**Record of Toolbox Meeting**

### Meeting Details

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| **Meeting Location:** |  |
| **Meeting Conducted By:** |  |
| **Date of Meeting:** |  |

### Issue Discussed

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| **Operational & Maintenance Issues** | **Health, Safety & Environment Issues** |
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### Discussion Details

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| **Operational & Maintenance Discussion** |
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| **Health, Safety & Environment Discussion** |
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### Issued Raised by Staff for discussion

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| **Issued Raised** | **Suggested Resolution** | **Completion Timeline** |
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### Attendance Record

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| Meeting Leader Acknowledgement | | |
| **Name:** |  | |
| **Signature:** |  | |
| **Date:** |  | |