



Project: Mitten State School  
Facilitator: Ricky Bull  
Job No.: DEMA-7201  
Date: 23/11/2020  
Time: 7:30am

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                                                        | <input type="checkbox"/> | Scaffold          | <input type="checkbox"/> | Deliveries          | <input type="checkbox"/> | Cranage                       | <input type="checkbox"/> |
| House Keeping                                                 | <input type="checkbox"/> | Manual Handling   | <input type="checkbox"/> | Work at Heights     | <input type="checkbox"/> | Concrete pumping              | <input type="checkbox"/> |
| Haz Subs Use                                                  | <input type="checkbox"/> | Eye Protection    | <input type="checkbox"/> | Hard Hats           | <input type="checkbox"/> | Hi Vis                        | <input type="checkbox"/> |
| Excavation Permits                                            | <input type="checkbox"/> | Hot Works Permits | <input type="checkbox"/> | Roof Access Permits | <input type="checkbox"/> | Protection of installed items | <input type="checkbox"/> |
| Trenches                                                      | <input type="checkbox"/> | Excavations       | <input type="checkbox"/> | Silt barriers       | <input type="checkbox"/> | Barricades                    | <input type="checkbox"/> |
| SWMS                                                          | <input type="checkbox"/> | Electrical        | <input type="checkbox"/> | Ladders             | <input type="checkbox"/> |                               |                          |

| Item | Description                                                                                                                                                   | Action By | Due By |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|
| ①    | Communication & consultation between Steel fixer foreman framework foreman & dogman of tower crane to ensure load is placed in designated point loaded zones. |           |        |
| ②    | Note: Maximum Stacked material prior to pour is <del>2500kg</del> 500kg/m <sup>2</sup>                                                                        |           |        |



Toolbox Talk Finishing Time:



# Paynters

(Facilitator)

(Signature)

(Date)