

Toolbox / Pre-Start Talks

All Toolbox / Pre-start Talks undertaken on behalf of **The Trustee for Broad Air Conditioning** are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox / Pre-start Talks			
Workplace:			
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:

Points Raised / Comments:			
Corrective Action	Action by	Sign off	Action Complete Date

Plant & Equipment Pre-Start Checklist

The Trustee for Broad Air Conditioning completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Plant Provider					
Name		Signature		Date	

Plant Inspected	
Plant Type/Make	
Serial No.	
Company	

Inspection Verified By					
Name		Signature		Date	