There is no known safe level of exposure, and these diseases often appear 20 to 40 years or more later

A composite example

- A maintenance worker drills holes in an old switchboard backing board to mount a new meter. Dust drifts across the room. Nobody checked the register.
- The board was listed as asbestos. The area now has to be cleaned up by a licensed removalist.

Left alone and in good condition, it is safe. Disturbed, it is not.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What asbestos is, and where it hides

Used for decades for strength and fire resistance; banned in Australia on 31 December 2003.

Bonded and friable

- Bonded (non-friable): fibres set in cement or resin, such as fibro sheeting. Lower risk while intact
- Friable: can be crumbled by hand, such as old pipe lagging and loose insulation. Releases fibres easily
- Damaged, weathered or broken bonded asbestos can become friable

Where it is likely to be

- Fibro sheeting: walls, eaves, ceilings, fences, roofs
- Vinyl floor tiles and sheet backing, and their glue
- Pipe lagging, boiler and duct insulation, gaskets
- Switchboard backing boards, textured coatings
- Brake and clutch parts in older vehicles and plant

Built before 2004? Assume asbestos may be there until it is checked.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Identify asbestos, or presume it, and keep an asbestos register
- Have an asbestos management plan where asbestos is present
- Never let workers be exposed: control the risk, and use licensed removalists
- Train workers who may disturb it, and consult them

You must

- Check the register before work on a building's fabric
- Never drill, cut, sand or break suspect material
- Never remove asbestos yourself
- Stop and report suspected asbestos or damage

In Victoria the OHS laws set similar duties in their own terms. Details such as licence limits vary: check yours.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-ASB

Asbestos Awareness

Participant handout · keep this

Asbestos is in many buildings, plant and vehicles built before 2004. It is safe left alone and in good condition. Disturbed, it can cause fatal disease decades later. Keep this page.

Why it matters

- Asbestos fibres are too small to see
- Breathed in, they can cause asbestosis, lung cancer and mesothelioma
- Disease often appears 20 to 40 years or more later

Where it is likely to be

- Fibro sheeting: walls, eaves, ceilings, fences, roofs
- Vinyl floor tiles, sheet backing and glue
- Pipe lagging, insulation and gaskets
- Switchboard backing boards, textured coatings
- Brake and clutch parts in older vehicles and plant

Bonded and friable

- Bonded: set in cement or resin; lower risk while intact
- Friable: crumbles by hand; releases fibres easily
- Damaged bonded asbestos can become friable

Never on asbestos

- High-pressure water or compressed air
- Power tools, brooms or ordinary vacuums
- Dry sweeping or dusting

Before you start

- ☐ Built before 2004? Assume asbestos may be there
- ☐ Read the asbestos register: **[Where our asbestos register is kept]**
- ☐ Will the task drill, cut, sand or break anything?
- ☐ Not listed but suspect? Treat it as asbestos and ask

If you suspect asbestos

1. Stop work straight away
2. Keep people away and warn others
3. Do not sweep, vacuum, hose or move it
4. Report it: **[Who to report suspected asbestos to here]**
5. Wait until it is assessed

Duties

- The business identifies asbestos, keeps the register and a management plan, and uses licensed removalists
- You check the register, never disturb suspect material, never remove it, and report it

Never remove asbestos yourself

- Removal is licensed work, or work within strict legal limits with training and controls

Suspect asbestos? Stop, keep people away, report it.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to remove asbestos or to work with it.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-BUL · Workplace Bullying and Harassment Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: what bullying and harassment are, what they are not, and how to raise a concern or support a colleague.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Harassment includes unwelcome conduct based on characteristics such as race, sex, disability or age. Both are psychosocial hazards that businesses must manage under WHS or OHS laws.

This talk explains what bullying and harassment look like, what reasonable management action is, the work conditions that let bullying grow, what bystanders can do, and how to report safely.

Learning outcomes

By the end of the session participants will be able to:

- Explain what workplace bullying is: repeated, unreasonable behaviour that creates a risk to health and safety
- Explain what bullying is not, including reasonable management action carried out in a reasonable way
- Describe harassment and discrimination based on protected characteristics
- Recognise how work conditions such as poor role clarity, high pressure and weak leadership let bullying develop
- Act as a bystander: safely calling out behaviour, supporting a colleague and reporting
- Raise a concern through the workplace procedure, and know the outside options available

What it covers

Module	Covers
What it is and is not	Bullying, in plain terms; Harassment and discrimination; Reasonable management action
Why it happens	Work conditions that allow it; Bullying as a psychosocial hazard; The effects on people and teams
Your part	Standards of behaviour; Being an active bystander; Reporting and confidentiality; Support and outside options

Activities

- Is it bullying: workers discuss six short scenarios and decide which are bullying, harassment or reasonable management action
- Bystander options: workers practise what they would say or do in two scenarios

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Workplace Bullying and Harassment Awareness

What bullying and harassment are, what they are not, and how to speak up

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

BUL

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What bullying and harassment are, and are not
- ✓ The work conditions that let bullying grow
- ✓ Being an active bystander
- ✓ Reporting, support and outside options

This talk is not

- ✕ Investigation or complaint-handling training
- ✕ Legal advice
- ✕ Counselling
- ✕ Our policy: **[Your bullying and harassment policy]**

Awareness only. Investigating a complaint needs a fair process and trained people. This talk does not decide any individual case.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Bullying, in plain terms

Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

- Repeated: a pattern, not a one-off; it can be different behaviours over time
- Unreasonable: what a reasonable person would see as victimising, humiliating, intimidating or threatening
- Examples: belittling, yelling, constant criticism, spreading rumours, exclusion, impossible deadlines, withholding information
- In person, by phone, in messages and online

A composite example

- A new worker is laughed at in the crew group chat most days, left off messages about start times, and given the worst jobs at prestart.
- Each thing seems small. Together, over months, they wear him down until he resigns.

One thing can look small. The pattern is the hazard.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Harassment, and what is not bullying

Harassment and discrimination

- Unwelcome conduct because of a protected characteristic
- Such as race, sex, disability, age, sexual orientation, gender identity, pregnancy or religion
- Jokes, slurs, offensive images, exclusion or unfair treatment
- One incident can be enough. It is unlawful

Not bullying: reasonable management action

- Setting reasonable goals, deadlines and standards
- Managing performance, and fair disciplinary action
- Rostering and allocating work, and organisational change
- Done in a reasonable way: fair, respectful, following policy

Managers can manage. How they do it still matters.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage bullying and harassment like any other risk: eliminate or minimise it
- Design and lead the work so it does not grow
- Have a fair, prompt way to raise and deal with concerns
- Consult workers, and protect people who report

You must

- Treat others with respect, and meet the standards of behaviour
- Not bully, harass or discriminate against anyone
- Take reasonable care for others' health and safety
- Report it, and cooperate with a fair process

Anti-discrimination laws also apply. A worker who is bullied can also apply to the Fair Work Commission for an order to stop it.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-BUL

Workplace Bullying and Harassment Awareness

Participant handout · keep this

Bullying and harassment are psychosocial hazards that businesses must manage under WHS or OHS laws. Everyone has a part in stopping them. Keep this page.

What it is

- Bullying: repeated, unreasonable behaviour directed towards a worker or group that creates a risk to health and safety
- Harassment: unwelcome conduct because of race, sex, disability, age or another protected characteristic; one incident can be enough
- Not bullying: reasonable management action done in a reasonable way

The order of controls

1. Design the work: clear roles, realistic workloads, enough people
2. Organise it fairly: open allocation and rostering
3. Separate and protect while a concern is dealt with
4. Behaviour standards, early reporting, prompt and fair responses
5. Training and bystanders

Being an active bystander

- Speak up, if it is safe
- Interrupt or change the subject
- Check in privately afterwards
- Report what you saw, and when

Raise a concern

- **[Who to raise concerns with here]**
- **[How to raise a concern here]**
- Write down what happened, when, and who saw it
- Victimising someone who reports is not tolerated

Outside options

- Your WHS or OHS regulator
- Fair Work Commission: an order to stop bullying
- Australian Human Rights Commission, or your state body
- Your union; police for assault, threats or stalking

Support

- Employee assistance program: **[Your EAP or support contact]**
- Lifeline: 13 11 14, 24 hours
- Danger now: Triple Zero (000)

Fix the work, speak up, and report it early.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not investigation training, legal advice or counselling.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-CHM · Hazardous Chemicals Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use, store or work near chemicals: reading the label and safety data sheet, and the controls that keep chemicals where they belong.

Cleaning products, fuels, solvents, paints, gases, pesticides and process chemicals can burn, poison, cause cancer or catch fire. Most harm happens when somebody did not know what they were handling, or used it in a way the label warns against.

This talk teaches workers to read the hazard pictograms and the label, find the safety data sheet, store and decant chemicals safely, use the right protective equipment, and respond to a spill or exposure.

Learning outcomes

By the end of the session participants will be able to:

- Explain how hazardous chemicals can harm people: breathing in, skin and eye contact, swallowing, fire and explosion
- Read a chemical label, including the hazard pictograms, signal word and hazard and precautionary statements
- Find and use the safety data sheet (SDS) for a chemical before using it
- Describe the hazardous chemicals register and what it is for
- Store, segregate and decant chemicals safely, and label every container
- Choose and use the personal protective equipment the SDS calls for
- Respond to a spill or exposure, and report it

What it covers

Module	Covers
How chemicals harm	Routes of exposure; Acute and long-term effects; Fire, explosion and reactive chemicals
Labels and safety data sheets	Hazard pictograms and signal words; What the SDS tells you, section by section; The hazardous chemicals register
Safe use and storage	Substitution and ventilation before PPE; Storage and segregation of incompatible chemicals; Decanting and labelling; Personal protective equipment
When it goes wrong	Spill response and spill kits; First aid and the eyewash; Reporting exposures and near misses

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

Activities

- Read the label: workers decode the label and SDS for two chemicals used on site and say what PPE and storage each needs
- What is wrong here: a photo or description of a chemical store with six problems to find

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Hazardous Chemicals Awareness

Reading the label and safety data sheet, and the controls that keep chemicals where they belong

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

CHM

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How chemicals harm people
- ✓ Labels, safety data sheets and the register
- ✓ Safe storage, decanting and PPE
- ✓ Spills, exposures and reporting

This talk is not

- ✕ Licensed work, such as pest control or fumigation
- ✕ Emergency response to a big spill or fire
- ✕ Respirator fit testing or confined space training
- ✕ Our procedure: **[Our chemical procedure]**

Awareness only. Licensed chemical work, emergency response and confined space entry need specific training, and for some work a licence.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

How chemicals harm

Chemicals get into the body four ways, and some can also burn, explode or react with each other.

- Breathing in vapours, fumes, mists, gases or dust
- Skin and eye contact: burns, rashes, and some absorbed through the skin
- Swallowing: from dirty hands, food or a mislabelled bottle
- Fire and explosion; reactions when chemicals mix
- Effects can be immediate (acute) or appear years later (long-term), such as cancer or organ damage

A composite example

- A worker mixes a bleach-based cleaner with an acid toilet cleaner in a bucket to 'make it stronger'. The bucket gives off a choking gas in a small washroom.
- Neither label was read. Both warned against mixing.

Most harm happens when someone did not know what they were handling.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risks of hazardous chemicals, using the order of controls
- Keep a current SDS and a register for every hazardous chemical
- Label containers, store chemicals safely, provide spill and first aid equipment
- Train, supervise and consult workers; monitor health where required

You must

- Read the label and SDS before you use a chemical
- Use, store and decant chemicals as instructed
- Wear the PPE provided, and look after it
- Report spills, exposures, leaks and damaged containers

Victoria's OHS laws call them hazardous substances and dangerous goods, with similar duties. Check your rules.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

Reading the label

On the label

- Product name: what it is
- Signal word: DANGER (more severe) or WARNING
- Hazard pictograms: red diamonds showing the type of hazard
- Hazard statements: what it can do to you
- Precautionary statements: how to use, store and dispose of it, and first aid
- The supplier's name and phone number

Common pictograms

- Flame: flammable
- Skull and crossbones: toxic, can kill
- Corrosion: burns skin and eyes, damages metal
- Health hazard (a figure with a star): cancer, organ damage, breathing
- Exclamation mark: irritant, harmful
- Gas cylinder: gas under pressure

No label? Do not use it. Report it.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-CHM

Hazardous Chemicals Awareness

Participant handout · keep this

Chemicals can burn, poison, cause cancer or catch fire. Most harm happens when somebody did not know what they were handling. Keep this page.

How chemicals get in

- Breathing in vapours, fumes, gases or dust
- Skin and eye contact
- Swallowing: dirty hands, food, a mislabelled bottle
- Fire, explosion and chemicals that react when mixed

Reading the label

- Signal word: DANGER (more severe) or WARNING
- Pictograms: the type of hazard
- Hazard statements: what it can do
- Precautionary statements: use, storage, first aid

The SDS: where to look

- Section 2: hazards
- Section 4: first aid
- Sections 6 and 7: spills, handling and storage
- Section 8: exposure controls and PPE
- Register and SDSs: **[Where our SDS and register are kept]**

Store and decant

- Keep incompatible chemicals apart
- Bunded, closed, upright and labelled
- Never use a food or drink container
- Label every container; never mix chemicals

Before you use a chemical

- ☐ It is labelled
- ☐ I have read the label and the SDS
- ☐ I have the PPE section 8 calls for
- ☐ The area is ventilated
- ☐ I know where the spill kit and eyewash are

If it goes wrong

- Spill: warn others, keep people away; small spill only if trained, with the spill kit
- Eyes: eyewash straight away, at least 15 minutes
- Skin: remove clothing, rinse with plenty of water
- Poisons Information Centre 13 11 26; emergency 000
- Spill kit and eyewash: **[Spill kit and eyewash locations here]**

Stop and report when

- A container has no label
- You cannot find the SDS
- The PPE or ventilation is missing
- Report to: **[Who to report to here]**

Know what you are handling before you open it. Report every spill and exposure.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not cover licensed chemical work, emergency response to large spills, or confined space entry.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CHM Hazardous Chemicals Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-CSP · Confined Spaces Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who could come across a tank, pit, silo or vessel: how to recognise a confined space, and why you never enter one without a permit.

Confined spaces kill quickly and often kill more than one person, because the second and third victims go in to help. The air inside can look normal and still lack oxygen or contain toxic or flammable gas, and some spaces can engulf a person in grain, sand or liquid.

This talk teaches workers to recognise a confined space, understand the hazards, and follow the one rule that saves lives: no entry without a permit, testing, a standby person and a rescue plan, and no entry to attempt a rescue. It is awareness, not confined space entry training.

Learning outcomes

By the end of the session participants will be able to:

- Recognise a confined space: enclosed or partly enclosed, not designed for people to work in, and with a risk from its atmosphere, engulfment or contents
- Give examples of confined spaces in their workplace, such as tanks, pits, silos, sewers, vessels and ducts
- Describe the hazards: low or high oxygen, toxic gases, flammable atmospheres, engulfment, and moving parts
- Explain the controls before entry: an entry permit, isolation, atmospheric testing, ventilation, a standby person and a rescue plan
- Explain why nobody enters a confined space to rescue someone unless they are part of the planned rescue
- Recognise confined space signs, and keep out unless authorised and trained

What it covers

Module	Covers
What a confined space is	The legal meaning, in plain terms; Examples from your workplace; Spaces that are not obvious
The hazards	Oxygen deficiency and enrichment; Toxic and flammable gases; Engulfment and moving parts
Controls	Elimination: doing the work from outside; Permits, isolation and testing; The standby person and rescue plan
Your part	Signs and barriers; Never entering without a permit; Never entering to rescue; Raising the alarm

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

Activities

- Is it a confined space: workers classify eight spaces (photos or descriptions) from their kind of workplace and explain why
- The second victim: a case discussion of a composite multiple-fatality scenario and what would have prevented it

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can workers enter confined spaces after this talk? No. Entry needs specific confined space training, a permit system and a rescue plan. This talk helps every worker recognise a confined space and stay out of one unless they are authorised.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Confined Spaces Awareness

How to recognise a confined space, and why you never enter one without a permit

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

CSP

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How to recognise a confined space
- ✓ Why the air inside can kill without warning
- ✓ The controls needed before anyone enters
- ✓ Why you never go in to rescue

This talk is not

- ✕ Confined space entry training
- ✕ Gas testing, permit or standby training
- ✕ Rescue or breathing apparatus training
- ✕ Our procedure: **[Your confined space procedure]**

Awareness only. Entering a confined space needs specific confined space training, an entry permit and a rescue plan. This talk is none of them.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

Why confined spaces matter

Confined spaces kill quickly, and they often kill more than one person.

- The air can look and smell normal and still kill in minutes
- Some gases knock you out before you know anything is wrong
- Grain, sand or liquid can engulf a person and bury or drown them
- The second and third victims are often workmates who went in to help

A composite example

- A maintenance worker climbs into a pump pit to clear a blockage. 'It'll only take a minute.' Nobody tests the air.
- He collapses at the bottom. His workmate climbs down to help him, and collapses too.

If you cannot trust the air, you cannot go in.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

What a confined space is

All of these together

- Enclosed or partly enclosed
- Not designed or meant for people to work in
- At normal air pressure while people are inside
- A risk from the air inside (too little or too much oxygen, toxic or flammable gas) or from engulfment

Examples

- Tanks, vats, vessels, silos and hoppers
- Pits, sumps, wells, sewers and access chambers
- Ducts, pipes, flues and chimneys
- Not always obvious: a tanker barrel, a grease trap, a degreasing pit
- Ours: **[Confined spaces on this site]**

Not sure if it is a confined space? Treat it as one and ask.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

The hazards inside

TOO LITTLE OR TOO MUCH

Oxygen

Rust, rotting material and other gases use up or push out oxygen. Too much oxygen, from a leaking hose, makes things burn fiercely.

OFTEN INVISIBLE

Toxic gas

Hydrogen sulfide, carbon monoxide and carbon dioxide build up from rotting matter, engines and fermentation. Some kill in a few breaths.

FIRE AND EXPLOSION

Flammable air

Fuel, solvent and gas vapours collect in low spaces. One spark from a tool or a light can ignite them.

AND MOVING PARTS

Engulfment

Grain, sand or liquid can flow in and bury or drown a person. Mixers, augers and pumps can start up.

Smell is not a test. Only a gas detector, used properly, is.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-CSP

Confined Spaces Awareness

Participant handout · keep this

Confined spaces kill quickly, and often kill more than one person, because others go in to help. Keep this page.

Is it a confined space?

- Enclosed or partly enclosed
- Not designed or meant for people to work in
- A risk from the air inside, or from engulfment
- Tanks, vats, silos, pits, sumps, sewers, ducts, pipes, vessels
- Not sure? Treat it as one and ask

The hazards

- Too little or too much oxygen
- Toxic gas: hydrogen sulfide, carbon monoxide, carbon dioxide
- Flammable vapours and gases
- Engulfment by grain, sand or liquid; moving parts

Before anyone enters

1. Eliminate the entry: do the job from outside
2. An entry permit for this space, these workers, this job
3. Every energy source and inlet isolated, locked and tagged
4. The air tested by a trained person, and monitored
5. A trained standby person outside, and a rescue plan ready

If someone collapses inside

- Do not go in
- Raise the alarm: **[How to raise the alarm here]**
- Call triple zero (000)
- Follow the rescue plan, from outside if possible
- Keep everyone else out

Duties

- The business identifies confined spaces, signs or secures them, and puts the controls in place before entry
- You keep out unless trained and authorised, never remove signs, covers or locks, and report hazards

Stop and report when

- A cover, lid or hatch is open or unguarded
- A sign or barrier is missing
- Someone is about to enter without a permit
- Report to: **[Who to report to here]**

You cannot see, smell or trust the air. No permit, no test, no standby, no entry. Never go in to rescue.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to enter a confined space, test the air, issue a permit or act as a standby person.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CSP Confined Spaces Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-CYB · Cyber Security Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For everyone with a work email, phone or login: recognising scams and phishing, protecting accounts, and reporting quickly when something looks wrong.

Most cyber incidents in small and medium businesses start with a person: a convincing email, a fake invoice, a reused password or a lost phone. The consequences can include stolen money, lost data, systems that stop working and personal information exposed.

This talk teaches workers to recognise phishing and scams, use strong passphrases and multi-factor authentication, keep devices updated, handle information carefully, and report anything suspicious straight away without fear of blame.

