

Date:

Company

Site Name



After start



Frequently used



SITESAFE

# Site briefing/toolbox meeting minutes

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

Is this a site-specific or in-house meeting?

## Project information

Site name

Office location

## Who is running this meeting?

Name

Company

Date

## Agenda items

Agenda items

Theme of the week (topic for focus)

## 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

**Job plans reviewed**

**i** Includes permits to work, Task Analysis, SWMS or other documented work-planning process

Job/task	Action/outcome

**Operational issues**

**i** Day-to-day site management issues/items for discussion

Issue	Action

**Other business**

Item	Action

**Attendees**

Name	Signature

**Review by management**

Party 1	Party 2