

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.

Site-Specific Briefing

Project Information

Site name

Office location

Who is running this meeting?

Name

Company

Date

Agenda items

Agenda items

Theme of the week

Health and safety issues

i 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 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

PCBU 1 PCBU 2