Learning outcomes

By the end of the session participants will be able to:

- Recognise phishing emails, texts and calls, including fake invoices and changed bank details
- Use long, unique passphrases and a password manager if the business provides one
- Explain why multi-factor authentication matters, and never share a code
- Keep devices and software updated, and lock devices when unattended
- Handle personal and business information carefully, including on removable media and in the cloud
- Report a suspected scam, lost device or mistake quickly, through the right channel

What it covers

Module	Covers
Why it matters	How small businesses are targeted; Business email compromise and invoice fraud; Personal information and privacy
Spotting scams	Signs of phishing; Urgency, authority and pressure; Checking a request through another channel
Protecting accounts and devices	Passphrases and password managers; Multi-factor authentication; Updates, backups and locking devices
Your part	Reporting quickly; What to do if you clicked; Working away from the office

Activities

- Real or fake: workers sort six example emails and texts and point out the warning signs

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

- Changed bank details: a scenario of a supplier asking to change account details, and the checks before paying

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Cyber Security Awareness

Spot the scam, protect your accounts, and report it fast

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

CYB

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How businesses like ours are targeted
- ✓ Spotting phishing and invoice scams
- ✓ Protecting accounts, devices and information
- ✓ Your part: check, report, and what to do if you clicked

This talk is not

- ✕ IT administration or system set-up
- ✕ Incident response or recovery
- ✕ Legal or privacy advice
- ✕ Our policy: **[Your IT and acceptable use policy]**

Awareness only. Setting up and securing systems, and responding to an incident, is work for whoever manages your IT.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

Why it matters

Most cyber incidents in small and medium businesses start with a person, not a clever hack.

- A convincing email, a fake invoice, a reused password or a lost phone
- Business email compromise: a criminal gets into, or imitates, a real email account, then asks for money
- The cost: stolen money, lost data, systems down, and personal information exposed
- Customers' and workers' personal information must be protected under privacy laws

Scams work on people, not computers.

A composite example

- An accounts officer gets an email from a regular supplier: 'Our bank has changed, please update our details before Friday's payment.'
- It comes from the supplier's real account, which has been hacked. Two invoices are paid to the criminal before anyone notices.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

Policy, privacy and reporting

The business should

- Set clear IT, privacy and acceptable use policies
- Provide secure systems: updates, backups, multi-factor
- Give everyone a simple, blame-free way to report
- Decide whether a data breach must be reported

You must

- Follow the IT and privacy policies you have been given
- Protect your logins, devices and information
- Check before you pay, change details or share information
- Report anything suspicious, lost or sent wrongly, fast

Some data breaches must be reported to the privacy regulator. The business decides, so it needs to know fast.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

The order of controls for cyber risk

1. **Elimination** Don't keep data you no longer need; never change bank details by email
2. **Substitution** A shared, secure system instead of files and passwords sent by email
3. **Isolation** Only the people who need access have it; separate admin accounts
4. **Engineering** Multi-factor authentication, automatic updates, backups, filters
5. **Administrative** Call-back checks, two-person payment approval, reporting
6. **People's vigilance** Spotting the scam: needed, but relies on everyone, every time

HIGHER ORDER

Work without anyone having to spot the scam.

LOWER ORDER

Rely on people doing the right thing, every time, tired or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Spotting scams is the last line, not the first.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-CYB

Cyber Security Awareness

Participant handout · keep this

Most cyber incidents in small and medium businesses start with a person: a convincing email, a fake invoice, a reused password or a lost phone. Keep this page.

Signs of a scam

- Urgent: 'today', 'final notice', 'or your account closes'
- From someone with authority: the boss, the bank, a government agency
- Asks you to pay, change bank details, log in or share a code
- A sender address or link that is slightly wrong
- Unexpected: an attachment, a gift card request, a QR code

Check through another channel

1. Do not click, reply, scan or call the number given
2. Ring the person on a number you already have
3. Changed bank details: confirmed by phone, every time, before any payment

Protect accounts and devices

- Passphrases: four or more random words, different for every account
- Multi-factor authentication on; never share a code; deny prompts you did not start
- Install updates; lock your screen; keep devices with you

Handle information carefully

- Only collect, keep and share what the job needs
- Check the recipient before you send
- No work files in personal email or cloud; never plug in a found USB

If you clicked or lost something

- Report it straight away
- Say what you clicked, entered or sent, and when
- Do not try to fix it yourself
- Lost device: report it at once

Report to

- **[Who to report to here]**
- **[How to report a cyber incident here]**
- Report mistakes too: the business wants to know. The sooner, the better.

Urgent, unusual, asks for money or a code: stop, check, and report it fast.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not cover setting up or securing IT systems, or responding to an incident.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-CYB Cyber Security Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-DNA · Drugs and Alcohol Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: how drugs, alcohol and some medicines affect safety at work, what fitness for work means, and where to get help.

Alcohol, illegal drugs and some prescription and over-the-counter medicines can impair judgement, coordination and reaction time, putting the worker and others at risk. Impairment can last into the next day.

This talk covers fitness for work, the effects of common substances, medicines and declaring them where your policy requires it, what to do if a colleague seems impaired, the workplace's policy and any testing, and confidential sources of help.

Learning outcomes

By the end of the session participants will be able to:

- Explain how alcohol and other drugs affect safety at work, including next-day effects
- Describe what fitness for work means, and the worker's duty not to put themselves or others at risk
- Recognise that some prescription and over-the-counter medicines can impair, and check with a doctor or pharmacist
- Explain the workplace's drug and alcohol policy and any testing arrangements
- Respond appropriately if a colleague appears impaired: do not ignore it, tell a supervisor
- Find confidential support, such as an employee assistance program if the business has one

What it covers

Module	Covers
Impairment and safety	Alcohol, cannabis and other drugs; Medicines; How long effects last
Fitness for work	Duties of the business and workers; Your workplace's policy; Testing, where it applies
Your part	Coming to work fit; If a colleague seems impaired; Getting help confidentially

Activities

- Next morning: a scenario about drinking the night before an early start, and the decision to make
- What would you do: workers discuss responding to a colleague who seems affected

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does the package include a drug and alcohol policy? No. It explains fitness for work and how a policy works, and the facilitator guide marks where to add your own policy and testing arrangements.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Drugs and Alcohol Awareness

How drugs, alcohol and medicines affect safety, and what fitness for work means

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

DNA

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How alcohol, drugs and medicines impair
- ✓ Fitness for work, and the duties
- ✓ Our policy and any testing
- ✓ A colleague who seems impaired, and getting help

This talk is not

- ✕ Our drug and alcohol policy itself
- ✕ Training to conduct tests
- ✕ Medical advice
- ✕ Our policy: **[Your drug and alcohol policy]**

Awareness only. Testing is done by trained people to your policy. Advice on a medicine comes from a doctor or pharmacist.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

Impairment and safety

Alcohol, drugs and some medicines slow reactions, affect coordination and cloud judgement. At work, that hurts people.

- Alcohol: the body clears roughly one standard drink an hour, and nothing speeds it up
- Cannabis: slows reactions and affects attention and judgement for hours
- Other drugs: effects, and the comedown and fatigue that follow, can last into the next day or longer
- Combined with fatigue, or with each other, the effects get worse

A composite example

- A forklift operator has a big night for a mate's birthday. At 6 am he feels fine.
- At 9 am, he misjudges a turn and clips a racking upright. The load above shifts. Nobody is under it, this time.

Feeling fine is not the same as being fit.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

Medicines

Some medicines can impair

- Strong pain relief, including some prescription painkillers
- Some antihistamines, for allergies, colds and travel sickness
- Sleeping tablets, and some medicines for anxiety or depression
- Medicinal cannabis, even when it is legally prescribed
- New medicines, changed doses, or mixing with alcohol

What to do

- Ask your doctor or pharmacist: 'Can I work safely, drive or use machinery on this?'
- Read the label and the warnings
- Tell your supervisor if it could affect your work, where the policy requires it
- You need to say how it affects your work, not what it is for
- Our rule: **[Your rule on declaring medicines]**

Prescribed is not the same as safe to operate.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

Fitness for work: duties under WHS or OHS laws

The business must

- Manage the risk of impairment like any other
- Have a clear policy, consulted on with workers
- Manage fatigue, long hours and stress
- Keep health and test information private

You must

- Come to work fit to work safely
- Not put yourself or others at risk
- Follow the policy, including any testing
- Tell your supervisor if you are not fit

Fitness for work means being able to do your job safely. Some industries have extra drug and alcohol laws and testing.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-DNA

Drugs and Alcohol Awareness

Participant handout · keep this

Alcohol, drugs and some medicines can impair judgement, coordination and reaction time, and the effects can last into the next day. Keep this page.

Impairment

- Alcohol: the body clears roughly one standard drink an hour; nothing speeds it up
- Cannabis and other drugs: impairment, comedowns and fatigue can last into the next day
- Feeling fine is not the same as being fit

Medicines

- Some painkillers, antihistamines, sleeping tablets and medicinal cannabis can impair
- Ask your doctor or pharmacist: 'Can I work safely on this?'
- Tell your supervisor where the policy requires it

The order of controls

1. No alcohol at work, or before driving or operating
2. Low and no-alcohol options at events
3. Remove an impaired person from safety-critical work
4. Interlocks and fit-for-work checks
5. Policy, testing where it applies, rosters, transport home
6. Self-declaration: say when you are not fit

If a colleague seems impaired

- Don't ignore it or cover for them
- Don't let them drive or operate
- Tell a supervisor: **[Who to tell here]**
- Unwell or unresponsive? Call Triple Zero (000)

Our policy

- **[Your drug and alcohol policy]**
- Know what fit for work means here, and any testing

Getting help, confidentially

- Employee assistance program: **[Your EAP or support contact]**
- Your doctor or pharmacist
- National Alcohol and Other Drug Hotline: 1800 250 015
- Lifeline: 13 11 14, 24 hours

Come to work fit. If you're not sure, say so.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not a drug and alcohol policy, testing training or medical advice.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DNA Drugs and Alcohol Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-DRP · Dropped Objects Awareness

Product Overview

Audience: Workers who work at height or below it · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers at height and the people below them: how objects fall, and the controls that stop them falling or hitting someone.

A small tool dropped from height can kill. Dropped objects include tools, materials and fixtures that fall from where they were, and objects knocked or pulled loose by equipment, loads or weather.

This talk covers static and dynamic dropped objects, securing tools and materials, exclusion zones, and checking fixtures and fittings at height before they fail.

Learning outcomes

By the end of the session participants will be able to:

- Explain how even a small object dropped from height can cause serious injury or death
- Tell the difference between a static dropped object (one that falls from where it was) and a dynamic one (knocked or pulled loose)
- Secure tools and materials at height, using tethers, containers and toe boards
- Set up and respect exclusion zones below work at height and lifting
- Check fixtures and fittings at height, such as lights, signs and covers, for corrosion and loose fastenings
- Keep work areas at height tidy, and report anything loose or damaged

What it covers

Module	Covers
How objects fall	Static and dynamic dropped objects; Why height and mass matter; Common scenarios
Preventing the fall	Tethering tools; Containers, toe boards and mesh; Housekeeping at height; Inspecting fixtures
Protecting people below	Exclusion zones and barricades; Lifting operations; Head protection as a last line

Activities

- Loose items hunt: workers list what could fall in a photo or description of an elevated work area, and how to secure each
- Drop zone: workers mark the exclusion zone needed for three scenarios

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Dropped Objects Awareness

How objects fall, and the controls that stop them falling or hitting someone

20–30 minutes · Workers who work at height or below it

[Company name] · [Date] · [Facilitator name]

DRP

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How objects fall: static and dynamic drops
- ✓ Securing tools and materials at height
- ✓ Checking fixtures and fittings at height
- ✓ Exclusion zones below work and lifts

This talk is not

- ✕ Working at heights or harness training
- ✕ Scaffolding or EWP training, or a licence
- ✕ Dogging or rigging, or a licence
- ✕ Our procedure: **[Your dropped objects procedure]**

Awareness only. Scaffolding work, dogging and rigging need high risk work licences, and working at height needs its own training.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

Why dropped objects matter

A small tool dropped from height can kill. The people hurt are usually below, doing something else.

- Tools, bolts, offcuts and materials left at the edge
- Fixtures that corrode or work loose: lights, signs, covers
- Objects knocked loose by a load, a machine or the wind
- Nobody below expects it, and there is no time to move

A composite example

- A maintenance worker on a platform puts a spanner down on the handrail while he checks a valve.
- His sleeve catches it. It falls 8 metres and strikes a worker walking below.

If it can fall, plan for it to fall.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

Static and dynamic dropped objects

Static: falls from where it was

- A tool left on a handrail or ledge
- A bolt that corrodes or vibrates loose
- A light, sign or cover whose fixing fails
- Materials stacked near an edge

Dynamic: knocked or pulled loose

- Struck by a crane load, boom or hook
- Hit by a vehicle, forklift mast or machine
- Blown off by wind
- Caught by a sleeve, hose or lead

Look for both: what is loose, and what could knock it.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

Why height and mass matter

The higher it falls and the heavier it is, the harder it hits.

- A 1 kilogram tool falling 10 metres hits at about 50 kilometres an hour
- Double the mass, or double the height, and it hits with double the energy
- Objects bounce and deflect off structures, landing well outside the line below
- A hard hat is designed for small, light objects, not heavy ones

Common scenarios

- Scaffolds and platforms
- Roofs and gutters
- Racking and mezzanines
- Cranes and lifts
- Overhead fixtures and services

A hard hat is the last line, not the plan.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-DRP

Dropped Objects Awareness

Participant handout · keep this

A small object dropped from height can kill. Most people hurt are below, doing something else. Keep this page.

How objects fall

- Static: falls from where it was (left on a ledge, corroded, vibrated loose)
- Dynamic: knocked or pulled loose (by a load, machine, wind or sleeve)
- Higher and heavier means harder: a 1 kg tool from 10 metres lands at about 50 km/h
- Objects bounce and scatter

At height: before you start

- ☐ Tools tethered, or in a pouch or holster
- ☐ Tools counted: **[Your tool register]**
- ☐ Toe boards and mesh in place
- ☐ Materials in closed containers, away from edges
- ☐ Nothing on handrails, ledges or beams
- ☐ The zone below set up and clear

Below: never under it

- Stay out of exclusion zones
- Never cross a barricade
- Never stand or walk under a suspended load
- Hard hats are the last line, not the plan

Fixtures at height

- Look for corrosion, cracks, loose or missing fixings
- Check secondary retention, such as safety wires
- Report anything loose or damaged

Stop and report when

- Something is loose or corroded at height
- A toe board, mesh or barricade is missing
- Something drops, even if nobody is hurt
- Report to: **[Who to report to here]**

Secure it, or keep people out from under it. Report every drop.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to work at height, erect scaffolding or sling loads.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRP Dropped Objects Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-DRV · Driving for Work Awareness

Product Overview

Audience: Workers who drive a vehicle for work · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who drives for work, even occasionally: why the vehicle is a workplace, and the planning, checks and habits that prevent crashes.

Vehicle incidents are the most common cause of work-related deaths in Australia, and many happen on public roads. When someone drives for work, the vehicle is a workplace and the business has duties for it, alongside the road rules.

This talk covers planning trips, fatigue, distraction including phones, speed, pre-start vehicle checks, load restraint, breakdowns and reporting. It applies to light vehicles; heavy vehicle drivers also have specific fatigue and load laws.

Learning outcomes

By the end of the session participants will be able to:

- Explain why vehicle incidents are a leading cause of work-related deaths, and that a work vehicle is a workplace
- Plan a trip, including rest breaks, weather, road conditions and remote travel
- Recognise and manage fatigue when driving, and stop before it becomes dangerous
- Avoid distraction, including phone use, and follow the road rules and workplace rules
- Carry out a pre-start check of the vehicle, and restrain loads properly
- Respond to a breakdown or crash safely, and report incidents and near misses

What it covers

Module	Covers
The vehicle as a workplace	Why driving for work matters; Duties of the business and drivers; Heavy vehicle laws, briefly
Before the trip	Trip planning; Pre-start vehicle checks; Loads and restraint
On the road	Fatigue; Distraction and phones; Speed and conditions; Breakdowns and crashes

Activities

- Pre-start: workers complete a pre-start check on a work vehicle using the handout checklist
- Plan the drive: workers plan a long regional trip including breaks and contact points

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Driving for Work Awareness

Why the vehicle is a workplace, and the planning, checks and habits that prevent crashes

20–30 minutes · Workers who drive a vehicle for work

[Company name] · [Date] · [Facilitator name]

DRV

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why a work vehicle is a workplace
- ✓ Planning a trip; pre-start checks; loads
- ✓ Fatigue, phones, speed and conditions
- ✓ Breakdowns, crashes and reporting

This talk is not

- ✕ A driver licence or driver training
- ✕ Heavy vehicle fatigue and load law training
- ✕ Four-wheel-drive or off-road training
- ✕ Our policy: **[Your driving for work policy]**

Awareness only, for light vehicles. Heavy vehicle drivers also have specific fatigue and load laws, and need training in them.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

Why driving for work matters

Vehicle incidents are the most common cause of work-related deaths in Australia, and many happen on public roads.

- A work vehicle is a workplace: the business has duties for it
- Long distances, tight schedules and tired drivers add up
- Phones, speed and fatigue are the habits behind many crashes
- Regional roads add animals, gravel, single lanes and no phone coverage

A composite example

- A technician finishes a long day at a regional site and starts the four-hour drive home rather than stay overnight. Near dusk, on a country road, they drift onto the gravel edge.
- Nobody planned the trip. The technician did not want to lose a night at home.

The vehicle is a workplace. Plan it like one.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risks of driving for work, like any other work
- Provide safe, maintained vehicles suited to the job
- Plan workloads so drivers can rest and keep to the rules
- Consult drivers, and have a way to report defects and incidents

You must

- Hold the right licence, and drive only when fit to
- Follow the road rules and the workplace rules
- Check the vehicle, restrain the load, and report defects
- Stop when you are tired; report crashes and near misses

Heavy vehicle drivers also have specific fatigue, work diary and load laws, which differ between states.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

The hierarchy of control for driving

1 **Eliminate** No trip: a phone call or video meeting instead

2 **Substitute** A flight, bus or courier instead; a safer vehicle for the job

3 **Isolate** A cargo barrier between the load and the people

4 **Engineering** Vehicle safety features: braking, lane and fatigue warnings

5 **Administrative** Trip plans, rest breaks, hours limits, no-phone rule, pre-starts

6 **PPE** A high-vis vest for breakdowns

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-DRV

Driving for Work Awareness

Participant handout · keep this

Vehicle incidents are the most common cause of work-related deaths in Australia. A work vehicle is a workplace. Keep this page.

Control the risk, top first

1. Eliminate: a call or video meeting instead of a trip
2. Substitute: another way to travel, or a safer vehicle
3. Isolate: a cargo barrier between load and people
4. Engineering: vehicle safety features
5. Administrative: trip plans, breaks, hours limits, no-phone rule
6. PPE: a high-vis vest for breakdowns

Before the trip

- ■ Plan the route, breaks and where to stay
- ■ Check in: **[Your check-in procedure here]**
- ■ Remote: water, fuel, an emergency device

On the road

- ■ Stop at the first signs of fatigue: rest or nap
- ■ Phone: **[Your phone rule while driving]**
- ■ Drive to the conditions; brake for animals, do not swerve
- ■ Never drive through floodwater

Breakdowns and crashes

- ■ Pull right off; hazard lights; get out away from traffic
- ■ Call 000 for injuries or danger
- ■ Report: **[How to report a crash or near miss here]**

Pre-start check

- ☐ Tyres: tread, pressure, no cuts or bulges; the spare inflated, with jack and wheel brace
- ☐ Lights, indicators, brake lights and hazard lights work
- ☐ Windscreen and mirrors clean and undamaged; wipers and washers work
- ☐ No leaks under the vehicle; fluid levels as the vehicle requires
- ☐ No warning lights on the dash; brakes and steering feel right
- ☐ Seatbelts work; seat, mirrors and head restraint adjusted for you
- ☐ Load restrained; cargo barrier where needed; nothing loose in the cabin
- ☐ Emergency kit as provided: first aid kit, water, high-vis vest, torch
- ☐ Registration current; any damage noted
- ☐ A defect? Do not drive it: **[How to report a vehicle defect here]**

Plan the trip, check the vehicle, and stop before you are tired.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not driver training, and does not cover heavy vehicle fatigue or load laws in detail.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-ELE · Electrical Safety Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use electrical equipment or work near powerlines: how electricity injures, the checks before use, and what to do if someone is shocked.

Electricity can kill through electric shock, and injure through burns, arc flash, fires and falls after a shock. Many incidents involve ordinary equipment: damaged leads, wet conditions, overloaded power boards, or contact with overhead or underground powerlines.

This talk covers inspecting equipment before use, residual current devices, working near overhead and underground services, why electrical work is only done by licensed electricians, and how to respond safely when someone has been shocked.

