31/1/2018,

Palmerston north.

To:

The Field Manager,

Palmerston North.

Sub: Tool box meeting

Hi Cyrus,

Thanks for organising tool box meeting at your premises for our company (**Fabril Solutions ltd**), we have discussed the below mentioned points

* Health & Safety
* Reporting Incidents
* How to do a grass trench inside and outside boundary
* 2018 Compliance
* Personal appearance

I had been with prabjot in the field while he was doing the trenching jobs at the below mentioned address.

|  |  |
| --- | --- |
| 5314733 | 29 STEPHENS CRE HIGHBURY PALMERSTON NORTH |
| 5392881 | 41 IHLE ST TERRACE END PALMERSTON NORTH |
| 5260025 | 72 MONOWAI PL WESTBROOK PALMERSTON NORTH |

I have trained him in some aspects like service locating using cable locator & I have advised him about the preventive measures while doing trenching & concrete cut jobs . we have also conducted our internal tool box meetings regarding health & safety.

Thanking you,

Yours sincerely,

Sid Doma.