

**TOOL BOX  
MEETING MINUTES (Weekly)**

Site: Depot

Date: 27 / 05 / 2016 Time: Start 3.35pm finish 4.15pm

Item No	Agenda / Topic of Discussion	✓	X	Comments
1	<b>Housekeeping</b> <ul style="list-style-type: none"> <li>▪ Remind workers to keep areas clean</li> <li>▪ Remember Barricades need to be maintained</li> <li>▪ Wearing of PPE</li> </ul>	✓ ✓ ✓		Correct placement of equipment Pedestrian signs on jobs PPE
2	<b>Inductions</b> <ul style="list-style-type: none"> <li>▪ Are all our employees &amp; Subcontractors on site inducted?</li> <li>▪ Have we recorded all tickets etc</li> </ul>	✓ ✓		Yes Yes
3	<b>SWMS's</b> <ul style="list-style-type: none"> <li>▪ Do we need any additional ones?</li> <li>▪ Are all SWMS's on site current</li> </ul>	✓ ✓		Swmms are working ok at present All swmms are access via ipad or phone New WA sra's are now up on website
4	<b>Tools &amp; Equipment</b> <ul style="list-style-type: none"> <li>▪ Are all tools and Leads Tagged?</li> <li>▪ Any New Tools Onsite</li> <li>▪ Do we need any Hire Gear</li> </ul>	✓	✓ ✓	James & Mary have certificates in place and are located framed in OH&S room. James to order Test & Tag Labels No Tools required
5	<b>Discussions on Safety</b> <ul style="list-style-type: none"> <li>▪ Have there been any injuries recorded</li> <li>▪ Any Near Misses</li> <li>▪ Any training needs identified</li> <li>▪ Remind employees about personal Hygiene at work</li> <li>▪ Traffic Management</li> </ul>	✓ ✓	✓ ✓	No injuries reported or near misses TMP cards have now expired and need to book REFRESHER COURSES. Booked in for Wednesday 4 <sup>th</sup> May
6	<b>Site Risk Assessment</b> <ul style="list-style-type: none"> <li>▪ Read thru. Site Risk Assessment with staff</li> </ul>	✓		Paul Smith read the SRA to staff and did a demonstration hands on with all that were present.
7	<b>Safety Walks</b> <ul style="list-style-type: none"> <li>▪ Are regular safety walks being done?</li> <li>▪ Any new issues raised</li> </ul>	✓	✓	Safety work carried out at yard, Allocation of pegs needed and 1 location. Trucks need to be cleaned daily not Friday afternoon
8	<b>Promote Safety at Work</b> <ul style="list-style-type: none"> <li>▪ Remind employees to look out for others</li> <li>▪ Remember safety is not common sense</li> <li>▪ Ask if anyone has any safety concerns</li> <li>▪ Other Issues</li> </ul>	✓ ✓	✓ ✓	None reported
9	<b>Significant Environment Issue</b> <ul style="list-style-type: none"> <li>▪ Community Impact Issues</li> <li>▪ Noise</li> <li>▪ Dust</li> <li>▪ Chemical Spills</li> <li>▪ Contaminated water runoff (Soil / Mud )</li> </ul>	✓	✓ ✓ ✓ ✓	None Reported

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The work place competencies of each employee relative to the SWMS and the tasks involved in those SWMS on this project have been checked & found to be satisfactory by the undersigned Desert Software Management Representative.

Manager : *James Poppins*

PERSONS PRESENT	
Name	Signature
1. PAUL SMITH	<i>Paul Smith</i>
2. MARY BOND	<i>Mary Bond</i>
3. JAMES POPPINS	<i>James Poppins</i>
4. PETER JONES	<i>Peter Jones</i>
5. JILL POTTER	<i>Jill Potter</i>
6. HARRY PETERS	<i>Harry Peters</i>
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FEEDBACK: COMMENTS OR POINTS RAISED BY PERSONNEL	
Need to update everyone's personal file including Emergency contact details	
We also need the hospitals locations in councils we are working in listed on website	
The following SWMS have been reviewed at this Tool Box session	
Loading and unloading materials	
General concrete Paving	What the difference was with GENERAL & just paving

FURTHER ACTION	ACTION BY	ACTION COMPLETE	
		SIGN OFF	DATE
Yard to be organized	James Poppins	Continuing	