Learning outcomes

By the end of the session participants will be able to:

- Explain how electricity causes harm: shock, burns, arc flash, fire and secondary injuries
- Inspect electrical equipment, leads and plugs before use, and remove damaged equipment from service
- Explain what residual current devices (safety switches) do, and why they are used
- Keep the distances your state sets from overhead powerlines, and get underground service locations before digging
- Explain that electrical work must only be done by a licensed electrician
- Respond to someone who has been shocked: do not touch them, isolate the power if safe, call triple zero (000) and start first aid

What it covers

Module	Covers
How electricity harms	Shock, burns and arc flash; Wet conditions and damaged equipment; Overloading and fires
Safe use	Checks before use; Residual current devices; Inspection and testing of equipment; Tagging out faulty equipment
Powerlines and services	Overhead powerlines and approach distances; Underground services before digging; Plant and long objects near lines
If someone is shocked	Do not touch; Isolate and call 000; First aid and reporting

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Activities

- Lead check: workers inspect a set of leads and tools (or photos) and decide which may be used
- Near the lines: a scenario of a truck tipping near an overhead line, and the safe response

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this allow workers to do electrical work? No. Electrical work must be done by a licensed electrician. This talk covers safe use of electrical equipment and working near electrical hazards.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Electrical Safety Awareness

How electricity injures, the checks before use, and what to do if someone is shocked

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

ELE

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✔ How electricity causes harm
- ✔ Checking equipment before use; safety switches
- ✔ Overhead powerlines and underground services
- ✔ What to do if someone is shocked

This talk is not

- ✕ Electrical work, repairs or a licence
- ✕ Test and tag training
- ✕ Training to work near live parts or lines
- ✕ Our procedure: **[Your electrical safety procedure]**

Awareness only. Electrical work, including repairing plugs, leads and equipment, is done only by a licensed electrician.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

How electricity harms

THROUGH THE BODY

Shock

Current through the body can stop the heart or breathing, and cause internal burns that are not visible.

HEAT AND BLAST

Burns and arc flash

An arc flash can cause severe burns and eye damage in an instant, even to people not touching anything.

OVERHEATING

Fire

Overloaded boards, damaged leads and faulty equipment overheat and start fires.

AFTER THE SHOCK

Secondary injuries

A shock can throw you or make you fall from a ladder or platform.

A shock that seems minor can still cause harm. Always report it.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Where it goes wrong

Many electrical incidents at work involve ordinary equipment and ordinary jobs.

- Damaged leads, plugs and tools, often taped up and kept in use
- Wet conditions: rain, wash-down areas, wet hands
- Overloaded power boards and boards plugged into boards
- Plant, ladders or long objects touching overhead powerlines
- Digging into an underground cable

A composite example

- A worker on a wet site uses an extension lead with a cut sheath, wrapped in tape. It is plugged into a board with no safety switch.
- He kneels in a puddle to move it and is badly shocked.

Damaged, wet or overloaded: stop.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage electrical risks, and keep equipment safe
- Use safety switches, and have equipment tested where required
- Have electrical work done only by licensed electricians
- Manage work near powerlines and underground services

You must

- Check equipment before use, and stop using it if it is damaged
- Never repair, open or modify electrical equipment yourself
- Keep out of the no go zone of overhead lines
- Report shocks, damage and faults

Electrical licensing and test and tag rules are set by each state and territory, and differ. Victoria's OHS laws take a different form.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-ELE

Electrical Safety Awareness

Participant handout · keep this

Electricity can kill through shock, and injure through burns, arc flash, fire and falls. Keep this page.

Lead check, every time

- ☐ Test tag in date: **[How test tags work here]**
- ☐ Plug: no cracks, burn marks, or bent or loose pins
- ☐ Cord: outer sheath whole; no cuts, crush damage or inner wires showing
- ☐ Sheath held firmly where it enters the plug, socket and tool
- ☐ No tape, joins or home-made repairs
- ☐ Tool casing undamaged; switch and guards work
- ☐ Power board not overloaded; no double adaptors or boards plugged into boards
- ☐ Plugged into a safety switch (RCD) that has been tested
- ☐ Dry, and kept out of water; routed away from traffic and sharp edges
- ☐ Fails? Tag it out of service, take it out of use and report it

If someone is shocked

- ■ Do not touch them
- ■ Switch off the power, if it is safe
- ■ Call triple zero (000): **[How to call for help here]**
- ■ First aid: CPR and a defibrillator if needed
- ■ A doctor's check for every shock; report it

Duties

- ■ The business keeps equipment safe, uses safety switches and has testing done
- ■ You check before use, never fix equipment yourself, and report damage and shocks
- ■ Electrical work is only for a licensed electrician

Stop and report when

- ■ Equipment is damaged, wet or out of date
- ■ There is no safety switch
- ■ Plant would come near a powerline
- ■ Report to: **[Who to report to here]**

Powerlines and services

- ■ Treat every overhead line as live
- ■ No go zone here: **[Our no go zone distance]**
- ■ A spotter for plant near lines
- ■ Get service plans before you dig; locate on site

Check it, keep your distance, and never touch a person who is being shocked.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not allow you to do electrical work, test and tag equipment, or work near live parts or inside a powerline no go zone.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-EVA · Emergency Evacuation Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker and regular contractor: what the alarms mean, how to evacuate, where to assemble, and what the wardens need from you.

Every workplace must have an emergency plan that covers how people are warned, evacuated and accounted for. In a real emergency people do what they have practised, so knowing the alarms, routes and assembly area before they are needed is what makes evacuation work.

This talk covers the emergency plan, alarms and what they mean, wardens, evacuation routes and assembly areas, helping visitors and people who need assistance, shelter in place and lockdown, and drills. It is built around your own site's plan, and is not warden training.

Learning outcomes

By the end of the session participants will be able to:

- Describe the workplace emergency plan and the types of emergency it covers
- Recognise the emergency alarms and what each one means
- Follow the evacuation route to the assembly area, and know the alternatives
- Follow wardens' instructions, and help account for everyone, including visitors
- Explain how people who need assistance to evacuate are supported
- Describe shelter in place and lockdown, where the plan includes them
- Explain why you never re-enter until told it is safe

What it covers

Module	Covers
The emergency plan	What the plan covers; Alarms and warnings; Wardens and their roles
Evacuating	Routes and alternatives; The assembly area and roll call; Visitors, contractors and people needing assistance
Other responses	Shelter in place; Lockdown; Drills and learning from them

Activities

- Our site: workers mark their routes, alternatives and assembly area on your site plan
- What if: workers discuss what to do when the usual route is blocked or a visitor is missing

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Emergency Evacuation Awareness

What the alarms mean, how to evacuate, where to assemble, and what the wardens need from you

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

EVA

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ The emergency plan and the alarms
- ✓ Wardens, routes and the assembly area
- ✓ Visitors and people who need assistance
- ✓ Shelter in place, lockdown and drills

This talk is not

- ✕ Warden training
- ✕ Fire extinguisher training (see HAZ-FIR)
- ✕ First aid or rescue training
- ✕ Our plan: **[Your emergency plan]**

Awareness only. Wardens need training for their role; using an extinguisher needs a separate practical session.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

Why it matters

In a real emergency people do what they have practised. Under stress, nobody reads a plan.

- Fire, smoke, gas or chemical leaks, explosions, structural damage
- Severe weather, flood and bushfire
- Medical emergencies, bomb threats, armed or violent intruders
- People who do not know the way out: visitors, contractors, new starters

A composite example

- The alarm sounds in a busy warehouse. Most people go to the front car park, the way they came in. The assembly area is at the back.
- The roll call is twenty minutes late, and the fire brigade search for two people who were safe all along.

Know the way out before you need it.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Prepare, maintain and test an emergency plan for the workplace
- Cover how people are warned, evacuated and accounted for
- Keep exits, alarms and emergency equipment working
- Give workers information, training and instruction on the plan

You must

- Know the alarms, your routes and the assembly area
- Take part in drills, and follow wardens' instructions
- Keep exits, doors and fire equipment clear
- Report blocked exits and faulty equipment

Victoria's laws frame emergency planning differently. Building fire safety laws may add rules for exits, signs and drills.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

The hierarchy of control for emergencies

1. **Eliminate** Prevent the emergency: remove ignition sources and unneeded fuel
2. **Substitute** Less flammable or less hazardous materials
3. **Isolate** Fire doors, fire-rated stairs and walls; safe storage
4. **Engineering** Detectors, alarms, sprinklers, exit signs, emergency lighting
5. **Administrative** The emergency plan, wardens, drills, evacuation diagrams
6. **PPE** Escape equipment, where a site's plan calls for it

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

The best emergency is the one that never starts. The plan is for when one does.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-EVA

Emergency Evacuation Awareness

Participant handout · keep this

In a real emergency, people do what they have practised. Know the alarms, two ways out and the assembly area before you need them. Keep this page.

Our arrangements

- Alert signal: **[What our alert signal sounds like]**
- Evacuation signal: **[What our evacuation signal sounds like]**
- Wardens: **[Your wardens and how to spot them]**
- Assembly area: **[Your assembly area]**

At the assembly area

- ☐ Go straight there and stay
- ☐ Help account for everyone, including visitors
- ☐ Tell the warden who is missing, and where they were
- ☐ Never re-enter until the emergency services or chief warden say so

When the alarm sounds

1. Stop work; make it safe if you can do it quickly
2. Take the nearest safe exit; know your alternative
3. Walk; stairs, not lifts; close doors behind you
4. Smoke? Stay low and use another route

Visitors and people needing assistance

- Visitors are signed in; their host takes them out
- Follow personal emergency evacuation plans
- Tell a warden if someone needs help you cannot give

Not every emergency means leaving

- Shelter in place: stay inside when outside is worse
- Lockdown: secure yourself inside, away from the threat
- Drills: take part seriously, from where you work

Report

- Blocked or locked exits; wedged fire doors
- Faulty alarms, exit signs or emergency lights
- To: **[Who to report to here]**

Know the alarm, know two ways out, and never go back in.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not warden, fire extinguisher or first aid training.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-EVA Emergency Evacuation Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-FAD · First Aid Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: how first aid works in your workplace, who the first aiders are, and what to do in the first minutes after someone is hurt. Not a first aid certificate.

Every workplace must have first aid arrangements: first aid kits, access to trained first aiders and procedures for getting help. Most workers will not be first aiders, but all of them need to know how to raise the alarm, where the kit and defibrillator are, and what to do until help arrives.

This talk covers the workplace's first aid arrangements, the basic emergency action plan, calling triple zero (000), simple actions for bleeding, burns and an unresponsive person, and reporting afterwards. It does not replace a first aid course or certificate.

Learning outcomes

By the end of the session participants will be able to:

- Describe the business's duty to provide first aid equipment, facilities and trained first aiders
- Find the first aid kit, the defibrillator if there is one, and the names of the workplace's first aiders
- Follow a basic emergency action plan: check for danger, check for a response, send for help, and follow the call-taker's instructions
- Call triple zero (000) and give clear information about the location and the casualty
- Take simple first actions for severe bleeding, burns and an unresponsive person until a first aider or paramedics arrive
- Report the incident and the first aid given, and restock the kit
- Explain that this talk is awareness and does not make a worker a qualified first aider

What it covers

Module	Covers
First aid at your workplace	The business's duties; Kits, defibrillators and first aid rooms; Who your first aiders are
The first minutes	Danger, response, send for help; Calling 000; Using a defibrillator when directed
Simple first actions	Severe bleeding; Burns; An unresponsive person; Looking after yourself
Afterwards	Reporting and records; Restocking; Support after a serious incident

Activities

- Find it: workers locate the nearest first aid kit and defibrillator and name the first aiders on their shift

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

- Make the call: workers practise giving a triple zero call-taker their exact location and what has happened

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Is this a first aid certificate? No. It is workplace awareness about first aid arrangements and the first minutes after an injury. A worker who is to be a first aider needs a first aid course from a registered training organisation, kept current.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

First Aid Awareness

How first aid works here, who the first aiders are, and what to do in the first minutes

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

FAD

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ First aid at this workplace: kits, defibrillator, first aiders
- ✓ The first minutes: danger, response, send for help
- ✓ Calling 000, and simple first actions
- ✓ Reporting, restocking and support afterwards

This talk is not

- ✕ A first aid certificate or CPR course
- ✕ Hands-on CPR or defibrillator practice
- ✕ First aid for specific conditions
- ✕ Our procedure: **[Your first aid procedure]**

Awareness only. It does not make you a first aider. First aiders need a first aid course from a registered training organisation, kept current.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Why the first minutes matter

Most workers will not be first aiders. All of them may be first on the scene.

- Severe bleeding, a stopped heart or a blocked airway can kill in minutes
- An ambulance can take a long time, especially in regional and remote areas
- What happens before it arrives can change the outcome
- The first person there needs to know where help is, and how to call it

A composite example

- A worker collapses in the lunch room. Two workmates know there is a defibrillator somewhere, but not where. The first aider is on a break off site.
- The call-taker starts them on CPR. The defibrillator, found four minutes later, was in the next corridor.

Know where the kit and defibrillator are before you need them.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Provide first aid equipment, and access to it for every worker
- Provide access to facilities for giving first aid
- Have enough trained first aiders, or access to them
- Have first aid procedures, and tell workers about them

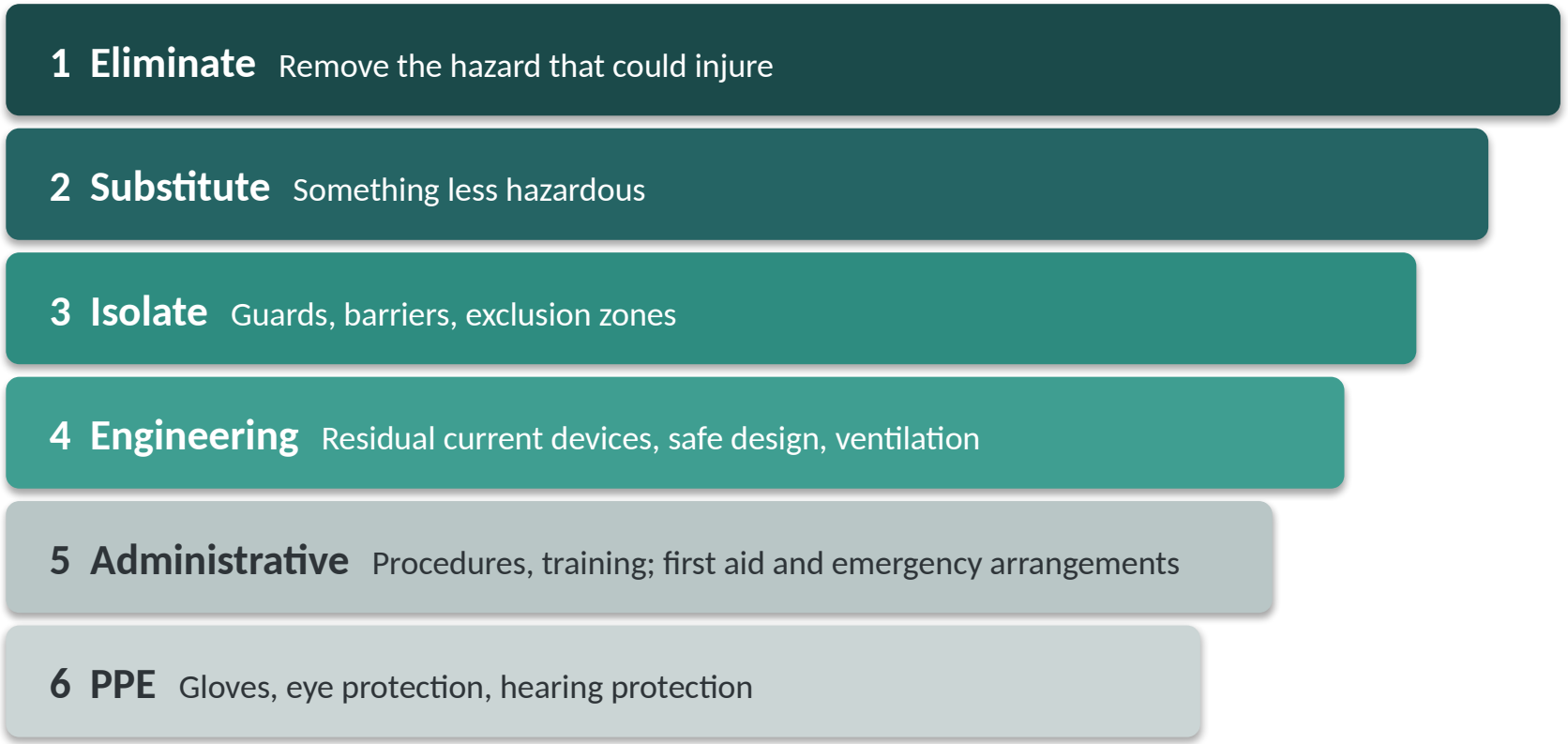
You must

- Know where the kit, the defibrillator and the first aiders are
- Know how to get help, and call 000 when it is needed
- Report every injury, and the first aid given
- Tell someone when the kit is used or something is missing

How many first aiders and kits depends on the risks and the workplace. Victoria has its own compliance code.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Prevention first; first aid limits the harm



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

First aid does not stop an injury. It limits the harm when prevention has failed.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-FAD

First Aid Awareness

Participant handout · keep this

Most workers will not be first aiders. All of them may be first on the scene. This is awareness, not a first aid certificate. Keep this page.

First aid here

- Kits: **[Where the first aid kits are]**
- Defibrillator: **[Where the defibrillator is]**
- First aiders: **[Your first aiders]**
- Address for 000: **[Your site address for emergency calls]**

Simple first actions

- Not breathing normally: CPR as the call-taker says; get the defibrillator and follow its voice
- Breathing but unresponsive: on their side, airway clear, watch them
- Severe bleeding: firm pressure; add pads on top; do not lift
- Burns: cool running water for 20 minutes; no ice or creams; cover loosely

The first minutes

1. Danger: is it safe to go near? Never become a second casualty
2. Response: talk to them, squeeze their shoulders
3. Send for help: call 000 and the first aider
4. Follow the call-taker's instructions until help arrives

Calling 000

- Ask for the service: ambulance, fire or police
- Exact location: address, cross street, gate
- What happened; awake? breathing normally?
- Stay on the line; send someone to meet the ambulance

Afterwards

- Report the injury and the first aid given
- Restock the kit, or tell whoever does
- Report blood contact or a needlestick
- Shaken? Talk to someone: **[Your support contact or employee assistance program]**
- Report to: **[Who to report to here]**

Danger first. Call 000 with the exact location. Do what you can until help arrives.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not make you a first aider. First aiders need a first aid course from a registered training organisation, kept current.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-FAT · Fatigue Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker, and especially shift workers and long-hours workers: what causes fatigue, how it affects safety, and what the business and worker each do about it.

Fatigue is more than feeling tired. It is mental or physical exhaustion that reduces a person's ability to work safely, and it builds from long hours, shift and night work, not enough sleep, demanding work, long commutes and things outside work. Being awake for long periods affects performance in a similar way to alcohol.

This talk covers the causes and signs of fatigue, the controls in how work is designed and rostered, what workers do with their rest time, and how to raise fatigue without being judged.

Learning outcomes

By the end of the session participants will be able to:

- Explain what fatigue is and how it affects reaction time, judgement and memory
- Identify the work causes of fatigue: long hours, shift and night work, call-outs, demanding tasks and travel
- Recognise the signs of fatigue in themselves and others
- Describe controls such as roster design, limits on hours, breaks and planning for call-outs
- Use rest time to get enough sleep, and plan travel to and from work
- Report fatigue and fatigue-related near misses through the right channel

What it covers

Module	Covers
What fatigue is	How it affects safety; Work causes and non-work causes; Sleep and the body clock
Controls	Rosters, hours and breaks; Call-outs and overtime; Travel and commuting
Your part	Signs to watch for; Using rest time; Speaking up about fatigue

Activities

- Spot the signs: workers list the signs of fatigue they would notice in themselves and a workmate
- Roster review: workers identify the riskiest points in a sample roster and suggest changes

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Fatigue Awareness

What causes fatigue, how it affects safety, and what the business and worker each do about it

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

FAT

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What fatigue is and how it affects safety
- ✓ Work and non-work causes; the body clock
- ✓ Rosters, hours, breaks, call-outs, travel
- ✓ Signs, rest time and speaking up

This talk is not

- ✕ Heavy vehicle, rail, aviation or mining fatigue law training
- ✕ Roster design training
- ✕ Medical advice about sleep
- ✕ Our policy: **[Your fatigue policy or procedure]**

Awareness only. Heavy vehicle drivers and some other industries have specific fatigue laws, and need training in them.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

What fatigue is, and why it matters

Fatigue is mental or physical exhaustion that reduces your ability to work safely. It is more than feeling tired.

