SAMPLE ONLY

Toolbox talk - Sample Office Fit-Out - Block A

Project	Sample Office Fit-Out - Block A	**Document no.**	HD-SAMPLE-US-04-EN
Client	Example Client - Sample	**Revision**	01 - Sample
Location	Austin, Texas, United States	**Status**	SAMPLE - NOT FOR SITE USE
Project country	US - United States	**Document language**	English

Purpose and use

Illustrative draft for the named sample job only. The arrangements and ratings are examples, not verified site facts. This document is not approved for site use.

Sample scope and exclusions

Example daytime fit-out of a vacant ground-floor office room within an occupied commercial building. Four operatives are assumed for the demonstration. Work covers receipt of lightweight fittings, movement into the room, non-structural installation and handover. Structural alterations, live electrical work, work at height and hot work are outside this sample scope.

People and interfaces

For this fictional job, the site lead coordinates the work area with the building representative and other trades. A named supervisor, actual competence, agreed delivery arrangements, emergency contacts and the client's restrictions remain to be confirmed. The example does not record an inspection or completed training.

Document-specific review

Example briefing questions: Where is today's work boundary? Who else needs access? What has changed since planning? Which unresolved points need the supervisor's decision? Record the actual answers and attendance; do not treat this sample as proof of instruction.

Country scope

JHA example. Confirm applicable federal or State Plan requirements and the employer's task-specific hazard-control arrangements.

Supporting official guidance

https://www.osha.gov/Publications/osha3071.pdf

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Attendance record

No.	Name	Employer / trade	Signature	Date / time
1				
2				
3				
4				
5				
6				
7				
8				

Risk and control register

Activity	Hazard	Initial	Controls	Residual	Owner
Material delivery	Unplanned lifting of bulky fittings	High	Proposed: review item size, handling aids and delivery arrangements before selecting the handling method. Confirm these arrangements on site.	High	Supervisor - name to confirm
Movement through the building	Obstructed access and pedestrian interaction	Medium	Proposed: agree the route and work boundary with the building representative, then verify housekeeping and access before the task.	Medium	Supervisor - name to confirm
Work beside other trades	Conflicting activities and changing conditions	High	Proposed: coordinate with the other trades and review changes with the supervisor before the affected work proceeds.	High	Supervisor - name to confirm

Issue checklist

- Confirm the actual work area and exclusions.
- Confirm the named people and responsibilities.
- Verify the proposed controls and outstanding actions.
- Check linked documents, permissions and revision numbers.
- Record review and brief the affected team.

Competent-person review

SAMPLE ONLY. Before any real work, a competent reviewer must replace these assumptions with the actual scope, work methods, people, equipment and site conditions. Confirm all proposed controls and required permissions, resolve outstanding actions and brief the team. A sample or a signature does not establish that the work is safe or that a permit has been issued.

Prepared by: _____ Reviewed by: _____ Date: _____

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