



### SAFETY MEETING/TOOLBOX TALK RECORD

Work Health and Safety (WHS) meetings are held **monthly** with the Operations and/or General Manager present. Any additional team members that are required to attend would be advised several days prior to the meeting date. This is an opportunity to discuss how we can improve operational practices and develop safety plans.

Toolbox meetings are held **daily** on-site during the project. Should the need arise to hold more frequent WHS or Toolbox

Meetings or an emergency debrief as a result of an incident, all relevant workers will be given as much notice as practical.

**Safety Meeting Aims:**

- Making relevant workers' more aware of safety at work
- Bringing together management and relevant workers'
- Stimulating an interest in safety
- Educating relevant workers' in safe working practices
- Accessing a wider range of view points
- Developing preventive measures not reactive action
- Sharing incidents and workplace procedural changes

A record is kept of the topics covered; the outcomes, actions and the meeting duration and is recorded in the Safety Meeting/Toolbox Talk Record.

Date:	Location:
Chairperson:	Job role / position:
Commencement Time:	Completion Time:

ATTENDEES NAME	SIGNATURE	ATTENDEES NAME	SIGNATURE

#### AGENDA

Item 1	
Item 2	
Item 3	



SCAFFWISE

✓ Tick the topic and make notes. Include input from the workers and subcontractors.

- Communication
- High Risk Work
- PPE
- Mobile Plant
- Electrical safety
- Hazardous chemicals
- Hazardous Manual Tasks
- Working at heights
- Traffic /pedestrian controls
- Alcohol and other Drugs
- First aid
- Fire drills
- Housekeeping
- Emergency management
- Emergency evacuations
- Hazard reports
- Incident reports
- Working in hot / cold weather
- Remote / isolated Work
- Hearing protection
- Safety training
- Recycling & waste management
- Environmental issues
- Subcontractor responsibility
- Near misses
- Significant incidents
- Incident investigation
- Unsafe practices
- Safety audits
- Safety Inspections
- Lost time injuries
- Injury prevention
- Our safety record
- WHS statistics
- Procedural changes
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<b>RECORD COMMENTS AND DISCUSSION</b>	
<b>ACTIONS RESULTING FROM MEETING</b>	
Manager/Supervisor Name	Time
Manager/Supervisor Signature	Date

Note: Complete a Hazard Report Form / Conformance Report for any hazard that cannot be immediately fixed.