- Slower reactions, poorer judgement, worse memory
- Microsleeps: seconds asleep without knowing it
- People underestimate how impaired they are
- Being awake for long periods affects performance in a similar way to alcohol

A composite example

- A maintenance fitter is called out at 1 am for a breakdown, gets home at 4, and starts the usual day shift at 6. Mid-afternoon, isolating a conveyor, they skip a step they have done hundreds of times.
- Nobody planned for the call-out.

You cannot push through fatigue. Only sleep fixes it.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

Causes, sleep and the body clock

Work causes

- Long hours, overtime and long runs of shifts
- Night work, early starts and rotating shifts
- Call-outs and on-call
- Demanding, monotonous or physically hard work; heat
- Long commutes and work travel

Sleep and the body clock

- Most adults need about 7 to 9 hours' sleep
- The body clock makes us sleepiest in the early hours, and in the mid-afternoon
- Day sleep after a night shift is usually shorter and lighter
- Non-work causes: family, caring, second jobs, health, alcohol

Most fatigue comes from how the work is designed.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of fatigue like any other hazard
- Design rosters, hours and workloads so people can rest
- Plan for call-outs, overtime and travel
- Consult workers, and respond when fatigue is raised

You must

- Use your rest time to get enough sleep
- Come to work fit to work safely
- Tell your supervisor if you are too tired to work safely
- Report fatigue-related near misses

Heavy vehicles, rail, aviation and some mines have specific fatigue laws. Victoria's laws frame the duties in their own terms.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-FAT

Fatigue Awareness

Participant handout · keep this

Fatigue is mental or physical exhaustion that reduces your ability to work safely. Most of it comes from how work is designed. Keep this page.

Control it, top first

1. Eliminate: no night work, call-outs or overtime that are not needed
2. Substitute: hazardous tasks on day shift; stay over instead of a long drive
3. Engineering: rest facilities, lighting, temperature
4. Administrative: rosters, hours limits, breaks, call-out rules

Using rest time

- Rest time is for sleep: most adults need 7 to 9 hours
- Dark, quiet, cool room; phone away
- After nights: sleep as soon as you get home
- Caffeine helps briefly; alcohol makes sleep worse
- Plan the drive home: it is part of the shift

Duties

- The business designs rosters, hours and workloads so people can rest
- You use rest time to sleep, and say when you are too tired

Signs to watch for

- ☐ Yawning, heavy or sore eyes, rubbing your eyes
- ☐ Head nodding; microsleeps of a few seconds
- ☐ Slow reactions; missing things you would usually see
- ☐ Trouble concentrating or remembering
- ☐ Mistakes, near misses, poor decisions
- ☐ Irritable, flat or withdrawn
- ☐ Drifting or missing turns when driving
- ☐ In a workmate: quiet, slow, making unusual errors

Speak up when

- You are too tired to work safely
- A workmate shows the signs
- A roster or call-out leaves no time to sleep
- Talk to: **[Who to talk to about fatigue here]**
- Report: **[How to report fatigue or a near miss here]**

You cannot push through fatigue. Saying you are too tired is reporting a hazard.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not cover heavy vehicle, rail, aviation or mining fatigue laws, or give medical advice.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAT Fatigue Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-FIR · Fire Safety and Extinguisher Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: how fires start and spread, choosing the right extinguisher, and knowing when not to fight a fire.

Most workplace fires can be prevented by good housekeeping, safe storage of flammable materials and looking after electrical equipment. When a fire does start, the first decision is whether it is safe to fight it at all.

This talk covers the fire triangle, classes of fire, the types of portable extinguisher and fire blanket and what each is for, how to use an extinguisher, when to leave instead, and keeping exits and equipment clear. It does not include hands-on extinguisher practice, which needs a separate practical session.

Learning outcomes

By the end of the session participants will be able to:

- Explain the fire triangle and how removing heat, fuel or oxygen puts a fire out
- Describe the classes of fire, from ordinary combustibles to flammable liquids, gases, metals, electrical equipment and cooking oils
- Identify the types of portable fire extinguisher by label and colour band, and choose the right one for a fire
- Describe how to use an extinguisher and fire blanket safely
- Decide when not to fight a fire, and raise the alarm and evacuate instead
- Prevent fires through housekeeping, safe storage and keeping exits and fire equipment clear

What it covers

Module	Covers
How fires start	The fire triangle; Common workplace causes; Prevention and housekeeping
Classes and extinguishers	Classes of fire; Extinguisher types and colour bands; Fire blankets and hose reels
Fight or leave	When it is safe to try; Using an extinguisher; Raising the alarm and evacuating

Activities

- Match it: workers match six fire scenarios to the right extinguisher, or to leaving
- Walk the floor: workers find the extinguishers, blankets and exits in their area and check they are clear

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Fire Safety and Extinguisher Awareness

How fires start and spread, choosing the right extinguisher, and knowing when not to fight a fire

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

FIR

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How fires start, and preventing them
- ✓ Classes of fire and types of extinguisher
- ✓ Using an extinguisher and fire blanket
- ✓ When to leave instead; keeping exits clear

This talk is not

- ✗ Hands-on extinguisher practice
- ✗ Warden or fire team training
- ✗ Hot work permits (see HAZ-HOT)
- ✗ Our procedure: **[Your fire safety procedure]**

Awareness only. Hands-on extinguisher practice needs a separate practical session.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

How fires start

A fire needs three things: heat, fuel and oxygen. Take one away and it goes out.

- Heat: faulty or overloaded electrics, hot work, heaters, friction, cooking
- Fuel: paper, cardboard, rubbish, flammable liquids and gases, dust
- Oxygen: the air around us; some chemicals give off their own
- Fires grow fast: a bin fire can fill a room with smoke in minutes

The fire triangle

- Cool it: remove the heat (water)
- Starve it: remove the fuel (turn off the gas, clear the area)
- Smother it: remove the oxygen (fire blanket, foam, carbon dioxide)
- Some extinguishers also interrupt the chemical reaction (powder)

Take away heat, fuel or oxygen, and the fire goes out.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of fire: prevent it, and plan for it
- Provide suitable fire equipment, and have it maintained
- Keep exits clear and an emergency plan in place
- Store flammables safely; train and consult workers

You must

- Keep your area tidy and flammables stored safely
- Keep exits, extinguishers and hose reels clear
- Report faulty electrics and damaged fire equipment
- Raise the alarm first; fight a fire only if it is safe

Building fire safety laws and Australian Standards also cover fire equipment and exits. Victoria's terms differ.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

The hierarchy of control for fire

1. **Eliminate** Remove ignition sources and unneeded fuel: rubbish, stock, flammables
2. **Substitute** Less flammable materials; cold work instead of hot work
3. **Isolate** Flammables cabinets and stores; fire doors and walls
4. **Engineering** Detectors, alarms, sprinklers, extinguishers, safe electrics
5. **Administrative** Housekeeping, hot work permits, inspections, drills
6. **PPE** Flame-resistant clothing for some tasks

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

The best fire is the one that never starts.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-FIR

Fire Safety and Extinguisher Awareness

Participant handout · keep this

A fire needs heat, fuel and oxygen. Take one away and it goes out. Most workplace fires can be prevented. Keep this page.

Extinguishers: read the label and the band

- Water (all red): A only; never electrical or oils
- Wet chemical (oatmeal): F and A
- Foam (blue): A and B
- Dry powder (white): A, B, C and E
- Carbon dioxide (black): E, and small B
- Fire blanket: small cooking oil fires; clothing on fire

Fight or leave

- Raise the alarm first: shout, alarm point, 000
- Only try if it is small, not spreading, you know what is burning, you have the right extinguisher and a clear way out
- Leave if it is spreading, there is smoke, or gas, metal, batteries or unknown chemicals are involved
- If in doubt, get out; close the doors

Classes of fire

- A: paper, wood, fabric, plastics · B: flammable liquids
- C: flammable gases · D: combustible metals
- E: live electrical equipment · F: cooking oils and fats

Using an extinguisher: PASS

1. Pull the pin
2. Aim at the base of the fire
3. Squeeze the handle
4. Sweep side to side; back away, exit behind you

Floor check

- ☐ Extinguishers on their brackets, signed, visible and not blocked
- ☐ Gauge in the green, where there is one; pin and seal in place
- ☐ Service tag current; no damage to the hose or body
- ☐ Fire blanket in place wherever there is cooking
- ☐ Hose reels clear, hose rolled and undamaged
- ☐ Manual alarm points visible and clear
- ☐ Exits clear; exit doors open freely; exit signs lit
- ☐ Fire doors closed, not wedged or propped open
- ☐ No rubbish or flammables near exits, heaters or switchboards
- ☐ Anything wrong? Report it to **[Who to report to here]**

Prevent it, raise the alarm, and if in doubt, get out.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not include hands-on extinguisher practice, which needs a separate practical session.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-GRD · Plant and Machine Guarding Awareness

Product Overview

Audience: Workers who use or work near machinery · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use or work near machines: how moving parts injure, how guards work, and why a guard is never removed or bypassed.

Moving parts of machinery can entangle, crush, shear, cut and throw out material. Guarding is one of the most effective controls for machinery, and many serious injuries happen when a guard was missing, removed for a quick job, or bypassed to keep production going.

This talk covers the hazards of moving parts, the types of guard and what each does, pre-start checks, never removing or bypassing a guard, isolating before clearing a jam, and reporting damaged or missing guards.

Learning outcomes

By the end of the session participants will be able to:

- Describe the ways moving parts injure people: entanglement, crushing, shearing, cutting, impact and ejected material
- Identify the types of guard: fixed, interlocked, adjustable and presence-sensing systems
- Carry out pre-start checks, including that guards are in place and working
- Explain why a guard is never removed, defeated or bypassed while the machine can operate
- Isolate the machine before clearing a jam, cleaning or adjusting
- Recognise how loose clothing, hair, jewellery and gloves can be caught, and report damaged or missing guards

What it covers

Module	Covers
Moving parts	How machines injure; Danger zones; Common incidents
Guards	Fixed, interlocked and adjustable guards; Presence-sensing devices; Why guards are removed, and why they must not be
Your part	Pre-start checks; Isolating before you reach in; Clothing, hair and jewellery; Reporting

Activities

- Danger zones: workers mark the danger zones on a photo of a machine they use
- Production pressure: a scenario where a jam keeps happening and a guard is in the way

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Plant and Machine Guarding Awareness

How moving parts injure, how guards work, and why a guard is never bypassed

20–30 minutes · Workers who use or work near machinery

[Company name] · [Date] · [Facilitator name]

GRD

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✔ How moving parts injure people
- ✔ The types of guard and what each does
- ✔ Pre-start checks, and isolating before you reach in
- ✔ Your part: never bypass, always report

This talk is not

- ✕ Training to operate a specific machine
- ✕ Fitting, altering or testing guards
- ✕ Isolation procedure training
- ✕ Our procedure: **[Your machine safety procedure]**

Awareness only. You need training on each machine you use, and some plant, such as forklifts and cranes, needs a high risk work licence.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

Why guarding matters

Many serious machinery injuries happen when a guard was missing, removed for a quick job, or bypassed to keep production going.

- Amputations, crush injuries and deaths, often in a split second
- Common jobs: clearing a jam, cleaning, adjusting, feeding material
- Common causes: a guard off, an interlock defeated, a hand in 'just for a second'

A composite example

- A conveyor keeps jamming at the same roller. The guard over it is taken off so the operator can clear jams faster.
- A week later a glove is caught at the nip point. The operator's hand is pulled in.

Guards are taken off for good reasons. People are hurt for the same ones.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

How machines injure

What moving parts do

- Entangle: rotating shafts, chucks, drills, rollers
- Crush: presses, closing parts, moving tables
- Shear and cut: blades, guillotines, saws
- Strike, or throw out material: swinging arms, broken tools, chips

The danger zones

- Nip points, where parts run together or against a fixed part
- The point of operation, where the machine works the material
- Drives: belts, chains, gears, pulleys and couplings
- Anywhere a part moves near a fixed structure

If it moves, it can catch you.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risks of plant, and guard moving parts
- Keep guards and safety devices maintained and working
- Make guards hard to bypass or defeat
- Train and supervise everyone who uses each machine

You must

- Use the machine only with its guards in place and working
- Never remove, defeat or bypass a guard or safety device
- Do the pre-start checks, and isolate before you reach in
- Report damaged, missing or bypassed guards

Most of Australia has harmonised WHS laws; Victoria's OHS laws take a different form. The duties apply in substance everywhere.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-GRD

Plant and Machine Guarding Awareness

Participant handout · keep this

Moving parts of machinery entangle, crush, shear, cut and throw out material. Guards keep people away from them. Keep this page.

How machines injure

- Entanglement: shafts, chucks, rollers
- Crushing and shearing: presses, closing parts, blades
- Nip points: belts, chains, gears, rollers
- Impact and ejected material

The types of guard

- Fixed: removed only with a tool
- Interlocked: the machine stops when it is opened
- Adjustable: set as close as the job allows
- Presence-sensing: light curtains, scanners, mats

Dress for the machine

- No loose sleeves, cords, ties or lanyards
- Long hair tied back; jewellery off
- Gloves only as the machine's procedure says

Pre-start check

- ☐ Every guard in place, secure and undamaged
- ☐ Interlocked guards stop the machine when opened (test as your procedure says)
- ☐ Presence-sensing devices (light curtains, mats) working
- ☐ Emergency stops reachable and working
- ☐ No tools, rags or offcuts on or in the machine
- ☐ Area clear, clean and not slippery
- ☐ Long hair tied back; no loose clothing or jewellery
- ☐ Fault found? Do not use it: tag it out and report it
- ☐ Our checklist: **[Your pre-start checklist]**

Duties

- The business guards moving parts, keeps guards working and makes them hard to bypass
- You never remove, defeat or bypass a guard, isolate before you reach in, and report problems

Stop and report when

- A guard is missing, damaged or bypassed
- An interlock or sensor does not work
- Report to: **[Who to report to here]**

Never remove, defeat or bypass a guard. Isolate before you reach in.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to operate a specific machine, or to fit, alter or test guards.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-GRD Plant and Machine Guarding Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-HEA · Working in Heat Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers outdoors or in hot indoor environments: how heat illness develops, the controls that prevent it, and how to recognise heat stroke.

Working in heat can cause heat cramps, heat exhaustion and heat stroke, which can be fatal. It also makes people tired, slows decisions and increases the chance of other incidents. The risk depends on more than the air temperature: humidity, radiant heat, air movement, how hard the work is, clothing and whether workers are used to the heat all matter.

This talk covers the factors that create heat stress, the controls the business uses such as scheduling, shade, water, rest and acclimatisation, the signs of heat illness, and what to do when someone shows them.

Learning outcomes

By the end of the session participants will be able to:

- Explain the factors that create heat stress: temperature, humidity, radiant heat, air movement, workload, clothing and acclimatisation
- Describe controls such as rescheduling work, shade, cooling, mechanical aids, rest breaks and water
- Explain why new and returning workers need time to acclimatise
- Recognise the signs of heat exhaustion and heat stroke
- Respond to heat illness: move the person somewhere cool, cool them, give water if they are alert, and call triple zero (000) for heat stroke
- Look out for each other, and stop work and report when controls are not enough

What it covers

Module	Covers
How heat harms	Heat stress and heat illness; The factors that matter; Who is at greater risk
Controls	Scheduling and rotating work; Shade, cooling and ventilation; Water and rest breaks; Acclimatisation
Recognise and respond	Heat cramps, exhaustion and stroke; First response; Buddy checks and reporting

Activities

- What makes it hot: workers rate the heat risk of three jobs using the handout factor list
- Heat stroke response: a short scenario worked through step by step

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Working in Heat Awareness

How heat illness develops, the controls that prevent it, and how to recognise heat stroke

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

HEA

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How heat harms, and the factors that matter
- ✓ Controls that prevent heat illness
- ✓ Acclimatisation
- ✓ Recognising and responding to heat illness

This talk is not

- ✕ First aid training
- ✕ A heat stress measurement or assessment
- ✕ Medical advice about you
- ✕ Our plan: **[Our heat plan]**

Awareness only. It is not first aid training. First aiders need a current first aid qualification.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

How heat harms

Heat stress is the heat load on the body. When the body cannot get rid of heat fast enough, heat illness follows.

- Heat rash and heat cramps: early warnings
- Heat exhaustion: heavy sweating, dizziness, nausea, weakness
- Heat stroke: the body's cooling fails. A medical emergency that can kill
- Before illness: tiredness, slower decisions, sweaty hands, short tempers, more incidents

A composite example

- A labourer in a second week on the job is shovelling on a still, humid afternoon. The water cooler is at the site shed, a long walk away.
- By mid-afternoon they are confused and stumbling. Nobody had planned for the heat.

Heat illness creeps up. Heat stroke can kill.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

The factors that matter

The conditions

- Air temperature
- Humidity: sweat cannot evaporate to cool you
- Radiant heat: direct sun, hot roofs and surfaces, furnaces, ovens
- Air movement: still air cools less
- Hot days in a row: the body does not recover overnight

The work and the person

- Workload: heavy or fast work makes more body heat
- Clothing and PPE that trap heat
- Acclimatisation: new and returning workers are at greater risk
- Greater risk too: being unwell, dehydrated, some medications, a past heat illness
- Alcohol the night before, poor sleep, low fitness

A 30 degree day can be more dangerous than a 38 degree day.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of heat, using the order of controls
- Provide shade, cool drinking water, rest areas and amenities
- Plan work for hot conditions, including acclimatisation
- Have first aid and emergency arrangements, and consult workers

You must

- Use the controls: water, shade, breaks, cooling
- Tell your supervisor if you are new to the heat, unwell or struggling
- Look out for your workmates
- Stop and report when controls are not enough

WHS and OHS laws set no single maximum temperature. Victoria's rules take their own form. Check yours.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-HEA

Working in Heat Awareness

Participant handout · keep this

Working in heat can cause heat cramps, heat exhaustion and heat stroke, which can kill. Heat also causes tiredness, poor decisions and other incidents. Keep this page.

What makes it hot: the factor list

- ☐ Air temperature: how hot is it?
- ☐ Humidity: is it sticky, so sweat does not dry?
- ☐ Radiant heat: sun, hot roofs, plant, ovens, furnaces?
- ☐ Air movement: is there a breeze or fan, or is it still?
- ☐ Workload: how hard is the work, and for how long?
- ☐ Clothing and PPE: heavy, dark, or impermeable?
- ☐ Acclimatisation: is anyone new or returning?
- ☐ The person: unwell, tired, or on some medications?

Controls

- Hot, heavy work in cooler parts of the day; rotate
- Shade, ventilation, fans; aids to cut effort
- Cool water close by: small amounts often
- Rest breaks in cool shade, more as it gets hotter
- New or returning? Build up over one to two weeks

Where

- Water and shade: **[Where water, shade and cooling are here]**
- First aid: **[First aider and nearest first aid here]**

Recognise it

- Heat cramps: painful muscle cramps
- Heat exhaustion: heavy sweating, pale clammy skin, dizziness, nausea, weakness, fainting
- Heat stroke: confusion, slurred speech, collapse, seizures, very hot skin

Respond

1. Stop work; move them somewhere cool and shaded; stay with them
2. Heat stroke signs? Call triple zero (000) now
3. Cool them: remove extra clothing, wet the skin and fan, cold packs to neck, armpits and groin
4. Sips of cool water only if fully alert
5. Get the first aider, and report it

Stop and report when

- There is no water, shade or rest area
- You or a workmate feel unwell
- Someone is confused or stumbling
- Report to: **[Who to report to here]**

Plan for the heat, and look out for each other. Confused or collapsed? Call 000 and cool them.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not first aid training.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HEA Working in Heat Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-HGT · Working at Heights Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use ladders, platforms, roofs or anything off the ground: why falls kill, and the order of controls that prevents them.

Falls from height are one of the most common causes of serious injury and death at work in Australia, and many happen from low heights, from ladders, trucks and roofs. A fall does not need to be from a great height to be fatal.

This talk covers the hierarchy of control for falls, from doing the work on the ground to edge protection, platforms and fall arrest, with practical rules for ladders and fragile surfaces. It is awareness, not harness or elevating work platform training.

