Toolbox Talk Minutes

SSSP Form 6



This document is a companion document to the site inspection checklist.

1 Project information Tick one – is this a site-specific or in-house meeting? Site-specific In-house Write project name or location of site. Write office location.		
Site-specific In-house Write project name or location of site. Write office location. Write the name of who is running this meeting. Company Date 2 Agenda items Write the theme of the meeting (topic for focus).	1 Project information	
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List agenda items.		
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	<u>List</u> agenda items.	

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3 Health and safety issues		
Site activities/safe work practices/incident reports a	and investigations discussed.	
Issues raised from site safety inspection	Actions	By who and when
Issues outstanding from previous briefings	Actions	By who and when
Employee-raised issues	Actions	By who and when
Positive safe-action observations	Actions	By who and when
Incidents or injuries	Actions	By who and when
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4 Job plans reviewed		
Includes permits to work, Task Analysis or other do	ocumented work-planning proce	299
Job/task	Action/outcol	
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5 Operational issues		
Day-to-day site management issues/items for discussion.		
Issue	Action	
6 Other business		
Item	Action	
7 Attendees		
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Name	Signature	
8 Review by management		
	Dowley 0	
Party 1	Party 2	