

SITE HSEQ TOOLBOX TALK

Project: James Cook University

Job No.: JCU0201

Date: 15-01-2019

Facilitator: Michael Carter

Time: 7:00 AM

AGENDA:

1. Incidents/Non-Compliances/Hazards identified in log from previous week.
2. Actions from previous weeks toolbox talk.
3. Activities for the week.
4. Site issues raised and corrective actions required e.g. Safety, Quality, and Environmental.
5. Changes to site e.g. work environment, processes and practices, purchasing decisions, scaffold removal, access, amenities etc.
6. GENERAL e.g. sun protection, dehydration, PPE etc

Site Issues to be considered (place a tick in relevant boxes)							
Access	☐	Scaffold	☐	Deliveries	☐	Cranage	☐
House Keeping	☒	Manual Handling	☐	Work at Heights	☐	Concrete pumping	☐
Haz Subs Use	☒	Eye Protection	☐	Hard Hats	☐	Hi Vis	☐
Excavation Permits	☐	Hot Works Permits	☐	Roof Access Permits	☐	Protection of installed items	☐
Trenches	☐	Excavations	☐	Silt barriers	☐	Barricades	☐
SWMS	☐	Electrical	☐	Ladders	☒		

Item	Description	Action By	Due By
1	Incidents/Non-Compliances/Hazards identified in log from previous week. 4ft Stepladder in use on site. No MSDS for Hazardous chemical.		
3	Activities for the week. University Halls works ongoing. Asbestos removal to commence in Building 119 Rotary house Buildings 191-200 starting this week		
4	Site issues raised and corrective actions required e.g. Safety, Quality, and Environmental. <i>Luke (BBS) raised insufficient amenities for workers around site. Passed on to management for follow up</i>		
6	General Sign in and out daily. Day works sheets to be signed off by Simon Daily. Stay hydrated and take regular breaks.		

[illegible]

Michael Carter
(Facilitator)

(Signature)

15-01-2017
(Date)