Learning outcomes

By the end of the session participants will be able to:

- Explain why falls are a leading cause of death and serious injury at work, including falls from low heights
- Apply the hierarchy of control for falls: work on the ground, a solid construction with edge protection, a fall prevention device, a work positioning system, then fall arrest
- Use ladders safely: the right ladder for the job, set up and secured, three points of contact, and knowing when a ladder is the wrong choice
- Recognise fragile surfaces, skylights, penetrations and unprotected edges
- Explain that a fall arrest harness needs training, inspection, a suitable anchor and a rescue plan
- Describe the extra requirements for construction work where a person could fall more than two metres, and that Victoria's rules take a different form
- Stop and report when the controls for work at height are not in place

What it covers

Module	Covers
Why falls matter	Falls from low heights; Common scenarios: ladders, roofs, trucks, mezzanines; Duties under WHS or OHS laws
The hierarchy of control for falls	Do it on the ground; Edge protection, scaffolds and platforms; Work positioning and fall arrest; Rescue plans
Ladders and surfaces	Choosing and setting up a ladder; Three points of contact; Fragile roofs, skylights and penetrations; Falling objects below
Your part	Checking before you climb; Never modifying or bypassing edge protection; Stopping the job and reporting

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

Activities

- Choose the control: workers rank options for four height tasks, from changing a light to working on a roof, and explain their choices
- Ladder check: a ladder inspection and set-up walk-through using the handout checklist

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this train workers to use a harness? No. It explains when fall arrest is used and what it needs. Workers who use a harness or an elevating work platform need specific training and, for some equipment, a licence.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Working at Heights Awareness

Why falls kill, and the order of controls that prevents them

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

HGT

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why falls hurt and kill, even from low heights
- ✓ The order of controls for work at height
- ✓ Ladders, fragile surfaces and falling objects
- ✓ Your part: check, stop and report

This talk is not

- ✕ Harness or fall arrest training
- ✕ Elevating work platform training, or a licence
- ✕ Scaffolding training, or a licence
- ✕ Our procedure: **[Your working at heights procedure]**

Awareness only. Using a harness or an elevating work platform, or erecting scaffolding, needs specific training, and for some equipment a high risk work licence.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

Why falls matter

Falls from height are one of the most common causes of death and serious injury at work in Australia. Many happen from low heights.

- A fall of two metres or less can kill: a ladder, a truck tray, a loading dock, a mezzanine edge
- Most falls happen on short, routine jobs: 'it'll only take a minute'
- Common scenarios: ladders, roofs and skylights, trucks and trailers, mezzanines and racking, holes and pits

A composite example

- Osman is stacking cartons on a warehouse mezzanine. The gate in the guardrail has been propped open for a delivery. He steps back to check a label and falls 2.4 metres to the concrete.
- Nobody planned for a fall. It was a routine job.

Height is not the test. Any fall can kill.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of falls: eliminate it, or minimise it using the order of controls
- Provide safe access, edge protection, platforms and equipment, and maintain them
- Train and supervise workers, and plan rescue where fall arrest is used
- Consult workers on how work at height is done

You must

- Use the edge protection, platforms and equipment provided
- Never remove, modify or bypass edge protection
- Follow the procedure and the SWMS for the job
- Report hazards and missing controls, and stop if it is unsafe

Construction work where a person could fall more than 2 metres needs a SWMS before it starts. Victoria's rules take a different form.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

The order of controls for falls

1 **Work on the ground** Long-handled tools, lower it down, build it on the ground

2 **A solid construction** A floor or platform with edge protection and safe access

3 **A fall prevention device** Guardrails, scaffolds, elevating work platforms, hole covers

4 **Work positioning** Travel restraint that stops you reaching the edge; rope access

5 **Fall arrest** Harness, lanyard and anchor that catch you; needs a rescue plan

6 **Ladders and procedures** Short, simple, low-risk jobs only

HIGHER ORDER

Stop the fall, whoever is doing the job.

LOWER ORDER

Rely on the person, the equipment and training, every time.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-HGT

Working at Heights Awareness

Participant handout · keep this

Falls from height kill and injure workers in Australia every year, and many happen from low heights. Keep this page.

The order of controls for falls

1. Work on the ground
2. A solid construction with edge protection
3. A fall prevention device: guardrails, scaffold, elevating work platform
4. A work positioning system
5. Fall arrest, with training, inspection, a rated anchor and a rescue plan
6. Ladders and procedures: short, simple jobs only

Duties

- The business provides the controls, training and supervision, and consults you
- You use the controls, never remove or bypass edge protection, and report what is missing
- Construction work where you could fall more than 2 metres needs a SWMS before it starts (Victoria's rules take a different form)

Using a ladder

- Three points of contact; face the ladder; belt buckle between the stiles
- Never above the highest step marked safe
- Both hands needed? Use a platform, not a ladder

Fragile surfaces and falling objects

- Treat skylights, clear sheeting and old fibro as fragile
- Holes and penetrations covered, fixed and marked
- Exclusion zones below; toe boards and tool lanyards

Ladder check

- ☐ Label: industrial rated, for at least 120 kg
- ☐ Stiles straight: no cracks, dents, bends or corrosion
- ☐ Rungs or steps tight, clean and undamaged
- ☐ Feet in place, non-slip and not worn
- ☐ Locks, spreaders and hinges work; extension ropes sound
- ☐ No paint, tape or repairs hiding damage
- ☐ Ground firm and level; area clear, and barricaded if people pass
- ☐ Single or extension: 4 up to 1 out, about 1 metre above the landing, secured or footed
- ☐ Tall enough: you will not stand above the highest step marked safe
- ☐ Damaged? Tag it out of service and report it: **[How to tag out a damaged ladder here]**

Stop and report when

- Edge protection is missing, removed or damaged
- A hole or skylight is not covered
- Equipment is damaged, or there is no rescue plan
- Report to: **[Who to report to here]**

Height is not the test. If the controls are not there, stop and report it.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to use a harness or an elevating work platform, or to erect scaffolding.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HGT Working at Heights Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-HOT · Hot Work Awareness

Product Overview

Audience: Workers who weld, cut, grind or braze, and those who work near them · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who weld, cut, grind or braze, and the people around them: how hot work starts fires and explosions, and the permit, fire watch and fume controls.

Hot work produces sparks, slag, heat and flame that can travel further than people expect and smoulder for a long time before a fire breaks out. Hot work on or near containers that have held flammable substances can cause explosions. Welding fume is also a serious health hazard.

This talk covers the hot work permit, removing or protecting combustibles, fire watch during and after the work, gas cylinder safety, fume and ventilation, and why tanks and drums are never worked on without being made safe first.

Learning outcomes

By the end of the session participants will be able to:

- Explain how hot work causes fires and explosions, including sparks travelling and smouldering fires
- Describe the hot work permit and the checks it requires before work starts
- Remove or protect combustible materials, and cover openings that sparks could pass through
- Explain the role of the fire watch during and after hot work
- Store and handle gas cylinders safely, including flashback arrestors and checking for leaks
- Describe the health effects of welding fume and the ventilation and protective equipment that control it
- Explain why containers that have held flammable substances must be made safe and certified before hot work

What it covers

Module	Covers
Fire and explosion	How hot work starts fires; Smouldering fires after work stops; Containers and explosive atmospheres
Before the work	The hot work permit; Clearing and protecting combustibles; Fire extinguishers on hand
During and after	Fire watch; Gas cylinders; Fume, ventilation and PPE

Activities

- Permit check: workers review a completed hot work permit and find what is missing

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

- Where do the sparks go: workers mark the area that needs clearing for a workshop job (a photo or a described scene)

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this teach welding? No. It covers the fire, explosion and fume risks of hot work and the controls around it. It does not teach welding or cutting skills.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Hot Work Awareness

How hot work starts fires and explosions, and the permit, fire watch and fume controls

20–30 minutes · Workers who weld, cut, grind or braze, and those who work near them

[Company name] · [Date] · [Facilitator name]

HOT

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How hot work starts fires and explosions
- ✓ The hot work permit and clearing combustibles
- ✓ Fire watch; gas cylinders; welding fume
- ✓ Containers that must be made safe first

This talk is not

- ✕ Welding, cutting or grinding training
- ✕ Training to issue hot work permits
- ✕ Training to make containers safe
- ✕ Our procedure: **[Your hot work procedure]**

Awareness only. It does not teach welding or cutting skills. Hot work in a confined space needs further permits and training.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

How hot work starts fires

Hot work produces sparks, slag, heat and flame that travel further than people expect.

- Sparks and slag travel many metres, further when working at height
- They fall through gaps, floor openings, drains and wall cavities
- They can smoulder in dust, insulation, timber or rags for a long time
- Heat conducts through metal to start fires on the other side of a wall

A composite example

- A fitter cuts a bracket off a steel wall late on a Friday. The area around him is clear.
- Sparks drop through a gap into the storeroom next door. A fire breaks out after everyone has gone home.

The fire often starts after the work stops.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

The hazards of hot work

SPARKS AND SLAG

Fire

Combustibles nearby ignite: dust, packaging, timber, rags, insulation, fuel.

HOURS LATER

Smouldering

Hidden embers in cavities, dust or insulation flare up after everyone has gone.

CONTAINERS AND VAPOURS

Explosion

Drums and tanks that held fuel or solvent, and flammable vapours or dust in the air.

HEALTH

Fume and light

Welding fume can cause cancer and lung disease. The arc's light burns eyes and skin.

Plan for all four before the first spark.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the fire, explosion and fume risks of hot work
- Control ignition sources near flammable materials
- Provide permits, fire equipment, ventilation and training
- Keep welding fume exposure as low as reasonably practicable

You must

- Have a permit where required before you start
- Clear or protect combustibles, and keep the fire watch
- Use the ventilation and protective equipment provided
- Stop and report when the controls are not in place

Most of Australia has harmonised WHS laws; Victoria's OHS laws take a different form. Exposure standards for welding fume are changing: check the current limit.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-HOT

Hot Work Awareness

Participant handout · keep this

Hot work starts fires and explosions, often after the work has stopped, and welding fume is a cancer risk. Keep this page.

Before the first spark

- ☐ A hot work permit where needed: **[When a permit is needed here]**
- ☐ Combustibles moved out of the area, or covered
- ☐ Gaps, openings and drains covered
- ☐ Other side of walls and floors checked
- ☐ No flammable vapours; gas tested where needed
- ☐ Extinguisher on hand; fire watch named

Fire watch

- Only job: watch for fire
- Extinguisher ready; can raise the alarm
- Keeps watching after work stops, for the time the permit sets
- Checks above, below and behind

Gas cylinders

- Upright, secured, away from heat
- Flashback arrestors on oxygen and fuel gas lines
- Leak check with solution, never a flame
- Never use oxygen to blow off dust

Containers and fume

- A drum or tank that held a flammable substance is not touched until certified safe
- Use fume extraction at the source, and ventilation
- A respirator where extraction is not enough

Stop and report when

- A permit check is not done
- A container is not certified
- You smell smoke or see smouldering
- Report to: **[Who to report to here]**

Permit, clear, watch, and keep watching after the sparks stop.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not teach welding or cutting, or authorise you to issue hot work permits or certify containers.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-HOT Hot Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-ISO · Isolation and Lockout Awareness

Product Overview

Audience: Workers who maintain, clean, clear or adjust plant and equipment · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who clean, clear, maintain or adjust plant: why every energy source must be isolated, locked and proved dead before hands go in.

Many serious injuries happen when plant starts, moves or releases energy while someone is working on it: clearing a jam, cleaning, adjusting or doing maintenance. Energy is not only electrical. It can be mechanical, hydraulic, pneumatic, stored in springs, held by gravity, thermal or chemical.

This talk covers what isolation means, the steps from identifying every energy source to proving zero energy, personal locks and danger tags, and the rule that nobody removes another person's lock. It is awareness: workers follow your site's isolation procedure.

Learning outcomes

By the end of the session participants will be able to:

- Explain why plant must be isolated before cleaning, clearing, adjusting or maintaining it
- Identify the types of energy that must be isolated: electrical, mechanical, hydraulic, pneumatic, stored, gravity, thermal and chemical
- Describe the isolation steps: identify, notify, shut down, isolate, lock and tag, release stored energy, and test for zero energy
- Explain that a stop button, an emergency stop or an interlock is not an isolation
- Use a personal lock and danger tag correctly, and explain why nobody removes another person's lock
- Stop and report when isolation points are missing, unclear or do not work

What it covers

Module	Covers
Why isolate	Unexpected start-up and stored energy; Common incidents; What is not an isolation
The isolation steps	Identify every energy source; Isolate, lock and tag; Release stored energy; Test for zero energy
Locks and tags	Personal locks and danger tags; Group isolations; Removing locks and returning plant to service

Activities

- Find the energy: workers list every energy source on a machine they work with (or a photo of one)

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

- Lock-on walk-through: the facilitator demonstrates your site's isolation steps on a real isolation point

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Isolation and Lockout Awareness

Why every energy source is isolated, locked and proved dead before hands go in

20–30 minutes · Workers who maintain, clean, clear or adjust plant and equipment

[Company name] · [Date] · [Facilitator name]

ISO

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why plant must be isolated before you work on it
- ✓ The types of energy to isolate
- ✓ The isolation steps, locks and danger tags
- ✓ Your part: check, stop and report

This talk is not

- ✕ Electrical work, or testing circuits for dead
- ✕ Training to authorise isolations or run permits
- ✕ High-voltage or process isolation training
- ✕ Our procedure: **[Your isolation procedure]**

Awareness only. You follow your site's isolation procedure. Electrical work, such as removing fuses or testing for dead, is done only by a licensed electrician.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

Why isolate

Many serious injuries happen when plant starts, moves or releases energy while someone is working on it.

- Clearing a jam, cleaning, adjusting or maintaining: hands go where the machine moves
- Someone else starts the plant, not knowing you are in it
- Automatic or remote controls start it with no warning
- Stored energy is released: a spring, a hydraulic ram, a raised load

A composite example

- An operator stops a conveyor with the stop button to clear a jam. A second operator, at the far end, sees it stopped and presses start.
- The first operator's arm is pulled into the drive.

Stopped is not safe. Isolated, locked and proved is.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

Energy is not only electrical

Energy that drives the plant

- Electrical: motors, heaters, controls
- Mechanical: moving parts, flywheels still turning
- Hydraulic: oil under pressure in rams and lines
- Pneumatic: compressed air in lines and cylinders

Energy that stays behind

- Stored: springs, accumulators, capacitors
- Gravity: raised loads, platforms, counterweights
- Thermal: hot surfaces, steam, hot liquids
- Chemical: process lines, tanks, gases

Find every source. One missed is enough.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risks of plant, including unexpected start-up and stored energy
- Provide isolation points, locks, tags and isolation procedures
- Train and supervise everyone who isolates plant
- Consult workers on how plant is isolated

You must

- Isolate as the procedure says, every time, however short the job
- Fit your own lock and tag; never remove another person's
- Never bypass or defeat an isolation, guard or interlock
- Report isolation points that are missing, unclear or do not work

Most of Australia has harmonised WHS laws; Victoria's OHS laws take a different form. The duties apply in substance everywhere.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-ISO

Isolation and Lockout Awareness

Participant handout · keep this

Plant that starts, moves or releases energy while someone is working on it causes serious injuries. Keep this page.

The isolation steps

1. Identify every energy source, using the isolation procedure for this plant
2. Notify the operator and anyone affected that the plant is being isolated
3. Shut the plant down with its normal controls
4. Isolate every energy source at its isolation point
5. Fit your personal lock and danger tag to every isolation point
6. Release or restrain stored energy: bleed, block, lower, vent, cool
7. Test for zero energy: try to start it, check gauges, then return controls to off

Energy to isolate

- Electrical, mechanical, hydraulic, pneumatic
- Stored (springs, accumulators), gravity (raised parts)
- Thermal (heat, steam) and chemical (lines, tanks)

Not an isolation

- A stop button or emergency stop
- An interlocked guard
- Switching off at the control panel
- A tag with no lock

Locks and tags

- Your own lock and danger tag on every isolation point, or on the lock box
- Only you remove your lock
- Out of service tags mark faulty plant; they do not protect a person
- Abandoned lock? Only the lock removal procedure

Duties

- The business provides isolation points, locks, tags, procedures and training, and consults you
- You isolate every time, never bypass an isolation or guard, and report problems
- Electrical work, such as removing fuses or testing for dead, is for a licensed electrician

Stop and report when

- An isolation point is missing, unclear or will not lock
- The procedure does not match the plant
- Someone asks you to skip a step
- Report to: **[Who to report to here]**

Stopped is not safe. Isolate, lock, tag and test before hands go in.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not authorise you to do electrical work or to isolate plant beyond what your site's procedure and training allow.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ISO Isolation and Lockout Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-LFT · Cranes and Lifting Awareness

Product Overview

Audience: Workers on sites where cranes, hoists or lifting gear are used · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers on sites where loads are lifted: the lift plan, exclusion zones, checking lifting gear, and the rule that nobody goes under a suspended load.

Lifting operations can fail through overloading, rigging failures, damaged lifting gear, poor communication, wind, ground conditions or contact with powerlines, and a falling load or swinging load can kill. Most cranes, and dogging and rigging work, need high risk work licences.

This talk covers the lift plan, exclusion zones, never being under a suspended load, checking lifting gear tags and condition, communication between the operator and dogger, tag lines, weather and powerlines. It is awareness for everyone on a site where lifting happens, not a licence.

Learning outcomes

By the end of the session participants will be able to:

- Describe how lifting operations fail, and the consequences of a dropped or swinging load
- Explain the lift plan and the roles of the crane operator, dogger and rigger
- Set up and respect exclusion zones, and never stand or walk under a suspended load
- Check lifting gear before use: identification and rating tags, inspection status and condition
- Explain the communication used during a lift, and that only the authorised person directs the operator
- Recognise conditions that stop a lift, such as wind, ground conditions and nearby powerlines
- Explain that operating most cranes, dogging and rigging require high risk work licences

What it covers

Module	Covers
How lifts go wrong	Overloading and rigging failure; Damaged lifting gear; Wind, ground and powerlines
Planning and roles	The lift plan; Operators, doggers and riggers; Licences
On the day	Exclusion zones; Never under the load; Lifting gear checks; Communication and tag lines

Activities

- Gear check: workers inspect slings and shackles (or photos) and decide which are fit to use
- Stop the lift: workers identify the conditions in three scenarios that should stop a lift

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this qualify anyone to sling loads or operate a crane? No. Dogging, rigging and operating most cranes need high risk work licences. This talk helps everyone on site understand lifting and stay out of harm's way.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Cranes and Lifting Awareness

The lift plan, exclusion zones, lifting gear checks, and never under the load

20–30 minutes · Workers on sites where cranes, hoists or lifting gear are used

[Company name] · [Date] · [Facilitator name]

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How lifts go wrong
- ✓ The lift plan, and who does what
- ✓ Exclusion zones; never under the load
- ✓ Checking lifting gear; conditions that stop a lift

This talk is not

- ✕ A crane operator's licence or training
- ✕ A dogging or rigging licence
- ✕ Lift planning or gear inspection training
- ✕ Our procedure: **[Your lifting procedure]**

Awareness only. Operating most cranes, dogging and rigging need high risk work licences. This talk is not one.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

How lifts go wrong

A falling or swinging load can kill. Lifts fail in a handful of ways.

- Overloading the crane, or the lifting gear
- Rigging failure: the wrong sling, a poor hitch, an unbalanced load
- Damaged or out-of-date lifting gear
- Poor communication between the operator and the dogger
- Wind, soft ground, and powerlines

A composite example

- A bundle of steel is slung with one sling, off-centre. As it lifts it tilts and a bar slides out.
- A labourer taking a short cut under the load is struck.

Every lift is planned, and nobody is under it.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Plan lifts, and manage crane and lifting risks
- Use licensed or trained operators, doggers and riggers
- Keep cranes and gear inspected and maintained
- Control the area around lifts, and powerlines

You must

- Keep out of exclusion zones; never go under a load
- Never sling, direct or operate unless licensed or trained for it
- Never use damaged or untagged lifting gear
- Call a stop and report hazards

High risk work licences are issued under WHS or OHS laws in every state, with similar classes. Victoria's laws take a different form.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

The order of controls for lifting

1. **Eliminate** No lift at all: build or assemble in place, deliver to where it is needed
2. **Substitute** Smaller or lighter loads; a lifting method with less risk
3. **Isolate** Exclusion zones and barricades; lifts outside work hours or away from people
4. **Engineering** Load limiting devices, lifting points designed into the load, rated gear
5. **Administrative** Lift plans, licensed crews, gear inspection, signals, spotters
6. **PPE** Hard hats and high-visibility clothing: the load is still overhead

HIGHER ORDER

Remove the lift, or keep people away from it.

