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| STL PERMIT TO WORK | | SAFETY CHECKLIST - NO. 00 | |
| Title: Toolbox Meetings | | | |
| Approved by PSM: Simon Elliott | | Date: January 2016 | |
| Permit No.: | | Date: | |

TOOLBOX MEETINGS

As a minimum, toolbox meetings are held prior to starting work and when there are any changes to the work scope or work party. At initial toolbox meeting, review the JHA and all permit documentation. Any additional hazards, controls and/or precautions identified, shall be added to the JHA.

Work Party sign on below at initial toolbox meeting or when joining the work party (signature here confirms understanding of work scope, controls and procedures relating to work under this permit)

| Name | Signature | Name | Signature | Name | Signature |
|------|-----------|------|-----------|------|-----------|
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At each subsequent toolbox meeting, the PICWS confirms the work party have discussed: Daily work scope & objectives, Hazards & Controls (JHA), Precautions on permit & checklist(s) relating to the upcoming work scope.

The PICWS is to ensure that all persons working on the task are competent; in possession of sufficient skills, knowledge and experience to enable an individual to understand what they are doing, why they are doing it and to be able to conduct a task repeatedly in a safe and efficient manner.

| Confirmation of Initial Toolbox Meeting (PICWS) | | |
|---|------------|-------|
| Name : | Signature: | Date: |
| Subsequent toolbox meetings and changes of workscope | | |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |
| Name : | Signature: | Date: |

ON COMPLETION OF THE JOB:

- Has the work been completed in its entirety and the worksite left in a safe, clean and tidy state? (Tick NA only if rewrite)

| | | |
|--------------------------|--------------------------|--------------------------|
| Tick when done | | |
| Y | N | NA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Duties of PICWS

The Person in Charge of Work-site (PICWS) is the person appointed to exercise DIRECT supervision of the work-site. The PICWS must be an approved PICWS and be registered on the STL PTW register.

PICWS Duties:

- Fully understand the work and its conditions.
- Ensure that everyone involved in the work is fully briefed (Toolbox meeting – see below) on the work scope and precautions necessary, and that the conditions of the Permit, including those on the Safety Checklists and JHA are complied with.
- Review the JHA for the work and add the specific hazards of the day (environmental conditions, other work parties, heavy traffic movement etc)
- Ensure all persons working on the task are competent and have sufficient skills, knowledge and experience to complete their scope in a safe and efficient manner.
- Ensure that the worksite has been left in a safe and tidy state on completion or suspension of work and at the end of each shift.

TOOLBOX MEETING

As the PICWS you should not only ensure that the toolbox meeting is held but that all members of your work-party are present and actively contributing to the toolbox. A QUALITY toolbox plays a key role in the success of every aspect of the job.

Toolbox Meetings should cover/include:

- Daily work scope and objectives – ensure instructions are clear, received and understood
- Hazards and Controls – go through the JHA. Are there any high risk activities?
- Add any 'Hazards of the Day'
- Precautions on permit and associated checklists that are required to be completed
- All team members
- Housekeeping requirements
- Encouraging personnel to intervene
- Finishing the meeting on a positive!

Questions that may be used to ensure all members of your work party understand:

- What are the main hazard(s) in your job scope?
- What controls are in place for this hazard(s)?
- What other activities nearby could affect us?
- Who are the first aiders and where is the equipment located?
- What route would you take if there was an evacuation?
- How will you raise an alarm if required?