

Toolbox/Safety Meeting

(Toolbox, Pre-start meeting, H&S Committee Meeting)

Company name

Name of person running meeting

Date

Time

Meeting type (in-house meeting, pre-start meeting, site-specific meeting)

Address

Are there any outstanding hazards, tasks, safety procedures or newly identified hazards that need to be discussed, including remedial actions?

Refer to any site reviews, or risk assessments recently completed in the App.

Recent incidents

Refer to the site's Incident Register. Has an Incident Form been completed and reviewed? Have remedial actions been discussed and implemented? Who is responsible? What further actions, if any, are required?

Worker and contractor Health and Safety

Have all workers been inducted? Do they have the right equipment, appropriate PPE and understand how to use, care, maintain and store it? Are workers controlling the hazards correctly? Do they require further training or supervision?

Plant, machinery, equipment and vehicles

Is all plant, machinery and equipment (PME) listed on the PME Register and fit for use? Are regular service and maintenance schedules in place? Are pre-start checks being done?

Other health and safety matters

Notes

List of attendees

Name

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.