



PTW Safety Checklist No. 00

TOOLBOX MEETINGS

Approved by PSM:		Date:
Other Checklists that may be relevant:		
Permit Number:		Date:
Rev 2.0	Issue Date: 13/12/2017	Authorised By: PSM

Toolbox Meetings

As a minimum, toolbox talks are held prior to starting work and when there are any changes to the work scope or work party. At initial toolbox meeting, review the JHA and all permit documentation. Any additional hazards and precautions to be added to the JHA.

Work Party sign on below at initial toolbox meeting or when joining the work party (signature here confirms understanding of work scope, controls and procedures relating to work under this permit).

Name	Signature	Name	Signature	Name	Signature

At each subsequent toolbox meeting, the PICWS confirms the work party have discussed:

Daily work scope & objectives, Hazards & Controls (JHA), Precautions on permit & check list relating to today's work scope and how any changes are to be handled.

The PICWS is to ensure all persons working on the task are competent; the possession of sufficient skills, knowledge and experience to enable an individual to understand what they are doing, why they are doing it and to be able to conduct a task repeatedly in a safe and efficient manner.

Confirmation of Initial Toolbox Meeting (PICWS)		
Name	Signature	Date:
Subsequent Toolbox meetings and changes of work scope		
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:
Name	Signature	Date:

On Completion of the Job

Tick when done Y N N/A

- 1 Has the work completed in its entirety and the worksite left in a safe, clean and tidy state? (Tick NA only if rewrite).