**Record of Toolbox Meeting**

### Meeting Details

|  |  |
| --- | --- |
| **Meeting Location:** | Tottenham - Yard |
| **Meeting Conducted By:** | Shannon Crawford |
| **Date of Meeting:** | 16/11/2020 |

### Issue Discussed

|  |  |
| --- | --- |
| **Operational & Maintenance Issues** | **Health, Safety & Environment Issues** |
| 1. Housekeeping | 1. Chemical Register |
|  | 1. Lock Out/Tag Out |
|  | 1. Hazard Report Form |
|  |  |
|  |  |

### Discussion Details

|  |
| --- |
| **Operational & Maintenance Discussion** |
| 1. Housekeeping – Continue to tidy your areas up. Focus on the copper shed (batteries, broken pallets, empty containers, rubbish), driveways (empty gas bottles, small pieces of metals), up against buildings/fences (rims, small pieces of metal, rubbish). |
| **Health, Safety & Environment Discussion** |
| 1. Induction training – Most of you have started your basic induction training, anyone who hasn’t yet will be done in the next week. 2. Chemical Register – Chemical register and SDS’s now located in the chemical room next to the diesel storage tank. 3. Lock out/tag out procedures – Have been developed and everyone will be trained in them. 4. Hazard Report form – Please ensure you are reporting any hazards you find around the yard so we can action them and make workplace safer for everyone. |

### Issued Raised by Staff for discussion

|  |  |  |
| --- | --- | --- |
| **Issued Raised** | **Suggested Resolution** | **Completion Timeline** |
|  |  |  |

### Attendance Record

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