Toolbox Talk Minutes SSSP Form 6

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

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| 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.

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**Write** office location.

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**Write** the name of who is running this meeting.

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Company Date

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| 2 | Agenda items |

**Write** the theme of the meeting (topic for focus).

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**List** agenda items.

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| 3 | Health and safety issues |

Site activities/safe work practices/incident reports and investigations discussed.

Issues raised from site safety inspection Actions By who and when

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Issues outstanding from previous briefings Actions By who and when

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Employee-raised issues Actions By who and when

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Positive safe-action observations Actions By who and when

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Incidents or injuries Actions By who and when

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| 4 | Job plans reviewed |

Includes permits to work, Task Analysis or other documented work-planning process.

Job/task Action/outcome

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| 5 | Operational issues |

Day-to-day site management issues/items for discussion.

Issue Action

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| 6 | Other business |

Item Action

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| 7 | Attendees |

Name Signature

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| 8 | Review by management |

Party 1 Party 2

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