

TOOLBOX MEETING MINUTES OH&S / EMS
To include subcontractors and their employees

Workplace	DAASS - EXAMPLE ONLY			Date	31-03-2017
Supervisor / Chairperson	Dave				
Start time	7.00	am	Finish time	7-10	am

PERSONS PRESENT (if not adequate writing space attach extra sheet/s, set out clearly & mark number of sheets)

NAME (to be printed)	SIGNATURE	NAME (to be printed)	SIGNATURE
dave			[no image]
phil			[no image]
N/A	[no image]		[no image]
N/A	[no image]		[no image]
N/A	[no image]		[no image]

AGENDA ACTION BY

AGENDA	ISSUES & COMMENTS
1. Previous minutes, issues & actions arising	ALL OK
2. Review of Emergency Procedures	OK DRILL Yes
3. Review of WMS's / SWMS's	Yes
4. I.A.R. Reports	Yes
5. Site Checks	Daily
6. Site team Impact	
7. Plant & Equipment (Pre-Starts OK?):	Yes
8. Review of Legal e.g. OHS / EPA etc,etc	Yes
9. Traffic Management Review / OH&S	Yes
10. P.P.E. Review e.g. Helmets / Vests / Boots	Yes

AGENDA		ISSUES & COMMENTS
11. Proposed changes ,new instructions / notices	Yes	
12. Any other issues		SEE BELOW

AGENDA ACTION BY

CORRECTIVE ACTION		ENSURE FENCING IS SECURE		ACTIONED BY	PHIL
Date	31-03-2017	Review Date BY	31-03-2017	Add Photo	

Additional Comments

ENSURE THE FENCING IS SECURED AND SAFE DAVE TO FOLLOW UP TODAY BEFORE LEAVING SITE