LOWER ORDER

Rely on people doing it right, every time.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

A hard hat will not stop a falling load. Keeping people out of the zone will.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-LFT

Cranes and Lifting Awareness

Participant handout · keep this

A falling or swinging load can kill. Everyone on a site where loads are lifted needs to know these rules. Keep this page.

Lifting gear check

- ☐ Identification tag present and readable, showing the working load limit
- ☐ Inspection current: **[How lifting gear inspection is shown here]**
- ☐ Right gear and rating for the load and the sling angle
- ☐ Synthetic slings: no cuts, burns, broken stitching or exposed core
- ☐ Wire rope: no broken wires, kinks, crushing, birdcaging or corrosion
- ☐ Chain: no stretched, bent, nicked or cracked links
- ☐ Shackles: right pin, straight and fully home; body not bent
- ☐ Hooks: not opened out or twisted; safety latch working
- ☐ No knots, home-made joins or repairs
- ☐ Fails? Tag it out, take it out of use and report it

Never under the load

- Keep out of exclusion zones during a lift
- Never stand or walk under a suspended load
- Never ride on a load or hook
- Keep clear of the slewing area and outriggers

Conditions that stop a lift

- Wind above the limit, or a load sailing
- Soft, sinking or undermined ground
- Powerlines too close
- Lost signals, someone in the zone, damaged gear

Stop and report when

- Anything above happens
- Gear is damaged or untagged
- Report to: **[Who to report to here]**

Who does what

- Crane operator: licensed or trained for that crane
- Dogger: licensed; slings the load and directs the operator
- Rigger: licensed for rigging work
- Everyone else: out of the exclusion zone

Never under the load. Anyone can stop a lift.

This is awareness training. It is not a licence, a ticket, a permit or a competency. Operating a crane, slinging loads, directing a crane and rigging need high risk work licences or specific training, which this talk is not.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LFT Cranes and Lifting Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-LON · Lone and Remote Work Awareness

Product Overview

Audience: Workers who work alone, remotely or in isolated locations · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who are on their own or a long way from help: what can go wrong, and the communication and check-in controls that bring help quickly.

Working alone or remotely is not unsafe in itself, but it changes the risk. If something goes wrong (an injury, a medical event, a vehicle breakdown, an aggressive person) there may be nobody to help and no way to call for it. Isolated work is also a psychosocial hazard.

This talk covers the hazards of lone and remote work, the controls the business provides such as communication systems and check-in procedures, and what the worker does when a check-in is missed or help is needed.

Learning outcomes

By the end of the session participants will be able to:

- Explain what lone and remote work is, and why it changes the risk of ordinary hazards
- Identify the hazards of working alone, including injury, medical events, violence, vehicle breakdown, weather and isolation
- Describe the controls: avoiding lone work for high risk tasks, reliable communication, check-in schedules and emergency devices
- Follow the check-in procedure and know what happens when a check-in is missed
- Plan travel and work in remote areas, including water, fuel, weather and coverage
- Raise concerns about lone work, including feeling isolated, through the right channel

What it covers

Module	Covers
What changes when you are alone	Delayed help; Common scenarios; Isolation as a psychosocial hazard
Controls	Tasks that must not be done alone; Communication: mobile, radio, satellite and emergency devices; Check-in schedules and escalation
Your part	Planning the day and the trip; Making every check-in; Raising concerns

Activities

- Missed check-in: a scenario worked through step by step, from the missed call to raising the alarm
- Plan the trip: workers prepare a simple remote travel plan using the handout

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Lone and Remote Work Awareness

What changes when help is far away, and the controls that bring it quickly

20–30 minutes · Workers who work alone, remotely or in isolated locations

[Company name] · [Date] · [Facilitator name]

LON

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why working alone changes the risk
- ✓ Tasks that must not be done alone
- ✓ Communication, check-ins and emergency devices
- ✓ Planning remote travel, and raising concerns

This talk is not

- ✕ Training on your radio, satellite phone or beacon
- ✕ Four-wheel drive or first aid training
- ✕ Training for high risk tasks
- ✕ Our procedure: **[Your lone work procedure]**

Awareness only. Using emergency devices, remote driving and first aid need their own training. Some high risk tasks need a licence or competency.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

What changes when you are alone

Working alone is not unsafe in itself, but it changes the risk: help is delayed, and you may not be able to call for it.

- Injury: a fall, a crush, a cut that needs help in minutes
- Medical events: a heart attack, a diabetic low, heat illness, a snake bite
- Violence or aggression, with nobody to step in or call for help
- Vehicle breakdown or bogging, weather, flood and fire
- Isolation: no one to talk to, check with or share the load

A composite example

- A maintenance worker visits a remote pump station alone. She slips on a wet ladder and breaks her ankle. There is no mobile coverage, and her only check-in is when her shift ends.
- She waits five hours for help. Nobody had planned for it.

An ordinary injury becomes serious when help is hours away.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risks of remote or isolated work, like any other risk
- Provide effective communication with workers who work alone
- Plan how help will reach you, and how fast
- Consult workers on how lone work is done

You must

- Follow the lone work and check-in procedure
- Carry, check and use the communication provided
- Not take on tasks that must not be done alone
- Report hazards, near misses and concerns

WHS regulations name remote or isolated work, and require effective communication. Victoria's OHS laws cover it through the general duties.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

The order of controls for lone work

1. **Elimination** Don't work alone: a second person, or do it when others are there
2. **Substitution** Change the task: remote monitoring, a call instead of a visit
3. **Isolation** Keep away from the hazard: no entry to risky areas alone
4. **Engineering** Communication that works there: radio, satellite, duress devices
5. **Administrative** Check-in schedules, travel plans, escalation, rosters
6. **PPE and kit** First aid kit, water, the right clothing

HIGHER ORDER

Bring people and help closer, whoever is doing the job.

LOWER ORDER

Rely on people making every check-in and carrying the kit, every time.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. A phone is not a substitute for a second person.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-LON

Lone and Remote Work Awareness

Participant handout · keep this

Working alone or remotely changes the risk: if something goes wrong, help may be hours away and you may not be able to call for it. Keep this page.

The order of controls for lone work

1. Don't work alone: a second person, or work when others are there
2. Change the task so nobody has to go
3. Keep out of risky areas alone
4. Communication that works there: radio, satellite, duress devices
5. Check-ins, travel plans and escalation
6. Kit: first aid, water, the right clothing

Never alone

- Confined spaces, live electrical work, fall arrest
- Visits flagged as high risk for violence
- Any job where help would be needed within minutes

Check-ins

- Leave your plan with your check-in contact
- Check in every time, and early if you will be late
- A missed check-in starts the escalation: that is the system working

Isolation is a hazard too

- Feeling cut off? Raise it: **[Who to raise concerns with here]**

My travel plan

- ☐ Where (site, route): _____
- ☐ Leaving / back by: _____
- ☐ Check-in contact: _____
- ☐ Check-in times and how: _____
- ☐ Coverage gaps, and back-up: _____
- ☐ Vehicle checked: fuel, spare, tools, recovery gear
- ☐ Water, food and first aid kit for a delay
- ☐ Weather, fire danger, floods, roads checked
- ☐ Emergency device carried, charged, tested
- ☐ Missed check-in: **[Who raises the alarm here]**

Report to

- **[Who to report to here]**
- Emergency: Triple Zero (000)

Plan for help being late. Make every check-in, and speak up when the system is not working.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to use an emergency device, drive off-road or give first aid.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-LON Lone and Remote Work Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-MAN · Hazardous Manual Tasks Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who lift, push, pull, carry or hold: what makes a manual task hazardous, and why changing the task works better than lifting technique.

Musculoskeletal disorders such as back, shoulder and neck injuries are among the most common serious work injuries in Australia. They come from hazardous manual tasks: tasks involving repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward postures, or vibration. In Victoria this is called hazardous manual handling.

This talk teaches workers to recognise the characteristics that make a task hazardous, explains why controls that change the task (eliminating, redesigning, mechanical aids) work better than training in lifting technique, and encourages early reporting of discomfort.

Learning outcomes

By the end of the session participants will be able to:

- Explain what a hazardous manual task is, and the characteristics that make it so: force, repetition, sustained or awkward postures, and vibration
- Describe musculoskeletal disorders and how they can develop gradually or from a single event
- Explain why changing the task, the workplace layout or the load, or using mechanical aids, controls the risk better than lifting technique alone
- Use the mechanical aids and team lifting arrangements provided, and report when they are missing or unsuitable
- Recognise early signs of discomfort and report them before they become an injury
- Take part in consultation about how manual tasks could be done differently

What it covers

Module	Covers
What makes a task hazardous	The five characteristics; Load, environment and work organisation; Musculoskeletal disorders
Controls that work	Eliminate the task; Redesign the workplace, the load and the task; Mechanical aids; Why technique training is not enough on its own
Your part	Using aids every time; Reporting discomfort early; Suggesting changes

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

Activities

- Task check: workers assess a common task in their own workplace against the five characteristics
- Redesign it: in groups, workers suggest two changes that would reduce the risk of that task

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Hazardous Manual Tasks Awareness

What makes a manual task hazardous, and why changing the task works better than lifting technique

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

MAN

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What makes a manual task hazardous
- ✓ How musculoskeletal disorders develop
- ✓ Controls that change the task
- ✓ Your part: aids, reporting, ideas

This talk is not

- ✕ Forklift or crane training, or a licence
- ✕ Training to use a specific hoist or aid
- ✕ A risk or ergonomic assessment
- ✕ Our procedure: **[Our manual tasks procedure]**

Awareness only. Forklifts and cranes need a high risk work licence; every mechanical aid needs training on that aid.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

What makes a task hazardous

A manual task is any task where you lift, lower, push, pull, carry, move, hold or restrain something or someone. It is hazardous when it involves:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture
- Exposure to vibration

Also look at

- The load: heavy, bulky, unstable, hard to grip, or a person or animal
- The environment: slippery floors, steps, heat, cold, poor lighting, tight spaces
- Work organisation: pace, deadlines, long shifts, too few people, no breaks

Weight is only part of it. Force, repetition, posture and vibration all count.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

Musculoskeletal disorders

A musculoskeletal disorder (MSD) is an injury or disease of the muscles, tendons, ligaments, joints, nerves, discs or bones.

- Back, neck and shoulder injuries; sprains and strains; hernias; nerve damage
- Gradual: wear and tear builds up over weeks or years, often starting as aches and stiffness
- Sudden: a single event, such as a slip while carrying or a load that shifts
- Many cause lasting pain, time off work, and changes to life outside work

The injury that 'happened on one lift' usually started long before.

A composite example

- A storeperson lifts cartons off a pallet on the floor all shift, bending and twisting to reach the far side.
- Months of lower back ache are put down to 'getting older'. One morning a carton slips and the back goes.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Identify hazardous manual tasks and manage the risks
- Eliminate the risk, or change the task, the workplace or the load
- Provide and maintain mechanical aids, and train workers to use them
- Consult workers about how tasks could be done differently

You must

- Use the mechanical aids and team lifting arrangements provided
- Follow the safe ways of working agreed for the task
- Report discomfort, injuries, and missing or unsuitable aids
- Take part in consultation, and suggest changes

In Victoria this is called hazardous manual handling, with similar duties under the OHS laws. Check yours.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-MAN

Hazardous Manual Tasks Awareness

Participant handout · keep this

Musculoskeletal disorders, such as back, shoulder and neck injuries, are among the most common serious work injuries in Australia. Most come from hazardous manual tasks. Keep this page.

A task is hazardous when it involves

1. Repetitive or sustained force
2. High or sudden force
3. Repetitive movement
4. Sustained or awkward posture
5. Exposure to vibration

Also look at

- The load: heavy, bulky, unstable, hard to grip
- The environment: floors, stairs, heat, light, space
- Work organisation: pace, shifts, staffing, breaks

The order of controls

1. Eliminate the task
2. A lighter, smaller or easier load
3. Conveyors and automated handling
4. Mechanical aids; redesign heights, reach and layout
5. Rotation, breaks, team lifting, technique
6. PPE: does little for the main risk

Technique is not enough on its own

- It relies on getting it right every lift. Change the task first; technique goes on top

Task check

- ☐ Repetitive or sustained force?
- ☐ High or sudden force?
- ☐ Repetitive movement?
- ☐ Sustained or awkward posture?
- ☐ Exposure to vibration?
- ☐ Can the task be avoided?
- ☐ Can the load be lighter or smaller?
- ☐ Can the height or reach change?
- ☐ Is there an aid for this?

Every time

- Use the aid, even for 'just one'
- Plan team lifts
- Aids: **[Where our mechanical aids are kept]**

Report early

- Aches, stiffness, tingling or pain
- Missing, broken or unsuitable aids
- Ideas to change a task
- Report to: **[Who to report to here]**

Change the task, not just the way you lift. Report discomfort early.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to use a forklift, crane, hoist or other mechanical aid.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MAN Hazardous Manual Tasks Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-MOB · Mobile Equipment and Vehicle Interaction Awareness

Product Overview

Audience: Workers on sites with forklifts, trucks, loaders or light vehicles · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who works around forklifts, trucks, loaders or utes: how people are hit by mobile equipment, and the habits that keep pedestrians and machines apart.

Being hit by a moving vehicle or piece of mobile plant is one of the most common causes of death at Australian workplaces. Heavy vehicles and equipment such as trucks, loaders and forklifts have large blind spots, and light vehicles move fast around people who expect them to stop.

This talk covers separating people from vehicles, blind spots, positive communication with operators, and the rules for both heavy and light vehicles on site. It suits pedestrians and operators alike. It is not a licence, operator training or spotter training for any machine.

Learning outcomes

By the end of the session participants will be able to:

- Explain why vehicle and mobile plant interaction is one of the most common causes of workplace fatalities
- Describe how separation works: exclusion zones, barriers, walkways, and keeping people and vehicles apart by design
- Recognise the blind spots of heavy vehicles and mobile plant, and that an operator may not see a pedestrian
- Use positive communication before approaching equipment: make eye contact, get a clear signal from the operator, and wait for it to stop
- Apply the site rules for light vehicles, such as speed limits, parking, reversing, flags and lights
- Explain why loads, reversing, slopes and fatigue increase the risk
- Report near misses involving vehicles and people, every time

What it covers

Module	Covers
Why interaction kills	Common scenarios: reversing, loading, intersections; Heavy and light vehicles; Duties under WHS or OHS laws
Separation	Exclusion zones and barriers; Walkways and crossing points; Loading and unloading areas
Seeing and being seen	Blind spots; Positive communication with operators; High-visibility clothing, lights and flags
Your part	Following the site traffic rules; Never approaching until the operator signals; Reporting near misses

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

Activities

- Blind spot walk: with a parked vehicle or plan view, workers mark where an operator cannot see
- Approach the machine: workers describe the steps they would take to approach a loader or forklift to speak to the operator

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this cover the forklift licence? No. Operating a forklift and many other machines needs a high risk work licence or specific operator training. This talk is about people and vehicles working near each other.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Mobile Equipment and Vehicle Interaction Awareness

How people are hit by mobile equipment, and the habits that keep people and machines apart

20–30 minutes · Workers on sites with forklifts, trucks, loaders or light vehicles

[Company name] · [Date] · [Facilitator name]

MOB

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✔ How people are hit by mobile plant and vehicles
- ✔ Separation: exclusion zones, barriers, walkways
- ✔ Blind spots and positive communication
- ✔ Light vehicles on site, and your part

This talk is not

- ✕ A licence or operator training for any machine
- ✕ Spotter or traffic controller training
- ✕ The site traffic plan and visitors: see HAZ-TRF
- ✕ Our rules: **[Your mobile plant rules or procedure]**

Awareness only. Operating a forklift needs a high risk work licence; other machines need operator training and competency.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

Why interaction kills

Being hit by a moving vehicle or mobile plant is one of the most common causes of death at Australian workplaces.

- Reversing: the most common set-up, into a person the operator cannot see
- Loading and unloading: people beside trucks, forklifts working around them
- Intersections and blind corners: racking, doorways, stockpiles
- Heavy plant has large blind spots; light vehicles move fast and need room to stop

If the operator cannot see you, they cannot stop for you.

A composite example

- A loader is reversing at a stockpile. A labourer walks behind it to pick up a dropped tool. The reversing alarm has been sounding all shift, and nobody notices it any more.
- The operator checks the mirror, sees nothing and keeps going.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of people being hit: eliminate it, or minimise it using the hierarchy of control
- Separate people and mobile plant where it is reasonably practicable
- Provide safe plant, licensed or trained operators, information and supervision
- Consult workers on how people and vehicles share the site

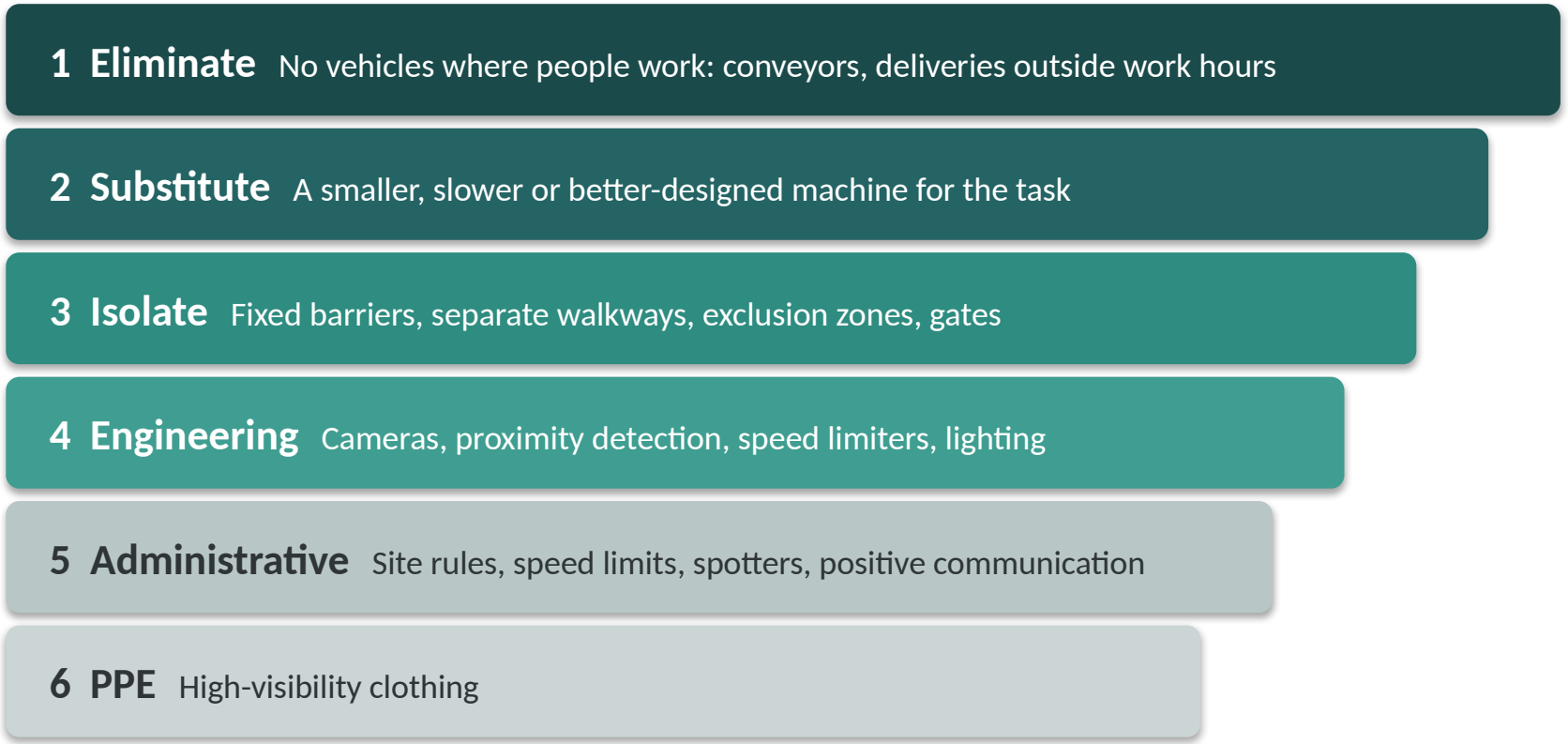
You must

- Stay out of exclusion zones, and use the walkways and crossings
- Never approach a machine until the operator signals
- Operate only plant you are licensed or trained and authorised for
- Report hazards and every near miss

Most of Australia has WHS laws; Victoria has its own OHS laws. Mines also have extra safety laws.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

The hierarchy of control for people and plant



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-MOB

Mobile Equipment and Vehicle Interaction Awareness

Participant handout · keep this

Being hit by a moving vehicle or mobile plant is one of the most common causes of death at Australian workplaces. Keep this page.

