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.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Company Date

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | / |  |  | / |  |  |  |  |

|  |  |
| --- | --- |
| 2 | Agenda items |

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

|  |
| --- |
|  |

**List** agenda items.

|  |
| --- |
|  |

Toolbox Talk Minutes SSSP Form 6

|  |  |
| --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| 4 | Job plans reviewed |

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

Job/task Action/outcome

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Toolbox Talk Minutes SSSP Form 6

|  |  |
| --- | --- |
| 5 | Operational issues |

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

Issue Action

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 6 | Other business |

Item Action

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 7 | Attendees |

Name Signature

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 8 | Review by management |

Party 1 Party 2

|  |  |
| --- | --- |
|  |  |