

Toolbox Talk Minutes

SSSP Form 6

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

1 Project information

Tick one – is this a site-specific or in-house meeting?

Site-specific In-house

Write project name or location of site.

Write office location.

Write the name of who is running this meeting.

Company

Date

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2 Agenda items

Write the theme of the meeting (topic for focus).

List agenda items.

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3 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

4 Job plans reviewed

Includes permits to work, Task Analysis or other documented work-planning process.

Job/task

Action/outcome

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5 Operational issues

Day-to-day site management issues/items for discussion.

Issue	Action

6 Other business

Item	Action

7 Attendees

Name	Signature

8 Review by management

Party 1

Party 2

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