

# Toolbox Meeting Report



Project:	Date:
Location:	Project No:
Name person delivering toolbox meeting :	Time:

➤ **Outstanding Items from Previous Meeting:** (allocate responsibility & timeframe)

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➤ **Safety Issues:** (Safety Alerts / topics / recommendations / Legislative changes)

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➤ **Incidents / Accidents:** (since last toolbox meeting from all sites)

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➤ **Environmental Issues:** (dust / noise / stormwater run-off / flora / fauna etc.)

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➤ **Upcoming Works / SWMSs / Construction Method or Design change:**

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<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	01.05.2023	<b>Next Review:</b>	01.05.2024
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
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➤ **Personnel Protective Equipment:** (compliance / requirements / condition / additional)

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➤ **Housekeeping:** (site in general / compound / amenities)

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➤ **Traffic Management:** (construction site / public interface / pedestrians / access-egress)

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➤ **Other Issues:**

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➤ **Minuted By:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

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