

On-Site Pre-Start Tool Box Meeting

Site Information					
Location:				Date:	
Site Supervisor:		Site Supervisor Contact:		Job #:	
Site Emergency Information					
Lead First Aid:			Incident Point of Contact:		
Discussion Point Checklist					
Emergency	Yes	N/A	Communication	Yes	N/A
Assembly Points			SWMS Review		
Fire Safety Device Locations			High Risk Work – Any of the below - Working at heights (>2m) - Likely to involve disturbing asbestos - Confined Space - Chemical, fuel or refrigerant lines - Contaminated or flammable atmosphere - Road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians - Movement of powered mobile plant - Demolition of load-bearing structure - Temporary load-bearing support for structural alterations or repairs - Shaft or trench deeper than 1.5m or a tunnel - Pressurised gas mains or piping - Energised electrical installations or services - Tilt-up or precast concrete elements - Water or other liquid that involves a risk of drowning		
Emergency Exits					
First Aid	Yes	N/A			
First Aid Info					
Replenished First Aid Kit					
First Aid Trained Staff Onsite					
Emergency #'s					
Communication	Yes	N/A			
Scope of Works					
Induction					
Sign In/Out					
Material Storage/Handling					
PPE Requirements					
Traffic/Public Control					
Mobile Phone / Radios			Additional Items	Yes	N/A
Incident Reporting					
Smoking					
Speed Limits					
Site Box Location & Contents					
Other	Yes	N/A			
Restroom Facilities					
Use of a respirator					
Silica Controls Assessed					
Sub Contractor Works					
MSDS's & Retrieval Instructions					
Housekeeping					
Materials for the day					
Discussion					
Attendees					
Name	Signature		Name	Signature	

Once this is completed, please then complete a "Take Five" for your first task and fill out an additional "Take Five" for each task you complete thereafter.

After The Fact Attendees				
Name	Company	Date	Signature	Site Supervisor Signature

Contractor Induction Checklist			
Items Covered	Yes	No	N/A
Have you established the competencies and qualifications (including trade qualifications) of the person?			
Have you established proof of the person's construction induction training?			
Have you ensured that the person has been taken through the relevant safe work method statements for the tasks to be performed?			
Does the person have the correct PPE available?			
Have you shown the person what to do in an emergency and identified the location of the: - Assembly point and evacuation route? - Closest medical facility? - Contact details of emergency services? - Provisions for emergency communications?			
Have you shown the person: - The location of the first aid facilities / kits? - Who the first aiders			
Have you shown the person where all relevant fire fighting equipment is located?			
Have you shown the person where the amenities are located?			
Have you explained procedures for reporting incidents, injuries and hazards?			
Has the person been trained to set up and use any specialised equipment that is required?			
Have you explained the site security procedures?			
Have you explained the site health and safety rules?			
Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified?			

Once this is completed, please ensure you are signed onto the "Contractor Sign-In Register"