

## Tool Box Talk

This section is to be filled in by the person conducting the tool box talk (typically a manager). This document forms a legal record and can be subpoenaed by a Court. All information must be filled in completely and accurately and will form part of AAG's work health and safety reporting.

Briefer's Name: Ali Hyazi Location of TBT: W/Shop  
 Briefer's Position: W/Shop Manager Date of TBT: 17/3/20  
 AAG Location: ALX Time of TBT: 1pm

### Category of discussion

- |                                                    |                                                       |                                          |                                             |
|----------------------------------------------------|-------------------------------------------------------|------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> PPE            | <input type="checkbox"/> Staff Time/Attendance        | <input type="checkbox"/> Lighting/Noise  | <input type="checkbox"/> Manual Handling:   |
| <input type="checkbox"/> Chemicals / SDS / Storage | <input checked="" type="checkbox"/> Staff Performance | <input type="checkbox"/> Recent Incident | <input type="checkbox"/> Slips/Trips/Falls: |
| <input type="checkbox"/> Plant/Equipment           | <input checked="" type="checkbox"/> Staff Attitude    | <input type="checkbox"/> Electrical:     | <input type="checkbox"/> Other (Specify):   |

### Item for discussion – Add notes, controls and responsibilities

- \* Alcohol & Drug testing.
- \* Cleanliness in w/shop.
- \* When Busy - focus & finish work.
- \* Safety gear to be worn.
- \* Service stickers, to be done correctly.
- \* Phones to be put in

### Participant Acknowledgement

By signing the below, I understand that I have attended the TBT noted above and that I have been briefed on all matters listed for items of discussion. I also acknowledge that I have the opportunity to ask any question I felt pertinent regarding these topics and I am able to seek further clarification with my manager at any time in the future.

Name	Signature	Date	Time
Aiden T.		17/3/20	1:29pm
Blake P.		17/3/20	
MATTY C.		17/3/20	1:30
Perry D.		17/3/20	1:35 PM
Blake Bruce			
Steve D.		17/3/20	
Liana F.		17/3/2020	1:35
Gabriel		17/3/20	1:35
Saxon		17/3/20	1:31
Ross C.		17/3/20	1:35
Oliver		17/3/20	
Thomas		17/03/20	1:30
Ciaran		17.3.20	1:31
		17.3.20	1:31
Joe Malovic		17-3	1:31