Keep people and machines apart

1. Eliminate: no vehicles where people work
2. Substitute: a smaller or slower machine
3. Isolate: barriers, separate walkways, exclusion zones
4. Engineering: cameras, proximity detection, speed limiters, lighting
5. Administrative: site rules, speed limits, spotters
6. PPE: high-visibility clothing, last

Blind spots

- Behind, beside and close in front of big machines
- Behind a load on the forks or a raised bucket
- If you cannot see the operator's face, they cannot see you

Light vehicles on site

- Keep to the site speed limit; park nose out
- Give way to heavy plant; stop at the go-line
- Flags, beacons, lights and radio calls as the site requires

What raises the risk

- Loads, reversing, slopes and poor ground
- Fatigue, darkness, dust, rain and glare
- Changes: new layouts, visitors, new starters

Approaching a machine

- ☐ Stop outside the machine's exclusion zone or at the go-line
- ☐ Make eye contact with the operator
- ☐ Signal that you want to approach, or call on the radio
- ☐ Wait: the machine stops, the attachment goes down and the brake goes on
- ☐ Get a clear signal back from the operator
- ☐ Approach from the side the operator can see, never from behind
- ☐ Leave the same way, and let the operator see you are clear

Stop and report when

- A barrier or walkway is missing or blocked
- A machine moves without a signal
- Someone is in a blind spot or exclusion zone
- Report every near miss to: **[Who to report to here]**
- How: **[How to report a near miss here]**

No eye contact, no signal, no approach. Report every near miss.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not a licence or operator training for any machine, or spotter training.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-MOB Mobile Equipment and Vehicle Interaction Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-NOI · Noise and Hearing Awareness

Product Overview

Audience: Workers in noisy workplaces · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers around noisy plant, tools or processes: how noise damages hearing for good, how to tell when it is too loud, and the controls that protect it.

Noise-induced hearing loss is permanent and builds up gradually, so it often goes unnoticed until it is too late. Very loud short noises can also cause immediate damage, and noise can contribute to tinnitus, fatigue and incidents when warnings are not heard.

This talk covers the workplace exposure standard for noise, simple ways to tell when noise is likely to be too loud, the hierarchy of control for noise, wearing hearing protection properly the whole time, and audiometric testing.

Learning outcomes

By the end of the session participants will be able to:

- Explain how noise causes permanent hearing loss and tinnitus
- Describe the exposure standard for noise: an eight-hour average of 85 dB(A), and a peak of 140 dB(C)
- Recognise when noise is likely to be too loud, such as having to raise your voice to talk to someone a metre away
- Describe controls that reduce noise at the source: quieter equipment, maintenance, enclosures and distance
- Choose, fit and wear hearing protection correctly for the whole time in noisy areas
- Explain audiometric testing and why workers who need hearing protection have it

What it covers

Module	Covers
How noise harms	Hearing loss and tinnitus; Gradual and sudden damage; Noise and other risks
How loud is too loud	The exposure standard; The one-metre test; Signs and mandatory hearing protection areas
Controls	Quieter equipment and maintenance; Isolation, enclosures and distance; Hearing protection: choosing, fitting, wearing; Audiometric testing

Activities

- Fit it right: a demonstration of fitting foam earplugs and checking earmuff seals
- Noise map: workers mark the noisy areas and tasks in their workplace and the controls in each

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Noise and Hearing Awareness

How noise damages hearing for good, how to tell when it is too loud, and the controls that protect it

20–30 minutes · Workers in noisy workplaces

[Company name] · [Date] · [Facilitator name]

NOI

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ How noise damages hearing
- ✓ How to tell when it is too loud
- ✓ Controls, and hearing protection
- ✓ Hearing tests, and your part

This talk is not

- ✗ A noise assessment or noise measurement
- ✗ A hearing test
- ✗ Training on specialist hearing protectors
- ✗ Our assessment: **[Our noise assessment]**

Awareness only. Noise assessments and hearing tests are done by competent people with the right equipment.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

How noise harms

Loud noise damages the tiny hair cells in the inner ear. They do not grow back.

- Gradual damage: years of exposure, painless, often unnoticed until conversation gets hard
- Sudden damage: a very loud bang, such as a nail gun, explosion or hammer on steel, can harm hearing at once
- Tinnitus: ringing or buzzing in the ears that may never go away
- Other risks: missing warnings and reversing alarms, fatigue, and stress
- Some chemicals, such as certain solvents, add to the damage

A composite example

- A worker has run a concrete saw and a compactor for years with earmuffs 'on most of the time'. At a family dinner they realise they cannot follow the conversation.
- The damage built up a little each day. It is permanent.

Hearing lost to noise does not come back.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

How loud is too loud

AVERAGE OVER 8 HOURS

85 dB(A)

The exposure standard: no worker may be exposed above an eight-hour average of 85 decibels, A-weighted.

PEAK

140 dB(C)

No single bang or impact may exceed a peak of 140 decibels, C-weighted.

HALF THE TIME

Plus 3 dB

Every 3 dB increase doubles the noise energy. At 88 dB(A), the limit is reached in four hours.

A QUICK CHECK

The one-metre test

If you have to raise your voice to be understood by someone about a metre away, it is probably too loud.

If you have to shout at a metre, assume it is too loud.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Keep noise exposure below the exposure standard, using the order of controls
- Assess noise where it may exceed the standard, and act on it
- Provide hearing protection, signs and training where noise cannot be reduced enough
- Provide audiometric testing for workers who need hearing protection

You must

- Use quieter methods, enclosures and other controls provided
- Wear hearing protection properly, the whole time, in noisy areas
- Look after it, and report damaged or uncomfortable protectors
- Take part in audiometric testing, and report noise problems

Victoria's OHS Regulations set the same exposure standard and similar duties in their own terms. Check yours.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-NOI

Noise and Hearing Awareness

Participant handout · keep this

Noise-induced hearing loss is permanent and builds up without pain. Very loud bangs can damage hearing at once. Keep this page.

How loud is too loud

- Exposure standard: 85 dB(A) averaged over eight hours, and a peak of 140 dB(C)
- Every 3 dB more halves the safe time: 88 dB(A) for four hours
- Raise your voice to be understood at a metre? It is probably too loud
- Ringing or dull ears after work: a warning sign

The order of controls for noise

1. Remove the noisy process
2. Quieter equipment or method
3. Enclosures, separate rooms, distance
4. Silencers, damping, barriers, maintenance
5. Limit time in noise, signs, quiet areas
6. Hearing protection, worn the whole time

Hearing tests

- For workers who need hearing protection: within three months of starting, then at least every two years
- Ask about your results

Fit it right

- ☐ Foam earplugs: clean hands, then roll the plug into a thin, tight cylinder
- ☐ Reach over your head, pull the top of the ear up and back to open the canal
- ☐ Push the plug well in, and hold it for 20 to 30 seconds while it expands
- ☐ Check: your own voice sounds louder and muffled; little of the plug shows
- ☐ Earmuffs: cushions whole, soft and clean; headband still springy
- ☐ Cups fully over both ears; hair pushed back; band adjusted to fit
- ☐ Nothing under the seal: glasses arms, beanies, hoods or pencils
- ☐ Keep them on the whole time you are in the noise

Where

- Hearing protection: **[Where hearing protection is kept here]**
- Areas: **[Our hearing protection areas]**

Report when

- A machine gets louder, rattles or leaks
- An enclosure or silencer is damaged
- Your protectors are damaged or uncomfortable
- Report to: **[Who to report to here]**

Quiet the noise first. Wear your protection the whole time. Hearing lost to noise does not come back.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not a noise assessment or a hearing test.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-NOI Noise and Hearing Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-PPE · Personal Protective Equipment Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker who wears PPE: where it sits in the hierarchy of control, and how to choose, fit, wear, look after and replace it so it actually protects.

Personal protective equipment is the last line of defence, used when other controls cannot remove or reduce the risk enough, or alongside them. It only works if it is the right equipment, fits, is worn correctly the whole time, and is in good condition.

This talk covers PPE in the hierarchy of control, the duties of the business to provide it and of workers to use it, selection and fit (including fit testing for tight-fitting respirators), wearing, cleaning, storing and replacing it, and reporting problems.

Learning outcomes

By the end of the session participants will be able to:

- Explain where PPE sits in the hierarchy of control, and why it is relied on only when higher controls are not enough
- Describe the business's duty to provide PPE, and the worker's duty to use it as instructed and look after it
- Select PPE suited to the hazard and the task, and check it fits
- Explain fit testing for tight-fitting respirators, and why the seal needs a clean-shaven face
- Inspect, clean, store and replace PPE, and report damaged or uncomfortable equipment
- Recognise the limits of PPE and the hazards it does not protect against

What it covers

Module	Covers
PPE and the hierarchy	The last line of defence; Duties of the business and workers; When PPE is required
Choosing and fitting	Matching PPE to the hazard; Fit and comfort; Respirator fit testing
Using and caring for it	Wearing it the whole time; Inspecting, cleaning and storing; Replacing and reporting

Activities

- Right PPE: workers choose PPE for four tasks and say what each item protects against, and what it does not
- PPE check: workers inspect their own PPE using the handout checklist

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Personal Protective Equipment Awareness

Where PPE sits in the hierarchy of control, and how to choose, fit, wear and look after it

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

PPE

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ PPE in the hierarchy of control
- ✓ Duties of the business and workers
- ✓ Choosing and fitting PPE, and fit testing
- ✓ Wearing, caring for and replacing it

This talk is not

- ✕ Harness or fall protection training
- ✕ A respirator fit test, or breathing apparatus training
- ✕ PPE for licensed work, such as asbestos removal
- ✕ Our requirements: **[Our PPE requirements]**

Awareness only. Harnesses, breathing apparatus and licensed work need their own training. Fit tests are done by a competent fit tester.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

PPE in the hierarchy of control

1. **Elimination** Remove the hazard completely
2. **Substitution** Replace the hazard with something less harmful
3. **Isolation** Separate people from the hazard
4. **Engineering** Change the equipment or process to reduce the risk
5. **Administrative** Change the way work is organised
6. **PPE** Protect the person; the hazard is still there

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

PPE is the last line of defence: the hazard is still there.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

Why PPE is the last line

- It relies on the right item, fitted, worn the whole time, in good condition
- It protects only the person wearing it, not the people nearby
- When it fails, it often fails without warning
- It can add hazards: heat, poorer vision or hearing, gloves caught in machinery

When PPE is required

- When higher controls cannot reduce the risk enough
- As an interim measure while better controls are put in
- On top of other controls, where the SDS, SWMS or signs say
- Where your site's PPE requirements say

Ask first: could a higher control do the job?

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Provide the PPE needed, at no cost to workers
- Make sure it suits the hazard and the task, fits and is reasonably comfortable
- Maintain, repair, replace and keep it clean
- Train workers to use it, and consult them on choosing it

You must

- Use and wear PPE as you have been instructed and trained
- Not misuse or damage it on purpose
- Look after it: inspect, clean and store it
- Report PPE that is damaged, defective, needs cleaning or does not fit

Victoria's OHS laws set similar duties in their own terms. Check yours.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-PPE

Personal Protective Equipment Awareness

Participant handout · keep this

PPE is the last line of defence. It only works if it is the right equipment, fits, is worn correctly the whole time, and is in good condition. Keep this page.

The hierarchy of control

1. Elimination
2. Substitution
3. Isolation
4. Engineering
5. Administrative
6. PPE: the last line; the hazard is still there

Duties

- The business provides suitable PPE that fits, at no cost to you, keeps it in good order, and trains you
- You wear it as instructed, do not misuse it, look after it, and report problems

Fit testing

- Tight-fitting respirators need a fit test, before first use and regularly
- Clean-shaven where it seals
- Seal check every time you put it on

Know its limits

- A dust mask does not stop gases or vapours
- Glasses do not stop side splashes
- Gloves resist some chemicals, not all
- Hearing protection can mask warnings

PPE check

- ☐ Is it the PPE required for the task and the hazard?
- ☐ Does it fit me, and is it comfortable enough to wear all the time?
- ☐ Eye protection: lenses clear, not scratched or cracked; arms and strap sound
- ☐ Gloves: right material; no holes, tears, swelling or stiffness
- ☐ Hearing protection: cushions whole; earplugs new or clean
- ☐ Respirator: seal, straps and valves sound; filters in date; seal check done
- ☐ Hard hat and boots: no cracks or damage; within the replacement date
- ☐ Clean, and stored out of dust, sun and chemicals?
- ☐ Damaged or not fitting? Report it and replace it: **[Where to get PPE here]**

Report when

- PPE is damaged, worn or past its date
- It does not fit or hurts
- It is missing
- Report to: **[Who to report to here]**

The right PPE, fitted, worn the whole time, in good condition. Report it when it is not.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to use a harness or breathing apparatus, and it is not a respirator fit test.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-PPE Personal Protective Equipment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-SIL · Crystalline Silica Awareness

Product Overview

Audience: Workers who cut, drill, grind or crush stone, concrete, brick or tiles · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who create dust from stone, concrete, brick or tiles: why respirable silica is so harmful, and the controls that stop it reaching the lungs.

Respirable crystalline silica is released when materials such as concrete, brick, tiles, sandstone, granite and some composite products are cut, drilled, ground, polished or crushed. The particles are too fine to see. Breathing them in can cause silicosis, lung cancer, kidney disease and chronic obstructive pulmonary disease, and silicosis cannot be cured.

This talk covers where silica comes from at work, the workplace exposure standard, the prohibition on engineered stone, and the controls that work: eliminating the dust, wet methods and on-tool extraction first, and properly fitted respiratory protection on top.

Learning outcomes

By the end of the session participants will be able to:

- Explain what respirable crystalline silica is and which materials and tasks release it
- Describe the health effects of breathing in silica dust, including silicosis, and why they are permanent
- State that there is a workplace exposure standard for respirable crystalline silica and that exposure must be kept as low as reasonably practicable
- Explain that the manufacture, supply, processing and installation of engineered stone benchtops, panels and slabs is prohibited in Australia from 1 July 2024
- Apply the hierarchy of control to dusty tasks: wet cutting, on-tool dust extraction, enclosed cabs, and no dry sweeping or compressed air
- Wear and check respiratory protective equipment correctly, including fit testing and being clean-shaven where the mask seals
- Describe health monitoring and why workers exposed to silica may be required to take part

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

What it covers

Module	Covers
Silica at work	What it is and where it comes from; Tasks that release it; Why you cannot see the dangerous dust
Health effects	Silicosis, lung cancer, kidney disease and COPD; Acute and accelerated silicosis; The workplace exposure standard and air monitoring
Controls that work	Engineered stone prohibition; Water suppression and on-tool extraction; Vacuums with the right filter, not brooms or compressed air; Respiratory protection, fit testing and maintenance
Your part	Using controls every time; Health monitoring; Reporting controls that are missing or not working

Activities

- Dust or no dust: workers sort six tasks by the dust they create and choose the controls for each
- Seal check: a demonstration of putting on a half-face respirator, a user seal check, and the things that break the seal

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

Questions

Does this cover high risk crystalline silica work rules in my state? It explains the general duties and controls, and points to the extra requirements some WHS and OHS laws now place on high risk silica work. The facilitator guide shows where to add your own state's requirements and your site's silica control plan.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Crystalline Silica Awareness

Why respirable silica is so harmful, and the controls that stop it reaching the lungs

20–30 minutes · Workers who cut, drill, grind or crush stone, concrete, brick or tiles

[Company name] · [Date] · [Facilitator name]

SIL

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What silica dust is and where it comes from
- ✓ How it harms you, and the exposure standard
- ✓ Controls that work, and respirators
- ✓ Your part: controls, health checks, reporting

This talk is not

- ✕ Respirator fit testing
- ✕ Work with engineered stone, which is prohibited
- ✕ Air monitoring or health monitoring itself
- ✕ Our plan: **[Our silica control plan]**

Awareness only. Fit testing is done by a competent fit tester. Work on installed engineered stone needs strict controls this talk does not provide.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

Why silica matters

Respirable crystalline silica is dust fine enough to reach deep into the lungs. It does not come back out.

- Silicosis: scarring of the lungs that cannot be cured and can keep getting worse
- Lung cancer, kidney disease and chronic obstructive pulmonary disease (COPD)
- Chronic silicosis usually takes ten years or more; accelerated silicosis can appear within five to ten years of heavy exposure
- Acute silicosis can follow very high exposure within weeks to a few years

A composite example

- A worker dry-cuts concrete pavers with a hand-held saw for a morning because the water supply is not connected yet. A grey cloud hangs around the job.
- It feels like a one-off. Done most weeks, it adds up to years of exposure.

Silicosis cannot be cured. The only answer is not to breathe the dust.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

Where silica comes from

Silica is in most stone, sand and building materials. The hazard is the fine dust released when they are worked.

Materials

- Concrete, cement, mortar and render
- Bricks, pavers, blocks and roof tiles
- Ceramic and porcelain tiles, and some composite products
- Sandstone, granite and other natural stone
- Sand, gravel and abrasive blasting media

Tasks that release it

- Cutting, drilling, chasing and coring
- Grinding, polishing and scabbling
- Crushing, demolition and jackhammering
- Abrasive blasting
- Dry sweeping and blowing dust with compressed air

You cannot see the dangerous dust. Control the task, not the cloud.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

How much is too much

THE LEGAL CEILING

Exposure standard

The most respirable silica a worker may breathe, averaged over an eight-hour day. Exposure must not exceed it.

NOT JUST UNDER THE LINE

As low as possible

Exposure must also be kept as low as reasonably practicable. Under the standard is not the same as safe.

MEASURING IT

Air monitoring

Where there is doubt about exposure, it is measured by a competent person, often with a small pump worn on the collar for a shift.

The exposure standard is a ceiling, not a target.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-SIL

Crystalline Silica Awareness

Participant handout · keep this

Cutting, drilling, grinding or crushing stone, concrete, brick or tiles releases respirable crystalline silica: dust too fine to see that can cause silicosis, which cannot be cured. Keep this page.

The order of controls for silica dust

1. Avoid the dusty task: order to size, pre-cut parts
2. A lower-silica material, or a less dusty method
3. Enclosed cabs; keep others away from the dust
4. Water at the blade; on-tool extraction
5. Plans, wet cleaning, air and health monitoring
6. A fit-tested respirator, on top of the controls

Know the rules

- There is a workplace exposure standard: keep exposure below it and as low as reasonably practicable
- Engineered stone benchtops, panels and slabs are prohibited from 1 July 2024
- Extra rules apply to high risk silica work: they differ between states

Never

- Dry sweep or use compressed air on dust
- Cut without the water or extraction working
- Eat, drink or smoke in the dust area

Health monitoring

- You may be required to take part if you are exposed to silica. It finds changes early, and shows whether controls work

Respirator seal check

- ☐ Clean-shaven where the mask seals: no stubble, beard or long sideburns
- ☐ The right model and size: the one you were fit tested on
- ☐ Straps, valves and face seal intact; filters in date and not clogged
- ☐ Mask on the face, then the top strap high on the head, then the bottom strap
- ☐ Positive check: cover the exhalation valve, breathe out gently: the mask should bulge, with no leaks
- ☐ Negative check: cover the filters, breathe in gently: the mask should pull in and stay in
- ☐ Leak? Readjust and check again. Still leaking? Do not enter the dust
- ☐ Nothing under the seal: no glasses arms, hood edges or hair

Stop and report when

- The water or extraction is not working
- Your respirator will not seal
- You are not sure what a material is
- Report to: **[Who to report to here]**

Stop the dust at the source. A respirator goes on top, not instead.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not a respirator fit test, and it does not train you to work on engineered stone.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SIL Crystalline Silica Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-SXH · Sexual Harassment Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: what sexual harassment is, the employer's positive duty to prevent it, and how to report it or support someone who has experienced it.

Sexual harassment is unwelcome conduct of a sexual nature that a reasonable person would anticipate could offend, humiliate or intimidate. It can be physical, verbal, written or online, and can happen at work events, while travelling and through messages outside work hours. Employers have a positive duty under federal law to take reasonable and proportionate measures to eliminate it, as well as duties under WHS or OHS laws.

This talk explains what sexual harassment looks like, the risk factors in work, what bystanders can do safely, how to report, and that victimising someone who reports is unlawful.

