



PTW Safety Checklist **No. 00**

TOOLBOX MEETINGS

Permit Number:		Date:
Rev 3.0	Issue Date: 06/05/2020	Authorised By: PSM

TOOLBOX MEETING - PROMPTS TO ASSIST WITH CARRYING OUT A TOOLBOX MEETING ARE AVAILABLE BELOW.

PICWS is to ensure:

- a) Toolbox is held prior to starting work and when there are any changes to the work scope or work party
- b) Review the JHA, checklists, procedures and all permit documentation
- c) Any additional hazards and controls should be added to the JHA
- d) Any change of work scope is authorised by the Permit Issuer before work can commence
- e) Roles and responsibilities are communicated
- f) Work area call points, fire extinguishers, safety showers / eyewashes, first aid kits, phone locations and emergency exits are identified.

PICWS to complete prior to Permit Issue and sign after completing the Daily Toolbox with the work party.

Date	Daily scope of work	Daily checklists required (No's)	PICWS sign

Work party sign on

All members of the work party to sign below at initial toolbox meeting or when joining the work party.

Signature here confirms your understanding of work scope, controls, recovery plans and procedures relating to work controlled under this permit.

Name	Signature	Date	Name	Signature	Date

Toolbox meeting

As the PICWS you should not only ensure that the Toolbox meeting is held, but that all members of your work-party are present and actively contributing to the Toolbox meeting. A QUALITY toolbox meeting plays a key role in the success of every aspect of the job.

Toolbox meetings should be an inclusive meeting where all team members contribute to the discussion. A good toolbox meeting should cover / include:

- a) Daily work scope and objectives – ensure instructions are clear, received and understood.
- b) Hazards and controls – go through the JHA. Are there any high risk activities?
- c) Precautions on the Permit and associated checklists that are required to be implemented.
- d) Carrying out a team ‘Hazards of the Day’ review with any identified hazards then added to the JHA.
- e) Confirm housekeeping requirements.
- f) Encouraging personnel to intervene if something is not right.
- g) Emergency response – what are we going to do if it all goes wrong, identify call points and safety equipment.
- h) Finish the meeting on a positive!

On completion of the job	Yes	Rewrite
Work has been completed in its entirety and the worksite left in a safe, clean and tidy state.		