Learning outcomes

By the end of the session participants will be able to:

- Explain what sexual harassment is, including examples that are verbal, physical, written and online
- Describe the employer's positive duty to take reasonable and proportionate measures to eliminate sexual harassment
- Recognise risk factors in work, such as power imbalances, isolation, alcohol at work events and customer contact
- Act as a bystander in ways that are safe and supportive
- Report sexual harassment through the workplace procedure, and know the outside options
- Explain that victimising a person who reports or supports a report is unlawful

What it covers

Module	Covers
What it is	The legal meaning, in plain terms; Examples, including online and outside work hours; Sex-based harassment and hostile environments
Duties and risk factors	The positive duty and WHS or OHS duties; Risk factors in the work; Controls the business puts in place
Your part	Standards of behaviour; Bystander action; Reporting, confidentiality and support; Victimisation

Activities

- Where is the line: workers discuss short scenarios set at work, at a work function and online

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

- Supporting a colleague: what to say, and what not to say, when someone tells you about harassment

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Sexual Harassment Awareness

What it is, the duty to prevent it, and how to report it or support someone

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

SXH

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What sexual harassment is, with examples
- ✓ The duty to prevent it, and risk factors
- ✓ Being a safe, supportive bystander
- ✓ Reporting, support, and victimisation

This talk is not

- ✕ Investigation or complaint-handling training
- ✕ Legal advice
- ✕ Counselling
- ✕ Our policy: **[Your sexual harassment policy]**

Awareness only. Investigating a complaint needs a fair process and trained people. Sexual assault is a crime: police and specialist services respond.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

What it is

Unwelcome conduct of a sexual nature that a reasonable person would anticipate could offend, humiliate or intimidate.

- Verbal: comments about someone's body or sex life, sexual jokes, repeated requests for dates
- Physical: unwanted touching, brushing past, hugging or kissing, standing too close
- Written and online: sexual messages, images or emails, posts, and comments in group chats
- Intent does not matter; one incident is enough

A composite example

- A supervisor messages a new worker late at night: compliments on her looks, then requests to meet up. She says no. The messages keep coming, and her shifts get worse.
- It happened outside work hours, on her own phone. It is still connected to work.

It is about the effect, not the intent.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

Where it happens, and hostile environments

Where and when

- At work, and at work functions, conferences and end-of-year parties
- While travelling for work, and in work accommodation
- In messages, calls and social media, including outside work hours
- From co-workers, managers, customers, clients, patients and the public

Also unlawful

- Harassment on the ground of sex: demeaning conduct because of someone's sex, even if not sexual
- A hostile workplace environment: sexual posters, jokes or banter that make the workplace offensive or intimidating
- It does not have to be aimed at you to affect you

If it is connected to work, it is covered.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

The positive duty, and WHS or OHS duties

The business must

- Take reasonable and proportionate measures to eliminate sexual harassment, as far as possible
- Manage it as a risk under WHS or OHS laws, using the order of controls
- Have clear policies and safe, fair ways to report
- Act on reports, and prevent victimisation

You must

- Not sexually harass anyone connected to work
- Meet the standards of behaviour
- Take reasonable care for others' health and safety
- Not victimise anyone who reports or supports a report

The positive duty is in the federal Sex Discrimination Act. Victoria and some other states have their own duties. Fair Work orders can also apply.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-SXH

Sexual Harassment Awareness

Participant handout · keep this

Sexual harassment is unlawful, and a hazard that businesses must prevent. Everyone has a part. Keep this page.

What it is

- Unwelcome conduct of a sexual nature that a reasonable person would see could offend, humiliate or intimidate
- Verbal, physical, written or online; at work, at events, when travelling, and in messages after hours
- Intent does not matter; one incident is enough
- Also unlawful: harassment because of sex, and a hostile workplace environment

The order of controls

1. Design the work: avoid isolation; balanced teams and leadership
2. Change the setting: safe events and travel
3. Separate and protect after a report; ban harassing customers
4. Clear standards, several ways to report, fair responses
5. Training and bystanders

Being a safe bystander

- Speak up, if it is safe
- Interrupt: give a reason to move the person away
- Check in privately: listen and believe
- Report what you saw, and when

Report it

- **[Who to report sexual harassment to here]**
- **[How to report here]**
- Outside: the Australian Human Rights Commission or your state body; the Fair Work Commission; your WHS or OHS regulator; police for crimes
- Victimising someone who reports or supports a report is unlawful

If someone tells you

- Listen, believe them, and thank them
- Don't question, blame or take over
- Ask what they would like to happen
- Give them the support contacts

Support

- Employee assistance program: **[Your EAP or support contact]**
- 1800RESPECT: 1800 737 732, 24 hours
- Lifeline: 13 11 14, 24 hours
- Danger now: Triple Zero (000)

Prevent it, call it out safely, and report it.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not investigation training, legal advice or counselling.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-SXH Sexual Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-TRF · Workplace Traffic Management Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For everyone on a site with vehicle movements, including delivery drivers and visitors: the traffic management plan, site layout and rules that keep people and vehicles apart.

A workplace traffic management plan sets how vehicles and people move around a site: where vehicles go, where people walk, where they cross, speed limits, loading areas and how delivery drivers and visitors are managed. It only works if everyone knows it and follows it.

This talk covers the parts of a traffic management plan, pedestrian walkways and crossings, speed limits and signs, loading and unloading areas, managing delivery drivers and visitors, and reporting problems with the layout. It is about traffic on your site, not traffic control on public roads, which needs specific qualifications.

Learning outcomes

By the end of the session participants will be able to:

- Explain what a workplace traffic management plan covers, and why every site with vehicle movements needs one
- Follow pedestrian walkways, crossing points and exclusion zones
- Follow site speed limits, one-way systems, parking rules and signs
- Describe safe arrangements for loading and unloading, including where drivers wait
- Explain how delivery drivers, contractors and visitors are inducted and managed on site
- Report layout problems, missing signs and near misses so the plan can be improved

What it covers

Module	Covers
The traffic management plan	What it covers; Site layout and separation; Who it applies to
Site rules	Walkways, crossings and barriers; Speed limits, signs and one-way systems; Loading and unloading areas
Your part	Delivery drivers and visitors; Following the rules every time; Reporting problems and near misses

Activities

- Our site map: workers trace the vehicle and pedestrian routes on your site plan and mark the crossing points
- Fix the layout: workers suggest improvements to a sample yard layout

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Workplace Traffic Management Awareness

The traffic management plan, site layout and rules that keep people and vehicles apart

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

TRF

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What a traffic management plan covers
- ✓ Walkways, crossings, speed limits and signs
- ✓ Loading areas, delivery drivers and visitors
- ✓ Reporting problems with the layout

This talk is not

- ✕ Traffic control on public roads
- ✕ A licence for any vehicle or machine
- ✕ Working beside plant: see HAZ-MOB
- ✕ Our plan: **[Your traffic management plan]**

Awareness only. Traffic control on public roads needs specific qualifications; operating a forklift needs a high risk work licence.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

Why a traffic management plan matters

Being hit by a moving vehicle is one of the most common causes of death at Australian workplaces. Many happen in yards, depots and car parks.

- Vehicles and people use the same space: yards, docks, gates, car parks
- Reversing, loading and blind corners are where most people are hit
- Delivery drivers and visitors do not know the site
- A plan sets where vehicles go, where people walk and where they cross

A composite example

- A delivery truck arrives at a busy yard. Nobody meets the driver, who gets out to find the office and walks across the forklift route behind a stack of pallets.
- The forklift operator, reversing, does not see them.

A plan only works if everyone knows it, including people who arrived today.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage the risk of people being hit by vehicles: eliminate it, or minimise it
- Plan the site's traffic: routes, walkways, crossings, loading areas
- Tell workers, drivers, contractors and visitors the rules
- Consult workers, and review the plan when things change

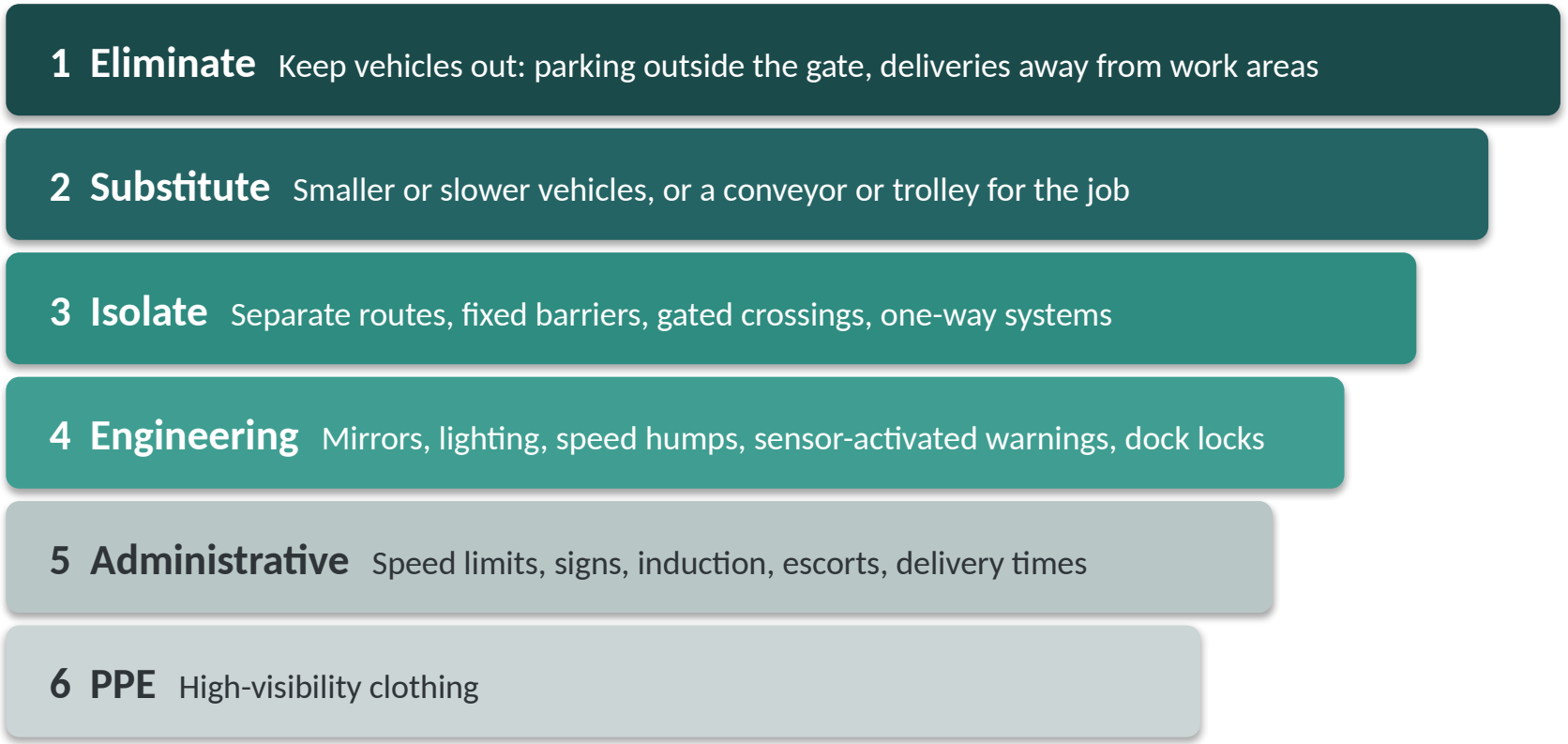
You must

- Follow the walkways, crossings, speed limits and signs
- Follow the plan every time, even when it is slower
- Make sure visitors you host know the rules
- Report layout problems, missing signs and near misses

Several businesses can share a site: they must work together on the plan. Victoria's laws frame the duties in their own terms.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

The hierarchy of control for site traffic



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-TRF

Workplace Traffic Management Awareness

Participant handout · keep this

A traffic management plan sets how vehicles and people move around this site. It only works if everyone knows it and follows it. Keep this page.

Keep people and vehicles apart

1. Eliminate: keep vehicles out of people areas
2. Substitute: smaller or slower vehicles
3. Isolate: separate routes, barriers, gated crossings
4. Engineering: mirrors, lighting, speed humps, dock locks
5. Administrative: speed limits, signs, induction, escorts
6. PPE: high-visibility clothing, last

The plan covers

- The site map: vehicle routes, walkways, crossings, parking
- Speed limits, one-way systems and signs
- Loading areas and where drivers wait
- Inducting drivers, contractors and visitors

Loading and unloading

- Drivers wait where the site says: **[Where drivers wait during loading]**
- Never walk between a truck and a dock, or behind a reversing truck
- Trucks restrained before loading starts

Every time

- ☐ I know where the plan and map are: **[Where the traffic management plan is kept]**
- ☐ I use the walkways and cross only at crossings
- ☐ I take no shortcuts through vehicle areas
- ☐ I keep to the speed limit: **[Your site speed limits here]**
- ☐ I follow one-way systems and signs
- ☐ Visitors I host know the rules

Report

- Missing or damaged signs and barriers
- Shortcuts everyone takes; layouts that do not work
- Every near miss
- To: **[Who to report to here]**

Know the plan. Follow it every time. Report what does not work.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not cover traffic control on public roads, or operating any vehicle or machine.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-TRF Workplace Traffic Management Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK AWARENESS PACKAGES

HAZ-VIO · Workplace Violence and Aggression Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who deal with customers, clients, patients or the public: recognising warning signs, staying safe, and reporting every incident.

Violence and aggression at work includes physical assault, threats, abuse, intimidation and throwing objects, by customers, clients, patients, members of the public or co-workers. It is a psychosocial hazard that WHS or OHS laws require businesses to manage like any other risk. It is not part of the job.

This talk covers what counts as violence and aggression, the warning signs, basic de-escalation and getting to safety, the controls in the work design, and why reporting every incident matters even when nobody was hurt.

Learning outcomes

By the end of the session participants will be able to:

- Describe what workplace violence and aggression includes, from verbal abuse and threats to physical assault
- Explain that it is a hazard the business must manage, and is not an acceptable part of any job
- Recognise warning signs of escalating aggression
- Use basic de-escalation and know when to leave, get to a safe place and call for help
- Describe workplace controls such as layout, staffing, cash handling, duress alarms and procedures for high risk situations
- Report every incident, including verbal abuse, and know where to get support afterwards

What it covers

Module	Covers
What it is	Abuse, threats, intimidation and assault; Who it comes from; A hazard to be managed, not tolerated
Controls in the work	Workplace design and layout; Staffing, cash handling and lone work; Alarms, procedures and refusing service
In the moment	Warning signs; Keeping calm and creating distance; Leaving and calling for help
Afterwards	Reporting every incident; Support and debriefing; Police involvement

Activities

- Warning signs: workers identify escalation signs in three short scenarios and choose their response
- Our controls: workers list the controls in their own workplace and where they fall short

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Is this self-defence or restraint training? No. It covers recognising aggression, keeping distance, de-escalation and getting to safety. Physical intervention and restraint need specialist training and should only be part of a planned control where your risk assessment requires it.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Workplace Violence and Aggression Awareness

Recognise the warning signs, get to safety, and report every incident

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

VIO

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What violence and aggression include
- ✓ The controls in the work
- ✓ Warning signs, de-escalation and getting to safety
- ✓ Reporting every incident, and support

This talk is not

- ✕ Self-defence or restraint training
- ✕ Security or crowd control work
- ✕ Counselling
- ✕ Our procedure: **[Your violence and aggression procedure]**

Awareness only. Physical intervention and restraint need specialist training. Security work needs a licence.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

What it is

Any incident where a worker is abused, threatened or assaulted in a situation arising out of, or in the course of, their work.

- Verbal abuse, yelling, swearing and insults
- Threats, intimidation, stalking and following, in person, by phone or online
- Throwing objects, damaging property, spitting
- Pushing, hitting, kicking, biting and assault with a weapon
- From customers, clients, patients, the public, co-workers, or someone's family member at work

A composite example

- A receptionist is sworn at most days by people waiting. It is treated as normal: 'that's the job'.
- Nobody reports it. One afternoon a man waiting an hour comes over the counter. There was no screen, no alarm and no plan.

It is not part of the job, whoever it comes from.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage violence and aggression like any other risk: eliminate it, or minimise it
- Design the work, layout and staffing to prevent it
- Provide alarms, procedures, training and support
- Consult workers, and act on incident reports

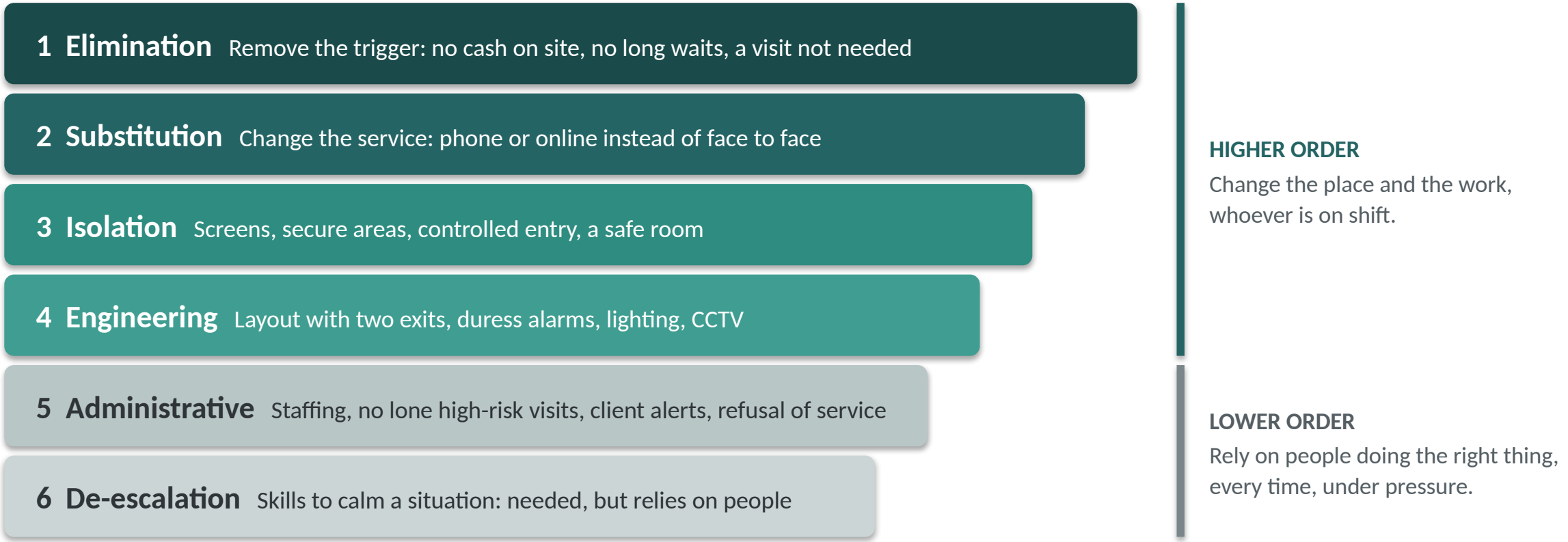
You must

- Follow the procedures and use the controls provided
- Not be violent or aggressive to anyone at work
- Get to safety, and do not put yourself or others at risk
- Report every incident, including verbal abuse

Violence and aggression is a psychosocial hazard: WHS and OHS laws require it to be managed. Some incidents must be notified to the regulator.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

The order of controls for violence



Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. De-escalation is the last line, not the first.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-VIO

Workplace Violence and Aggression Awareness

Participant handout · keep this

Violence and aggression at work includes verbal abuse, threats, intimidation and assault, from customers, clients, patients, the public or co-workers. It is a hazard the business must manage. It is not part of the job. Keep this page.

The order of controls

1. Remove the trigger: no cash on site, no long waits
2. Change the service: phone or online
3. Screens, secure areas, controlled entry
4. Layout with a way out, duress alarms, lighting
5. Staffing, no lone high-risk visits, client alerts, refusal of service
6. De-escalation: the last line, not the first

Warning signs

- Raised voice, swearing, rapid speech
- Pacing, clenched fists, pointing, a fixed stare
- Invading your space; alcohol, drugs or great distress
- Threats, or picking up or throwing objects

Keep calm, create distance

- Speak slowly and quietly; acknowledge; offer a real option
- More than an arm's length; keep your way out clear
- Signal for help early: **[How to call for help here]**

Leave when

- De-escalation is not working, or you feel unsafe
- There is a weapon or a threat
- Let them go: never block, chase or restrain
- Your safety comes before cash and stock

Report every incident

- **[Who to report to here]**
- **[How to report an incident here]**
- Including verbal abuse, even if nobody was hurt

Support

- Employee assistance program: **[Your EAP or support contact]**
- Lifeline: 13 11 14, 24 hours
- 1800RESPECT: 1800 737 732, for sexual, domestic or family violence
- Danger now: Triple Zero (000)

It is not part of the job. Get safe, then report it.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not self-defence, restraint or security training.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-VIO Workplace Violence and Aggression Awareness v1.0 · The full package contains the complete materials.